

CITY OF KENT, OHIO

**FY2005 – FY2009
CONSOLIDATED PLAN**

&

FY2005 ANNUAL ACTION PLAN

Prepared By:

**City of Kent Community Development Department
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**FY2005-2009 CONSOLIDATED PLAN
AND FY2005 ACTION PLAN**

CITY OF KENT, OHIO

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TABLE OF CONTENTS

	<u>PAGE</u>
I. Strategic Plan	
Executive Summary	1
Strategic Plan	2
General Questions	2
Managing The Process	2
Citizen Participation	4
Institutional Structure	5
Monitoring	7
Priority Needs Analysis and Strategies	8
Lead Based Paint	12
Housing Needs	15
Priority Housing Needs	29
Housing Market Analysis	31
Specific Housing Objectives	36
Needs of Public Housing	37
Public Housing Strategy	38
Barriers to Affordable Housing	39
Homeless Needs	40
Priority Homeless Needs	42
Homeless Inventory	43
Homeless Strategic Plan	44
ESG (not applicable)	47
Community Development	47
Anti-Poverty Strategy	50
Low Income Housing Tax Credit Coordination (not applicable)	51
Specific Special Needs Objectives	51
Non-Homeless Special Needs Analysis	52
Specific Special Needs Objectives	55
Housing Opportunities for People W/ AIDS (HOPWA) (not applicable)	55
Specific HOPWA Objectives (not applicable)	56
II. FY2005 Annual Action Plan (First Year)	
SF-424	1
Executive Summary	3
General Questions	4
Managing the Process	5
Citizen Participation	6
Institutional Structure	7
Monitoring	7
Lead-Based Paint	8

Specific Housing Objectives	8
Needs of Public Housing	9
Barriers to Affordable Housing	10
HOME / American Dream Down Payment Initiative (not applicable)	10
Specific Homeless Prevention Elements	11
Emergency Shelter Grants (not applicable)	13
Community Development	13
Anti-Poverty Strategy	14
Non-Homeless Special Needs	14
Housing Opportunities for People with Aids (not applicable)	15
Specific HOPWA Objectives (not applicable)	16

III. FY2005 Project Funding Tables

2005-001 Coleman Rental Housing Rehabilitation
2005-002 Community Policing Program
2005-003 PATH Housing Acquisition
2005-004 Homeless Assistance Services
2005-005 CAC Energy Conservation Program
2005-006 Plum Creek Park Improvements
2005-007 Small Business Development Center / Business Incubator
2005-008 Virginia Avenue Property Acquisition
2005-009 Emergency Repair Program
2005-010 Acquisition / Rehabilitation / Resale
2005-011 Owner Occupied Housing Rehabilitation (Implementation)
2005-012 Grant Administration

IV. Appendix

Appendix A - Strategic Plan Needs Tables

Appendix B - Certifications

Appendix C - Maps

Appendix D - City of Kent Five Year Capital Improvement Program

Appendix E - Portage County 2004 Continuum of Care

Appendix F - Portage Metropolitan Housing Authority Five Year Plan 2005-2009

Appendix G - Consolidated Plan Survey

Appendix H - Public Hearing / Comment Notices / Citizen Participation Plan

Appendix I - Citizen Comments / Responses

Appendix J - CHIS Data Tables

I.

STRATEGIC PLAN



3-5 Year Strategic Plan

This document includes Narrative Responses to specific questions that grantees of the Community Development Block Grant, HOME Investment Partnership, Housing Opportunities for People with AIDS and Emergency Shelter Grants Programs must respond to in order to be compliant with the Consolidated Planning Regulations.

GENERAL

Executive Summary

The Executive Summary is optional, but encouraged. If you choose to complete it, please provide a brief overview that includes major initiatives and highlights that are proposed throughout the 3-5 year strategic planning period.

3-5 Year Strategic Plan Executive Summary:

The FY2005 - FY2009 Consolidated Plan for the City of Kent provides a Strategic Plan for the allocation of Federal, State and Local resources that may be available to the City over the next five years to address housing, non-housing special needs, homeless and community development needs within the community.

The City of Kent is one of the smallest Entitlement Communities in the State of Ohio with regard to the allocation of HUD administered CDBG funds. The City is able to access HOME funds through the State of Ohio competitive Community Housing Improvement Program (CHIP) and uses its CHIP funds for housing related programs. While some CDBG funds are used as local match to leverage CHIP funds, much of the CDBG funding can be used in other areas where community needs are present. The combination of both programs allows the City to provide a well-rounded effort that attempts to address the multiple areas of need. Unfortunately, decreasing funding amounts available to the City each year in the CDBG program have made it more difficult to address community needs.

Strategic Plan

Due every three, four, or five years (length of period is at the grantee's discretion) no less than 45 days prior to the start of the grantee's program year start date. HUD does not accept plans between August 15 and November 15.

Mission:

The Strategic Plan outlined in the FY2005-2009 Consolidated Plan covers the same time period as the Consolidated Plan and applies to the jurisdictional limits of the City of Kent. The primary mission articulated in the Strategic Plan is to identify the housing and community development needs within the community and the potential strategies for addressing those needs.

While many of the resources anticipated to deal with the needs will come from Federal and State funding, some local resources may also be committed in specific areas such as social services and community facilities.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) and the basis for assigning the priority (including the relative priority, where required) given to each category of priority needs (91.215(a)(2)).
3. Identify any obstacles to meeting underserved needs (91.215(a)(3)).

3-5 Year Strategic Plan General Questions response:

(1) Maps identifying areas of minority concentration and lower income populations by Census Block Group are contained in the Appendix of this document. Generally, areas of low and moderate income concentration are located in the central and eastern portions of the City, especially in and around Kent State University. Areas with minority concentrations of greater than 10% are found in the northeast, southeast, south-central and northwest portions of the City. One area of minority concentration of almost 30% is located in the south-central portion of the City, including and just south of a portion of the downtown area.

(2) CDBG / CHIP allocations covered in this document are not allocated typically on the basis of specific target areas or neighborhoods within the City but are distributed throughout the City. Housing programs are provided on a direct benefit basis on a City-wide basis. This allows the City to provide assistance in all of the areas of low / mod income and minority population concentrations. Some activities in the Community Development category are provided on an area basis and may be directed at a specific neighborhood (as would be the case with some public improvements) but are more generally the type of activity which has City-wide benefit. The City has a low / moderate household income population of 55%.

(3) The most significant obstacle in meeting underserved needs is the reduced funding levels of the CDBG program over the past several years coupled with declining local revenues needed to support City services. In fact, as this document is being prepared, Congress is considering the elimination of the CDBG program in total along with the elimination of a number of other domestic programs.

Managing the Process (91.200 (b))

1. Lead Agency. Identify the lead agency or entity for overseeing the development of the plan and the major public and private agencies responsible for administering programs covered by the consolidated plan.

2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe the jurisdiction's consultations with housing, social service agencies, and other entities, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons.

*Note: HOPWA grantees must consult broadly to develop a metropolitan-wide strategy and other jurisdictions must assist in the preparation of the HOPWA submission.

3-5 Year Strategic Plan Managing the Process response:

(1) The City of Kent's Community Development Department served as the lead agency responsible for the preparation of the plan. The Community Development Department was the logical entity to serve in this capacity in that:

- a) It was the agency responsible for the developing, and carrying out, the FY 1995-99 and FY2000-2004 Consolidated Plans;
- b) It is the lead agency within Kent City government with regard to the preparation of the City's Bicentennial Plan;
- c) It has extensive, long term experience dealing with social and community service agencies through its administration of City General Fund allocations for Social Service funding, and;
- d) It is the City Department responsible for the administration of the Community Development Block Grant (CDBG) program as well as Community Housing Improvement Program (CHIP) grants awarded through the State of Ohio, Department of Development, Office of Housing and Community Partnerships.

During the preparation of the draft of the Consolidated Plan, the Community Development Department relied heavily on its experience in the above listed areas as well as its contacts within the community. The mailing address, phone and fax numbers for the Community Development Department are provided below:

Community Development Department
City of Kent
930 Overholt Road
Kent, Ohio 44240
(Phone) 330-678-8108 (Fax) 330-678-8030

(2) The Consolidated Plan was developed in a manner which combined elements of the partial submission of a Comprehensive Housing Improvement Strategy (CHIS) document as required by the Ohio Department of Development in the Fall of 2004 along with the requirements of the Consolidated Plan process as outlined by the Department of Housing and Urban Development. It should be noted that the CHIS deals with only Housing needs in the community while the scope of Consolidated Plan is more comprehensive. Some minor modifications of CHIS elements have been made in order to address housing needs and the programs that the City believes that it is capable of producing based on current and projected resources.

Both the CHIS and Consolidated Plan process involved a wide-spread cross-section of agencies, groups, organizations and City departments. Among those who participated in the CHIS / Consolidated Plan process are as follows:

- Portage Metropolitan Housing Authority
- Coleman Professional Services
- Community Action Council of Portage County
- Townhall II
- Neighborhood Development Services Inc.
- Family and Community Services of Portage County
- Kent Regional Business Alliance
- Habitat for Humanity of Portage County
- Kent Fair Housing Board
- CHIS Housing Advisory
- Various City Departments

(3) The City consulted with the above named agencies in an effort to obtain their input on needs within the community. To facilitate this discussion, the City sent out a detailed questionnaire to these groups and has on-going discussions with many of the groups since they are subrecipients in the City's CDBG program. A copy of the questionnaire is included in the Appendix.

Citizen Participation (91.200 (b))

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

3-5 Year Strategic Plan Citizen Participation response:

(1) The Citizen Participation process for the Consolidated Plan was a two part undertaking. The first part, dealing with the development of the partial CHIS, submitted to the Ohio Department of Development in the Fall of 2004 provided valuable input through the members of the CHIS Housing Advisory Committee (HAC). The HAC was comprised of members of the City's Fair Housing Board, as well as a representative from the local Housing Authority, the local Mental Health agency, the Community Action Council, the agency operating the local homeless shelter and transitional housing program, a local realtor and banker and a member of Kent City Council. Some of the HAC membership also served in dual capacities as past and present recipient of funding activities (i.e. housing rehab) or were employed by some of the housing / service agencies who receive funding from the City.

The insight and recommendations of the HAC were useful in assessing the effectiveness of current housing programs and considering potential changes to these programs which were later adopted by Kent City Council.

The second part of the citizen participation process involved the development of the Consolidated Plan itself and the formulation of the City's FY2005 CHIP application to the Ohio Department of Development. Two separate public hearings were held for each document. The City also provided a thirty day public comment period as prescribed by its Citizen Participation Plan as part of the Consolidated Plan process. The local agencies mentioned previously as well as a number of Neighborhood groups were invited to comment on the draft Consolidated Plan. A copy of the Citizen Participation Plan for the City of Kent is provided in the Appendix.

(2) Citizen comments received on the Consolidated Plan will be included in the Appendix of this document.

(3) As noted above, the City did include, as part of the CHIS and Consolidated Plan Process, a wide range of interest groups and agencies. It also issued public newspaper ads of all public hearings and public comment periods for both documents. Copies of the draft Consolidated Plan were made available to the public both in printed form and on computer CD rom. A copy of the Plan has also been placed on the City's website in order to make it even more accessible.

As can be seen from the Census data, the City has a very small percentage of its population of persons likely to be non-English speaking. As such, the Plan is not published in non-English languages. The City does note, however, in its ads for public hearings and public comment periods that non-English speaking persons are encouraged to participate in the process and will be accommodated as may be appropriate.

With regards to outreach to the disabled, all public meetings and hearings are held in Kent City Council chambers, which is located in a building in downtown Kent which is fully accessible. In addition, by putting the document on the City web site, the document was made more accessible to persons who may have difficulty traveling, thus providing an easier opportunity to read and review the Plan.

(4) The City will respond to comments received on the draft plan as they are received and they will be summarized below.

Institutional Structure (91.215 (i))

1. Explain the institutional structure through which the jurisdiction will carry out its consolidated plan, including private industry, non-profit organizations, and public institutions.
2. Assess the strengths and gaps in the delivery system.
3. Assess the strengths and gaps in the delivery system for public housing, including a description of the organizational relationship between the jurisdiction and the public housing agency, including the appointing authority for the commissioners or board of housing agency, relationship regarding hiring, contracting and procurement; provision of services funded by the jurisdiction; review by the

jurisdiction of proposed capital improvements as well as proposed development, demolition or disposition of public housing developments.

3-5 Year Strategic Plan Institutional Structure response:

(1) The City of Kent has enjoyed a close working relationship for a number of years with both local non-profit development corporations as well as a number of social service agencies and community service groups. The City has enjoyed a positive working relationship with Neighborhood Development Services (NDS) Inc. (formerly PADCO) since the mid-1980's in delivering its housing programs to Kent residents. NDS provides technical expertise to the City in implementing its owner occupied housing rehabilitation program and provides both technical assistance and capital for the City's Homeownership activities. NDS also provides a Homeownership Counseling Program which is required for persons entering homeownership and helps to bring private sector financing to some of the projects funded with CDBG and CHIP funds.

As a result of its long term commitment to providing funding to social service agencies, the City of Kent has also enjoyed a long term working relationship with agencies who have received these funds over the years. This arrangement has been mutually beneficial to both the City and the recipient agencies. The City continues to be an important funding source for many of these programs thus enabling these agencies to continue to provide assistance to needy Kent residents in a variety of areas including senior day care, drug and alcohol abuse, mental health, domestic violence, transportation, educational tutoring and counseling for high school students needing help, crisis intervention, homeless shelter services and emergency financial assistance.

In working closely with these agencies, the City has also gained a greater understanding of the problems being encountered in one or more of the areas mentioned above. This insight has been especially useful in providing a comprehensive view of the needs of low income residents as well as those residents with special needs.

The City also enjoys a positive working relationship with the Portage Metropolitan Housing Authority (PMHA). Within the past several years, the City and the Housing Authority have worked to provide homeownership assistance for Section 8 recipients. Construction training workers provided by PMHA have also been used to assist with several housing rehab projects funded by CHIP and CDBG. The City also supports the housing authority and its efforts to stimulate initiatives directed at public housing residents.

The City of Kent is also an active member in the Portage County Housing Services Council. This group is comprised of various agencies throughout Portage County who are involved in providing housing for the general population, populations with special needs and the homeless. The Council meets quarterly and provides a good forum to discuss needs, provide support and network.

(2) The housing / service delivery system that the City is part of is quite strong given the quality of the various organizations that participate in it. The local Housing Authority is strong and well managed. Agencies dealing with homeless and transitional housing are highly regarded throughout the State of Ohio and the same is true with the agencies that deal with populations having special needs.

There are many strengths in the system, however, recent funding cuts have widened the gap between the needs of the community and the ability of the delivery system to meet these needs. While the various entities explore other funding alternatives, there are limited opportunities to make up for funding cutbacks.

(3) As just noted, the Portage Metropolitan Housing Authority is a well operated agency with a long history of administering both the units it owns as well as the Section 8 vouchers and subsidized units in the City of Kent. It has not been identified by HUD as being a "Troubled " agency.

The City has no official authority over the Housing Authority. Under the laws of the State of Ohio, the Housing Authority is an independent public body with a Board appointed by local officials. It is independent in its hiring, contracting and procurement efforts. While the City has not directly funded any PMHA activities in the past, it may consider proposals from the Housing Authority in the future. In such a case, it would have a Subrecipient Agreement with the Housing Authority which would spell out the terms and conditions of any funding provided by the City. Similarly, the City also has no control over the capital improvement expenditures budgeted by the Housing Authority. It must be noted here that the City and the Housing Authority have enjoyed a good working relationship with each other and have been receptive to working together where possible. The City also has no control over the acquisition, demolition or disposition of any units by the Housing Authority, although any new construction or conversion of units is subject to applicable City codes.

Monitoring (91.230)

1. Describe the standards and procedures the jurisdiction will use to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

3-5 Year Strategic Plan Monitoring response:

(1) The City's Community Development Department is responsible for the administration of the City's Community Development Block Grant Program as well as other housing related activities. Each activity, funded fully or in part with Community Development Block Grant funds, is monitored with regard to its progress, payments and financial record-keeping, as well as compliance with all applicable local, State and Federal laws, environmental review compliance and post activity closeout.

The City files a Consolidated Plan Annual Performance Report (CAPER) with the Department of Housing and Urban Development identifying program expenditures and accomplishments for the previous program year. This report is filed within 90 days of the completion of the program year, which ends on July 31st each year. This report is also made available for public review and comment prior to its submission to the Department of Housing and Urban Development.

The City also monitors Subrecipients who are involved with the implementation of certain activities. Each subrecipient activity is governed by a detailed contract and is monitored both in the field and at the time that invoices are submitted for payment.

The City also requires the submission of Annual Audits from agencies in order to determine that the agency operates in accordance with applicable procedures and accounting principles.

The City is also cognizant of the concerns nationally with regard to grantees being timely with their expenditure of grant funds. For the past several years, the City of Kent has been in compliance with program timeliness requirements. The City continues to be sensitive to the issue of timeliness and has implemented the following actions. First, the City reviews each proposed CDBG activity with regard to its ability to be implemented within the program year that it is funded. Funding allocated to activities in previous years which are experiencing significant delays in implementation will be re-programmed to activities whose immediate implementation is more likely.

The City also monitors activities that it has funded in the past in which funds have not been expended fully and reserves the right to reprogram any funds not being fully utilized in a timely fashion. This has allowed the City to become compliant with timeliness requirements.

Priority Needs Analysis and Strategies (91.215 (a))

1. Describe the basis for assigning the priority given to each category of priority needs.
2. Identify any obstacles to meeting underserved needs.

3-5 Year Strategic Plan Priority Needs Analysis and Strategies response:

(1) As part of developing the Consolidated Plan, the City established overall plan objectives to guide the development of specific Plan strategies. It should also be noted that the development of these strategies was constrained by the relatively small amount of CDBG funding available to the City. Since the 2000-2004 Consolidated Plan was prepared, the City's annual CDBG funding has decreased by almost 25%.

The overall objectives of the City's FY2000 Consolidated Plan are as follows:

1. To expand economic opportunities to low and moderate income persons which promote long-term economic and social viability within the community.
2. To provide decent housing to Kent residents through:
 - a) the retention of the affordable housing stock; or,
 - b) the provision of assistance to homeless persons so that they can obtain appropriate housing and necessary support services; or,
 - c) increasing the availability of permanent housing that is affordable to low and moderate income persons; or,
 - d) the provision of housing and/or related support services to persons with special needs including but not limited to such groups as the disabled, the elderly, persons with HIV / AIDS, or persons / families at or near poverty level.

3. The provision of a suitable living environment through improving public safety or the revitalization of neighborhoods infrastructure. Such activities may promote access to public facilities or services, the restoration or preservation of historic or architecturally significant properties, the improvement of streets, waterlines, sewer lines, storm sewers, parks and other related public improvements, or the preservation of energy / water resources.

Based on the assessment of data provided in the Housing Needs and Community Development Needs sections of this document, consultations were conducted with various social and community service agencies for the preparation of this plan, as well as the input of residents and various City officials, strategies and priorities have been established for housing and community development activities over the upcoming five year period, 2005 through 2009. Using these strategies and priorities, the City of Kent can project goals for allocating investment into a number of housing and non-housing programs necessary to address the needs of Kent residents, especially those living in low and moderate income households.

Specifically, monies, both public and private will be directed to programs which address structural deficiencies in both rental and owner properties, provide innovative ways to provide adequate and affordable housing through home ownership to low income persons and households (even those in the very low income range) who currently do not own their own home.

Monies will also be allocated to non-housing needs such as the provision of public parks and opens spaces, public services, capital improvements to the City's infrastructure and to economic development programs which promote the creation of jobs for low and moderate income persons, as well as any other programs to benefit low and moderate income persons that are CDBG eligible. The City will also look to allocate funds and identify sources of complimentary financing for services and facilities serving the homeless, including the homeless or "at-risk" homeless with special needs.

In setting forth the priorities identified herein, the City has considered a number of variables including the needs established through data provided in other chapters of this document, housing market conditions existing within the community, the capabilities of other housing delivery agencies serving both the general and special populations within the community as well as potential sources of funding and the need that they can be used to address.

Priorities for allocating investment over the next five years have been set on the basis of documented or perceived need and the manner in which the City can allocate its limited resources to programs or needs not currently being addressed by other agencies and programs in the community.

By coupling rationale with present market and housing conditions within the community, the strategies enumerated within this section of the FY 2005-2009 Consolidated Plan can be used as a basis for allocating funding for specific projects using Community Development Block Grant funds (including Program Income) currently accessed through the U.S., Department of Housing and Urban Development, Community Housing Improvement Program funds and Emergency Shelter Grant monies currently accessed through the State of Ohio, as well as other public and private funds that can be leveraged in the scope of various projects.

The five year estimate of priority needs in the City of Kent over the next five years has been broken down by housing, homeless and non-housing priorities. Each area will be discussed in more detail in this document.

The Housing Needs Table, the Non-Homeless Special Needs Table and the Continuum of Care Homeless Table provide a summary of housing priorities assigned by tenure and income group for both renter and owner households, as well as homeless and non-housing priorities. These tables also estimate the number of housing units to be assisted as well as the priority need levels of each subcategory. As such, the relative importance of assisting one type of household to another (by problem area) can be established. While setting these priorities the City can target funds to areas where they are most needed.

The City of Kent will use four separate strategies to address the housing needs of low and moderate income persons in the City of Kent.

The City will continue to implement its long-standing owner occupied housing rehabilitation program and its rental rehabilitation program in order to maintain suitable living conditions for low and moderate income persons/families living in older housing units.

The City will also continue its successful acquisition / rehabilitation / resale program. This activity involves the City, through NDS Inc., purchasing deteriorated units, conducting extensive rehabilitation of the unit in many cases and then selling the units (outright or through short-term lease purchase contracts) to lower income households.

These programs will help preserve much of the existing, affordable housing stock in the community so that it can remain. The owner occupied housing rehabilitation program also works in tandem with the City's Downpayment Assistance program so that when affordable units are purchased through the program, the purchasing family can expect the structure to be rehabilitated to decent, safe and sanitary conditions without having to incur additional debt service (cost burdening).

Given market conditions in the community and the influences they have on the rental market and the fact that the City cannot control the market (other than placing controls on properties rehabilitated through the new rental rehabilitation program) the City believes that the most effective way to deal with the housing needs of over-burdened or over crowded rental households is to convert rent payments into mortgage payments for affordable owner occupied housing units. Depending on the total income of the family to be assisted, various forms of financing and assistance are available to provide the necessary ingredients that would make the purchase and financing of a home possible to lower income families who would not otherwise have such a chance for such an opportunity. The City's Downpayment Assistance program has the ability to provide adequate housing, with basically fixed costs (compared to generally increasing market rents) to renter households in general and especially larger renter households.

The Continuum of Care Homeless Table presents a prioritization of homeless needs in the City over the next five years.

The City will place a high priority on expanding temporary shelter space within the City. During the prior Five Year Consolidated Plan Period (2000-2004), the City provided funding to assist with the construction of a new homeless shelter (Miller Community House). This was a joint effort with various agencies pooling their resources to help construct the new facility. The agency operating Miller Community House (Family and Community Services of Portage County) has indicated that there will likely be a need to add onto the facility and the City will consider providing some CDBG funding for that project should it come to fruition. The City will give a similar undertaking to expand transitional housing in the community since there is additional need for that type of housing. The City will also place a priority on supportive services provided at the shelter in order to help clients using the shelter with their general needs and in locating other needed services (medical, legal, etc.) as well as more permanent, transitional housing. While the City will not set high priorities on either permanent supportive housing or permanent housing in general, it is prepared to discuss and possibly assist such projects, if presented.

As part of the preparation of the Consolidated Plan, the City is also required to prioritize non-housing, community development needs. Strategies to be implemented in this area are consistent with the overall objectives of the City's Consolidated Plan and basically focus on four main areas: 1) economic development, 2) public infrastructure, 3) public facilities, and 4) public services .

The economic development strategy set forth in the FY2005-2009 Consolidated Plan is one component of a larger economic development program established by the City of Kent. The Small Business Development Center and Business Incubator are programs focused on helping low and moderate income persons plan, establish and maintain small businesses geared towards individual skills or talents that a person may have. The City has also established a Downtown Facade Revolving Loan Fund and a Commercial - Industrial Revolving Loan Fund using CDBG funding. These programs and several other non-CDBG funded loan programs offered by the City are aimed at promoting economic growth and development within the City.

Public infrastructure projects will be targeted in low and moderate income neighborhoods where essential public services such as water, sanitary sewer, street, sidewalk or drainage structures need to be repaired or constructed. Since most of the low and moderate income areas of the City encompass older neighborhoods with older infrastructure, major repairs may be needed to the infrastructure. In some cases, facilities may even be constructed for the first time where they were never constructed previously. In short, maintaining essential public utilities in older, low and moderate income areas is just as important as maintaining the homes in those neighborhoods.

The City will also work to improve and expand its park and recreation facilities into areas where no such facilities are available to the immediate area. Several low and moderate income areas in the City lack neighborhood park facilities for children and adults to enjoy. Projects with a City-wide orientation will also be considered for funding since those are more prone to be used by the entire community rather than just one neighborhood. These projects have the greatest potential to benefit the largest number of Kent residents, over half of which (55%) include low and moderate income persons.

The City also sees a need to provide additional public services to neighborhoods as a way to improve living conditions and the general environment.

One such service involves continuing the Community Policing Program operated through the Kent Police Department in various lower income neighborhoods in the City. This program promotes community outreach and education within various neighborhoods and promotes better police - community relations.

Strategies geared towards assisting the homeless will help some City residents avoid emergency homeless situations while providing expanded emergency and transitional housing for those who cannot avoid this unfortunate situation. Non-housing strategies will help improve the quality of life for many of Kent's low and moderate income persons and families.

(2) The primary obstacle to meeting unmet needs in general is the lack of funds. The City, with its own staff and in conjunction with other local agencies has the capacity to address its various needs if additional funding were available. The current proposed reduction to or elimination of the CDBG program being considered by Congress would be devastating to Kent and its efforts to improve housing and address community development needs within the City.

That being said, there are other issues which present difficulties and hinder the ability of the City to undertake certain activities at a reasonable cost. One of these obstacles is the relatively high cost of real estate and housing. These high costs make it more difficult to implement some of the homeownership programs in a way in which the affordability of the units can be controlled. There is also limited amounts of vacant land available for new construction, although the City is currently exploring programs which would allow for the acquisition of scattered "in-fill" lots for the construction of affordable single family homes.

Lead-based Paint (91.215 (g))

1. Estimate the number of housing units that contain lead-based paint hazards, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, and are occupied by extremely low-income, low-income, and moderate-income families.
2. Outline actions proposed or being taken to evaluate and reduce lead-based paint hazards and describe how lead based paint hazards will be integrated into housing policies and programs.

3-5 Year Strategic Plan Lead-based Paint response:

(1) Housing units built before 1978 are likely to contain lead-based paint treatments on interior or exterior surfaces. The table below provides a complete analysis of the number of units in Kent likely to have lead paint and lead paint hazards based on age of housing and tenure.

TABLE 1

ESTIMATED UNITS AFFECTED BY LEAD-BASED PAINT
KENT, OHIO

	Total	% w/ L Paint	# Occ. w/ L Paint	% Lead Hazard	# Occ. w/ L Hazard	% LMI w/ L Hazard	# LMI w/ L Hazard
Before 1940							
Owner	1054	90.0%	949	44.0%	418	37.4%	153
Renter	709	90.0%	638	44.0%	281	66.5%	187
1940 - 1959							
Owner	1147	80.0%	918	18.0%	165	35.1%	58
Renter	874	80.0%	699	18.0%	126	64.4%	81
1960 - 1979							
Owner	1113	62.0%	690	9.5%	66	25.0%	17
Renter	3402	62.0%	2109	9.5%	200	67.2%	134
Total Owner			2557		649		228
Total Renter			3446		607		402
Total			6003		1256		630
% of Total			61%		13%		6%

Table 1 shows that 228 owner occupied housing units are occupied by lower income households with lead paint hazards. It is also estimated that 402 renter occupied units having lower income residents are units with lead paint hazards. Combined, about 6% of the units (630) are considered to be lead hazard. Table 2 below provides a more detailed estimate of Lead Hazard Units and their occupancy by income group.

TABLE 2

ESTIMATED LOW AND MODERATE INCOME UNITS OCCUPIED HAVING LEAD
HAZARDS, KENT OHIO

	Total	10-30% Median Inc	31-50% Median Inc	51-80% Median Inc
Owner	228	67	38	123
Renter	402	118	67	217

The City also contacted the Ohio Department of Health for data concerning lead poisoning. While data was not specifically available for Kent, data for Portage County in 2003 revealed that 1,121 children were tested for elevated blood levels of lead. Of that total, eight (8) were found to have elevated blood levels.

(2) The City has already fully integrated the HUD lead based paint regulations into its various housing activities. It has available, through the Neighborhood Development Services, Inc., the local housing authority, and the County Health Department, all of the equipment and trained personnel necessary to adequately deal with lead paint in any assisted housing rehabilitation. In addition, the City, in conjunction with the above groups, and the County and City of Ravenna, have encouraged local contractors to become certified in lead safe work practices, or to become licenced lead abatement contractors. There is now an adequate supply of such contractors to carry out a housing rehabilitation effort.

- Any unit to be rehabilitated, which was constructed prior to 1978, where painted surfaces will be disturbed, is either tested for lead paint, or is assumed to have lead paint. The latter is usually done where a unit is vacant, and to be "guttled" as part of the rehabilitation.
- If the unit is occupied by a child under seven, or a pregnant woman, they are encouraged to have a blood test for lead prior to any rehabilitation being undertaken.
- If lead paint is in evidence the work specifications for any rehabilitation will cover dealing with controlling or removing those items and surfaces found to have lead paint.
- Contractors are required to follow lead safe work practices, Interim Controls, or lead abatement procedure as the rehabilitation project may require.
- If these techniques are required the unit will be clearance tested at the completion of the project to assure that it is free of lead dust, paint and particles.

The City does not intend to undertake any projects solely for the remediation lead. This activity will be undertaken, as necessary, as part of the City's regular programs to rehabilitate and upgrade housing units in Kent.

HOUSING

Housing Needs (91.205)

*Please also refer to the Housing Needs Table in the Needs.xls workbook

1. Describe the estimated housing needs projected for the next five year period for the following categories of persons: extremely low-income, low-income, moderate-income, and middle-income families, renters and owners, elderly persons, persons with disabilities, including persons with HIV/AIDS and their families, single persons, large families, public housing residents, families on the public housing and section 8 tenant-based waiting list, and discuss specific housing problems, including: cost-burden, severe cost- burden, substandard housing, and overcrowding (especially large families).
2. To the extent that any racial or ethnic group has a disproportionately greater need for any income category in comparison to the needs of that category as a whole, the jurisdiction must complete an assessment of that specific need. For this purpose, disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least ten percentage points higher than the percentage of persons in the category as a whole.

3-5 Year Strategic Plan Housing Needs response:

Data used throughout this report has been taken from the 2000 U.S. Census. It is noted that data provided from the U.S. Census reports may, and often does, vary slightly from the CHAS data which has been subjected to statistical manipulation for analysis purposes.

(1) & (2)

HOUSING NEEDS OF PERSONS AND FAMILIES LIVING IN THE CITY OF KENT

This section will report and discuss the number and types of low and moderate income families, the nature of renter and owner occupied housing found within the City of Kent, the needs of such special populations such as the elderly, the disabled, HIV-positive or persons affected with AIDS as well as those living in large families (having 5 or more persons in the household).

In order to analyze the needs of Kent families by income and race, Table 3 provides a breakdown of 2000 Census data for the City of Kent by income group and racial status. Table 3 indicates that a total of 9,839 households were counted in the City of Kent as of the 2000 U.S. Census.

White households comprise 88% of all households while Black households comprise 7% of the total and households of Asian/Pacific Islanders comprise just over 1.9% of all households. Hispanic and Native American households comprise less than 1% of all Kent households.

Table 3 also provides a breakdown of Kent households by income group. Low and very low income households comprise over half (55%) of all households in the City of Kent. This is not a particularly surprising statistic for a community with a major State university (Kent State University).

These figures are very similar to 1990 data except non-white households have increased by 390 and lower income households by 290.

TABLE 3

HOUSEHOLDS BY RACIAL STATUS AND INCOME GROUP
2000 KENT, OHIO

	ALL HOUSEHOLDS		WHITE		BLACK	
VERY LOW INCOME	2325	23%	1851	21%	228	31%
OTHER LOW INCOME	1322	12%	1203	14%	92	13%
MODERATE INCOME	1930	20%	1710	20%	194	27%
ABOVE	4262	43%	3902	45%	213	29%
TOTAL	9839	100%	8666	100%	727	100%

	HISPANIC		NATIVE AMERICAN		ASIAN/PACIFIC IS.	
VERY LOW INCOME	24	27%	10	42%	114	61%
OTHER LOW INCOME	20	22%	0	0%	19	10%
MODERATE INCOME	0	0%	0	0%	15	8%
ABOVE	45	51%	14	58%	38	20%
TOTAL	89	100%	24	100%	186	100%

Source: 2000 U.S. Census

While the number of white low and very low income households (55%) is proportional the City's overall figure of 55%, minority households show a disproportionate share of low and very low income distribution. It is especially significant to note the disproportionate share of "Very Low Income" households in each of the minority groups (ranging from 27 to 61 percent) compared to the percentage of Very Low Income households in general (24%).

Based on the data reported in Table 3, this report can conclude that 1) a significant percentage of the households in the City of Kent (55%) are Low Income households, and 2) that minority households constitute a disproportionate share of not only Low Income households but also Very Low Income households. Later in this chapter, data will be presented to show what percentage of housing units are available to these Low and Very Low Income groups.

Table 4 provides a breakdown of the number of housing units available in the City of Kent based on data from the 2000 U.S. Census. This data is broken down by bedroom size, tenure and occupancy status. Also see the Housing Market Analysis.

TABLE 4

HOUSING UNITS BY BEDROOM SIZE, TENURE AND OCCUPANCY STATUS
2000
KENT, OHIO

	0 & 1 BEDRM		2 BEDRMS		3 OR MORE BEDRMS		TOTAL	
RENTER OCCUPIED	2006	33%	2917	48%	1147	19%	6070	58%
OWNER OCCUPIED	80	2%	623	16%	3115	82%	3818	36%
VACANT FOR RENT	173	32%	280	52%	84	16%	537	5%
VACANT FOR SALE	4	7%	0	0%	54	93%	58	>1%
OTHER VACANT	121	26%	260	56%	86	18%	467	5%
TOTAL	2263		3820		4400		10483	

Source: 2000 U.S. Census

Table 4 indicates that 63% of all housing units found within the City of Kent are renter occupied or vacant rental units. This is up from 59% in 1990.

Conversely, only 37% of the total units in the City are owner occupied or for sale. Most owner occupied units (83%) have three or more bedrooms while nearly half of the renter units (48%) were two bedroom units. Only 19% of the renter occupied units had three or more bedrooms and only 16% of the vacant units for rent have three or more bedrooms. These figures were 24% and 15% in 1990.

Based on the data provided in Table 4, this report can conclude that the availability of renter units with three or more bedrooms is limited. As a result of this shortage, Low and Very Low Income households (especially those with three or more children) are likely to experience difficulty finding adequate rental housing. Tables 5 and 6 will focus on availability in more detail.

Table 5 shows the number of affordable owner units available to Very Low and Low Income families in the City of Kent.

TABLE 5
OWNER UNITS AFFORDABLE TO HOUSEHOLDS
30%, 50% OR 80% OF MEDIAN FAMILY INCOME (HAMFI)
2000
KENT, OHIO

	0-30% HAMFI		0-50% HAMFI		0-80% HAMFI	
OWNER OCCUPIED	N/A	N/A				
0 -1 BEDROOM			10	0.2%	20	0.2%
2 BEDROOMS			170	4.0%	239	6.0%
3 OR MORE BEDROOMS			254	7.0%	1870	48.0%
TOTAL	N/A	N/A	434	11.0%	2129	55.0%

(continued on next page)

	0-30% HAMFI		0-50% HAMFI		0-80% HAMFI	
VACANT, FOR SALE	N/A	N/A				
0-1 BEDROOM			0	0%	4	0.1%
2 BEDROOMS			0	0%	0	0%
3 OR MORE BEDROOMS			4	0.1%	25	1.0%
TOTAL	N/A	N/A	4	0.1%	29	1.1%
TOTAL OWNER UNITS	N/A	N/A				
0-1 BEDROOM			10	0.2%	24	0.2%
2 BEDROOMS			170	4.0%	239	6.0%
3 OR MORE BEDROOMS			258	7.0%	1895	48.0%
TOTAL	N/A	N/A	438	11.0%	2158	56.0%

Note: Percentages shown in the above table are calculated using the total number of owner occupied housing units plus the total number of vacant, for sale units.

Source: 2000 U.S. Census

The number and percent of affordable owner units has dropped from 1990. In 1990 2167 (13.2%) units were affordable.

As shown in Table 5, less than 2/3rds (61%) of all owner units in the City of Kent are considered affordable to low income households. Even more significant is the fact that the number of affordable units available to Low Income households amounts to only 11% of the total owner units that are considered affordable to households having an annual income which is 50% or less of the median family income in the City of Kent. Both of these figures are down from 1990 when they were 63% and 13.7% respectively.

According to Table 5, only 29 vacant owner units for sale were determined to be affordable to lower income households. None of the units were considered to be affordable to households below 30% of median family income. Therefore, it is clear that vacant owner units for sale provide almost no opportunity for affordability to lower income households.

Based on these figures, this report can conclude that there is limited availability of owner occupied housing to households in the upper reaches of the low income range, specifically 51% - 80% of median family income, and that there is almost no affordable vacant, for sale, owner housing available to lower income families in the City of Kent.

Table 6 provides a similar analysis of affordable renter units. As previously noted, renter units (Including vacant units for rent) comprise roughly 60% of all housing in the City of Kent. Since many low income families typically cannot obtain conventional mortgage financing for the purchase of a home, rental housing typically provides the largest source of housing for these families.

Data shown in Table 6 indicates that those families whose median household income is less than 30% of median family income have a very limited number of rental units available to them with regards to affordability.

In 2000 17% of all rental units in the City are affordable to this income range, with well under 1% of all vacant units available being affordable to families whose income is 30% or less of median family income. In contrast, 80% of all rental units are affordable to families whose incomes reach within 80% of median family income. Table 6 also indicates that units with three or more bedrooms which would be affordable to low income persons are very limited in number. There are also a limited number of vacant units (only 8%) available to low income families.

While these figures do not paint a rosy picture for affordable housing for Kent residents, it is markedly improved from 1990. In 1990 under 12% of all rental units were affordable. The number of vacant affordable units was 5.5%. At that time only 654 units were occupied by very low income households. In 2000 that figure was 1,264. The number of vacant units available to the very low income increase from 16 to 135.

Several conclusions can be drawn from this data: 1) Very low income families (those whose family income is less than 50% of median) still have a very limited selection of affordable rental units in the City of Kent, and 2) larger low income families (needing 3 or more bedrooms) are the most limited in their selection of affordable, vacant units for rent. The situation improved from 1990 to 2000, but much still needs to be done.

TABLE 6

RENTER UNITS AFFORDABLE TO HOUSEHOLDS
30%, 50% OR 80% OF MEDIAN FAMILY INCOME (HAMFI)
2000
KENT, OHIO

	0-30% HAMFI		31-50% HAMFI		51-80% HAMFI	
RENTER OCCUPIED						
0 -1 BEDROOM	485	7.0%	1054	16.0%	422	6.0%
2 BEDROOMS	470	7.0%	1495	23.0%	918	14.0%
3 OR MORE BEDROOMS	309	5.0%	328	5.0%	445	6.0%
TOTAL	1264	19.0%	2877	44.0%	1785	27.0%
VACANT, FOR RENT						
0-1 BEDROOM	90	0.1%	79	0.1%	4	0.1%
2 BEDROOMS	35	0.1%	175	0.3%	70	0.1%
3 OR MORE BEDROOMS	10	0.1%	24	0.1%	10	0.1%
TOTAL						
TOTAL RENTER UNITS						
0-1 BEDROOM	575	8.7%	1133	17.1%	426	6.4%
2 BEDROOMS	505	7.6%	1670	24.3%	988	15.0%
3 OR MORE BEDROOMS	319	4.8%	352	5.5%	455	6.9%
TOTAL	1339	20.3%	3155	47.8%	1869	28.3%

Note: Percentages shown in the above table are calculated using the total number of renter occupied housing units plus the total number of vacant, for rent units.

Source: 2000 U.S. Census

While assessing the issue of affordability and availability of owner and renter units as shown in the first four tables of data in this chapter, cost burden and substandard housing conditions must also be assessed in order to create a more accurate picture of housing conditions in the City of Kent, especially those affecting the elderly and other low income or fixed income households. The data presented in the previous pages of this chapter does not reflect the condition of the units counted.

In assessing housing conditions in Kent, adverse impact can also be measured by both the condition of the housing unit and the relative cost of that housing to the overall household income. Units with housing problems are those requiring one or more major repairs or are those considered to be "Cost Burdened" or "Severely Cost Burdened".

With regard to cost, households are considered to be "Cost Burdened" if they are forced to spend more than 30% of their income on housing related costs. Those households spending more than 50% of their income on housing related costs are considered "Severely Burdened". Tables 7 through 12 will assess units with substandard conditions, overcrowding and cost burden from multiple perspectives.

A "Substandard" housing unit is defined as a housing unit in which the condition of the foundation, plumbing system, electrical system, heating system, roofing system, windows and or ventilation system are in such disrepair that their condition violates the City of Kent's Building Code.

An "Over-Crowded" housing unit is one in which the number of persons living in the dwelling unit exceeds 1.0 persons per room. For example, a five room housing unit occupied by six persons, whether related or not, would be considered to be over-crowded by this definition.

Table 7 shows the number of small, related renter households experiencing housing problems or cost burden situations. This information can also be found in the Appendix, and the Housing Needs Table

TABLE 7
RENTER HOUSEHOLDS BY INCOME GROUP AND HOUSING PROBLEMS
SMALL RELATED HOUSEHOLDS
2000
KENT, OHIO

	TOTAL	WITH ANY HOUSING PROBLEMS		COST BURDEN >30%		COST BURDEN >50%	
0 - 30% MEDIAN	653	483	74%	477	73%	366	56%
31 - 50% MEDIAN	294	176	60%	173	59%	38	13%
51 - 80% MEDIAN	450	63	14%	50	11%	9	2%
+81% MEDIAN	485	24	5%	0	0%	0	0%
TOTAL	1882	753	40%	696	37%	414	22%

Source: 2000 U.S. Census

As shown in Table 7, small renter households at 50% or below median family income experience significant cost burdening as well as severe cost burdening.

Small renter households ranging from 51% to 80% of median family income also experience some cost burdening, but not to as great an extent as the lower income households.

Table 8 shows the number of elderly one and two member renter households experiencing housing problems or cost burden situations.

TABLE 8

RENTER HOUSEHOLDS BY INCOME GROUP AND HOUSING PROBLEMS
 ELDERLY 1 AND 2 MEMBER HOUSEHOLDS
 2000
 KENT, OHIO

	TOTAL	WITH ANY HOUSING PROBLEMS	COST BURDEN >30%	COST BURDEN >50%
0 - 30% MEDIAN	193	89	46%	25%
31 - 50% MEDIAN	143	70	49%	14%
51 - 80% MEDIAN	189	10	5%	0%
+ 81% MEDIAN	94	0	0%	0%
TOTAL	619	169	27%	11%

Source: 2000 U.S. Census

A total of 619 elderly, one and two member rental households were counted in the City of Kent in 2000. This is down from 639 in 1990. Of this total, 525 (85%) were considered to be lower income as a result of their family income being 80% or less of the median family income. This was a decrease of 27 from 1990. As indicated in Table 7, 40% of the small family renter households were considered to have one or more housing problems or cost burdened. This was down from 43% in 1990. These percentages increase for the very low income households whose incomes are less than 30% of median. Most of the elderly, rental households considered to be severely cost burdened were also those whose incomes were less than 30% of median.

Statistics for elderly owner households indicate that these households experience less problems with conditions and cost burden than do the elderly who rent. Table 9 reports the same statistics (as Table 8) for elderly owner households. It is interesting to note that the housing situation for elderly renters appears to have improved dramatically between 1990 and 2000. The absolute number of households "with any housing problems" dropped from 287 to 169, and from 45% to 27%.

TABLE 9

OWNER HOUSEHOLDS BY INCOME GROUP AND HOUSING PROBLEMS
 ELDERLY HOUSEHOLDS
 2000
 KENT, OHIO

	TOTAL	WITH ANY HOUSING PROBLEMS		COST BURDEN >30%		COST BURDEN >50%	
0 - 30% MEDIAN	130	111	85%	111	85%	60	46%
31 - 50% MEDIAN	130	60	46%	60	46%	40	31%
51 - 80% MEDIAN	265	0	0%	0	0%	0	0%
81 - 95% MEDIAN	515	10	2%	10	2%	0	0%
TOTAL	1040	177	17%	177	17%	104	10%

Source: 2000 U.S. Census

As reported in Table 9, a total of 1040 elderly owner households were counted in 2000. Of this total, 525 (50%) were considered to be low income (80% or less of median). For those owner households reported, 17% reported experiencing housing problems and 17% were considered to be cost burdened. 19% of the elderly owner households were considered to be severely cost burdened. This was a dramatic increase over 1990 when none of these households were severely cost burdened. Similar to the elderly renter households, the very low income elderly owner households reported the most housing problems and conditions of cost burden.

Based on the information contained in Tables 8 and 9 concerning elderly households, this report can conclude that: 1) elderly renter households are more impacted by housing conditions and cost burden than elderly owner households, and 2) the very low income elderly households (both renter and owner) experience much higher rates of housing problems and cost burden than do those with higher incomes.

The next table provides similar data for large, related renter households. Large family households (those with five or more persons), as a group, may also experience substandard housing conditions and cost burden situations. Table 10 reports data for large, related renter households.

TABLE 10

RENTER HOUSEHOLDS BY INCOME GROUP AND HOUSING PROBLEMS
 LARGE RELATED HOUSEHOLDS
 2000
 KENT, OHIO

	TOTAL	WITH ANY HOUSING PROBLEMS		COST BURDEN >30%		COST BURDEN >50%	
0 - 30% MEDIAN	25	25	100%	25	100%	10	40%
31 - 50% MEDIAN	54	54	100%	34	63%	0	0%
51 - 80% MEDIAN	28	14	50%	0	0%	0	0%
+81% MEDIAN	40	0	0%	0	0%	0	0%
TOTAL	147	93	63%	59	40%	10	7%

Source: 2000 U.S. Census

As shown in Table 10, a total of 147 large, related renter households were counted in the 2000 Census. This is a dramatic decline from 281 in 1990. Of this total, 107 (73%) were considered to be lower income households. The distribution of households experiencing one or more housing problems and/or cost burden is not limited to the very low income portion of the households counted, but is found to be significant throughout the low income range. As shown in the far right-hand total column, 7% of all large, related renter households were considered to be severely cost burdened.

Based on the data provided in Table 10, this report can conclude that large, related renter households experience significant incidences of housing problems and cost burden. A significant percentage of the low income households in this category suffer severe cost burden. In the under 50% of median income category, 100% if these households have a housing problem.

To provide some perspective to the conditions reported above for both the elderly and large, related renter households, the same variables reported in Tables 7 through 10 are reported for all renter households in the City in Table 11 and all owner households in Table 12.

TABLE 11

RENTER HOUSEHOLDS BY INCOME GROUP AND HOUSING PROBLEMS
TOTAL RENTER HOUSEHOLDS
2000
KENT, OHIO

	TOTAL	WITH ANY HOUSING PROBLEMS		COST BURDEN >30%		COST BURDEN >50%	
0 - 30% MEDIAN	2131	1641	77%	1620	76%	1257	59%
31 - 50% MEDIAN	626	432	69%	407	65%	94	15%
51 - 80% MEDIAN	1389	319	23%	264	19%	14	1%
+81% MEDIAN	1407	84	6%	28	2%	0	0%
TOTAL	6042	2840	47%	2658	44%	1450	24%

Source: 2000 U.S. Census

TABLE 12

OWNER HOUSEHOLDS BY INCOME GROUP AND HOUSING PROBLEMS
TOTAL OWNER HOUSEHOLDS
2000
KENT, OHIO

	TOTAL	WITH ANY HOUSING PROBLEMS		COST BURDEN >30%		COST BURDEN >50%	
0 - 30% MEDIAN	194	175	90%	175	90%	124	64%
31 - 50% MEDIAN	205	105	51%	105	51%	76	37%
51 - 80% MEDIAN	543	174	32%	174	32%	33	6%
+81% MEDIAN	2855	143	5%	143	5%	29	1%
TOTAL	3797	608	16%	608	16%	266	7%

Source: 2000 U.S. Census

Overall, renter households in Kent experience greater degrees of housing problems and cost burden than do owner households. Households below 30% of median family income are significantly impacted in both owner and renter situations.

While Table 11 indicates 59% of all renter households below 30% of median income experience severe (over 50%) cost burden, this figure is dramatically below 1990 figure of 71%. On the other hand, in 1990 only 8% of the owner households fell into this category. By 2000 this figure had skyrocketed to 64%. This would seem to indicate that rental housing has become more affordable over that ten year span, while owners, especially elderly owners (see Table 9), are finding themselves being priced out of their housing.

Thus, while very low income, and low income households have by far and away the greatest problem with affordable housing, the group with the highest percentage figure is at 90% for very low income owners households, and these appear to be, primarily, the elderly.

As previously shown in Table 4, 81% of all renter housing units in Kent have 2 or less bedrooms and that only 16% of the vacant units for rent have three or more bedrooms. These figures clearly suggest that large families seeking rental housing have little choice to pick from and are likely forced to seek housing in the more available one and two bedroom units. Second, since rental housing rates increase proportionately with the number of bedrooms, these larger rental units command higher rents that may not be affordable to lower income populations. In the past several years, City staff has noted that rent prices quoted for 3 or 4 bedroom rental units range from \$ 800 to \$1200 per month. To this end, this report can conclude that lower income, large families have a difficult time finding adequate rental housing in Kent and are therefore forced to live in sometimes over-crowded conditions.

The last set of tables provided in this analysis review housing needs based on race and ethnicity. Specifically, these tables will provide data on income distribution, owner and renter units experiencing housing problems and distribution by family type. For the purpose of this analysis, disproportional conditions will be considered to exist if the rate of occupancy in a specific racial class is 10% or higher than the overall rate of occupancy.

TABLE 13

INCOME DISTRIBUTION OF RENTER HOUSEHOLDS
BY MINORITY STATUS
2000
KENT, OHIO

	TOTAL	0-30% MEDIAN	31-50% MEDIAN	51-80% MEDIAN
ALL HOUSEHOLDS	6042	35.3%	18.5%	23.0%
ASIAN NON HISPANIC	162	NA	NA	NA
BLACK, NON-HISPANIC	597	38.2%	13.7%	26.6%
HISPANIC HOUSEHOLDS	79	30.4%	25.3%	0%

Source: 2000 U.S. Census

Table 13 indicates that in the case of renter households in Kent, black households overall are disproportionately to the overall class with regard to the number of households falling within the Very Low Income (less than 30% of median income) range. Overall in this range they are 3.8% in excess of 10%. In the 31% - 50% range, Hispanic households are 6.8% higher than All Households. None of the subcategories exceed the "All Household" category by 10% or more.

In general, the percentage of renter households falling below 80% of median family income is consistent with the percentage of minority and black, non-Hispanic households falling below 80% of median family income.

As shown in Table 14, much fewer owner households fall below 80% of median family income levels than do renter households. There is, however, a disproportion between minority and black, non-Hispanic households as compared to all households in general by 2.6%.

The most significant disparity falls in the 51%-80% of median range with black households being 12.6% higher than the percentage for all households. Of the 10 Hispanic owner households counted, all had total incomes above 80% of median.

TABLE 14

INCOME DISTRIBUTION OF OWNER HOUSEHOLDS
BY MINORITY STATUS
2000
KENT, OHIO

	TOTAL	0-30% MEDIAN	31-50% MEDIAN	51-80% MEDIAN
ALL HOUSEHOLDS	3797	5.1%	5.4%	14.3%
ASIAN NON HISPANIC	24	NA	NA	NA
BLACK, NON-HISPANIC	130	0%	7.7%	26.9%
HISPANIC HOUSEHOLDS	10	0%	0%	0%

Source: 2000 U.S. Census

Based on data shown in Tables 13 and 14, this report can conclude that black, non-Hispanic households in Kent are disproportionate to the overall population. However, both the absolute numbers and the percentages are so small as to be insignificant.

Tables 16 and 17 provide a similar comparison for the number of renter and owner households experiencing housing problems.

TABLE 15

PERCENT OF RENTER HOUSEHOLDS WITH ANY HOUSING PROBLEMS
BY MINORITY STATUS AND INCOME GROUP
2000
KENT, OHIO

	TOTAL	0-30% MEDIAN	31-50% MEDIAN	51-80% MEDIAN
ALL HOUSEHOLDS	46.6%	76.6%	69.2%	22.6%
ASIAN NON HISPANIC	52.2%	69.3%	0%	28.6%
BLACK, NON-HISPANIC	50.8%	69.7%	70.7%	18.2%
HISPANIC HOUSEHOLDS	30.4%	58.3%	50%	0%

Source: 2000 U.S. Census

As shown in Table 15, minority and black, non-Hispanic households generally experience less incidence of housing problems than all renter households in general.

Hispanic renter households overall fell significantly below the total percentages for all other income categories.

TABLE 16

PERCENT OF OWNER HOUSEHOLDS WITH ANY HOUSING PROBLEMS
BY MINORITY STATUS AND INCOME GROUP
2000
KENT, OHIO

	TOTAL	0-30% MEDIAN	31-50% MEDIAN	51-80% MEDIAN
ALL HOUSEHOLDS	15.9%	89.7%	51.2%	32.2%
ASIAN NON HISPANIC	41.7%	0%	0%	41.7%
BLACK, NON-HISPANIC	26.9%	0%	0%	71.4%
HISPANIC HOUSEHOLDS	0%	0%	0%	0%

Source: 2000 U.S. Census

For owner household minority groups do show a disproportionate occasion of having more problems in excess of 10% of all household. However, most of this is a reflection of the very small minority numbers represented. For instance, the total Asian Non Hispanic in this grouping is 24 households of which 41.7% have a housing problem. The 71.4% of Black Non Hispanic represents only 25 households.

Thus, while the percent of minority owner households with housing problems do exceed the percent of all households by more than 10%, these figures represent a very small number of absolute households

The next two tables show the distribution of households with incomes below 51% of the median family income by minority status and household type (renter and owner households).

TABLE 17

FAMILY TYPE DISTRIBUTION OF RENTER HOUSEHOLDS
WITH INCOMES BELOW 51% OF MEDIAN FAMILY INCOME
BY MINORITY STATUS AND FAMILY TYPE
2000
KENT, OHIO

	TOTAL	ELDERLY	FAMILY	OTHER
ALL HOUSEHOLDS	3248	10.3%	31.6%	58.1%
ASIAN NON HISPANIC	133	NA	NA	NA
BLACK, NON-HISPANIC	310	4.5%	64.8%	30.7%
HISPANIC HOUSEHOLDS	44	0	9%	91%

Source: 2000 U.S. Census

As shown in Table 17, most of the numbers of minority households are so small as to produce percentage figures that are somewhat meaningless. While Family Black households are double the percent for all households, this represents 200 total households. The overall figure represents 1,026 households.

TABLE 18

FAMILY TYPE DISTRIBUTION OF OWNER HOUSEHOLDS
WITH INCOMES BELOW 51% OF MEDIAN FAMILY INCOME
BY MINORITY STATUS AND FAMILY TYPE
2000
KENT, OHIO

	TOTAL	ELDERLY	FAMILY	OTHER
ALL HOUSEHOLDS	399	65.2%	18.5%	16.3%
ASIAN NON HISPANIC	0	0%	0%	0%
BLACK, NON-HISPANIC	10	0%	100%	0%
HISPANIC HOUSEHOLDS	0	0%	0%	0%

Source: 2000 U.S. Census

Black, non-Hispanic owner households suffer a seemingly large disparity in income distribution from this data. However, this 100% represents only 10 households, and is relatively meaningless from a statistical standpoint.

Data on households with mobility and self-care limitations that have housing problems is summarized in Table 19 below.

TABLE 19

HOUSEHOLDS WITH MOBILITY AND SELF-CARE LIMITATIONS
KENT, OHIO

	0-30% MEDIAN INC	31-50% MEDIAN INC	51-80% MEDIAN INC	Total
Renters				
Elderly	35	20	0	55
Others	132	50	0	185
Total	167	70	0	237
Owners				
Elderly	35	25	0	60
Others	10	10	20	40
Total	45	35	20	100
Grand Total	212	105	20	337

As indicated in Table 19, it is estimated that 337 households in the City of Kent has issues with mobility and self care needs.

Approximately 70% of these households are renter households half of these households are rental households and about 1/3 are elderly.

The Ohio Department of Health indicated that there were three new cases of HIV positive persons in Portage County in 2003. This brought the total of known HIV positive persons living in Portage County to 57. Neither Kent nor Portage County have a facility dedicated to providing care and housing strictly for persons with HIV/AIDS. The county hospital in Ravenna does provide a small hospice facility and there is a larger hospice facility nearby in Akron.

Priority Housing Needs (91.215 (b))

1. Identify the priority housing needs in accordance with the categories specified in the Housing Needs Table (formerly Table 2A). These categories correspond with special tabulations of U.S. census data provided by HUD for the preparation of the Consolidated Plan.
2. Provide an analysis of how the characteristics of the housing market and the severity of housing problems and needs of each category of residents provided the basis for determining the relative priority of each priority housing need category.

Note: Family and income types may be grouped in the case of closely related categories of residents where the analysis would apply to more than one family or income type.

3. Describe the basis for assigning the priority given to each category of priority needs.
4. Identify any obstacles to meeting underserved needs.

3-5 Year Strategic Plan Priority Housing Needs response:

(1) The priority housing needs are indicated in the Housing Needs Table. Categories are designated with L - Low Need, M - Medium Need and H - High Need. The indication of need is correlated to the priority of funding that category.

(2) The decision as to what activities to fund for what group are not driven just by the Census data, or absolute numbers of units needing assistance. If that were the case, all funds available would be used for Tenant Based Rental Assistance (TBRA) for renter households under 50% of median income. Rather, prioritization is based on a number of other factors, including but not limited to past program success (performance), the need for neighborhood revitalization, the need to increase local homeownership, the amount of funding available to the City and the relative ability of the City to administer its programs within a limited budget. In simple point of fact, the City has demonstrated that it has had good success with its on-going housing related programs and there is a demonstrated need for these programs.

Based on this, the City is proposing to continue to undertake the following housing activities:

- (a) Owner and Rental Housing Rehabilitation,
- (b) Acquisition / Rehabilitation / Resale of Single Family Homes,
- (c) Downpayment Assistance,

(d) Emergency and Minor Home Repairs (including water / sewer connections and energy efficiency).

All of these programs are available to any eligible household with income at or below 80% of the median family income. They are also available to all household types, including both renters and owners.

The proposed activities to deal with the preservation and expansion of housing for lower income households is set forth in the Housing Needs Table. Several conditions and disclosures need to be provided in this regard:

(i) As regards overall housing production goals, the City is dependent almost entirely on State of Ohio Community Housing Improvement Program (CHIP) funding. While some CDBG funds are used to support housing activities, the primary capital available for the housing programs comes from the CHIP grants. Since the CHIP program is a competitive program and the City is in no way assured of being funded in any given year. While the City has been successful in the past in being awarded CHIP funding on an every-other year basis, failure to receive these funds would make it impossible to meet the goals set forth in the Housing Priority Needs Table. As such, the City cannot assume responsibility for meeting these goals if CHIP applications are not funded.

(ii) To a lesser extent, this problem also applies to the City's CDBG Entitlement Program. As noted elsewhere in this report, the City's CDBG funding levels have decreased by almost 25% since 2000. If this funding continues to decline, the City may be unable to fund other housing related activities such as home repair, downpayment assistance, rental rehabilitation at projected levels. Again, should funding be reduced or even eliminated (as is currently being proposed in the FY2006 Federal Budget), the City cannot assume responsibility for meeting its projected goals. by type and income. In regards to the distribution of households as set forth in the Housing Needs Table, this is for the most part an entirely arbitrary distribution. The City has no way of knowing who will apply for assistance and who will qualify for its various programs. They may and probably will be composed of a mixture of elderly, large and small family, single persons and households with single parents. Similarly, there is no way of knowing the income distribution of the applicants, their level of cost burden so forth. The only activity with some certainty to a specific income level are those activities conducted in conjunction with Habitat for Humanity, whose programs are generally limited to households at less than 50% of median family income. Given the unknowns and uncertainty with regard to applicants and the need to serve persons and families who otherwise qualify, the City cannot be certain that it will meet specific goals in each of the income subcategories on the Housing Needs Table. Assuming funding levels remain consistent with existing levels (2005), the City should be able to meet the following overall goals:

Owner Occupied Housing Rehabilitation	-	29 units	(15 meeting Section 215)
Rental Housing Rehabilitation	-	2 units	(2 meeting Section 215)
Acquisition / Rehab / Resale	-	21 units	(21 meeting Section 215)
Downpayment Assistance	-	7 units	(7 meeting Section 215)
Total	-	59 units	(45 meeting Section 215)

(3) As noted above, the basis for assigning priority ratings to various categories was a combination of need indicated by the census numbers, experience and capacity to administer within budgetary constraints, proven demand for certain programs, the desire to increase local homeownership and to upgrade housing conditions for lower income households.

One of the prime local market characteristics influencing the City's housing strategy is the high cost of housing and housing sales in general. It is also influenced in large part by the high cost of rental housing, due to the market and influences of Kent State University. While a university town may be expected to have a substantial amount of rental housing, having two thirds of all of its housing as rental housing is a substantial amount and disproportionately high. In addition, the high cost of housing sales means it is difficult for a number of residents to be able to afford to buy a home in the City. In addition, the data indicates that more very low income elderly owners are into "cost burdened" housing situations where it becomes difficult to maintain their housing in quality condition. Given the above, the City's priorities in regard to housing will continue to reflect past programs providing funds for housing rehabilitation, minor and emergency repairs, energy efficiency, downpayment assistance and the financing structure made available through the acquisition / rehabilitation / resale program, including the Habitat for Humanity related version of the program. If funding and opportunities exist, the City will also consider using funds to facilitate the construction of new affordable housing units constructed by Habitat or other similar groups.

(4) As noted previously in this Plan, the primary obstacle to providing assistance to more housing related programs is the level of funding itself. There is no question that additional funds would enable the City to accomplish more units and provide a broader range of housing activities and programs. In this regard the City will consider seeking CHIP funds annually if opportunities exist and demand for the programs currently offered increases. The high cost of housing is also presents problems in implementing the programs and inhibits the ability to do more units.

Housing Market Analysis (91.210)

*Please also refer to the Housing Market Analysis Table in the Needs.xls workbook

1. Based on information available to the jurisdiction, describe the significant characteristics of the housing market in terms of supply, demand, condition, and the cost of housing; the housing stock available to serve persons with disabilities; and to serve persons with HIV/AIDS and their families.
2. Describe the number and targeting (income level and type of household served) of units currently assisted by local, state, or federally funded programs, and an assessment of whether any such units are expected to be lost from the assisted housing inventory for any reason, (i.e. expiration of Section 8 contracts).
3. Indicate how the characteristics of the housing market will influence the use of funds made available for rental assistance, production of new units, rehabilitation of old units, or acquisition of existing units. Please note, the goal of affordable housing is not met by beds in nursing homes.

3-5 Year Strategic Plan Housing Market Analysis responses:

(1) All housing markets are very much localized, and exist in response to demands from within the community or a neighboring city. In the case of the City of Kent, the housing supply is characterized by a housing stock that numbers 10,461 units with almost one third (1/3) of these units being single family homes, the remaining two thirds (2/3) of Kent's housing supply is composed of renter occupied apartments.

Almost every residential area of the City of Kent has some housing that was built before the 1940s. In so far as affordability is concerned, over 50% of those housing units built before 1979, with the exception of owner occupied units built between 1960 and 1979, are the least affordable to the very low or and low income persons and households in the City of Kent.

The Building Division of the City reported that between 2000-2004 there were 199 new single family units, and 113 new multifamily units constructed in the City.

While total housing units in Kent increased by 1,186 units from 1990 to 2000 (See Table 20) the overall vacancy rate increased from 5.0% to 6.3% for the same period. This is in contrast to the Ohio vacancy rate of 7.1%. The rental vacancy rate in Kent increased from 5.5% to 7.7% while the owner rate increased slightly from 1.2% to 1.7%. This reflects a very tight sales market.

TABLE 20
OWNER VACANCY RATES - 1990 / 2000
KENT OHIO / STATE OF OHIO

	Total	KENT				OHIO			
		Occupied	Vacant	% Vac		Total	Occupied	Vacant	% Vac
2000	10,461	3,742	63	1.7%	4.7m	4.4m	337k	7.1%	
1990	9,275	3,404	41	1.2%	4.3m	4.0m	284k	6.5%	
Change	+1,186	+338	+22	+0.5%	+400k	+400k	+53k	+0.6%	

Kent also had a continued decrease in the homeownership rate, and a commensurate increase in renter occupancy from 1990 to 2000 (See Table 21). This is after a 2.5% decline in the prior decade. Kent's homeowner rate in 2000 was 38.2%, well below the 69% for Ohio. However, as a major university town, this is not a surprising figure.

TABLE 21
OWNER / RENTER OCCUPANCY RATES - 1990 / 2000
KENT OHIO / STATE OF OHIO

	Owner	KENT			OHIO			
		%	Renter		%	Owner	%	Renter
2000	3,742	38.2	6,057	61.8	3.0m	69.1	1.3m	30.9
1990	3,404	38.6	5,404	61.4	2.7m	67.5	1.3m	32.5
Change	+338	-0.4	+653	+0.4	0.3m	+1.6	+43k	-1.6

Of the 9,799 occupied housing units in Kent in 2000, 1,763 (18.0%) were of pre-1940 construction, 2,028 (20.6%) were built between 1940 and 1959, 4,515 (46.1%) were built between 1960 and 1979, and 729 (7.4%) were built between 1980 and 1990. Between 1990 and March, 2000 771 (7.9%) units were constructed.

Owners tended to occupy older units, with the majority in units constructed prior to 1959, while renters tended to occupy newer units, with the largest percent in units constructed between 1960-1980. Kent had only 3.6% with over 1 person per room, all in rental units. Units lacking complete kitchen facilities increased markedly in the past 10 years from 31 to 94, while units lacking complete plumbing were increased from 10 to 17.

The median value of owner occupied units increased from 1990-2000 by \$44,800 (66.0%) to \$112,700. This value was markedly above the State median value of \$100,500. The median contract rent was \$458 while the median gross rent was \$501, up from \$401 (24.9%) in 1990. However, while rent levels increased the percent of rent as a part of household income declined from 31.3% to 29.2%; a positive sign. The similar figure for Ohio is 24.2%. At the same time the median contract rent for Ohio was \$423 while the median gross rent was \$515. Thirty four percent of Ohio renters paid more than 30% of gross income for rent. In Kent 43.2 % of all households paid more than 30% of income for rent.

Between 1990 and 2000 the population of Kent fell by 841 or 2.9%. During the same time the total number of households grew by 991 (11.3%). At the same time dwelling units increased by 1,186 (12.8%). Thus, the growth in total dwelling units was more than keeping pace with the growth in households. It should be noted, that the rental vacancy rate and owner vacancy rate both increased with the overall total vacancy rate rising 1.3% to 6.0%.

A brief analysis of median costs shows that for Kent rental housing costs are lower than those for the State of Ohio. Median gross rent for all units rose from \$401 to \$501 from 1990 to 2000 compared to increases from \$370 to \$515 for the State of Ohio for the same period. The median value of owner housing units for Kent in 2000 was higher at \$112,700 compared to \$100,500 for the State of Ohio. See Table 22.

TABLE 22

HOUSING COST ISSUES
KENT, OHIO

	2000	1990	2000	1990
Median Gross Rent	\$501	\$401	\$515	\$370
Median Value of Owner Housing Units	\$112,700	\$67,500	\$100,500	\$62,900

The median owner unit value of \$112,700 in 2000 is generally out of the affordability range of median household income at the time of \$29,512. It is generally accepted that a rough gauge of housing affordability is 2.5 times gross income. This would be about \$73,955 or about \$40,000 less than the median house price.

Of course, the median household price does not include taxes, interest, or insurance which would increase the cost toward the cost even more. Lower income households starting at 80% of median income would find such housing completely unaffordable without assistance. Eighty percent of the median income in 2000 was \$23,665. This would permit, at 2.5 income, purchase of a unit at \$59,163 for PITI. Households well below this level would require an even less expensive unit.

However, since Kent has such a large student population this probably tends to skew this figure to the high side, and make it appear worse than it actually is. A more conservative analysis would be to use Median Family Income, as opposed to Median Household Income. In 2000 the MFI was \$44,440. In income of this level would support a house purchase in the \$111,100, close to the median sale price. However, take 80% of this income level reduces it to \$35,552 which reduces the affordability to \$88,880.

The 2000 median gross rent was \$501 which was 29.2% of household income, greater than the 24.5% for the State of Ohio. However, at the same time 445 households were paying more than 30% of their income for gross rent. This level of rent is affordable by a household at 80% of the median income in 2000 (unadjusted for family size). However, it is definitely in excess of what is affordable at 50% of the median income. Of course, the condition of many of these rental units, outside those which are assisted in some form, or Section 8 inspected, is unknown. However, local knowledge and observation is that many of the open market rental units are deteriorated. The fact that the PMHA waiting list for Section 8 units in Kent is well over 400 households (which must be under 50% of median income) indicates there is a need for additional standard rental housing at affordable rates.

(2) The City of Kent's public housing is owned and managed by the Portage Metropolitan Housing Authority and is a mix of new and older properties. Generally speaking, the public housing stock owned by PMHA is in good condition, and has undergone upgrading through various programs. In 1982, PMHA constructed twenty-five (25) units of apartments built on the City's northeast side, thirteen of these twenty-five units are three-bedroom, eight are two-bedroom and four are four-bedroom. These units are called the Heritage Knolls Apartments. Their overall condition is good.

Several years before Heritage Knolls was built, the PMHA constructed Athena Gardens. This is a thirty unit complex on the City's southeast side and includes twenty-six two bedroom units, and four three-bedroom units. Other properties owned and managed by the Housing Authority include six single family homes, one three-bedroom house on Franklin Avenue, and four two-bedroom homes on West Elm Street. These are on the City's near southwest side. PMHA also has a three bedroom duplex located on South Willow Street.

PMHA also owns 27 units in Kent purchased with tax exempt bonds. These units were purchased in 1997 and are in need of renovation. This is being undertaken on a piece-meal basis by the Housing Authority. These units are scattered in four complexes and consist of two one-bedroom units, twenty-one two bedroom units and four three-bedroom units. Thus, PMHA owns and administers a total of 90 units in the City of Kent. They have a waiting list of 331 families from the City of Kent alone. In addition, PMHA administers 445 Section 8 vouchers in the City.

The waiting list for Section 8 vouchers in the City is 464 families. As a result of the high demand and the length of the waiting list, the Housing Authority closed applications for Section 8 vouchers in May, 2004. Virtually all (94%) of the PMHA owned units are occupied by extremely low income (71%) or very low income (23%) households. All of the Section 8 vouchers are held by households with incomes under 50% of the median. The vacancy rate for Public Housing units in Kent is very low. This is true in the rest of Portage County as well. The only vacancies occur in a few instances when tenants vacate a unit and the unit has to be cleaned and repaired for the next occupants.

In addition to the housing units owned and operated by PMHA, there are other forms of assisted housing located in the City of Kent. Over 90% of the assisted housing units in the City of Kent are concentrated in five apartment complexes, namely Silver Meadows Apartments, Indian Valley Estates, Kentway Apartments, Tower 43 Apartments and Cherry Estates Apartments. The largest concentration of multifamily living units is at the Silver Meadows Apartment complex.

Ten years ago this complex represented the most serious housing problem in the City of Kent. However, new management has made a considerable effort to improve and upgrade this 444 unit complex so that it is much less of a problem than it was in the past. All 444 units are assisted in some manner.

Indian Valley Estates is a housing development located in the City's south-central quadrant near State Route 261. It is a complex of two-hundred and eighty-eight (288) units in total, with units having 1 to 3 bedrooms. The complex is no longer on a HUD contract for rent subsidies but the Housing Authority does provide Section 8 vouchers for eligible tenants.

Kentway Apartments is a housing complex composed of one-hundred and forty-eight (148) apartments that are exclusively for elderly persons. The complex has a mix of efficiency, one-bedroom and two-bedroom apartments. HUD's Cleveland office provides fifty-eight (58) project based Section 8 vouchers that subsidize the rents.

Elderly and handicapped persons have exclusive tenancy in the high rise apartment building called Tower 43, located on State Route 43 on the south side of the City. There are a total of one-hundred one (101) one-bedroom apartments; one-hundred (100) of the apartments are subsidized through HUD's Section 8 project based voucher program.

Project based Section 8 vouchers are provided to the Summit Garden Apartments in southeastern Kent. This housing complex has a total of eighty (80) units that range from one-bedroom to three-bedroom units. All of the units are Section 8 subsidized and forty (40) of the apartments are occupied exclusively by the elderly. This complex has two handicapped accessible apartments.

Cherry Estates is an assisted housing complex located in the City of Kent's southwest side. This development is composed of a total of forty-eight (48) apartment units with twelve one-bedroom apartments, thirty, two-bedroom units and six, three-bedroom units. Tenants are responsible for their own electricity while the heating and gas are paid by the owners of the complex.

Neighborhood Development Services Inc. (NDS) (formerly known as the Portage Area Development Corporation) has been very active for years in the development and rehabilitation of housing for low and moderate income residents in the City, and all of Portage County. They work with the City assisting it to carry out housing activities funded through the State with HOME monies under the Community Housing Improvement Program(CHIP). They presently have units in the City under a lease purchase program which sells the unit to the buyer/occupants after a short term 18 month lease. In addition they have units in the City under a longer term lease purchase as part of a tax credit program. These units will be turned over to the buyer/occupants at the end of 15 years.

The Four Season's Apartment complex on Horning Road (eastern Kent) was built several years ago for elderly residents. Some of the City's CDBG funding was used to assist with the acquisition of the land to build the complex and the project was also funded with tax credits. A total of 54 apartments are located in this facility with most of those units receiving rent subsidy.

As part of this new Consolidated Plan, the City attempted to find out information as to what assisted housing units might be "at-risk" of being converted to market-rate rents. The Portage Area Housing Authority reported no units "at-risk" of being converted, nor did the surveys returned to the City contain any information regarding possible conversion. However, PMHA noted that many Section 8 vouchers could be "at risk" of disappearing if proposed Federal budget cuts are implemented.

(3) The City does not provide funding for rental assistance directly, primarily due to the fact that its funding levels would not adequately support TBRA, nor would the City be able to administratively support such a program. While characteristics of the market do not influence this decision, it should be noted that the higher rent rates that can be generated in the Kent market make the Section 8 program less attractive to Kent landlords due to fair market rent limitations.

The production of new units, especially new single family homes, is influenced by the cost of land and the limited land available in the City. While some new housing is being built by the private sector, this housing is being built to address market demand for higher end housing. The City is currently exploring ways to facilitate the construction of new affordable homes on scattered sites in the community.

As noted previously in this document, the City does maintain an active effort directed at the rehabilitation of older housing and homebuyer programs that help a limited number of households. The housing market and the cost of housing in the community does impact the delivery of the homeownership programs. The cost of housing makes it difficult to find houses that are priced in a range where lower income families can afford the monthly mortgage payment, even with a reasonable downpayment on the home.

Specific Housing Objectives (91.215 (b))

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve over a specified time period.

2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

3-5 Year Strategic Plan Specific Housing Objectives response:

(1) The specific priorities and objectives the City hopes to accomplish in the housing area are set forth in the Housing Needs Table and are described in earlier sections of this Plan.

(2) Much of what the City intends to accomplish in the area of housing assistance depends on its ability to secure CHIP funds from the State of Ohio. The City's goals call for it to be successful in obtaining at least \$1.6 million in CHIP funds during the next five years. If these funds are not forthcoming, the City will not meet the goals set forth in the Housing Needs Table. Likewise, the proposed housing assistance and support services the City proposes to accomplish with CDBG funding depends on steady, if not increased CDBG funding. Loss of additional CDBG funding will probably result in the City not meeting these goals.

The following list summarizes the funding that can be expected over the next five years based on estimated funding levels:

CDBG Entitlement Grants	\$1,735,000
CDBG Program Income / RLF	\$ 500,000
CHIP Competitive Grants	\$1,600,000
CHIP Program Income / RLF	\$ 500,000
Total	\$4,335,000

While CDBG funds will be used for a variety of housing, homeless and community development needs as described later in this Plan, a portion of the CDBG funding (roughly at least 1/3rd) will be used for housing related activities. Likewise, almost all of the CDBG Program Income / RLF will be used for housing related activities and all of the CHIP Grant and Program Income / RLF will be used for housing activities. As such, it is anticipated that about \$3.1 million or about 72% of all anticipated funding available over the next five years will be directed towards housing related programs.

Needs of Public Housing (91.210 (b))

In cooperation with the public housing agency or agencies located within its boundaries, describe the needs of public housing, including the number of public housing units in the jurisdiction, the physical condition of such units, the restoration and revitalization needs of public housing projects within the jurisdiction, and other factors, including the number of families on public housing and tenant-based waiting lists and results from the Section 504 needs assessment of public housing projects located within its boundaries (i.e. assessment of needs of tenants and applicants on waiting list for accessible units as required by 24 CFR 8.25). The public housing agency and jurisdiction can use the optional Priority Public Housing Needs Table (formerly Table 4) of the Consolidated Plan to identify priority public housing needs to assist in this process.

3-5 Year Strategic Plan Needs of Public Housing response:

The Public Housing stock in the City of Kent is discussed in more detail in the Housing Market Analysis of this document as are the status of the waiting lists for persons seeking public housing assistance. The PMHA owned units in the City of Kent are in reasonably good condition, but this does not mean that they are not in some need of upgrading and rehabilitation. PMHA has an approved Five Year Plan which sets forth their assessment of the physical condition of their units and the estimated cost of upgrading these units. The PMHA plan is attached in the appendix of this document.

Public Housing Strategy (91.210)

1. Describe the public housing agency's strategy to serve the needs of extremely low-income, low-income, and moderate-income families residing in the jurisdiction served by the public housing agency (including families on the public housing and section 8 tenant-based waiting list), the public housing agency's strategy for addressing the revitalization and restoration needs of public housing projects within the jurisdiction and improving the management and operation of such public housing, and the public housing agency's strategy for improving the living environment of extremely low-income, low-income, and moderate families residing in public housing.
2. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake to encourage public housing residents to become more involved in management and participate in homeownership. (NAHA Sec. 105 (b)(11) and (91.215 (k))
3. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation. (NAHA Sec. 105 (g))

3-5 Year Strategic Plan Public Housing Strategy response:

(1) As noted previously, the City of Kent is served by the Portage Metropolitan Housing Authority (PMHA). PMHA is required to prepare for HUD approval a Five Year Plan. PMHA completed and approved their most recent plan on September 23, 2004. It was approved by HUD on December 8, 2004. The Plan details what the Authority intends to do with the units it owns and with Section 8 vouchers. A copy of this plan is included in the Appendix.

(2) Given the City's limited resources, it is difficult for the City to support Tenant Based Rental Assistance programs, or dedicate significant resources for the rehabilitation of PMHA units in the City. The City has found several ways to help public housing tenants get training in construction trades and promote home ownership with PMHA assisted families.

a) The City, along with NDS and PMHA have begun to facilitate a Section 8 homeownership program. This program allows Section 8 recipients to use their housing assistance payments to be used to pay on a mortgage on a home, instead of for rent subsidy. While not all Section 8 recipients are ready for homeownership, the program has its merits and helps to facilitate homeownership. While the program will not help large numbers of people, it at least makes ownership possible for some families who would otherwise have no alternative but to stay in rental housing. It should also be noted that the City's Homeownership programs can be used for similar purposes, even when the family graduates from Section 8 assistance.

b) The City has utilized public housing residents involved in PMHA's construction trade training program to rehabilitate a portion of several housing units assisted through the CHIP program. This experience promotes on-the-job training and allows participants to learn a skilled trade. The City will continue to promote this type of involvement in its housing programs.

(3) The Portage Metropolitan Housing Authority has not been identified as a troubled agency by HUD.

Barriers to Affordable Housing (91.210 (e) and 91.215 (f))

1. Explain whether the cost of housing or the incentives to develop, maintain, or improve affordable housing are affected by public policies, particularly those of the local jurisdiction. Such policies include tax policy affecting land and other property, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment.
2. Describe the strategy to remove or ameliorate negative effects of public policies that serve as barriers to affordable housing, except that, if a State requires a unit of general local government to submit a regulatory barrier assessment that is substantially equivalent to the information required under this part, as determined by HUD, the unit of general local government may submit that assessment to HUD and it shall be considered to have complied with this requirement.

3-5 Year Strategic Plan Barriers to Affordable Housing response:

(1) The primary barriers to affordable housing for low and moderate income persons and households in the City of Kent are found in the area of housing costs and the ability of lower income families to rehabilitate homes in which they already live or would like to purchase. As such, funding from past and future CHIP grants and CDBG funds have been used for several different programs whose objective it is to facilitate affordable housing opportunities. As the cost of acquiring and then maintaining a home determines its initial and on-going affordability, the City sees all of its housing programs as efforts to remove barriers to affordability.

Unfortunately, the need for these programs exceeds the public funding available to the City to promote these programs.

Much of the new housing built in the City over the past 10 years by the private sector has been marketed toward upper income households. This is for the most part a result of developers seeking the highest possible profit margins due to the cost of development in general. Projects involving the new development of affordable housing in larger scale have been considered but are difficult to make cost effective for both the developer and the potential buyer. While property taxes in the City are relatively high, they are not as disproportionate to surrounding areas as they were at one time. Building fees, according to recent research, shows the City's fees to be on par with other jurisdictions in the area, with some other jurisdictions having higher fees. When coupling land costs with regulatory requirements, the cost of construction materials and infrastructure construction, it would be difficult for the City to effectuate changes in the market to substantially reduce the cost of construction.

(2) Given market influences that cannot be changed or significantly altered, the City of Kent has attempted to promote affordable housing and thus overcome some of the market influences through the acquisition and rehabilitation of older homes in the community. This is promoted through the City's Acquisition / Rehab / Resale program and its Downpayment Assistance program (both of which fall under the general heading of the City's Homeownership Program). These programs deliver decent, safe and sanitary housing to lower income families whose incomes would not otherwise support the purchase of a home in the current market. These programs not only help promote homeownership but they address physical housing problems that might otherwise go unaddressed or possibly push the unit towards becoming a more expensive rental property. The City does not believe that its public policies deter or prevent the delivery of affordable housing.

HOMELESS

Homeless Needs (91.205 (b) and 91.215 (c))

*Please also refer to the Homeless Needs Table in the Needs.xls workbook

Homeless Needs— The jurisdiction must provide a concise summary of the nature and extent of homelessness in the jurisdiction, (including rural homelessness where applicable), addressing separately the need for facilities and services for homeless persons and homeless families with children, both sheltered and unsheltered, and homeless subpopulations, in accordance with Table 1A. The summary must include the characteristics and needs of low-income individuals and children, (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered. In addition, to the extent information is available, the plan must include a description of the nature and extent of homelessness by racial and ethnic group. A quantitative analysis is not required. If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates.

3-5 Year Strategic Plan Homeless Needs response:

Homelessness in Kent is primarily related to persons and families seeking temporary shelter as a result of eviction, loss of income, inability to find affordable or adequate housing and also persons who may be passing through the community who cannot afford short term housing such as hotels and motels. The point-in-time survey conducted on January 24, 2005 (See Continuum of Care Homeless Population and Subpopulations Chart - noted as the COC CHART for future reference in this document) indicates both individuals and families in sheltered and unsheltered places. Unsheltered places are those places where homeless may be sleeping that were not intended for human habitation.

As noted in the COC CHART, 8 individuals were identified in the point-in-time survey as sheltered homeless in emergency shelter, with two individuals in transitional housing. Ten homeless families with children were housed in the emergency shelter with another seventeen families with children living in transitional housing. The COC CHART also indicated that four homeless individuals were unsheltered, along with three families. In all, 100 persons were identified as homeless either sheltered in the emergency shelter, transitional housing, or unsheltered.

All of those sheltered were considered to be very low income and many were single female head of household. Eighty-six percent of the homeless persons accounted for in the point-in-time survey were adults and children living in family situations, thus indicating that there is significant need in this area. More specific demographics as to the race and ethnicity of those persons counted was not collected, however statistics taken from the City's Consolidated Plan Annual Performance Report (CAPER) since FY2001 indicate that about 1/3rd of the persons assisted with Homeless Services funds were black. Other racial groups were not reported as having received services during that time.

The COC CHART also shows subcategories of the homeless population reported in Part 1 of the COC CHART. The numbers in this section also confirm that families with children under the age of 18 and several other groups (veterans, victims of domestic violence, etc.) were also being housed.

While the point-in-time survey did not reveal any chronically homeless persons being housed in Kent at that time, the Portage County 2004 Continuum of Care (a copy of which is included in the Appendix of this Plan) indicates that during its previous point-in-time survey, ten chronically homeless people were identified in Portage County and that any given time there are probably between 10-15 chronically homeless people in the County (statistics for Kent alone were not provided). The chronically homeless individuals identified were typically persons with mild to severe mental illness, were abusing drugs and/or alcohol, and may also experience physical health problems. These individuals did not have income to speak of and typically rely on hot meal sites for nutritional and other basic needs.

The COC CHART in Part 3 and 4 indicates the the number of beds that are needed for both individuals and families over the next five years. The CHART also indicates that the City of Kent has placed medium to high priority on assisting the homeless population over the next five years in regards to assisting with an expansion to Miller Community House, the acquisition of additional transitional housing units, and providing funding for support services and shelter stays using CDBG funding. The City will also, as local funds allow, support the HESS program and the shelters with non-CDBG social service funding.

Priority Homeless Needs

1. Using the results of the Continuum of Care planning process, identify the jurisdiction's homeless and homeless prevention priorities specified in Table 1A, the Homeless and Special Needs Populations Chart. The description of the jurisdiction's choice of priority needs and allocation priorities must be based on reliable data meeting HUD standards and should reflect the required consultation with homeless assistance providers, homeless persons, and other concerned citizens regarding the needs of homeless families with children and individuals. The jurisdiction must provide an analysis of how the needs of each category of residents provided the basis for determining the relative priority of each priority homeless need category. A separate brief narrative should be directed to addressing gaps in services and housing for the sheltered and unsheltered chronic homeless.
2. A community should give a high priority to chronically homeless persons, where the jurisdiction identifies sheltered and unsheltered chronic homeless persons in its Homeless Needs Table - Homeless Populations and Subpopulations.

3-5 Year Strategic Plan Priority Homeless Needs response:

(1) While the 2004 Portage County Continuum of Care does not address the needs in the City of Kent directly, it does speak to needs in the County which are also relevant to the City of Kent. These needs are reflected in the COC CHART and are generally related to two areas: the expansion of facilities for the homeless and the need to continue and expand supportive services for the homeless. As noted in the COC CHART, the City has placed medium to high priorities on each of these areas and expects to utilize CDBG funding to assist in these areas. While CDBG funds will be used for supportive services for subpopulations including veterans, victims of domestic violence, residents of transitional housing and the homeless in general, local, non-CDBG funds will also be used for supportive services as well. It should also be noted that the City will continue to support Coleman Professional Services in the rehabilitation of housing that Coleman operates that houses persons with mental disabilities. Coleman clients living in the Coleman housing rely on the housing and might otherwise be faced with homelessness, if not for the provision of this housing. In consulting with Coleman in conjunction with the preparation of the Consolidated Plan, Coleman identified its intent to continue to seek the City's support for the rehabilitation of its housing units but did not indicate that it would be seeking funds from the City in the next five years to construct or otherwise acquire additional housing for its clients. This does not mean that the City would not consider such a request should it be forthcoming.

In consultation with Family and Community Services for Portage County, the agency which operates Miller House, the Safer Futures facility (domestic violence) and the new Freedom House (veterans shelter), as well as the Portage Transitional Housing Program, that agency indicated that it would seek funding from the City over the next five years to both expand Miller House but to acquire additional units of housing for the transitional housing program. They will also continue to seek assistance from the City for their Housing and Emergency Support Services (HESS) program.

Family and Community Services has also suggested that the City consider investing in programs that would provide economic opportunities for the disabled and the homeless, however, the specifics of such programs have not been defined. The City will explore this concept more with the relevant agencies as the opportunity arises. Family and Community Services has also indicated that it will likely approach the City for funding to assist with additional repairs and improvements to Kent Social Services, the facility where the agency operates its hot meals and food pantry program in the City.

While the level of funding that the City will be able to make available over the next five years will not meet all of the needs and fill all the gaps, it will represent a substantial effort to address some of the gaps and services for the sheltered and unsheltered homeless, including any persons who may be chronically homeless or at risk.

(2) As noted in the COC CHART, the City had identified its support of all homeless activities as a medium to high priority.

Homeless Inventory (91.210 (c))

The jurisdiction shall provide a concise summary of the existing facilities and services (including a brief inventory) that assist homeless persons and families with children and subpopulations identified in Table 1A. These include outreach and assessment, emergency shelters and services, transitional housing, permanent supportive housing, access to permanent housing, and activities to prevent low-income individuals and families with children (especially extremely low-income) from becoming homeless. The jurisdiction can use the optional Continuum of Care Housing Activity Chart and Service Activity Chart to meet this requirement.

3-5 Year Strategic Plan Homeless Inventory response:

Family and Community Services of Portage County operates Miller Community House, which is the primary homeless shelter in both Kent and Portage County. This facility provides 22 beds for both individuals and families with children. Various supportive services are offered to persons at both Miller House and at the other facilities owned and operated by Family and Community Services of Portage County. Miller Community House is located at 1211 Anita Drive in the City of Kent. The agency has also converted the old Miller House facility located at 213 South Willow Street, Kent, Ohio into Freedom House, a shelter for veterans. Freedom House has 9 beds. Family and Community Services also operates Safer Futures, a shelter for victims of domestic violence and their children. It is not located in the City of Kent.

Family and Community Services also owns and operates 11 units of transitional housing in the City and utilizes 2 additional units for PATH that it does not own. These units are located at 753 Silver Meadows Boulevard (5 units), 161-163 Currie Hall Parkway (2 units), 1536-1542 Benjamin Court (4 units). It also has 7 additional units at 753 Silver Meadows which are rented to Section 8 tenants and could be converted at a future date to transitional housing tenants.

As noted previously, Family and Community Services of Portage County also administers a Housing and Emergency Support Services (HESS) program throughout the County. The HESS program provides funding to place homeless persons in hotels, case management to homeless and transitional housing residents, job search assistance, housing search assistance, intervention and assistance with children related issues (including schools), emergency medical assistance and other basic needs issues.

Homeless Strategic Plan (91.215 (c))

1. Homelessness— Describe the jurisdiction's strategy for developing a system to address homelessness and the priority needs of homeless persons and families (including the subpopulations identified in the needs section). The jurisdiction's strategy must consider the housing and supportive services needed in each stage of the process which includes preventing homelessness, outreach/assessment, emergency shelters and services, transitional housing, and helping homeless persons (especially any persons that are chronically homeless) make the transition to permanent housing and independent living. The jurisdiction must also describe its strategy for helping extremely low- and low-income individuals and families who are at imminent risk of becoming homeless.
2. Chronic homelessness—Describe the jurisdiction's strategy for eliminating chronic homelessness by 2012. This should include the strategy for helping homeless persons make the transition to permanent housing and independent living. This strategy should, to the maximum extent feasible, be coordinated with the strategy presented Exhibit 1 of the Continuum of Care (CoC) application and any other strategy or plan to eliminate chronic homelessness. Also describe, in a narrative, relationships and efforts to coordinate the Conplan, CoC, and any other strategy or plan to address chronic homelessness.
3. Homelessness Prevention—Describe the jurisdiction's strategy to help prevent homelessness for individuals and families with children who are at imminent risk of becoming homeless.
4. Institutional Structure—Briefly describe the institutional structure, including private industry, non-profit organizations, and public institutions, through which the jurisdiction will carry out its homelessness strategy.
5. Discharge Coordination Policy—Every jurisdiction receiving McKinney-Vento Homeless Assistance Act Emergency Shelter Grant (ESG), Supportive Housing, Shelter Plus Care, or Section 8 SRO Program funds must develop and implement a Discharge Coordination Policy, to the maximum extent practicable. Such a policy should include "policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons." The jurisdiction should describe its planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how the community will move toward such a policy.

3-5 Year Homeless Strategic Plan response:

(1) The City of Kent continues to be an active participant in the Portage County Housing Services Council, which is the lead entity for the local Continuum of Care Planning Process. One of the primary functions of the Housing Services Council is to, "assist in the coordination and development of services for homeless persons.. through planning, education and advocacy. Coupled with the individual staffs of agencies involved in the Housing Services Council, and notably the staffs of Coleman Professional Services and Family and Community Services of Portage County, the City is able to gain the insight and benefit of such a cooperative effort to help it identify a system for addressing homelessness. That system is a collective effort of the various agencies, coupled with the City's contribution of local and Federal dollars to help support these programs and expand the supply of units for assisting the homeless or those at risk. The Continuum of Care available to Kent residents as a result of this collaborative effort provides a comprehensive range of services including emergency shelter, transitional housing for those attempting to come out of homelessness or at risk of becoming homeless and various support services provided to the clients being served directed at helping those clients move from homelessness to independent living. The support services provided include efforts to prevent homelessness and are directed at various income and ethnic/racial groups. Populations with special needs in regard to homelessness are also served with regard to services and facilities.

(2) The 2004 Portage County Continuum of Care identifies strategies that can be used in Kent and throughout the county to end chronic homelessness. These strategies are as follows:

- Increase targeted prevention, service linkage and follow-up services to ensure housing retention and stability.
- Increase targeted outreach, engagement and assessment services to ensure immediate access to temporary or permanent housing and needed services.
- Create low-demand emergency housing options for persons unable to access other temporary or permanent housing.
- Increase the number of permanent and supportive housing units.
- Increase employment outcomes and related supportive services.
- Work with mainstream systems to ensure access to services / support and ensure discharge placements into permanent housing.

In addition to the planning undertaken by the Housing Services Council, a Housing Strategy was developed in collaboration with the Mental Health and Recovery Services Board to better address the housing needs of persons with severe mental illness and/or substance abuse problems. The strategy relies on a new initiative to collect data on individual housing and employment needs in order to provide necessary services and to guide the development of additional housing and employment services. (Please also refer to the 2004 Portage County Continuum of Care a copy of which is included in the Appendix of this document.

(3) Strategies to help prevent homelessness for individuals and families with children who are homeless or at risk are as noted below:

Services in place:

- Rental/Mortgage/Utility Assistance: FCS-Housing & Emergency Support Services (HESS) program; Salvation Army; Catholic Charities; CPS-Housing Assistance Program (HAP); Veterans Services Commission; Community Action Council; AIDS Holistic Health Services; Community AIDS Network local churches.
- Case Management/Advocacy/Housing Counseling: FCS-HESS; Catholic Charities; CPS-Housing Specialists; Veterans Services Commission; AIDS Holistic Health Services; FCS-Safer Futures; Community Legal Aid Services; Fair Housing Contact Service, Townhall II.
- Home Repair/Accessibility Assistance: Community Action Council; Neighborhood Development Services; local government programs; CPS-Portage Area Senior Services; Area Agency on Aging- Youth Intervention: FCS-School Based/Home Based Services; FCS-HESS; CPS; PCDJFS; PC Juvenile Court.

Services planned:

Expansion of Housing & Emergency Support Services Program (FCS/HSC); expansion of targeted services for persons with substance abuse and mental illness or mental retardation/developmental disabilities and mental illness (CPS); expansion of intervention and case management services for domestic violence victims (FCS); creation of an 11 bed shelter for veterans, (FCS), increased assistance for eviction prevention (FCS/CPS/PCDJFS); expansion of targeted intervention services for at-risk youth (FCS, CPS, PCDJFS, local juvenile court); improved discharge planning for persons leaving correctional institutions, hospitals, and treatment facilities (FCS/CPS/Townhall II).

How homeless persons access/receive assistance:

Persons threatened with eviction, foreclosure, or otherwise at-risk of housing instability and homelessness are referred to any of the above programs through central points of contact in Portage County, including First Call for Help, Townhall II's 24 hour crisis line, Coleman Professional Services 24 hour crisis line, and a variety of other referral sources. Services such as Housing & Emergency Support Services (HESS), Miller Community House emergency homeless shelter, and Housing Specialist services through CPS are available 24 hours a day, 7 days a week and are capable of meeting clients outside of the office when appropriate to ensure access to services. The HESS program and CPS Housing Specialists assist in accessing and coordinating all available resources to prevent homelessness. Safer Futures (FCS) provides outreach and assessment services for victims of domestic violence in conjunction with local law enforcement agencies and the Portage County Prosecutor's Office. Domestic Violence victims identified on police reports are sent information on available services and are assisted in accessing shelter and other needed services. Persons who are HIV positive are referred to Ryan White case management services provided through the Akron Health Department at Kent State University and have access to financial assistance, housing counseling, and other services as appropriate. Homeless veterans in Portage County are frequently referred to the Veterans Services Commission, which provides emergency financial assistance, transportation, and information of various veterans' benefits. Additional public transportation assistance has been developed, including expanded fixed routes and door-to-door service for LMI individuals through the Portage Regional Transit Authority (PARTA).

(4) The institutional structure through which the City carries out its homeless strategies has been well defined throughout the discussion of homeless needs. It includes:

- The City's active participation in the Portage County Housing Services Council which is the lead agency for Continuum of Care Planning in Portage County.
- The City's active financial support of agencies such as Coleman Professional Services, Family and Community Services of Portage County, Portage Area Senior Services (Part of Coleman), Townhall II.
- The provision of various housing programs promoting the physical improvement of homes, which otherwise may deteriorate to a point of being unfit for occupancy. The provision of various housing programs promoting home ownership thereby enabling those assisted to find affordable housing in an otherwise price competitive market.

(5) The City does not have a discharge coordination policy in that it does not directly access McKinney funds or ESG grants.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

3-5 Year Strategic Plan ESG response:

Not Applicable

COMMUNITY DEVELOPMENT

Community Development (91.215 (e))

*Please also refer to the Community Development Table in the Needs.xls workbook

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), – i.e., public facilities, public improvements, public services and economic development.
2. Describe the basis for assigning the priority given to each category of priority needs.
3. Identify any obstacles to meeting underserved needs.
4. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and

moderate-income persons.

NOTE: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

3-5 Year Strategic Plan Community Development response:

(1) The City's Community Development Needs are identified in the Community Development Needs Table. The City has identified a number of areas of need in which to use its CDBG resources over the next five year period in areas of public facilities and improvements, public services, economic development, and general grant administration, including Fair Housing. The Community Development Needs Table also identifies these activities in terms of their relative priorities, the amount of funding expected to be spent on these activities over the five year period and the types of Federal, state and local resources that may be available to fund the activities. Activities expected to be funded are given a medium or high priority classification and activities not expected to be funded are given a low priority. The City reserves the right to amend its Five Year Plan with regard to the Community Development Needs Table, the priorities identified, as well as any substantial changes to the anticipated funding amounts. The projections as currently defined are based on anticipated funding levels remaining constant to FY2005 allocations and any decrease in funding over the next five years would limit the City's ability to fulfill its goals.

(2) Since the City uses some of its CDBG allocation each year in support of housing and homeless related activities, and also accesses other State (CHIP) and private resources for those activities, it attempts to use a significant portion of its CDBG funding to deal with non-housing Community Development needs. These needs are primarily focused on public facilities and improvements, public services and several economic development related activities. The Community Development Needs Table identifies areas in each of these subcategories where the City expects to allocate CDBG dollars over the next five years to address needs within the community. As noted in the previous section, the City has identified areas to be funded with medium to high priority ratings. In perspective, there is not that much difference between those areas rated medium versus high priority and any activity area proposed to be funded is considered to be a significant need for the City. With the minimal funding that the City receives as a small Entitlement community, the City does try to spread its resources around as best as possible to address a variety of needs and areas.

(3) As noted throughout this document, the largest obstacle to meeting underserved Community Development needs is the lack of funding and especially the decreased funding levels in the CDBG program with regard to the City's annual allocation. Given these reduced funding levels and the timeliness parameters of the CDBG program, it is difficult to allocate large sums of CDBG dollars to larger public improvement projects. Limitations on public service allocations (15% cap) also limit how much CDBG funding the City can put into programs that could help address some of the needs of the homeless and promote economic opportunity for those individuals. Since these limitations are statutory, there are no alternatives to eliminating cap obstacles.

(4) Strategies to be implemented in this area are consistent with the overall objectives of the City's Consolidated Plan and basically focus on four main areas: a) economic development, b) public infrastructure, c) public facilities, and d) public services .

a). The economic development strategy set forth in the FY2005-2009 Consolidated Plan is one component of a larger economic development program established by the City of Kent. The Small Business Assistance Center and Business Incubator are programs focused on helping low and moderate income persons plan, establish and maintain small businesses geared towards individual skills or talents that a person may have. Technical assistance is also offered to the entrepreneur in preparing a business plan, estimating start-up costs and capital needs, seeking financing and post start-up record keeping. This program is also one facet of the City's strategy to reduce poverty. The City has also created several small revolving loan funds for economic development including funds that have already been allocated to small commercial and industrial business that undertake projects that will create jobs for low and moderate income persons, and also a Downtown Facade Loan Program that provides a grant/loan to businesses that need assistance in fixing up their storefronts in the downtown area. As noted previously in the discussions on homelessness and homeless needs, the City will continue to explore with other agencies ways of providing job opportunities for persons who are homeless or who have special needs.

b) Public infrastructure projects will be targeted in low and moderate income neighborhoods where essential public services such as water, sanitary sewer, street, sidewalk or stormwater utilities that need to be repaired or constructed. Since most of the low and moderate income areas of the City encompass older neighborhoods with older infrastructure, major repairs may be needed to the infrastructure. In some cases, facilities may even be constructed for the first time where they were never constructed previously. In short, maintaining essential public utilities in older, low and moderate income areas is just as important as maintaining the homes in those neighborhoods. Again, the cost of funding such activities with limited CDBG funding typically requires that CDBG funds be used in conjunction with other non-CDBG funds.

c) The City will also allocate some CDBG funding to public facilities during the coming five year period. Several park projects may be funded as well as possible improvements to buildings that provide needed community services, such as Kent Social Services (hot meals program for the poor / homeless) as well as possibly allocating funds to help with the acquisition of a building where job training opportunities can be provided for the homeless and persons with special needs. Improvements to other public facilities will also be considered depending on relative need, benefit to the community and CDBG eligibility.

d) The City also sees a need to provide additional public services to neighborhoods as a way to improve living conditions and the general environment. One such service involves the community policing program instituted by the Kent Police Department in various lower income neighborhoods in the City and at several of the assisted housing complexes. Support of homeless services is the second primary area where the City allocates CDBG funds subject to the public service cap.

Antipoverty Strategy (91.215 (h))

1. Describe the jurisdiction's goals, programs, and policies for reducing the number of poverty level families (as defined by the Office of Management and Budget and revised annually). In consultation with other appropriate public and private agencies, (i.e. TANF agency) state how the jurisdiction's goals, programs, and policies for producing and preserving affordable housing set forth in the housing component of the consolidated plan will be coordinated with other programs and services for which the jurisdiction is responsible.
2. Identify the extent to which this strategy will reduce (or assist in reducing) the number of poverty level families, taking into consideration factors over which the jurisdiction has control.

3-5 Year Strategic Plan Antipoverty Strategy response:

(1) As noted in the Housing Needs Section, Table 2, 24% of all households in the City of Kent are considered to be "Very Low Income". This same table indicates that minority households experience an even higher rate of occurrence in the "Very Low Income" category than do all households in general. These statistics support the fact that a quarter of the households in the City are living near or below the poverty level.

In 2004, the average unemployment rate in Portage County was 5.7%. While this figure may not seem significant or indicate that unemployment is not a widespread problem, it is important to look beyond the statistics to understand why so many households are considered to be living at or below the poverty level in the community.

Under-employment continues to be an issue within the community. While many people may have some type of job, some of those jobs do not pay significant wages or provide good fringe benefits. Job loss has also been a problem, especially in the surrounding areas where some Kent residents work. Also, the under-employment issue is somewhat a function of the fact that a number of Kent residents are college students who only work part-time while going to school. These issues help to explain the difference between the level of unemployment in the community and the number of persons living at or below poverty level.

(2) The City's overall economic development strategies as articulated in the recently adopted Bicentennial Plan are aimed towards a) encouraging and promoting local businesses, b) promoting a diverse economy with a social and environmental consciousness, and c) developing the downtown as an economic focal point. The promotion of these strategies and their attainment should help to provide better paying jobs and an increased number of jobs for Kent residents. One manner in which the City has attempted to address these issues has been by continuing to provide CDBG funding for the Kent Business Incubator and Small Business Development Center (SBDC). CDBG funding for this activity is projected to continue over the next five years as funding permits and assuming that the program can satisfy performance measurements. The SBDC provides counseling and technical assistance to Kent residents who want to start their own businesses or who already have a business and need help. The Business Incubator also provides jobs through start-up businesses that locate in the incubator. Both of these efforts provide assistance to lower income populations.

The City has also used CDBG funds (and will continue to do so) to provide loans/grants for facade renovations in the downtown area. New jobs and business opportunities created by these programs will help to improve economic conditions in the community, including those for lower income residents. The City also maintains several revolving loan programs geared towards assisting small businesses.

In addition to the efforts mentioned above, the housing programs being offered by the City, as well as actions to reduce homelessness, are also considered strategies geared towards reducing the incidence of poverty in that they help reduce both substandard housing conditions, and the potential for cost burdening that may result from market costs to purchase or rent adequate housing, or from having to make costly repairs to both older owner or rental housing units. By reducing such burdens and helping those who are homeless get the services they need for a faster recovery, the City can help control and even reduce the levels of poverty within the community.

Low Income Housing Tax Credit (LIHTC) Coordination (91.315 (k))

1. (States only) Describe the strategy to coordinate the Low-income Housing Tax Credit (LIHTC) with the development of housing that is affordable to low- and moderate-income families.

3-5 Year Strategic Plan LIHTC Coordination response:

Not Applicable

NON-HOMELESS SPECIAL NEEDS

Specific Special Needs Objectives (91.215)

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve over a specified time period.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

3-5 Year Non-homeless Special Needs Analysis response:

(1) Given the City's limited and reduced level of CDBG funding and the expectation that funding levels will not increase significantly over the next five year period, the primary priority for the City in addressing Special Needs will be directed at improving housing for special needs populations and the provision of funding to support services provided to Kent residents in the areas of drug and alcohol abuse, crisis intervention, counseling and other social services.

(2) The City expects to provide CDBG funding over the next five years in support of efforts by Coleman Professional Services to maintain and improve existing housing units that it owns within the City of Kent. This housing is provided to Coleman clients who suffer from mental illness. The City will also try to continue to provide some of its own local funding to assist Coleman with supportive services for these residents.

A number of agencies consulted in the preparation of the Consolidated Plan noted the need for job training geared towards persons with mental or physical disabilities. A facility is needed where such a program can be provided and this would likely be a joint effort between several City and county agencies. The City would consider a request to provide CDBG funding to partially assist with the acquisition / rehabilitation of such a facility.

The City has also provided assistance to the facility operated by Kent Social Services where it provides its Hot Meals Program to the poor, the elderly and the homeless. The facility will likely need additional physical repairs in the next five years and the City will consider providing additional CDBG funds to support the continued renovation of this facility.

Non-homeless Special Needs (91.205 (d) and 91.210 (d)) Analysis (including HOPWA)

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Estimate, to the extent practicable, the number of persons in various subpopulations that are not homeless but may require housing or supportive services, including the elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction, and any other categories the jurisdiction may specify and describe their supportive housing needs. The jurisdiction can use the Non-Homeless Special Needs Table (formerly Table 1B) of their Consolidated Plan to help identify these needs.

*Note: HOPWA recipients must identify the size and characteristics of the population with HIV/AIDS and their families that will be served in the metropolitan area.

2. Identify the priority housing and supportive service needs of persons who are not homeless but require supportive housing, i.e., elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with HIV/AIDS and their families), persons with alcohol or other drug addiction by using the Non-homeless Special Needs Table.
3. Describe the basis for assigning the priority given to each category of priority needs.
4. Identify any obstacles to meeting underserved needs.
5. To the extent information is available, describe the facilities and services that assist persons who are not homeless but require supportive housing, and programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing.

6. If the jurisdiction plans to use HOME or other tenant based rental assistance to assist one or more of these subpopulations, it must justify the need for such assistance in the plan.

3-5 Year Non-homeless Special Needs Analysis response:

(1) The Non-Homeless Special Needs (Including HOPWA which the City does not receive) Table identifies the housing and supportive services needs within the community over the next five years. The numbers in this table are taken from estimates provided by local agencies and/or the CHAS data generated by HUD.

(2) As noted in other parts of this plan, the City will use its CDBG funding to assist with some of the housing needs (housing rehabilitation) of persons with mental disabilities by assisting Coleman Professional Services with the rehabilitation of some of their housing units in the City of Kent. The City also uses non-CDBG funding (Kent Social Service Funding) to provide supportive services to the elderly and frail elderly through the Repair on Wheels Program (Coleman Professional Services), the Adult Day Care Program (PASS / Coleman), Substance Abuse Counseling / Helpline (Townhall II) and Youth programs - After School Tutoring (Academic/Sports Youth Development Institute). At present, the City allocates \$120,000 of local general fund dollars to its social service funding. Potential issues with decreasing revenues faced by Kent and many other cities may cause the City to have to reduce this funding in the coming years.

(3) The Non-Homeless Special Needs Table indicates that the City has identified all of the subcategories in both the Housing and Supportive Services. The Table shows that most of the subcategories have been set as a medium priority with funding either coming from CDBG or from the local social service monies. Assisting persons with HIV/AIDS and their families has been set as a low priority since no needs have been identified as of this time. The City would consider amending its Five Year Plan if the need would arise and could be funded.

(4) There is some difficulty in identifying persons with special needs who are not actively being treated or assisted. Most of the understanding dealing with the special needs population comes from the agencies that address those needs. While these local agencies are very good in dealing with their clients, some of those who need service do not seek it and are not included in local statistics. Without identification, the needs of these "silent" populations cannot be addressed. The issues previously noted with lack of funding and public service cap requirements as related to the CDBG funding is also relevant with regard to providing supportive services to these populations.

(5) There are various facilities and services provided to Kent residents requiring supportive housing. These are described below.

Coleman Professional Services of Ravenna provides affordable housing in the City of Kent for persons with severe mental illness. Presently the organization owns four residences of varying sizes and capacities in the City of Kent. Properties owned and maintained by the Kevin Coleman Center include:

- a) One, four-bedroom house located at 1233 North Mantua Street. There are four single adults who live at this residence. All tenants receive social security benefits and are required to pay 30% of their income per month for rent. The units were purchased in 1991 with funds that the Center received from a HUD grant.
- b) A two-family structure was acquired in 1990 by Coleman Professional Services. This building is located at 697-699 Silver Meadows Boulevard in the City of Kent and it provides shelter for two single adults who live in one unit, and a family of four persons who live in the other unit. Tenants in this building pay 30% of their income for rent and all receive social security benefits. This building was acquired with funds received from the Ohio Department of Mental Health and the City of Kent's Community Development Program.
- c) The organization acquired a home located at 209 South Prospect Street in the City of Kent where they maintain three, one-bedroom apartments for three single adults. Tenants in this house pay a modest amount for rent, as each of them receive social security benefits and are required to pay 30% of their income for rent.
- d) In 1992 the Coleman Professional Services purchased a two family structure located at 417-419 Longmere Drive. There are two separate living units at this residence, one upstairs and one downstairs. A single mother with a child lives in the upstairs unit, a four-person family with two adults and two children live in the downstairs unit. The Portage Metropolitan Housing Authority provides a rent subsidy to one of the two units.
- e) Since the 1995 Consolidated Plan was completed, Coleman has constructed an 11 unit complex at 600 First Avenue in Kent. This property provides housing units for the mentally ill.
- f) Evergreen Apartments - Anna Avenue - This facility provides 8 units of housing for the mentally ill. Rent subsidies are provided through the Housing Authority. A small amount of CDBG funding was used to support this 811 project when it was constructed.

Currently Coleman Professional Services of Kent administers a program which assists former patients of mental hospitals to re-enter the community and providing them the least restrictive environment to live in. This may include independent living, group living or living with some supervision. The goal of the agency is to prevent people from being hospitalized, decreasing persons' length of stay in the hospital, and providing them with stable, affordable, safe housing once they are ready to return to the community, otherwise known as deinstitutionalization.

No other types of programs exist in Kent for providing housing to persons returning from institutionalized care.

Another supportive housing program in the City of Kent is administered by Independence of Portage County for persons who are mentally handicapped. All eight tenants of this facility maintain permanent residence in a shared-living arrangement at a group home. They are expected to pay 30% of their income for rent and all tenants receive some form of public assistance. This group home is located at 923 Vine Street.

With regard to the physically handicapped, the City requires all new multifamily construction to be handicap accessible on the first floor.

The City has also provided CDBG funding in the past to make public facilities such as Townhall II handicap accessible. The City would continue to consider funding requests for similar projects over the next five years if funding levels permit.

(6) The City does not plan to use HOME/CHIP funds or other tenant based rental assistance programs for these sub-populations over the next five years, at this time.

Specific Special Needs Objectives (91.215)

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve over a specified time period.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

3-5 Year Strategic Plan Specific Special Needs Objectives response:

(1) The primary objectives with regard to assisting the special needs population with regard to CDBG funding over the next five years will be to provide assistance to Coleman Professional Services in the rehabilitation of its housing that it uses to accommodate persons with moderate to severe mental illness and to provide supportive services to these and other subpopulations.

(2) CDBG funds will be used to assist with the rehabilitation of housing units for persons with mental disabilities over the next five year period. Generally this allocation may run from \$15,000 to \$25,000 per year. Local funds will be used to help provide supportive services and some housing repair assistance to the elderly and frail elderly.

Housing Opportunities for People with AIDS (HOPWA)

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. The Plan includes a description of the activities to be undertaken with its HOPWA Program funds to address priority unmet housing needs for the eligible population. Activities will assist persons who are not homeless but require supportive housing, such as efforts to prevent low-income individuals and families from becoming homeless and may address the housing needs of persons who are homeless in order to help homeless persons make the transition to permanent housing and independent living. The plan would identify any obstacles to meeting underserved needs and summarize the priorities and specific objectives, describing how funds made available will be used to address identified needs.
2. The Plan must establish annual HOPWA output goals for the planned number of households to be assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3)

in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. The plan can also describe the special features or needs being addressed, such as support for persons who are homeless or chronically homeless. These outputs are to be used in connection with an assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.

3. For housing facility projects being developed, a target date for the completion of each development activity must be included and information on the continued use of these units for the eligible population based on their stewardship requirements (e.g. within the ten-year use periods for projects involving acquisition, new construction or substantial rehabilitation).
4. The Plan includes an explanation of how the funds will be allocated including a description of the geographic area in which assistance will be directed and the rationale for these geographic allocations and priorities. Include the name of each project sponsor, the zip code for the primary area(s) of planned activities, amounts committed to that sponsor, and whether the sponsor is a faith-based and/or grassroots organization.
5. The Plan describes the role of the lead jurisdiction in the eligible metropolitan statistical area (EMSA), involving (a) consultation to develop a metropolitan-wide strategy for addressing the needs of persons with HIV/AIDS and their families living throughout the EMSA with the other jurisdictions within the EMSA; (b) the standards and procedures to be used to monitor HOPWA Program activities in order to ensure compliance by project sponsors of the requirements of the program.
6. The Plan includes the certifications relevant to the HOPWA Program.

3-5 Year Strategic Plan HOPWA response:

The City does not receive HOPWA funding.

Specific HOPWA Objectives

1. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the strategic plan.

3-5 Year Specific HOPWA Objectives response:

The City does not receive HOPWA funding.

OTHER NARRATIVE

Include any Strategic Plan information that was not covered by a narrative in any other section.

None

II.

**FY 2005 ANNUAL ACTION PLAN
(FIRST YEAR)**



First Program Year Action Plan

The CPMP First Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

June 10, 2005		Type of Submission	
		Application	Pre-application
		<input type="checkbox"/> Construction	<input type="checkbox"/> Construction
		<input checked="" type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
City of Kent		OH392508 KENT	
930 Overholt Road		DUNS 09-262-2042	
0		City	
Kent	Ohio	Community Development Department	
44240	Country U.S.A.	0	
		Portage County, Ohio	
34-6001563		8/1	
Specify Other Type if necessary:			
Local Government: City		Specify Other Type	
		U.S. Department of Housing and Urban Development	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding			
		14.218 Entitlement Grant	
		These projects will be completed at various locations in the City of Kent	
		\$0	
		\$636,900 - Pending CHIP Grant and Other State Funds	
		\$100,000 (RLF and Reprogrammed Funds)	
		\$850,000 - Private Investment (Bank)	

Home Investment Partnerships Program		14.239 HOME	
This Subcategory Not Applicable		Description of Areas Affected by HOME Project(s)	
	\$Additional HUD Grant(s) Leveraged	Describe	
		\$Additional State Funds Leveraged	
		\$Grantee Funds Leveraged	
		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s)			
Housing Opportunities for People with AIDS		14.241 HOPWA	
This Subcategory Not Applicable		Description of Areas Affected by HOPWA Project(s)	
	\$Additional HUD Grant(s) Leveraged	Describe	
		\$Additional State Funds Leveraged	
		\$Grantee Funds Leveraged	
		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
Emergency Shelter Grants Program		14.231 ESG	
		Description of Areas Affected by ESG Project(s)	
\$ESG Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
		\$Additional State Funds Leveraged	
		\$Grantee Funds Leveraged	
		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of:		Is application subject to review by state Executive Order 12372 Process?	
	14th		This application was made available to the state EO 12372 process for review on DATE
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input checked="" type="checkbox"/> No	Program is not covered by EO 12372
		<input checked="" type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
Gary	S.	Locke
Plans Administrator	330-678-8108	330-678-8030
Locke@kent-ohio.org	www.kentohio.org	Charles Bowman
Signature of Authorized Representative		Date Signed

Narrative Responses

Executive Summary

The Executive Summary is optional, but encouraged. If you choose to complete it, please provide a brief overview that includes major initiatives and highlights that are proposed during the next year.

Program Year 1 Action Plan Executive Summary:

The FY2005 Action Plan identifies projects to be funded with FY2005 Community Development Block Grant funds. This plan proposes to use the FY2005 CDBG allocation of \$347,271 plus \$100,000 of prior year funds and some RLF monies. This year's action plan also proposes to leverage \$555,000 of FY2005 CHIP funds from the State of Ohio Department of Development. These funds have been applied for but not yet awarded.

The FY2005 Action Plan will be the first of five Action Plans that seeks to implement the goals and objectives of the FY2005 - FY2009 Consolidated Plan. The Consolidated Plan analyzes a variety of data and input from various facets of the community in order to identify the City's various housing and community development needs and strategies.

The needs assessment performed for the current Five Year Consolidated Plan identified a number of priority needs. These include emergency and transitional housing, parks and public improvements, energy efficiency, crime awareness, providing assistance to budding entrepreneurs who are of low to moderate income (LMI), housing rehabilitation and new single family home construction.

The specific objectives of the City of Kent pursuant to these goals are the following:

1. To expand economic opportunities to low and moderate income persons which promote long-term economic and social viability within the community.

2. To provide decent housing to Kent residents through:
 - a) The retention of the affordable housing stock; or
 - b) The provision of assistance to homeless persons so that they can obtain appropriate housing and necessary support services; or
 - c) Increasing the availability of permanent housing that is affordable to low and moderate income persons; or
 - d) The provision of housing and/or related support services to persons with special needs including but not limited to such groups as the disabled, the elderly, persons with HIV/AIDS, or persons/families at or near the poverty level.
3. The provision of a suitable living environment through improving public safety or the revitalization of neighborhoods. Such activities may promote access to public facilities or services, the restoration or preservation of historic or architecturally significant properties, or the preservation of energy/water resources.

All of the projects outlined in the FY2005 Action Plan address one or more of the community's strategic needs.

General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

Program Year 1 Action Plan General Questions response:

(1) Generally, activities proposed to be funded using FY2005 CDBG dollars are either direct benefit activities or activities which serve the entire community. One exception is the Community Policing Program which targets a number of lower income areas in the City as well as several areas where publicly assisted housing is prevalent. While direct benefit activities are designed to assist low and moderate income persons and families, they are not targeted at specific groups or ethnic populations.

(2) Since the City does not typically allocate its funds to specific geographic areas within the community from year to year, there is no prioritization for allocating funds in this way.

(3) The City will continue to explore other funding sources to meeting underserved needs. The almost continuous reduction of CDBG funding to the City over the past several years presents a significant problem in meeting underserved needs since it not only reduces a primary source of funding for projects but also reduces the City's ability to use its CDBG funding to match / leverage other funding sources.

Managing the Process

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Program Year 1 Action Plan Managing the Process response:

(1) The City of Kent Community Development Department is the lead agency responsible for overseeing the implementation of the CDBG program. The City also relies on contracts and subrecipient relationships with a number of local agencies to assist it with the planning and implementation of Action Plan activities, as well as the Consolidated Plan itself. Some of these agencies include Neighborhood Development Services (Ravenna), the Fair Housing Contact Service (Akron), the Kent Regional Business Alliance (Kent), Family and Community Services of Portage County (Kent), Coleman Professional Services (Kent - Ravenna), the Community Action Council of Portage County (Ravenna), as well as various City departments.

(2) The Annual Action Plan is developed in much the same way as the Five Year Consolidated Plan. The City advertises and invites interested groups, agencies and the general public to submit proposed projects and activities for consideration to receive CDBG funding. Subject to the availability of funding, the ability of the proposed project to meet one or more of the City's identified community development needs, the eligibility of the activity under CDBG guidelines and the applicant's capacity to implement the activity, the City makes every effort to fund as many activities as possible. The final funding allocation is approved by Kent City Council and the public is provided the opportunity to comment on the proposed use of funds during two public hearings and a thirty day comment period.

(3) The City has a very strong and positive relationship with various health and social service agencies in the area as well as with the local housing authority and various housing providers. The City will continue to participate in the Portage County Housing Services Council and has entered into exploratory conversations with the City of Ravenna and Portage County to determine if resources can be pooled to expand fair housing efforts in their respective jurisdictions. The proposed FY2005 Action Plan continues a long tradition of using local agencies to help implement its CDBG and CHIP activities.

Citizen Participation

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 1 Action Plan Citizen Participation response:

(1) The City of Kent used various avenues to solicit input on possible projects from the residents of Kent. The City published the Project Submission Criteria and Requirements in the Record-Courier. In addition, numerous local housing, social service, student, neighborhood groups, and other organizations were sent an information packet regarding the project submission requirements.

Two public hearings were held on various aspects of the Action Plan process. Each of these was advertised in the local newspaper: the Kent-Ravenna Record-Courier.

The first public hearing was held on February 2, 2005 in the Council Chambers at City Hall. The purpose of the hearing was to provide citizens with information about the PY 2005 Action Plan and the FY2005-FY2009 Consolidated Plan, including an explanation of eligible activities, program requirements, the overall objectives of the Consolidated Plan, and the process to be used for soliciting project proposals to be considered by the City for submission in its Action Plan.

The second public hearing is to be held on May 18, 2005. The purpose of this hearing was to discuss the submitted project proposals. And take final comments on the proposed Action Plan. The Action Plan was distributed to various organizations and also placed on display from April 15 to May 16, 2005 in order to solicit comment. The draft document was made available at the following locations:

1. Kent Free Library
University Plaza, Cherry Street - Temporary Location
2. Office of Kent City Council
217 East Summit Street, Kent, Ohio
3. Kent State University Library
Kent State University, Kent, Ohio
4. City of Kent's Department of Community Development
325 South Depeyster Street, Kent, Ohio

(2) These will be summarized after the public comment period has been completed.

(3) As noted in the Strategic Plan Section, the City did include, as part of the CHIS and Consolidated Plan Process, a wide range of interest groups and agencies. It also issued public newspaper ads of all public hearings and public comment periods for both documents. Copies of the draft Consolidated Plan were made available to the public both in printed form and on computer CD rom. A copy of the Plan has also been placed on the City's website in order to make it even more accessible.

(4) This section will be addressed once the public comment period has been completed.

Institutional Structure

1. Describe actions that will take place during the next year to develop institutional structure.

Program Year 1 Action Plan Institutional Structure response:

(1) The City of Kent, in conjunction with its own Social Service program (funded locally) and also with CDBG funds allocated to Public Service activities, has worked closely with social service agencies and non-profit housing development organizations for many years to enhance the coordination of public services and to identify and fill-in the gaps within those service areas. This has helped the City to gain a better understanding of the needs of disadvantaged residents.

The City continues to work with these agencies as well as other entities involved in the delivery of public services and housing related assistance working within the community. As part of the City's 2005 Calendar Year general fund budget, Kent provided an additional \$120,000 of non-CDBG funding to various social service agencies serving Kent residents.

Monitoring

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

Program Year 1 Action Plan Monitoring response:

(1) The City's Community Development Department is responsible for the administration of the City's Community Development Block Grant Program as well as other housing related activities. Each activity, funded fully or in part with Community Development Block Grant funds, is monitored with regard to its progress, payments and financial record-keeping, as well as compliance with all applicable local, State and Federal laws, environmental review compliance and post activity closeout.

The City files a Consolidated Plan Annual Performance Report (CAPER) with the Department of Housing and Urban Development identifying program expenditures and accomplishments for the previous program year. This report is filed within 90 days of the completion of the program year, which ends on July 31st each year. This report is also made available for public review and comment prior to its submission to the Department of Housing and Urban Development.

The City also monitors Subrecipients who are involved with the implementation of certain activities. Each subrecipient activity is governed by a detailed contract and is monitored both in the field and at the time that invoices are submitted for payment. The City also requires the submission of Annual Audits from agencies in order to determine that the agency operates in accordance with applicable procedures and accounting principles.

Lead-based Paint

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families.

Program Year 1 Action Plan Lead-based Paint response:

(1) The City and its subrecipient agencies involved in housing rehabilitation have implemented the new requirements involving the reduction of lead paint hazards through the housing rehabilitation program. To this point, the new requirements and the cost of implementing the requirements have not been prohibitive to the program, although there have been several instances where the City has had to “walkaway “ from a job. The City seems to have an adequate supply of lead licensed contractors as well as people who can perform risk assessments and clearance testing as part of the implementation of the program. Temporary relocation issues have also been managed in a way where they have not been cost prohibitive or an impediment to the program.

Specific Housing Objectives

*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 1 Action Plan Specific Objectives response:

(1) In the course of the next year, the City hopes to achieve the following housing objectives:

- The rehabilitation 10 Owner Occupied Housing Units using CDBG, CHIP and related Revolving Loan Funds.
- The Acquisition / Rehabilitation / Resale of from 2-5 housing units for qualifying low and moderate income families using CDBG, CHIP and related Revolving Loan Funds.
- Emergency Repairs on 5 owner occupied housing units with high debt ceilings and who would not otherwise qualify for the owner occupied housing rehabilitation program using CDBG RLF Funds.
- The acquisition of land on which two new single family homes could be constructed for qualifying low and moderate income families using CDBG funds.
- Assisting 10 owner occupied housing units with Energy Efficiency measures, including tune-ups, education and potentially the replacement of inefficient furnaces and/or hot water tanks using CDBG funds.
- Funds from the CDBG Downpayment Assistance RLF fund will be used to assist 2-4 households with the acquisition of a home.

(2) The City will receive \$347,271 of FY2005 CDBG funding this coming year. Of this amount, \$66,750 will be used for housing related activities. An additional \$100,000 from the CDBG Owner Occupied RLF Fund will be used as well as \$40,000 from the CDBG Downpayment Assistance RLF Fund for the above activities. In all, a total of \$206,750 in CDBG related funds are allocated to the above activities. An additional \$45,000 of FY2006 CDBG funding is expected to be committed in the following year for the Acquisition / Rehab / Resale program.

The City is also seeking a CHIP Grant from the State of Ohio Department of Development in the amount of \$555,000 to support the Owner Occupied Housing Rehabilitation Program, the Acquisition / Rehab / Resale program (including one unit for Habitat for Humanity), as well as administration and implementation related to that grant. CHIP RLF funds totaling \$25,000 will be used for Homebuyer Assistance counseling. The above programs are likely to occur over a two year period, however the allocations are expected to be received in FY2005.

Needs of Public Housing

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

Program Year 1 Action Plan Public Housing Strategy response:

(1) While the Portage Metropolitan Housing Authority has not yet approached the City of Kent for specific funding allocations, the City has worked with the Housing Authority in several ways. The Housing Authority has a construction job training program which is used to provide vocational training for some of its clients. One of the crews in this program was used to rehabilitate a home this past year that was funded through the City's FY2003 CHIP Grant. The City has also been working with the Housing Authority and Neighborhood Development Services Inc. (NDS) on the Housing Authority's Section 8 Homeownership program. So far, one unit has been produced in the City of Kent and the City plans to keep working with both entities to try to produce additional units. The Housing Authority has indicated that it may attempt to access CDBG funds in the future for the rehabilitation of some residential units or to expand its construction job training program.

(2) Not applicable.

Barriers to Affordable Housing

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

Program Year 1 Action Plan Barriers to Affordable Housing response:

(1) The primary barriers to affordable housing for low and moderate income persons and households in the City of Kent are found in the area of housing costs and the ability of lower income families to rehabilitate homes in which they already live or would like to purchase. As such, funding from past and future CHIP grants and CDBG funds have been used for several different programs whose objective it is to facilitate affordable housing opportunities. As the cost of acquiring and then maintaining a home determines its initial and on-going affordability, the City sees all of its housing programs as efforts to remove barriers to affordability. Unfortunately, the need for these programs exceeds the public funding available to the City to promote these programs.

HOME/ American Dream Down payment Initiative (ADDI)

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:

- a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
 - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
 - c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
 - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
 - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
 - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
- a. Describe the planned use of the ADDI funds.
 - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
 - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

Program Year 1 Action Plan HOME/ADDI response:

The City of Kent is not a Participating Jurisdiction and therefore does not receive ADDI funding. The City may be able to access some of these funds through the State of Ohio if funding becomes available.



Specific Homeless Prevention Elements

*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.

2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.
4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

Program Year 1 Action Plan Special Needs response:

(1) The only funding that the City of Kent receives to assist homeless programs in the Community is its CDBG funds. It is not a direct recipient of any other funds. Family and Community Services of Portage County, the agency which operates the homeless shelters in the community receives Emergency Shelter Grant (ESG) funds, along with Supportive Housing (SHH) and Ohio Housing Trust Fund monies.

(2) The City intends to use its CDBG funding in several ways to address homelessness as outlined in the Strategic Plan. First the City will continue to use \$25,500 in FY2005 funding to support homeless services provided by Family and Community Services at Miller House and in conjunction with the Transitional Housing Program. The City is also allocating \$70,000 of FY2005 funding to help Family and Community Services acquire a ten unit apartment building in northeast Kent to be used for additional Transitional Housing. We do not see any obstacles at this point in time to completing either of these two activities.

(3) A "Chronically Homeless" Person is defined as "an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years. By definition, this excludes the most commonly seen homeless occurrence in the City, which are families, either dual head of household or female single head of household. Single adult homeless are not seen in high numbers and are often difficult to identify in that they do not seek assistance. Within the past year, Family and Community Services of Portage County has opened Freedom House in Kent, a shelter directed at serving single veterans. This facility serves Kent and Portage County residents. Freedom House will receive some assistance from the FY2005 CDBG allocation set aside for the Homeless Services Activity.

(4) As noted previously, individuals and families with children are the most common group at risk of becoming homeless in the community. Funds allocated in FY2005 from CDBG to the Homeless Services Activity in part provide support services for individuals and families with children either in the Homeless Shelter or in Transitional Housing. Some of the services provided with the help of CDBG funds include family and child advocacy, follow-up case management, housing and financial counseling, educational programs and tutoring and additional community activities.

Additionally, Family and Community Services of Portage County also operates a Housing and Emergency Support Services (HESS) program that provides direct intervention services with housing related emergencies (including limited hotel vouchers), emergency medical services and limited case management.

(5) The City of Kent does not have a discharge coordination policy in that it does not directly access ESG or McKinney Grant funds.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

Program Year 1 Action Plan ESG response:

Not Applicable

Community Development

*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

Program Year 1 Action Plan Community Development response:

(1) In the course of the next year, the City hopes to achieve the following community development objectives:

- Continuing the City's on-going Community Policing Program (Crime Prevention).
- Constructing a new basketball court / in-line hockey court at Plum Creek Park (Public Park Facilities).
- Continuing support of the Small Business Development Center / Business Incubator (Economic Development).

(2) The City will receive \$347,271 of FY2005 CDBG funding this coming year. Of this amount, \$114,500 will be used to address non-housing, non-homeless related community development needs. In addition, \$50,521 will be allocated to grant administration and of that total, \$19,000 will be used to administer the City's Fair Housing Program. Other State, Federal and local funds may be available to address some of these needs, especially those related to public utilities as outlined in the City's Five Year Capital Improvements Plan, a copy of which is included in the Appendix.

Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

Program Year 1 Action Plan Antipoverty Strategy response:

(1) Efforts to reduce poverty levels within the community are related to the economic development related activities that the City will fund in 2005. The Small Business Development Center /Business Incubator Program will provide technical assistance to lower income residents looking to start their own businesses.

Non-homeless Special Needs (91.220 (c) and (e))

*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

Program Year 1 Action Plan Specific Objectives response:

(1) The City will provide funding to assist with the rehabilitation of housing used by persons with special needs. This housing is operated by Coleman Professional Services and provides housing to persons with mental disabilities who would otherwise be at-risk of being homeless.

(2) The City has allocated \$20,000 in FY2005 CDBG funds to assist with the rehabilitation of three residential properties owned and operated by Coleman Professional Services. The City has also allocated \$4,000 of its own Social Services funding (City General Fund) to help fund Coleman's Housing Technician position. This individual provides support services to the residents living in the Coleman Housing.

These housing units are also assisted with Section 8 funds from the Portage Metropolitan Housing Authority, with some units assisted through the HUD 811 program, HAP payments from the Ohio Department of Mental Health and Ohio Housing Trust Fund monies.

Housing Opportunities for People with AIDS

*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.
3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.
4. Report on the accomplishments under the annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.
5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.
6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.
7. Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.

8. Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.
9. Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Program Year 1 Action Plan HOPWA response:

The City does not receive HOPWA funding.

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

Program Year 1 Specific HOPWA Objectives response:

The City does not receive HOPWA funding.



Include any Action Plan information that was not covered by a narrative in any other section.

Maps relevant to FY2005 Projects are contained in the "Year 1_Additional Files" Folder on the CD-Rom and in the Appendix of the printed version of the document.

III.

FY2005 PROJECT FUNDING TABLES

Project Name:		Coleman Professional Services - Rental Housing Rehabilitation					
Description:		IDIS Project #:	2005-001	UOG Code:	OH392508 KENT		
This activity will provide funds for additional rehabilitation work at three separate properties owned and managed by Coleman Professional Services. These homes provide housing for persons with special needs and who may be at risk of going homeless.							
Location:		Priority Need Category					
1233 North Mantua Street, 699 Silver Meadows Boulevard and 209 South Prospect Street		Select one:		Non-homeless Special Needs ▼			
Expected Completion Date:		Explanation:					
7/31/2006		This activity will help to provide quality housing for persons with special needs					
National Objective Codes:							
LMH ▼							
Project Primary Purpose:		Specific Objectives					
<input type="checkbox"/> Help the Homeless <input type="checkbox"/> Help Persons with HIV/AIDS <input checked="" type="checkbox"/> Help Persons with Disabilities <input type="checkbox"/> Address Public Housing Needs		1	Improve the quality of affordable rental housing ▼				
		2	Increase range of housing options & related services for persons w/ special needs ▼				
		3					
Project-level Accomplishments	10 Housing Units ▼	Proposed	8		Accompl. Type: ▼	Proposed	
		Underway	0			Underway	
		Complete	0			Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
Proposed Outcome		Performance Measure			Actual Outcome		
The rehabilitation of 8 rental units.		The activity will improve the living conditions in these units					
14B Rehab; Multi-Unit Residential 570.202 ▼				Matrix Codes ▼			
Matrix Codes ▼				Matrix Codes ▼			
Matrix Codes ▼				Matrix Codes ▼			
Program Year 1	CDBG ▼	Proposed Amt.	20000		Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source: ▼	Proposed Amt.			Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
	10 Housing Units ▼	Proposed Units	8		Accompl. Type: ▼	Proposed Units	
		Actual Units	0			Actual Units	
	Accompl. Type: ▼	Proposed Units			Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	

Project Name: Community Policing Program						
Description:	IDIS Project #: 2005-002 UOG Code: OH392508 KENT					
This activity provides additional police patrols and police visibility in low and moderate income neighborhoods and several assisted housing complexes in the City. Residents are educated on crime awareness and prevention as part of this program						
Location: Census Tract 6012, BG3; Census Tract 6014, BG3; Census Tract 6014, BG4; Census Tract 6015.01, BG2; Census Tract 6015.03, BG1; Census Tract 6017, BG1	Priority Need Category Select one: Public Services ▼					
Expected Completion Date: 7/31/2006	Explanation: This activity provides additional public service to the community and helps develop community and neighborhood policing efforts					
National Objective Codes: LMA ▼						
Project Primary Purpose: <input type="checkbox"/> Help the Homeless <input type="checkbox"/> Help Persons with HIV/AIDS <input type="checkbox"/> Help Persons with Disabilities <input type="checkbox"/> Address Public Housing Needs	Specific Objectives 1 Improve the services for low/mod income persons ▼ 2 ▼ 3 ▼					
Project-level Accomplishments	01 People ▼	Proposed 5289		Accompl. Type: ▼	Proposed	
		Underway 0			Underway	
		Complete 0			Complete	
	Accompl. Type: ▼	Proposed		Accompl. Type: ▼	Proposed	
		Underway			Underway	
		Complete			Complete	
	Accompl. Type: ▼	Proposed		Accompl. Type: ▼	Proposed	
		Underway			Underway	
		Complete			Complete	
Proposed Outcome	Performance Measure	Actual Outcome				
To provide additional police protection, outreach and	To provide over 590 hours of additional policing within the					
05I Crime Awareness 570.201(e) ▼	Matrix Codes ▼					
Matrix Codes ▼	Matrix Codes ▼					
Matrix Codes ▼	Matrix Codes ▼					
Program Year 1	CDBG ▼	Proposed Amt. 25500		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	01 People ▼	Proposed Units 5289		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	

Project Name: PATH Housing Acquisition					
Description:	IDIS Project #: 2005-003 UOG Code: OH392508 KENT				
This activity will be conducted through Family and Community Services of Portage County and will involve the acquisition of a ten unit apartment building on Lake Street to be owned and operated by the Portage Area Transitional Housing Program.					
Location: 1201 Lake Street	Priority Need Category Select one: Homeless/HIV/AIDS ▼				
Expected Completion Date: 7/31/2006	Explanation: This project will provide affordable rental housing for persons coming out of homelessness or who are at risk of being homeless.				
National Objective Codes: LMH ▼					
Project Primary Purpose:	Specific Objectives				
<input checked="" type="checkbox"/> Help the Homeless	1 Increase the number of homeless persons moving into permanent housing ▼				
<input type="checkbox"/> Help Persons with HIV/AIDS	2 End chronic homelessness ▼				
<input type="checkbox"/> Help Persons with Disabilities	3 ▼				
<input type="checkbox"/> Address Public Housing Needs					
Project-level Accomplishments	10 Housing Units ▼	Proposed 10	Accompl. Type: ▼	Proposed	
		Underway 0		Underway	
		Complete 0		Complete	
	Accompl. Type: ▼	Proposed	Accompl. Type: ▼	Proposed	
		Underway		Underway	
		Complete		Complete	
	Accompl. Type: ▼	Proposed	Accompl. Type: ▼	Proposed	
		Underway		Underway	
		Complete		Complete	
Proposed Outcome		Performance Measure		Actual Outcome	
To acquire a ten unit apartment building and use		To increase the number of housing units for the homeless			
01 Acquisition of Real Property 570.201(a) ▼			Matrix Codes ▼		
Matrix Codes ▼			Matrix Codes ▼		
Matrix Codes ▼			Matrix Codes ▼		
Program Year 1	CDBG ▼	Proposed Amt. 70000	Fund Source: ▼	Proposed Amt.	
		Actual Amount		Actual Amount	
	Fund Source: ▼	Proposed Amt.	Fund Source: ▼	Proposed Amt.	
		Actual Amount		Actual Amount	
	10 Housing Units ▼	Proposed Units 10	Accompl. Type: ▼	Proposed Units	
		Actual Units		Actual Units	
	Accompl. Type: ▼	Proposed Units	Accompl. Type: ▼	Proposed Units	
		Actual Units		Actual Units	

Project Name:		Homeless Assistance Services					
Description:		IDIS Project #:	2005-004	UOG Code:	OH392508 KENT		
This is a continuation of an activity funded for years by the City and administered by Family and Community Services of Portage County. This activity provides specific support services for persons living at Miller Community House and persons living in Transitional Housing in the City. This funding also provides for the cost of shelter nights incurred by Kent residents at the shelter.							
Location:		Priority Need Category					
Community - Wide		Select one:		Homeless/HIV/AIDS ▼			
Explanation:							
Expected Completion Date:		This activity provides support services for the homeless and those persons in transitional housing.					
7/31/2006							
National Objective Codes:							
LMC ▼							
Project Primary Purpose:		Specific Objectives					
<input checked="" type="checkbox"/> Help the Homeless		1	End chronic homelessness			▼	
<input type="checkbox"/> Help Persons with HIV/AIDS		2				▼	
<input type="checkbox"/> Help Persons with Disabilities		3				▼	
<input type="checkbox"/> Address Public Housing Needs							
Project-level Accomplishments	01 People ▼	Proposed	141		Accompl. Type: ▼	Proposed	
		Underway	0			Underway	
		Complete	0			Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
Proposed Outcome		Performance Measure		Actual Outcome			
To provide various support services for the homeless		The number of people who are placed in permanent housing					
05 Public Services (General) 570.201(e) ▼				Matrix Codes ▼			
Matrix Codes ▼				Matrix Codes ▼			
Matrix Codes ▼				Matrix Codes ▼			
Program Year 1	CDBG ▼	Proposed Amt.	25500		Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source: ▼	Proposed Amt.			Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
	01 People ▼	Proposed Units	141		Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type: ▼	Proposed Units			Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	

Project Name:		CAC Energy Conservation - Furnace Replacement Program					
Description:		IDIS Project #:	2005-005	UOG Code:	OH392508 KENT		
This activity provides funding for a program administered by the Community Action Council of Portage County known as the Energy Conservation - Furnace Replacement Program. The goal of the program is to provide inspections, tune-ups or the entire replacement of furnaces and hot water tanks with new, more energy efficient units.							
Location:		Priority Need Category					
Community Wide		Select one:		Owner Occupied Housing ▼			
Explanation:							
Expected Completion Date:		This activity is directed to serve low and moderate income owner occupied housing units in the City of Kent					
7/31/2006							
National Objective Codes:							
LMH ▼							
Project Primary Purpose:		Specific Objectives					
<input type="checkbox"/> Help the Homeless <input type="checkbox"/> Help Persons with HIV/AIDS <input type="checkbox"/> Help Persons with Disabilities <input type="checkbox"/> Address Public Housing Needs		1	Improve the quality of owner housing ▼				
		2	▼				
		3	▼				
Project-level Accomplishments	10 Housing Units ▼	Proposed	10		Accompl. Type: ▼	Proposed	
		Underway	0			Underway	
		Complete	0			Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
Proposed Outcome		Performance Measure		Actual Outcome			
To provide assistance to ten households		To improve heating efficiency and thereby reduce the cost of					
14F Energy Efficiency Improvements 570.202 ▼		Matrix Codes ▼					
Matrix Codes ▼		Matrix Codes ▼					
Matrix Codes ▼		Matrix Codes ▼					
Program Year 1	CDBG ▼	Proposed Amt.	32000		Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source: ▼	Proposed Amt.			Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
	10 Housing Units ▼	Proposed Units	10		Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type: ▼	Proposed Units			Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	

Project Name: Plum Creek Park Improvements						
Description:	IDIS Project #: 2005-006 UOG Code: OH392508 KENT					
This activity proposes to install a new basketball court / in-line hockey court at Plum Creek ParkI, along with the installation of benches and a new water fountain.						
Location: Corner of Cherry Street and Mogadore Road	Priority Need Category Select one: Public Facilities ▼					
Expected Completion Date: 7/31/2006	Explanation: Plum Creek Park is part of the City's Park and Recreation infrastructure and serves the entire population of the City.					
National Objective Codes: LMA ▼						
Project Primary Purpose: <input type="checkbox"/> Help the Homeless <input type="checkbox"/> Help Persons with HIV/AIDS <input type="checkbox"/> Help Persons with Disabilities <input type="checkbox"/> Address Public Housing Needs	Specific Objectives 1 Improve quality / increase quantity of public improvements for lower income persons ▼ 2 ▼ 3 ▼					
Project-level Accomplishments	11 Public Facilities ▼	Proposed 1		Accompl. Type: ▼	Proposed	
		Underway 0			Underway	
		Complete 0			Complete	
	Accompl. Type: ▼	Proposed		Accompl. Type: ▼	Proposed	
		Underway			Underway	
		Complete			Complete	
	Accompl. Type: ▼	Proposed		Accompl. Type: ▼	Proposed	
		Underway			Underway	
		Complete			Complete	
Proposed Outcome	Performance Measure	Actual Outcome				
The installation of a basketball court and in-line	To expand the recreational facilities at Plum Creek Park.					
03F Parks, Recreational Facilities 570.201(c) ▼		Matrix Codes ▼				
Matrix Codes ▼		Matrix Codes ▼				
Matrix Codes ▼		Matrix Codes ▼				
Program Year 1	CDBG ▼	Proposed Amt. 49000		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.	
		Actual Amount			Actual Amount	
	11 Public Facilities ▼	Proposed Units 1		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units	
		Actual Units			Actual Units	

Project Name:		Small Business Development Center / Business Incubator					
Description:		IDIS Project #:	2005-007	UOG Code:	OH392508 KENT		
Location:		Priority Need Category					
		Select one:	Economic Development ▼				
Explanation:							
Expected Completion Date:		This activity supports economic development by providing					
National Objective Codes:		new businesses					
		1	Improve economic opportunities for low-income persons ▼				
		2	▼				
		3	▼				
Project-level Accomplishments	04 Households ▼	Proposed	25		Accompl. Type: ▼	Proposed	
		Underway	0			Underway	
		Complete	0			Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
Proposed Outcome		Performance Measure			Actual Outcome		
Program Year 1	CDBG ▼	Proposed Amt.	40000		Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source: ▼	Proposed Amt.			Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
	04 Households ▼	Proposed Units	25		Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type: ▼	Proposed Units			Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	

Project Name: Virginia Avenue Property Acquisition					
Description:	IDIS Project #: 2005-008 UOG Code: OH392508 KENT				
This activity would provide for the acquisition of a property on Virginia Avenue (northeast Kent) which currently houses a nonconforming use. The existing structure would be demolished, the lot subdivided into two lots and new affordable single family homes would be built on those lots					
Location: Virginia Avenue	Priority Need Category Select one: Owner Occupied Housing ▼				
Expected Completion Date: 7/31/2006	Explanation: This activity would provide two new affordable single family homes in the community.				
National Objective Codes: LMH ▼					
Project Primary Purpose:	Specific Objectives				
<input type="checkbox"/> Help the Homeless	1 Increase the availability of affordable owner housing ▼				
<input type="checkbox"/> Help Persons with HIV/AIDS	2 ▼				
<input type="checkbox"/> Help Persons with Disabilities	3 ▼				
<input type="checkbox"/> Address Public Housing Needs					
Project-level Accomplishments	10 Housing Units ▼	Proposed 2	Accompl. Type: ▼	Proposed	
		Underway 0		Underway	
		Complete 0		Complete	
	Accompl. Type: ▼	Proposed	Accompl. Type: ▼	Proposed	
		Underway		Underway	
		Complete		Complete	
	Accompl. Type: ▼	Proposed	Accompl. Type: ▼	Proposed	
		Underway		Underway	
		Complete		Complete	
Proposed Outcome		Performance Measure		Actual Outcome	
To acquire the property and construct two new single		The activity will provide two affordable housing units for			
01 Acquisition of Real Property 570.201(a) ▼			Matrix Codes ▼		
Matrix Codes ▼			Matrix Codes ▼		
Matrix Codes ▼			Matrix Codes ▼		
Program Year 1	CDBG ▼	Proposed Amt. 14750	Fund Source: ▼	Proposed Amt.	
		Actual Amount		Actual Amount	
	Fund Source: ▼	Proposed Amt.		Proposed Amt.	
		Actual Amount		Actual Amount	
	10 Housing Units ▼	Proposed Units 2		Accompl. Type: ▼	Proposed Units
		Actual Units			Actual Units
	Accompl. Type: ▼	Proposed Units	Accompl. Type: ▼	Proposed Units	
		Actual Units		Actual Units	

Project Name: Emergency Repair Program					
Description:	IDIS Project #: 2005-009 UOG Code: OH392508 KENT				
This is a new activity aimed at providing a program where one or two emergency repairs (not exceeding \$8,000 per home) can be performed on units in dire need of a major repair and in situations where the homeowner may not qualify for the City's full housing rehabilitation program due to loan-to-value ratios. Funds would be provided as a deferred loan. Funding for this activity will be provided through the CDBG Owner Occupied RLF Fund (\$40,000).					
Location: Community Wide	Priority Need Category Select one: Owner Occupied Housing ▼				
Expected Completion Date: 7/31/2006	Explanation: This program is directed at owner occupied housing				
National Objective Codes: LMH ▼					
Project Primary Purpose: <input type="checkbox"/> Help the Homeless <input type="checkbox"/> Help Persons with HIV/AIDS <input type="checkbox"/> Help Persons with Disabilities <input type="checkbox"/> Address Public Housing Needs	Specific Objectives 1 Improve the quality of owner housing ▼ 2 ▼ 3 ▼				
Project-level Accomplishments	10 Housing Units ▼	Proposed 5	Accompl. Type: ▼	Proposed	
		Underway 0		Underway	
		Complete 0		Complete	
	Accompl. Type: ▼	Proposed	Accompl. Type: ▼	Proposed	
		Underway		Underway	
		Complete		Complete	
	Accompl. Type: ▼	Proposed	Accompl. Type: ▼	Proposed	
		Underway		Underway	
		Complete		Complete	
Proposed Outcome		Performance Measure		Actual Outcome	
To provide needed repairs on five homes without		Performance will be measured by the number / type of serious			
14A Rehab; Single-Unit Residential 570.202 ▼		Matrix Codes ▼			
Matrix Codes ▼		Matrix Codes ▼			
Matrix Codes ▼		Matrix Codes ▼			
Program Year 1	Other ▼	Proposed Amt. 40000	Fund Source: ▼	Proposed Amt.	
		Actual Amount		Actual Amount	
	Fund Source: ▼	Proposed Amt.	Fund Source: ▼	Proposed Amt.	
		Actual Amount		Actual Amount	
	10 Housing Units ▼	Proposed Units 5	Accompl. Type: ▼	Proposed Units	
		Actual Units		Actual Units	
	Accompl. Type: ▼	Proposed Units	Accompl. Type: ▼	Proposed Units	
		Actual Units		Actual Units	

Project Name:		Acquisition / Rehabilitation / Resale					
Description:		IDIS Project #:	2005-10	UOG Code:	OH392508 KENT		
<p>This activity will provide funding to be used with CHIP funding and private dollars to purchase, rehabilitate and sell (outright sale or lease/purchase) one or two homes. The homes, once rehabilitated, are sold to qualifying families who are either ready to purchase a home or need a short period of time to prepare for homeownership. The \$45,000 to be used for this activity will be reprogrammed from the CDBG Owner Occupied Housing Rehab RLF Fund.</p>							
Location:		Priority Need Category					
Addresses Undetermined		Select one:		Owner Occupied Housing ▼			
Expected Completion Date:		Explanation:					
7/31/2006		This housing is directed at families who are interested in acquiring their own home.					
National Objective Codes:							
LMH ▼							
Project Primary Purpose:		Specific Objectives					
<input type="checkbox"/> Help the Homeless <input type="checkbox"/> Help Persons with HIV/AIDS <input type="checkbox"/> Help Persons with Disabilities <input type="checkbox"/> Address Public Housing Needs		1	Increase the availability of affordable owner housing ▼				
		2					
		3					
Project-level Accomplishments	10 Housing Units ▼	Proposed	2		Accompl. Type: ▼	Proposed	
		Underway	0			Underway	
		Complete	0			Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
Proposed Outcome		Performance Measure			Actual Outcome		
To acquire and rehabilitate two homes		Improve the existing housing stock and make it available to					
14G Acquisition - for Rehabilitation 570.202 ▼				Matrix Codes ▼			
Matrix Codes ▼				Matrix Codes ▼			
Matrix Codes ▼				Matrix Codes ▼			
Program Year 1	Other ▼	Proposed Amt.	45000		Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source: ▼	Proposed Amt.			Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
	10 Housing Units ▼	Proposed Units		2	Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type: ▼	Proposed Units			Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	

Project Name:		Owner Occupied Housing Rehabilitation (Direct Implementation Costs)					
Description:		IDIS Project #:	2005-011	UOG Code:	OH392508 KENT		
This activity would provide funds in support of the housing rehabilitation activities funded either through the FY2005 CDBG grant or the proposed FY2005 CHIP Grant. A portion (\$15,000) of the funds used for this activity are currently unprogrammend, unspent prior year CDBG funds which are being reprogrammed at this time.							
Location:		Priority Need Category					
Community-Wide		Select one:		Owner Occupied Housing ▼			
Expected Completion Date:		Explanation:					
7/31/2006		This activity supports the rehabilitation of owner occupied housing units					
National Objective Codes:							
LMH							
Project Primary Purpose:		Specific Objectives					
<input type="checkbox"/> Help the Homeless		1	Improve the quality of owner housing				▼
<input type="checkbox"/> Help Persons with HIV/AIDS		2					▼
<input type="checkbox"/> Help Persons with Disabilities		3					▼
<input type="checkbox"/> Address Public Housing Needs							
Project-level Accomplishments	10 Housing Units ▼	Proposed	10		Accompl. Type: ▼	Proposed	
		Underway	0			Underway	
		Complete	0			Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
Proposed Outcome		Performance Measure		Actual Outcome			
To provide the necessary services to implement		The rehabilitation of housing units					
14A R				Matrix Codes ▼			
Matrix				Matrix Codes ▼			
Matrix				Matrix Codes ▼			
Program Year 1		Proposed Amt.	20000		Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
		Proposed Amt.	15000		Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
		Proposed Units		10	Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	
		Proposed Units			Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	

Project Name:		Grant Administration					
Description:		IDIS Project #:	2005-12	UOG Code:	OH392508 KENT		
Location:		Priority Need Category					
		Select one:	Priority Need Category ▼				
		Explanation:					
Expected Completion Date:		Not Applicable					
National Objective Codes:							
		1	▼				
		2	▼				
		3	▼				
Project-level Accomplishments	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
	Accompl. Type: ▼	Proposed			Accompl. Type: ▼	Proposed	
		Underway				Underway	
		Complete				Complete	
Proposed Outcome		Performance Measure			Actual Outcome		
Program Year 1	CDBG ▼	Proposed Amt.	50521		Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source: ▼	Proposed Amt.			Fund Source: ▼	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type: ▼	Proposed Units			Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type: ▼	Proposed Units			Accompl. Type: ▼	Proposed Units	
		Actual Units				Actual Units	

APPENDIX A

STRATEGIC PLAN NEEDS TABLES

- **Housing Needs Tables**
- **Housing Market Analysis**
- **Continuum of Care Homeless Populations and Subpopulations Chart**
- **Non-Homeless Special Needs**
- **Community Development Needs**

Housing Needs Table		Grantee: City of Kent																									
		Only complete blue sections. Do NOT type in sections other than blue.															Households with a Disabled Member		Disproportionate Racial/Ethnic Need?	# of Households in lead-Hazard Housing	Total Low Income, HIV/AIDS Population						
		Current % of Households	Current Number of Households	3-5 Year Quantities										% of Goal	Priority Need?	Plan to Fund?	Fund Source	% HSHLD				# HSHLD					
Year 1				Year 2		Year 3		Year 4*		Year 5*		Cumulative						% HSHLD	# HSHLD								
Housing Needs - Comprehensive Housing Affordability Strategy (CHAS) Data Housing Problems		Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	% of Goal	Priority Need?	Plan to Fund?	Fund Source	% HSHLD	# HSHLD	Disproportionate Racial/Ethnic Need?	# of Households in lead-Hazard Housing	Total Low Income, HIV/AIDS Population	
Household Income <=30% MFI	Elderly	NUMBER OF HOUSEHOLDS	100%	193																		100%	1136	Y	118	N/A	
		Cost Burden > 50%	46.1	89	0	0	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N		34.2	389			
		Any housing problems	46.1	89	0	0	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N						
		Cost Burden > 30%	25.4	49	0	0	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N						
	Renter	Small Related	NUMBER OF HOUSEHOLDS	100%	653																						
			Cost Burden > 50%	74.3	485	0	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N						
		Large Related	With Any Housing Problems	72.7	475	0	0	0	0	0	0	0	0	0	0	0	0	0	####	M	Y	CD/CH					
			Cost Burden > 30%	55.9	365	0	0	0	0	0	0	0	0	0	0	0	0	0	####	M	Y	CD/CH					
	All other hshld	Small Related	NUMBER OF HOUSEHOLDS	100%	25																						
			Cost Burden > 50%	100.0	25	0	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N						
		Large Related	With Any Housing Problems	100.0	25	0	0	0	0	0	0	0	0	0	0	0	0	0	####	M	Y	CD/CH					
			Cost Burden > 30%	40.0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	####	M	Y	CD/CH					
	All other hshld	Small Related	NUMBER OF HOUSEHOLDS	100%	1260																						
			Cost Burden > 50%	82.5	1040	0	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N						
		Large Related	With Any Housing Problems	80.0	1008	0	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N						
			Cost Burden > 30%	66.3	835	0	0	0	0	0	0	0	0	0	0	0	0	0	####	L	N						
	Owner	Elderly	NUMBER OF HOUSEHOLDS	100%	130																						
			Cost Burden > 50%	84.6	110	1	1	1	1	1	1	1	5	0	0%	H	Y	CD/CH									
		Small Related	With Any Housing Problems	84.6	110	0	0	0	0	0	0	0	0	0	####	L	N										
			Cost Burden > 30%	46.2	60	0	0	0	0	0	0	0	0	0	####	L	N										
	All other hshld	Small Related	NUMBER OF HOUSEHOLDS	100%	24																						
			Cost Burden > 50%	100.0	24	1	1	1	1	1	1	5	0	0%	M	Y	CD/CH										
		Large Related	With Any Housing Problems	100.0	24	0	0	0	0	0	0	0	0	0	####	L	N										
			Cost Burden > 30%	100.0	24	0	0	0	0	0	0	0	0	0	####	L	N										
All other hshld	Small Related	NUMBER OF HOUSEHOLDS	100%	0																							
		Cost Burden > 50%	0.0	0	1	1	1	1	1	1	5	0	0%	M	Y	CD/CH											
	Large Related	With Any Housing Problems	0.0	0	0	0	0	0	0	0	0	0	0	####	L	N											
		Cost Burden > 30%	0.0	0	0	0	0	0	0	0	0	0	0	####	L	N											
All other hshld	Small Related	NUMBER OF HOUSEHOLDS	100%	40																							
		Cost Burden > 50%	100.0	40	0	0	0	0	0	0	2	2	0	0%	M	Y	CD/CH										
	Large Related	With Any Housing Problems	100.0	40	0	0	0	0	0	0	0	0	0	####	L	N											
		Cost Burden > 30%	100.0	40	0	0	0	0	0	0	0	0	0	####	L	N											
All other hshld	NUMBER OF HOUSEHOLDS	100%	143																			100%		Y	67		
	Cost Burden > 50%	49.0	70	0	0	0	0	0	0	0	0	0	0	####	L	N											
With Any Housing Problems																											

City of Kent						
Housing Market Analysis						
<i>Complete cells in blue.</i>						
	Vacancy Rate	0 & 1 Bedroom	2 Bedrooms	3+ Bedroom	Total	Substandard Units
Housing Stock Inventory						
Affordability Mismatch						
Occupied Units: Renter		1992	2917	1148	6057	0
Occupied Units: Owner		72	600	3070	3742	0
Vacant Units: For Rent	5%	173	280	44	497	0
Vacant Units: For Sale	0%	0	0	0	0	0
Total Units Occupied & Vacant		2237	3797	4262	10296	0
Rents: Applicable FMRs (in \$s)		532	681	866		
Rent Affordable at 30% of 50% of MFI (in \$s)		485	546	606		
Public Housing Units						
Occupied Units		2	55	33	90	0
Vacant Units		0	0	0	0	0
Total Units Occupied & Vacant		2	55	33	90	0
Rehabilitation Needs (in \$s)		0	164,706	191,494	356,200	

Continuum of Care Homeless Population and Subpopulations Chart

Part 1: Homeless Population		Sheltered		Un-sheltered	Total	City of Kent
		Emergency	Transitional			
1.	Homeless Individuals	8	2	4	14	
2.	Homeless Families with Children	10	17	3	30	
	2a. Persons in Homeless with Children Families	30	49	7	86	
Total (lines 1 + 2a)		38	51	11	100	
Part 2: Homeless Subpopulations		Sheltered		Un-sheltered	Total	City of Kent
1.	Chronically Homeless	0	0	0	0	
2.	Severely Mentally Ill	1	0	0	1	
3.	Chronic Substance Abuse	1	0	0	1	
4.	Veterans	4	0	0	4	
5.	Persons with HIV/AIDS	0	0	0	0	
6.	Victims of Domestic Violence	3	0	0	3	
7.	Youth (Under 18 years of age)	18	0	0	18	

Part 3: Homeless Needs Table: Individuals		Needs	Currently Available	Gap	5-Year Quantities										Total			Priority H, M, L	Plan to Fund? Y, N	Fund Source: CDBG, HOME, HOPWA, ESG or Other
					Year 1		Year 2		Year 3		Year 4		Year 5		Goal	Actual	% of Goal			
					Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete						
Beds	Emergency Shelters	15	10	5	0	0	0	0	0	0	0	0	0	0	0	0	####	H	Y	CDBG
	Transitional Housing	25	10	15	0	0	0	0	0	0	0	0	0	0	0	0	####	M	Y	CDBG
	Permanent Supportive Housing	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	####	M	Y	CDBG
	Total	42	20	22	0	0	0	0	0	0	0	0	0	0	0	0	####	X	X	X
Chronically Homeless		0	0															X	X	X

Part 4: Homeless Needs Table: Families		Needs	Currently Available	Gap	5-Year Quantities										Total			Priority H, M, L	Plan to Fund? Y, N	Fund Source: CDBG, HOME, HOPWA, ESG or Other
					Year 1		Year 2		Year 3		Year 4		Year 5		Goal	Actual	% of Goal			
					Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete						
Beds	Emergency Shelters	28	21	7	0	0	0	0	0	0	0	0	0	0	0	0	####	H	Y	CDBG
	Transitional Housing	37	34	3	0	0	0	0	0	0	0	0	0	0	0	0	####	M	Y	CDBG
	Permanent Supportive Housing	15	10	5	0	0	0	0	0	0	0	0	0	0	0	0	####	M	Y	CDBG
	Total	80	65	15	0	0	0	0	0	0	0	0	0	0	0	0	####	X	X	X

Completing Part 1: Homeless Population. This must be completed using statistically reliable, unduplicated counts or estimates of homeless persons in sheltered and unsheltered locations at a one-day point in time. The counts must be from: (A) administrative records, (N) enumerations, (S) statistically reliable samples, or (E) estimates. The quality of the data presented in each box must be identified as: (A), (N), (S) or (E).

Completing Part 2: Homeless Subpopulations. This must be completed using statistically reliable, unduplicated counts or estimates of homeless persons in sheltered and unsheltered locations at a one-day point in time. The numbers must be from: (A) administrative records, (N) enumerations, (S) statistically reliable samples, or (E) estimates. The quality of the data presented in each box must be identified as: (A), (N), (S) or (E).

Sheltered Homeless. Count adults, children and youth residing in shelters for the homeless. "Shelters" include all emergency shelters and transitional shelters for the homeless, including domestic violence shelters, residential programs for runaway/homeless youth, and any hotel/motel/apartment voucher arrangements paid by a public/private agency because the person or family is homeless. Do not count: (1) persons who are living doubled up in conventional housing; (2) formerly homeless persons who are residing in Section 8 SRO, Shelter Plus Care, SHP permanent housing or other permanent housing units; (3) children or youth, who because of their own or a parent's homelessness or abandonment, now reside temporarily and for a short anticipated duration in hospitals, residential treatment facilities, emergency foster care, detention facilities and the like; and (4) adults living in mental health facilities, chemical dependency facilities, or criminal justice facilities.

Unsheltered Homeless. Count adults, children and youth sleeping in places not meant for human habitation. Places not meant for human habitation include streets, parks, alleys, parking ramps, parts of the highway system, transportation depots and other parts of transportation systems (e.g. subway tunnels, railroad car), all-night commercial establishments (e.g. movie theaters, laundromats, restaurants), abandoned buildings, building roofs or stairwells, chicken coops and other farm outbuildings, caves, campgrounds, vehicles, and other similar places.

Non-Homeless Special Needs Including HOPWA		Needs	Currently Available	GAP	3-5 Year Quantities										Total		
					Year 1		Year 2		Year 3		Year 4*		Year 5*		Goal	Actual	% of Goal
					Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete	Goal	Complete			
Housing Needed	52. Elderly	25	0	25	0	0	0	0	0	0	0	0	0	0	0	0	####
	53. Frail Elderly	25	0	25	0	0	0	0	0	0	0	0	0	0	0	0	####
	54. Persons w/ Severe Mental Illness	43	30	13	0	0	0	0	0	0	0	0	0	0	0	0	####
	55. Developmentally Disabled	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	####
	56. Physically Disabled	100	0	100	0	0	0	0	0	0	0	0	0	0	0	0	####
	57. Alcohol/Other Drug Addicted	50	0	50	0	0	0	0	0	0	0	0	0	0	0	0	####
	58. Persons w/ HIV/AIDS & their families	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	####
	59. Public Housing Residents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	####
	Total	253	30	223	0	0	0	0	0	0	0	0	0	0	0	0	####
Supportive Services Needed	60. Elderly	25	0	25	0	0	0	0	0	0	0	0	0	0	0	0	####
	61. Frail Elderly	25	0	25	0	0	0	0	0	0	0	0	0	0	0	0	####
	62. Persons w/ Severe Mental Illness	43	30	13	0	0	0	0	0	0	0	0	0	0	0	0	####
	63. Developmentally Disabled	10	0	10	0	0	0	0	0	0	0	0	0	0	0	0	####
	64. Physically Disabled	100	0	100	0	0	0	0	0	0	0	0	0	0	0	0	####
	65. Alcohol/Other Drug Addicted	50	0	50	0	0	0	0	0	0	0	0	0	0	0	0	####
	66. Persons w/ HIV/AIDS & their families	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	####
	67. Public Housing Residents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	####
Total	253	30	223	0	0	0	0	0	0	0	0	0	0	0	0	####	

Community Development Needs		Needs	Current	Gap	5-Year Quantities												% of Goal	Priority Need H.M.L.	Dollars to Address	Plan to Fund? Y/N	Fund Source
					Year 1		Year 2		Year 3		Year 4		Year 5		Cumulative						
					Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual					
01 Acquisition of Real Property 570.201(a)		1	0	1											0	0	####	M	40K	Y	C,O
02 Disposition 570.201(b)		0	0	0											0	0	####	L	0	N	
Public Facilities and Improvements	03 Public Facilities and Improvements (General) 570.201(c)		4	0	4	1									1	0	0%	M	100K	Y	C,O
	03A Senior Centers 570.201(c)		0	0	0										0	0	####	L	0	N	
	03B Handicapped Centers 570.201(c)		0	0	0										0	0	####	L	0	N	
	03C Homeless Facilities (not operating costs) 570.201(c)		1	0	1										0	0	####	H	60K	Y	C
	03D Youth Centers 570.201(c)		0	0	0										0	0	####	L	0	N	
	03E Neighborhood Facilities 570.201(c)		0	0	0										0	0	####	L	0	N	
	03F Parks, Recreational Facilities 570.201(c)		3	0	3	1									1	0	0%	M	75K	Y	C,O
	03G Parking Facilities 570.201(c)		0	0	0										0	0	####	L	0	N	
	03H Solid Waste Disposal Improvements 570.201(c)		0	0	0										0	0	####	L	0	N	
	03I Flood Drain Improvements 570.201(c)		2	0	2										0	0	####	M	150K	Y	C,O
	03J Water/Sewer Improvements 570.201(c)		0	0	0										0	0	####	L	0	N	
	03K Street Improvements 570.201(c)		2	0	2										0	0	####	M	150K	Y	C,O
	03L Sidewalks 570.201(c)		2	0	2										0	0	####	M	100K	Y	C,O
	03M Child Care Centers 570.201(c)		0	0	0										0	0	####	L	0	N	
	03N Tree Planting 570.201(c)		0	0	0										0	0	####	L	0	N	
03O Fire Stations/Equipment 570.201(c)		0	0	0										0	0	####	L	0	N		
03P Health Facilities 570.201(c)		0	0	0										0	0	####	L	0	N		
03Q Abused and Neglected Children Facilities 570.201(c)		0	0	0										0	0	####	L	0	N		
03R Asbestos Removal 570.201(c)		0	0	0										0	0	####	L	0	N		
03S Facilities for AIDS Patients (not operating costs) 570.201(c)		0	0	0										0	0	####	L	0	N		
03T Operating Costs of Homeless/AIDS Patients Programs		0	0	0										0	0	####	L	0	N		
04 Clearance and Demolition 570.201(d)		0	0	0										0	0	####	L	0	N		
04A Clean-up of Contaminated Sites 570.201(d)		0	0	0										0	0	####	L	0	N		
Public Services	05 Public Services (General) 570.201(e)		0	0	0										0	0	####	L	0	N	
	05A Senior Services 570.201(e)		0	0	0										0	0	####	L	0	N	
	05B Handicapped Services 570.201(e)		0	0	0										0	0	####	L	0	N	
	05C Legal Services 570.201(E)		0	0	0										0	0	####	L	0	N	
	05D Youth Services 570.201(e)		0	0	0										0	0	####	L	0	N	
	05E Transportation Services 570.201(e)		0	0	0										0	0	####	L	0	N	
	05F Substance Abuse Services 570.201(e)		0	0	0										0	0	####	L	0	N	
	05G Battered and Abused Spouses 570.201(e)		0	0	0										0	0	####	L	0	N	
	05H Employment Training 570.201(e)		2	0	2										0	0	####	M	50K	Y	C,O
	05I Crime Awareness 570.201(e)		5	0	5	1									1	0	0%	H	125K	Y	C
	05J Fair Housing Activities (if CDBG, then subject to 570.201(e))		0	0	0										0	0	####	L	0	N	
	05K Tenant/Landlord Counseling 570.201(e)		0	0	0										0	0	####	L	0	N	
	05L Child Care Services 570.201(e)		0	0	0										0	0	####	L	0	N	
	05M Health Services 570.201(e)		0	0	0										0	0	####	L	0	N	
	05N Abused and Neglected Children 570.201(e)		0	0	0										0	0	####	L	0	N	
	05O Mental Health Services 570.201(e)		0	0	0										0	0	####	L	0	N	
	05P Screening for Lead-Based Paint/Lead Hazards Poison 570.201		0	0	0										0	0	####	L	0	N	
05Q Subsistence Payments 570.204		0	0	0										0	0	####	L	0	N		
05R Homeownership Assistance (not direct) 570.204		0	0	0										0	0	####	L	0	N		
05S Rental Housing Subsidies (if HOME, not part of 5% 570.204)		0	0	0										0	0	####	L	0	N		

05T Security Deposits (if HOME, not part of 5% Admin c	0	0	0												0	0	###	L	0	N	
06 Interim Assistance 570.201(f)	0	0	0												0	0	###	L	0	N	
07 Urban Renewal Completion 570.201(h)	0	0	0												0	0	###	L	0	N	
08 Relocation 570.201(i)	0	0	0												0	0	###	L	0	N	
09 Loss of Rental Income 570.201(j)	0	0	0												0	0	###	L	0	N	
10 Removal of Architectural Barriers 570.201(k)	0	0	0												0	0	###	L	0	N	
11 Privately Owned Utilities 570.201(l)	0	0	0												0	0	###	L	0	N	
12 Construction of Housing 570.201(m)	0	0	0												0	0	###	L	0	N	
13 Direct Homeownership Assistance 570.201(n)	0	0	0												0	0	###	L	0	N	
14A Rehab: Single-Unit Residential 570.202	55	0	55	10											10	0	0%	H	620K	Y	C,H
14B Rehab: Multi-Unit Residential 570.202	2	0	2												0	0	###	M	60K	Y	C
14C Public Housing Modernization 570.202	0	0	0												0	0	###	L	0	N	
14D Rehab: Other Publicly-Owned Residential Buildings 570.202	0	0	0												0	0	###	L	0	N	
14E Rehab: Publicly or Privately-Owned Commercial/Indu 570.202	3	0	3	1											1	0	0%	M	90K	Y	C
14F Energy Efficiency Improvements 570.202	0	0	0												0	0	###	L	0	N	
14G Acquisition - for Rehabilitation 570.202	21	0	21	6											6	0	0%	H	1.3M	Y	C,H,O
14H Rehabilitation Administration 570.202	3	0	3	1											1	0	0%	H	120K	Y	C,H
14I Lead-Based/Lead Hazard Test/Abate 570.202	0	0	0												0	0	###	L	0	N	
15 Code Enforcement 570.202(c)	0	0	0												0	0	###	L	0	N	
16A Residential Historic Preservation 570.202(d)	0	0	0												0	0	###	L	0	N	
16B Non-Residential Historic Preservation 570.202(d)	0	0	0												0	0	###	L	0	N	
17A CI Land Acquisition/Disposition 570.203(a)	0	0	0												0	0	###	L	0	N	
17B CI Infrastructure Development 570.203(a)	0	0	0												0	0	###	L	0	N	
17C CI Building Acquisition, Construction, Rehabilitat 570.203(a)	0	0	0												0	0	###	L	0	N	
17D Other Commercial/Industrial Improvements 570.203(a)	0	0	0												0	0	###	L	0	N	
18A ED Direct Financial Assistance to For-Profits 570.203(b)	0	0	0												0	0	###	L	0	N	
18B ED Technical Assistance 570.203(b)	5	0	5	1											1	0	0%	M	200K	Y	C
18C Micro-Enterprise Assistance	0	0	0												0	0	###	L	0	N	
19A HOME Admin/Planning Costs of PJ (not part of 5% Ad	0	0	0												0	0	###	L	0	N	
19B HOME CHDO Operating Costs (not part of 5% Admin ca	0	0	0												0	0	###	L	0	N	
19C CDBG Non-profit Organization Capacity Building	0	0	0												0	0	###	L	0	N	
19D CDBG Assistance to Institutes of Higher Education	0	0	0												0	0	###	L	0	N	
19E CDBG Operation and Repair of Foreclosed Property	0	0	0												0	0	###	L	0	N	
19F Planned Repayment of Section 108 Loan Principal	0	0	0												0	0	###	L	0	N	
19G Unplanned Repayment of Section 108 Loan Principal	0	0	0												0	0	###	L	0	N	
19H State CDBG Technical Assistance to Grantees	0	0	0												0	0	###	L	0	N	
20 Planning 570.205	0	0	0												0	0	###	L	0	N	
21A General Program Administration 570.206	5	0	5	1											1	0	0%	H	250K	Y	C
21B Indirect Costs 570.206	0	0	0												0	0	###	L	0	N	
21D Fair Housing Activities (subject to 20% Admin cap) 570.206	0	0	0												0	0	###	L	0	N	
21E Submissions or Applications for Federal Programs 570.206	0	0	0												0	0	###	L	0	N	
21F HOME Rental Subsidy Payments (subject to 5% cap)	0	0	0												0	0	###	L	0	N	
21G HOME Security Deposits (subject to 5% cap)	0	0	0												0	0	###	L	0	N	
21H HOME Admin/Planning Costs of PJ (subject to 5% cap)	0	0	0												0	0	###	L	0	N	
21I HOME CHDO Operating Expenses (subject to 5% cap)	0	0	0												0	0	###	L	0	N	

22 Unprogrammed Funds		0	0	0											0	0	####	L	0	N	
HOPWA	31J Facility based housing – development	0	0	0											0	0	####	L	0	N	
	31K Facility based housing - operations	0	0	0											0	0	####	L	0	N	
	31G Short term rent mortgage utility payments	0	0	0											0	0	####	L	0	N	
	31F Tenant based rental assistance	0	0	0											0	0	####	L	0	N	
	31E Supportive service	0	0	0											0	0	####	L	0	N	
	31I Housing information services	0	0	0											0	0	####	L	0	N	
	31H Resource identification	0	0	0											0	0	####	L	0	N	
	31B Administration - grantee	0	0	0											0	0	####	L	0	N	
	31D Administration - project sponsor	0	0	0											0	0	####	L	0	N	
Totals		116	0	116	23	0	0	0	0	0	0	0	0	0	23	0	0%				

APPENDIX B

CERTIFICATIONS



CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- This certification does not apply.
 This certification is applicable.

NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official	<input style="width: 100%; height: 20px;" type="text"/>
<input style="width: 100%; height: 20px;" type="text"/>	Date
Name	
<input style="width: 100%; height: 20px;" type="text"/>	
Title	
<input style="width: 100%; height: 20px;" type="text"/>	
Address	
<input style="width: 100%; height: 20px;" type="text"/>	
City/State/Zip	
<input style="width: 100%; height: 20px;" type="text"/>	
Telephone Number	
<input style="width: 100%; height: 20px;" type="text"/>	

- | |
|---|
| <input type="checkbox"/> This certification does not apply. |
| <input checked="" type="checkbox"/> This certification is applicable. |

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2___, 2___, 2___, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.
 This certification is applicable.

**OPTIONAL CERTIFICATION
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.
 This certification is applicable.

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

<hr/>	<input type="text"/>
Signature/Authorized Official	Date
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Name	
<input type="text"/>	
Title	
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Address	
<input type="text"/>	
City/State/Zip	
<input type="text"/>	
Telephone Number	
<input type="text"/>	

- This certification does not apply.
 This certification is applicable.

HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.
 This certification is applicable.

ESG Certifications

The Emergency Shelter Grantee certifies that:

Major rehabilitation/conversion -- It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for purposes less than tenant-based rental assistance, the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

Essential Services -- It will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

Renovation -- Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance.

Matching Funds -- It will obtain matching amounts required under §576.71 of this title.

Confidentiality -- It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement -- To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

Consolidated Plan --It is following a current HUD-approved Consolidated Plan or CHAS.

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

This certification does not apply.

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
City of Kent Comm. Dev. Dept	930 Overholt Road	Kent	Portage County	OH	44240

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any

controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- a. All "direct charge" employees;
- b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

- 1. Analysis of Impediments to Fair Housing
- 2. Citizen Participation Plan
- 3. Anti-displacement and Relocation Plan

Signature/Authorized Official

Date

Name

Title

Address

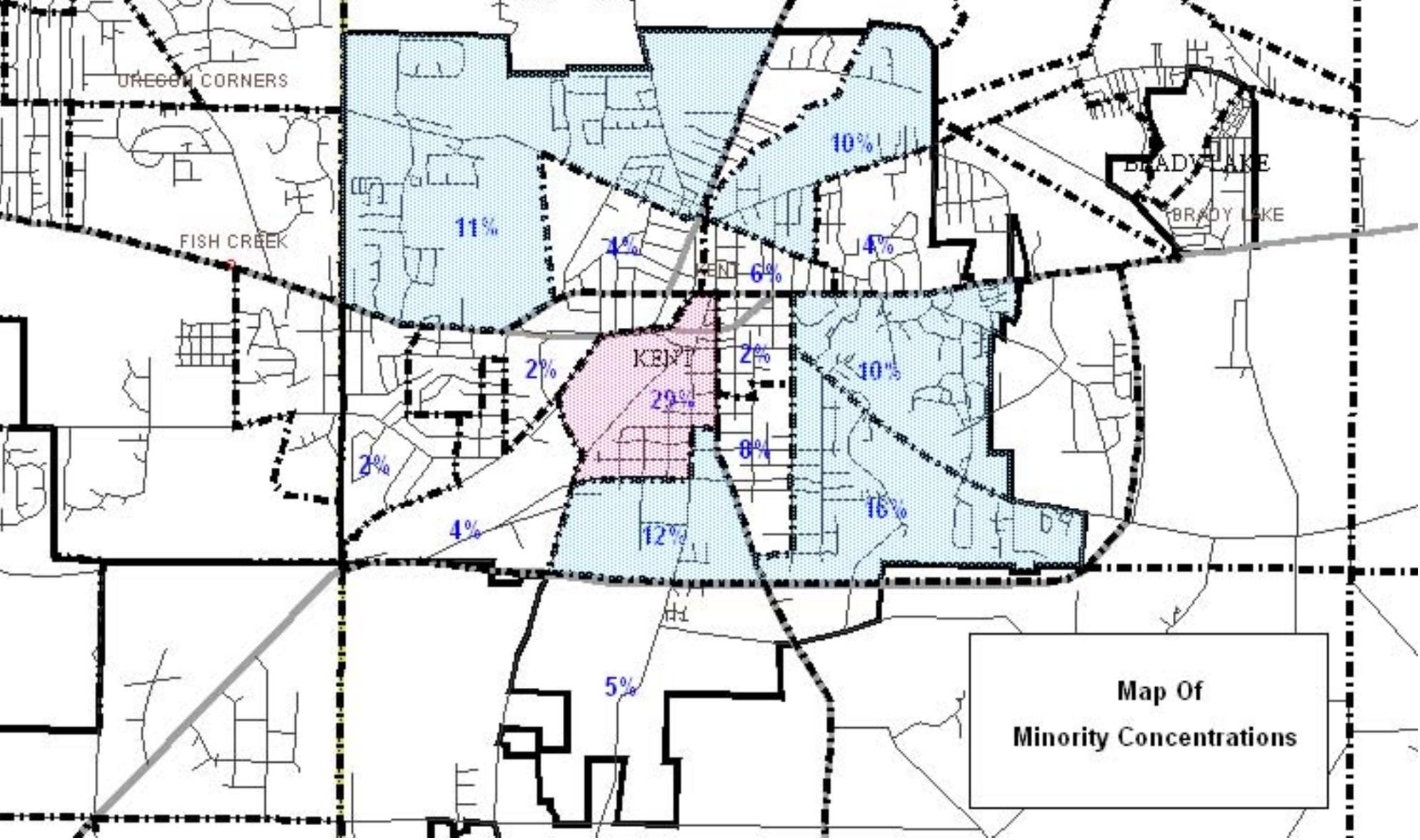
City/State/Zip

Telephone Number

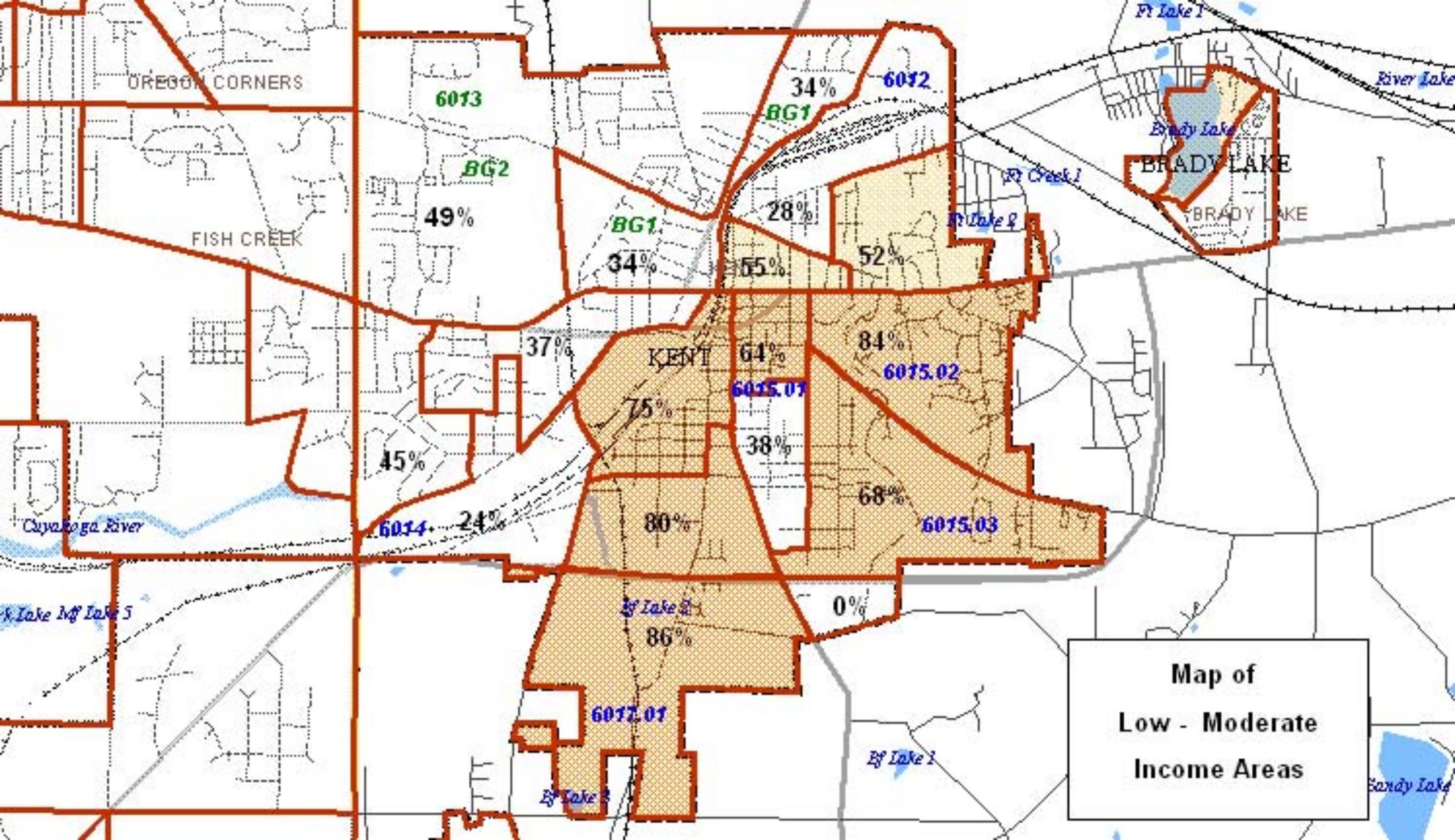
APPENDIX C

MAPS

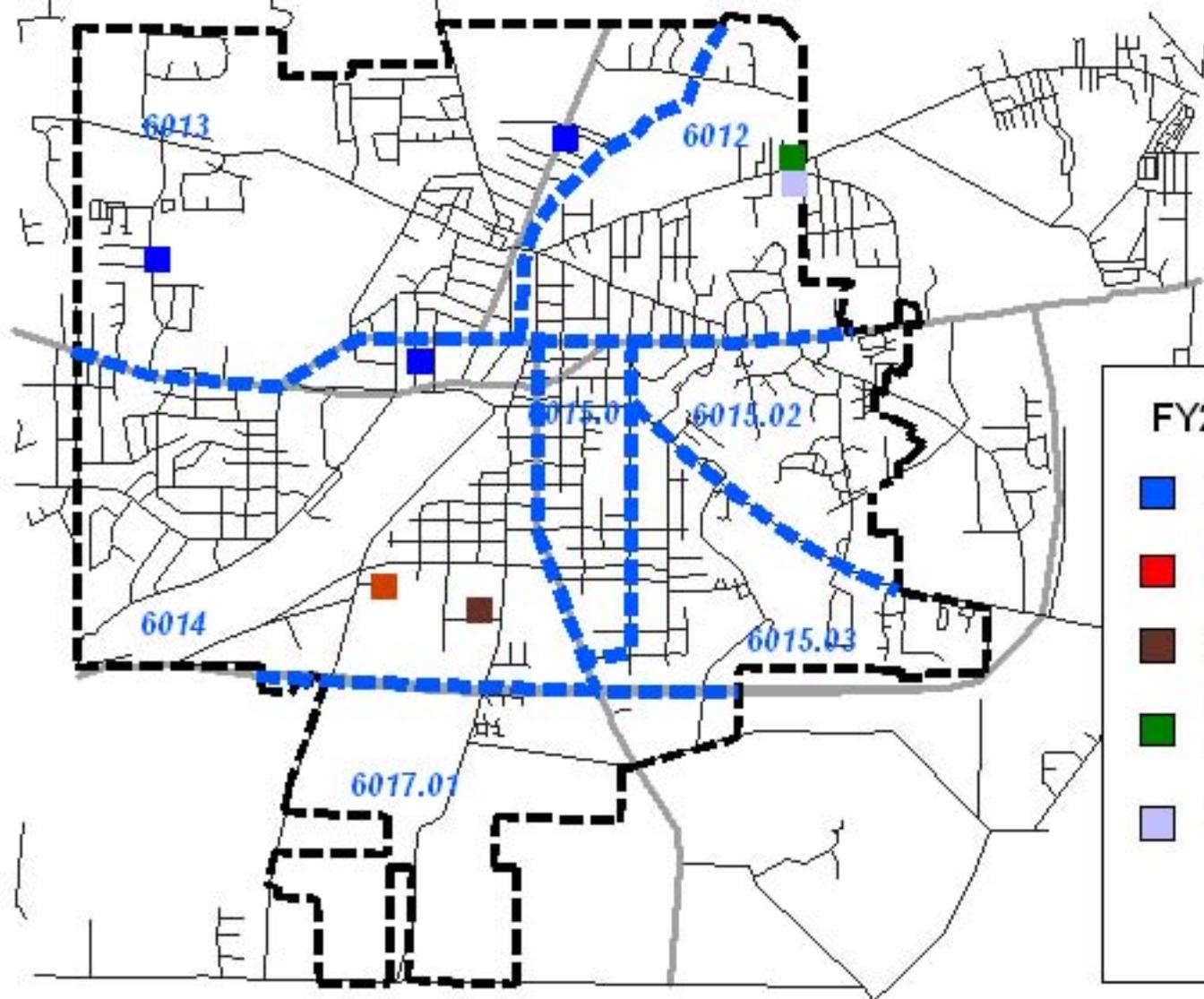
- **Map of Minority Concentrations**
- **Map of Low / Moderate Income Areas**
- **Map of FY2005 CDBG Funded Projects**



Map Of
Minority Concentrations



Map of
Low - Moderate
Income Areas



FY2005 CDBG PROJECTS

-  Coleman Rental Rehab
-  Plum Creek Park
-  SBDC / Incubator
-  PATH Acquisition
-  Virginia Avenue



APPENDIX D

CITY OF KENT FIVE-YEAR CAPITAL IMPROVEMENTS PROGRAM

CITY OF KENT, OHIO
FIVE YEAR CAPITAL IMPROVEMENT PROGRAM
August, 2004

Introduction

It is important that the City of Kent establish a process to make decisions involving capital expenditures because there are many more capital outlay needs in the community than there are resources available. The magnitude of capital outlay costs of infrastructure improvements mandate the City to make rational decisions and set priorities. Developing a capital improvement program assures elected officials and citizens that these major capital decisions are fully considered before they are approved and funded.

Capital planning and budgeting will help the City provide for a more orderly replacement and development of public facilities and infrastructure. These improvements need to be upgraded periodically to ensure the continuation of efficient municipal services like water, sewer, streets, sidewalks and storm drainage. This process is designed to eliminate lower priority projects and to avoid overextending the City treasury.

Capital Improvement Programming

The Capital Improvement Program is the heart of the capital budgeting process. It has been reviewed and updated annually to provide a recurring opportunity to assess the capital needs of the City based on what has been funded and what new needs have been identified. The following list of capital outlay needs for the years 2005 through 2009 represents the Administration's recommendation for a 5-Year Capital Improvement Program.

Capital Planning

The essential feature of a Capital Improvement Program is the allocation of funding to adequately meet capital needs. Revenue projections are important to the Capital Improvement Programming process because of the impact limited resources have on decision-making with regard to capital expenditures. The third element in capital planning is projecting operating expenses over the same five-year period of time in comparison to revenue forecasts.

These three factors are inherently interdependent upon each other and require careful attention in allocating resources to meet priority capital needs. The City does not possess sufficient financial resources to both adequately meet its capital needs and maintain current levels of municipal services. The City must either: 1) continue to defer much needed capital improvements until a crisis arises; 2) reduce current levels of municipal services; 3) increase revenues; or 4) a combination of two or more of the above. These options clearly demonstrate the inter-relationship that exists between revenues, operating expenses and capital needs.

Project Evaluation for Capital Budgeting

City staff has evaluated all the capital needs identified, relying on observation and professional judgement. A variety of factors were considered in undertaking this evaluation, including project cost, past Council decisions in allocating resources for capital needs, the relative state of disrepair/condition among equally ranked priorities, the appropriate source of revenue available to meet the capital needs, technical considerations, and the overall economic viability of the project or outlay.

Capital outlays can be financed with operating revenues, bond proceeds, capital reserves (fund balances), lease-purchase agreements, equipment-purchase revolving funds, special assessments, and state/federal grants. The use of operating revenue to finance capital projects or equipment is called "pay-as-go" financing and has been Kent's traditional method of addressing the community's capital outlay needs.

2005 Proposed Capital Outlay Expenditures (Year 1)

Description	Amount	Fund(s)
Cherry to Middlebury Water Interconnection	\$310,000	Water Fund
Three One-Ton Dump Trucks with Spreaders and Plows	150,000	General Fund
Overbrook/Brentwood Storm Sewer – Design	80,000	Storm Water Utility Fund
S.R. 59/43 Traffic Signalization Improvements	100,000	Capital Projects Fund
Miscellaneous Sewer Plant Equipment	59,000	Sewer Fund
Gougler Street Parking Lot	270,000	General Fund
Police Cruisers	75,000	General Fund
Unmarked Police Vehicles	25,000	General Fund
Fire Prevention Vehicle (Intrepid) Replacement	25,000	General Fund
Fire Mobile Data Terminals (3)	16,500	General Fund
Annual Street Resurfacing Program	700,000	Capital Projects Fund
Annual Sidewalk Repair/Replacement Program	100,000	Capital Projects Fund
Fire Truck Replacement Fund	125,000	General Fund
Fire Dept. Miscellaneous Equipment	20,000	General Fund
Heart Monitor	16,000	General Fund
Police Miscellaneous Equipment	30,000	General Fund
Water Reclamation Facility Belt Filter Press Parts Replacement	41,000	Sewer Fund
SAC Exterior Painting	30,000	General Fund
Fairchild Bridge Project	600,000	Capital Projects Fund
Harvey/Lake Storm Sewer Outfall – Design	150,000	Storm Water Utility Fund
TOTAL	\$2,922,500	

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Description and Rationale for 2005 Capital Expenditures

The following narrative delineates and characterizes the major capital outlay needs identified above, including the justification to expend public funds.

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Cherry to Middlebury (12" Watermain) Interconnection (\$310,000):

Construct a new 12 inch watermain from the end of the existing line on Cherry Street west along Cherry Street and then along Boal Drive (private) then crossing the Cuyahoga river and connecting to the waterline in Middlebury Road on the North side of the River to provide a watermain loop to the southwest side of Kent to eliminate dead-end lines and improve water quality and fire flows in the area.

Three One-Ton Dump Trucks with Spreaders and Plows (\$150,000):

These three one ton dump trucks will replace the three 1995 Ford one ton dump trucks. They are used to plow and salt alleys and cul-de-sacs and they also serve as asphalt patch trucks and chipping trucks. These trucks can pull a variety of trailers and are available on the state bid list.

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Overbrook/Brentwood Storm Sewer - Design (\$80,000):

The Overbrook/Brentwood neighborhood is part of a bowl-shaped drainage basin referred to as Drainage Area Q, bounded by W. Main Street, Chelton Drive, Deidrick Road, and Francis Street. This area is characterized by street flooding due to the inadequate capacity of the outlet sewer which runs under W. Main Street then adjacent to Spaulding Drive and discharging into Fish Creek. This improvement will involve the construction of a collector storm sewer system along Overbrook Drive and Brentwood Drive to relieve the flooding along these streets.

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S.R. 59/43 Corridor Signalization Improvements (\$100,000):

All traffic signals on S.R. 59 from the Stow/Kent border to the east City Corporation Line will be coordinated by use of a closed loop signal control system. This is current technology's most advanced form of traffic signal coordination. It is a significant improvement in technology over the existing coordinated system that was installed by the City with the assistance of federal funds in 1987. It is designed to keep traffic moving along the main route while minimizing the delay time for traffic waiting to cross or enter the main route. Expansion of the limits of this improvement to the west into Stow and east into Franklin Township through intergovernmental agreements with Stow and ODOT would satisfy AMATS goals for regional solutions to transportation problems and would enhance the chance of receiving federal funds for the improvement.

Police Cruisers (\$75,000):

Three 1999 cruisers will be ready for replacement at this time. The three will have been used in K-9 service, which enabled extended life of the vehicles due to single operator use. By this funding period, these vehicles will have depleted their usefulness as cruisers.

Fairchild Bridge Project (\$600,000):

The existing Crain Avenue Bridge spanning the Cuyahoga River is in very poor condition and needs to be replaced. There is also considerable congestion at the intersections adjoining the present bridge which has caused the City to develop a new alignment addressing both concerns. The City is serving as the lead coordinating agency of this Portage County bridge structure with federal funding anticipated to help offset the cost of a new bridge.

Gougler Street Parking Lot (\$270,000):

Demolition of the building on the Richardson property and construction of an 80-100 car parking lot to facilitate commercial redevelopment in the West River Neighborhood and create jobs that generate income tax revenues to support municipal services.

Harvey/Lake Storm Sewer Outfall – Design (\$150,000):

Installation of large diameter storm sewer outfall from Lake Street under the railroad to Cuyahoga River from Lake, Harvey, Miller and Dansel Street area to address recent flooding conditions and prevent sanitary sewer surcharges and backups during heavy rain events.

2006 Proposed Capital Outlay Expenditures (Year 2)

Description	Amount	Fund(s)
Admore Drive (W. Main St. to 735' N) - Design	\$65,000	Capital Projects, Water and Storm Water Funds
Water Plant Vehicle Replacement	25,000	Water Fund
Two Hooklift Trucks with V Boxes and Dumps	270,000	General Fund
Fire Dept. Pave Parking Lot West Side Station	50,000	General Fund
Fire Dept. Turnout Gear Replacement	60,000	General Fund
Harold/Stinaff Storm Sewer - Design	100,000	Storm Water Utility Fund
High Service Area Waterline Improvements	300,000	Water Fund
West Side Fire Station Generator	25,000	General Fund
Police Suburban 4WD Vehicle	40,000	General Fund
Overbrook-Brentwood Storm Drainage	740,000	Storm Water Utility Fund
Miscellaneous Sewer Plant Equipment	25,000	Sewer Fund
Rescue Truck Replacement	100,000	General Fund
Safety Intersection Signal Priority Controls	46,000	General Fund
Annual Street Resurfacing Program	700,000	Capital Projects Fund
Annual Sidewalk Repair/Replacement Program	100,000	Capital Projects Fund
Unmarked Police Vehicles	25,000	General Fund
Fire Truck Replacement Fund	125,000	General Fund
Fire Dept. Miscellaneous Equipment	10,000	General Fund
Police Miscellaneous Equipment	25,000	General Fund
Police Firing Range Improvements	30,000	General Fund
Water Reclamation Facility Vehicle Replacement	23,000	Sewer Fund
Two Emergency Siren Replacements	30,000	General Fund
S.R. 59 Corridor Signalization Improvements	425,000	Capital Projects Fund
South Lincoln Street Reconstruction - Design	80,000	Capital Projects Fund
Fairchild Bridge Project	300,000	Capital Projects Fund
Harvey/Lake Storm Sewer Outfall – Construction	1,500,000	Storm Water Utility Fund
TOTAL	\$5,219,000	

Description and Rationale for 2006 Capital Expenditures

The following narrative delineates and characterizes the major capital outlay needs identified above, including the justification to expend public funds.

Admore Drive (W. Main to 735'N) - Design (\$65,000)

Construct new curbs, pavement, walks, storm sewer and waterline to improve street to current standards for an improved street and install a traffic signal at the intersection of Admore Drive and West Main Street to accommodate the commercial traffic using this street for access. This improvement will end at the existing end of the dedicated right-of-way at the entrance to the Kent Composting Facility.

Two Hooklift Trucks with V Boxes and Dumps (\$270,000):

These trucks replace the current two 1995 2 ½ ton International dumps (#171 and #172). The hooklift feature allows body changes in minutes as opposed to half of a day.

Fire Department Pave Parking Lot West Side Station (\$50,000):

These funds would be used to blacktop the rear parking area at the West Side Fire Station. This would improve the drainage and overall appearance at the station. It would also allow easier maintenance during the winter months.

Fire Department Turnout Gear Replacement (\$60,000):

This is a regularly scheduled item that needs to be replaced every five years. Current gear that will be purchased this year will need to be replaced at this time.

Harold/Stinaff Storm Sewer - Design (\$100,000):

The Harold/Stinaff neighborhood has been the subject of resident complaints which result from standing water in the roadside ditches on Harold Street and the east end of Stinaff Street due to very little fall on the ditches in this area and complaints of ditch erosion along the west end of Stinaff Street due to the very steep roadside ditch grade in this area. This improvement will correct these deficiencies by constructing storm sewers along Harold and Stinaff Streets then south along Majors Lane to outlet into the Fairchild Avenue storm sewer system. Streets will then be reconstructed with curbs in order to direct water drainage into the new storm sewer system and ditches eliminated.

High Service Area Waterline Improvements (\$300,000):

The City's water system consists of a high zone and a low zone. There are multiple problems with the way the system is zoned that this project is intended to correct. Water pressure is boosted to a higher level at the water booster station and into the high ball tanks at KSU. The high and low service districts are separated by check valves which prevent flow of water from the high level to the low level except in times of failure of the high service pumps when the check valves could open and provide water to the high area from the low area. This check valve situation creates dead end line areas in both the high and the low service areas, which create water quality problems in the distribution system. Also, the check valves are very old and may not be working properly; they should be replaced periodically. The dead-end line segments need to be connected to allow water to circulate. The connections need to be made between areas of the same system, as low to low and high to high. Another problem is that the high service area is much larger than it needs to be which results in wasted operations dollars to pump water to a higher pressure than necessary and increases maintenance costs due to increases in leaks and breaks due to excessive line pressures. The proper interconnection of lines will result in the change from high service to low service of those areas of the City where high service is being used only for expedience and is not needed to provide adequate customer water pressure.

West Side Fire Station Generator (\$25,000):

Replace the generator that is currently over twenty years old and which has a short life expectancy.

Police Suburban 4WD Vehicle (\$40,000):

Replace existing 1996 model used primarily for prisoner transport and special events. Occasionally used for patrol purposes as well.

Overbrook/Brentwood Storm Drainage (\$740,000):

The Overbrook/Brentwood neighborhood is part of a bowl-shaped drainage basin referred to as Drainage Area Q, bounded by W. Main Street, Chelton Drive, Deidrick Road, and Francis Street. This area is characterized by street flooding due to the inadequate capacity of the outlet sewer

which runs under W. Main Street then adjacent to Spaulding Drive and discharging into Fish Creek. This improvement will involve the construction of a collector storm sewer system along Overbrook Drive and Brentwood Drive to relieve the flooding along these streets.

Fairchild Bridge Project (\$300,000):

The existing Crain Avenue Bridge spanning the Cuyahoga River is in very poor condition and needs to be replaced. There is also considerable congestion at the intersections adjoining the present bridge which has caused the City to develop a new alignment addressing both concerns. The City is serving as the lead coordinating agency of this Portage County bridge structure with federal funding anticipated to help offset the cost of a new bridge.

Water Plant Vehicle Replacement (\$25,000):

Replacement vehicle for 2000 year model mini van.

Rescue Truck Replacement (\$100,000):

Additional allocation of funds to supplement Fire Truck Replacement Fund to allow for the purchase of a new Rescue Unit to replace the 1992 Pierce Rescue Truck which is experiencing advanced corrosion and lack of storage space for the additional rescue equipment purchased with Homeland Security funds to enhance emergency response capabilities of fire department personnel.

Safety Intersection Signal Priority Controls (\$46,000):

Installation of traffic signal control systems in emergency vehicles for traffic signals along Main Street throughout the downtown to allow for more effective response due to traffic flow changes caused by increased on-street parking alignments in the downtown area. Will allow emergency vehicles greater control of traffic signals and improve safety of intersections as emergency vehicles that travel through the downtown.

South Lincoln Street Reconstruction – Design (\$80,000):

Reconstruct Lincoln Street from Summit Street to Main Street with new concrete curbing and new pavement, widening the pavement to provide left turn lanes at the intersections and installing a pedestrian actuated signal at College Street. Kent State University will be asked to assist in the development of this improvement along University frontage by moving the sidewalk and retaining wall along the east side of the street back, and to plan new street trees to accommodate the additional pavement width that is needed.

Harvey/Lake Storm Sewer Outfall – Construction (\$1,500,000):

Installation of large diameter storm sewer outfall from Lake Street under the railroad to Cuyahoga River from Lake, Harvey, Miller and Dansel Street area to address recent flooding conditions and prevent sanitary sewer surcharges and backups during heavy rain events.

2007 Proposed Capital Outlay Expenditures (Year 3)

Description	Amount	Fund(s)
Nine (9) Police Cruisers	\$280,000	General Fund
One Hooklift Truck, V Box, Dump, Plow	140,000	General Fund
Water Main Relining – Design	50,000	Water Fund
Water Plant Tandem Dump Truck (Used)	50,000	Water Fund
New Roof at Booster Pump Station	25,000	Water Fund
Breakneck Creek Wellfield Power Lines	50,000	Water Fund
Miscellaneous Sewer Plant Equipment	25,000	Sewer Fund
Harold/Stinaff Storm Sewer	850,000	Storm Water Utility Fund
Admore Drive (W. Main St. to 735' N) – Construction	480,000	Capital Projects, Storm Water Utility and Water Funds
Cherry Street Plum Creek Culvert – Design	50,000	Storm Water Utility Fund
E. Main Street Safety Improvements – Design	65,000	Capital Projects Fund
Water Reclamation Facility Roof Replacement	37,000	Sewer Fund
Fire Mobile Data Terminals (3)	16,500	General Fund
Fire Miscellaneous Equipment	25,000	General Fund
Police Miscellaneous Equipment	25,000	General Fund
Fire Truck Replacement Fund	125,000	General Fund
Unmarked Police Vehicles	25,000	General Fund
South Lincoln Street Reconstruction	700,000	Storm Water Utility and Capital Projects Fund
Fairchild Bridge Project	1,620,000	Capital Projects Fund
TOTAL	\$4,638,500	

Description and Rationale for 2007 Capital Expenditures

The following narrative delineates and characterizes the major capital outlay needs identified above, including the justification to expend public funds.

Nine Police Cruisers (\$280,000):

By 2007, the cruisers in service will be four years old, one year longer than normal. Most will likely have in excess of 100,000 miles with annual maintenance costs exceeding 50% of the vehicles' market values, a standard indicator of replacement to many fleet managers.

One Hooklift Truck, V Box, Dump, Plow (\$140,000):

Replace on of the 1995 plow trucks which will be twelve years old. Repair costs and down time are already affecting the 1995 fleet of trucks. Two of the trucks (units #173 and #174) have had their differentials rebuilt and the dump bodies have had extensive repair work performed on them. Replacement is critical since the fleet was bought all at the same time and is deteriorating at a relatively equal rate.

Water Main Relining – Design (\$50,000):

Watermains in many locations of the city were constructed of unlined pipe, which is corroding on the inside of the pipe. This corrosion reduces the capacity of the line which results in lower than desirable fire flow rates and allows rust-like sediments to reach customer services creating red-water complaints. The pipe in these areas is otherwise sound and may be expected to last many more years. This improvement will involve the draining of the pipe and the installation of a cement mortar lining to the inside wall of the pipe. This new lining restores the flow capacity of the pipe and

ends complaints of red water. The high priority areas for performing this work are Lake Street, Middlebury Road, Yacavona Drive, Akron Blvd., Harvey Drive, Munroe-Falls Road, Lincoln Street, Vine Street, South Willow Street, Valley View Drive, Bowman Drive and Rellim Drive.

Water Plant Tandem Dump Truck (\$50,000):

Replace a 1995 Kenworth which will have over 300,000 miles by 2007, and is expected to experience high maintenance costs and excessive down time, with another used (but newer) dump truck to haul sludge.

New Roof at Booster Pump Station (\$25,000):

The roof of the Water System Booster Station located on Summit Street must be replaced. The existing roof is the original roof that was installed when the booster station was constructed in 1978. The booster station pumps water to boost its pressure from the low pressure service district (normal water plant pressure) into the high service pressure district that serves the KSU area and the high service water tanks at KSU.

Breakneck Creek Wellfield Power Lines (\$50,000):

The existing power poles serving the municipal Breakneck Creek wellfield are undersized and problems of reliability have occurred with the overhead lines. The project involves the installation of new lines underground to improve effectiveness and reliability of municipal water supply.

Harold/Stinaff Storm Sewer (\$850,000):

The Harold/Stinaff neighborhood has been the subject of resident complaints which result from standing water in the roadside ditches on Harold Street and the east end of Stinaff Street due to very little fall on the ditches in this area and complaints of ditch erosion along the west end of Stinaff Street due to the very steep roadside ditch grade in this area. This improvement will correct these deficiencies by constructing storm sewers along Harold and Stinaff Streets then south along Majors Lane to outlet into the Fairchild Avenue storm sewer system. Streets will then be reconstructed with curbs in order to direct water drainage into the new storm sewer system and ditches eliminated.

Admore Drive (W. Main to 735'N) – Construction (\$480,000):

Construct new curbs, pavement, walks, storm sewer and waterline to improve street to current standards for an improved street and install a traffic signal at the intersection of Admore Drive and West Main Street to accommodate the commercial traffic using this street for access. This improvement will end at the existing end of the dedicated right-of-way at the entrance to the Kent Composting Facility

Cherry Street Plum Creek Culvert - Design (\$50,000):

Existing corrugated metal arch pipe culvert is very old and its structural integrity is rapidly deteriorating caused by corrosion of the pipe. A new pre-stressed concrete box culvert along with guardrail replacement is proposed.

East Main Street Safety Improvements – Design (\$65,000):

This project will improve the high accident section of East Main Street between Willow Street and Main Street by providing a left turn lane in the street for vehicles turning into the commercial drives and reconstructing the curbing, commercial drives and sidewalks to improve the grade of the drives for better access to the street. The current drives are steep and vehicles must carefully enter and exit to avoid scraping the bottom of the vehicle on the walk or drive approach. Turning vehicles

now create a bottleneck in the flow of traffic, which causes accidents. This improvement is intended to improve access, reduce congestion and make this section of street safer. A portion of the cost of this improvement is intended to be assessed upon the adjoining properties.

Water Reclamation Facility Roof Replacement (\$37,000):

The roof at the municipal wastewater treatment facility is old and beginning to leak at several locations. Neglecting this problem could result in water damage to the building itself as well as its contents, machinery, equipment and furnishings. Repairs are no longer adequate due to leaks located throughout the roof area.

South Lincoln Street Reconstruction (\$700,000):

Reconstruct Lincoln Street from Summit Street to Main Street with new concrete curbing and new pavement, widening the pavement to provide left turn lanes at the intersections and installing a pedestrian actuated signal at College Street. Kent State University will be asked to assist in the development of this improvement along University frontage by moving the sidewalk and retaining wall along the east side of the street back, and to plant new street trees to accommodate the additional pavement width that is needed. This project would also be designed in conjunction with the redevelopment of the Campus Link Neighborhood as part of the City's Bicentennial Plan.

Fairchild Bridge Project (\$1,620,000):

The existing Crain Avenue Bridge spanning the Cuyahoga River is in very poor condition and needs to be replaced. There is also considerable congestion at the intersections adjoining the present bridge which has caused the City to develop a new alignment addressing both concerns. The City is serving as the lead coordinating agency of this Portage County bridge structure with federal funding anticipated to help offset the cost of a new bridge.

2008 Proposed Capital Outlay Expenditures (Year 4)

Description	Amount	Fund(s)
Standby Transformer for Water Plant	\$85,000	Water Fund
SAC Garage Improvements	150,000	General Fund
Police New Firearms	42,000	General Fund
Water Reclamation Facility Vehicle Replacement	23,000	Sewer Fund
Summit Street Traffic Signal Coordination	250,000	Capital Projects Fund
Water Main Relining	500,000	Water Fund
Cherry Street Plum Creek Culvert	550,000	Storm Water Utility Fund
Middlebury Pump Station Rehabilitation – Design	200,000	Sewer Fund
E. Main Street Safety Improvements (Willow to Lincoln)	240,000	Capital Projects Fund
SAC Asphalt Replacement	50,000	General Fund
Fire Truck Replacement Fund – annual allocation	125,000	General Fund
Unmarked Police Vehicles	30,000	General Fund
Police Miscellaneous Equipment	30,000	General Fund
Fire Miscellaneous Equipment	20,000	General Fund
UV Light Disinfection-Study	20,000	Sewer Fund
Water Reclamation Facility Asphalt Replacement	150,000	Sewer Fund
Miscellaneous Sewer Plant Equipment	25,000	Sewer Fund
Fairchild Bridge Project	4,750,000	Capital Projects, Water, Sewer and Storm Water Utility Funds
TOTAL	\$7,240,000	

Description and Rationale for 2008 Capital Expenditures

The following narrative describes the major capital outlay needs identified above, including the justification to expend public funds.

Standby Transformer for Water Plant (\$85,000):

The plant currently has only one aging primary power transformer. This transformer is approximately twenty-three (23) years of age. Failure of this transformer will result in the loss of the plant until repairs are made or a replacement is secured. Transformer failure is somewhat unpredictable with age and most often requires a complete replacement. The negative impact of waiting for replacement until the existing unit fails is that a replacement unit could require many weeks for delivery. The ability to ensure a continued supply of water after a failure of this unit is questionable.

SAC Garage Improvements (\$150,000):

Need for additional storage space for supplies, maintenance parts, and materials as well as carpentry/mechanical shop in northeast corner of building which is currently underutilized.

Police New Firearms (\$42,000):

The current sidearms were placed in service in 1991 and they are no longer being manufactured. By 2008, their serviceability will be questionable, particularly given the unavailability of parts for proper maintenance.

Water Reclamation Facility Vehicle Replacement (\$23,000):

There will be a need to replace a 1996 model which will be 12 years in service by the time it is replaced in 2008.

Summit Street Traffic Signal Coordination (\$250,000):

Install traffic signal coordination from Water Street to Loop Road.

Water Main Relining (\$500,000):

Watermains in many locations of the city were constructed of unlined pipe, which is corroding on the inside of the pipe. This corrosion reduces the capacity of the line which results in lower than desirable fire flow rates and allows rust-like sediments to reach customer services creating red-water complaints. The pipe in these areas is otherwise sound and may be expected to last many more years. This improvement will involve the draining of the pipe and the installation of a cement mortar lining to the inside wall of the pipe. This new lining restores the flow capacity of the pipe and ends complaints of red water. The high priority areas for performing this work are Lake Street, Middlebury Road, Yacavona Drive, Akron Blvd., Harvey Drive, Munroe-Falls Road, Lincoln Street, Vine Street, South Willow Street, Valley View Drive, Bowman Drive and Rellim Drive.

Cherry Street Plum Creek Culvert (\$550,000):

Existing corrugated metal arch pipe culvert is very old and its structural integrity is rapidly deteriorating caused by corrosion of the pipe. A new pre-stressed concrete box culvert along with guardrail replacement is proposed.

Middlebury Road Lift Station Rehabilitation - Design (\$200,000):

Presently, there exists two deficient pump stations in the Middlebury-Yacavona area that need to be replaced with one modern lift station that can adequately and dependably handle sewage flows in this part of the collection system. The Middlebury Road pump station has a shallow wet well and has been vulnerable to power failure due to lightning strikes, causing sewage backups into nearby basements. The Yacavona pump station was built in the 1950's and it is very difficult to obtain parts to repair the centrifugal pumps.

East Main Street Safety Improvements (Willow to Lincoln) (\$240,000):

This project will improve the high accident section of East Main Street between Willow Street and Main Street by providing a left turn lane in the street for vehicles turning into the commercial drives and reconstructing the curbing, commercial drives and sidewalks to improve the grade of the drives for better access to the street. The current drives are steep and vehicles must carefully enter and exit to avoid scraping the bottom of the vehicle on the walk or drive approach. Turning vehicles now create a bottleneck in the flow of traffic, which causes accidents. This improvement is intended to improve access, reduce congestion and make this section of street safer. A portion of the cost of this improvement is intended to be assessed upon the adjoining properties.

SAC Asphalt Replacement (\$50,000):

Repair the rear parking area and the driveway servicing the Central Maintenance garage facility at the Service Administration Building. Heavy municipal equipment places damaging loads on the asphalt surface which is quickly deteriorating, requiring resurfacing before failure to support City equipment.

UV Light Disinfection at the Water Reclamation Facility - Study (\$20,000):

This is contingent upon the study and design of utilizing ultra violet light technology.

Water Reclamation Facility Asphalt Replacement (\$150,000):

Resurface asphalt driveway and access areas at water reclamation facility to replace existing surface which is cracking and deteriorating at an exceeding rate. The existing asphalt was installed in 1984 and needs to be replaced.

Fairchild Bridge Project (\$4,750,000):

The existing Crain Avenue Bridge spanning the Cuyahoga River is in very poor condition and needs to be replaced. There is also considerable congestion at the intersections adjoining the present bridge which has caused the City to develop a new alignment addressing both concerns. The City is serving as the lead coordinating agency of this Portage County bridge structure with federal funding anticipated to help offset the cost of a new bridge.

2009 Proposed Capital Outlay Expenditures (Year 5)

Description	Amount	Fund(s)
New Police Facility	4,750,000	Capital Projects Fund
UV Light Disinfection - Design	40,000	Sewer Fund
Front End Loader (Water Plant)	150,000	Water Fund
Service Administration Building Roof Replacement	400,000	General Fund
Street Sweeper	150,000	General Fund
Pickup Trucks – Two	40,000	Water and Sewer Funds
Hooklift Truck w/V-Box	140,000	General Fund
Sewer Cleaning Machine	250,000	Sewer Fund
Miscellaneous Sewer Plant Equipment	25,000	Sewer Fund
Admore Drive Extension	430,000	Capital Projects Fund
Fire Vehicle Replacement Fund	175,000	General Fund
Fire Miscellaneous Equipment	30,000	General Fund
Fire Radio Repeater Upgrade	50,000	General Fund
Annual Street Resurfacing Program	500,000	Capital Projects Fund
Annual Sidewalk Repair/Replacement Program	100,000	Capital Projects Fund
S.R. 59/43 Signalization Improvements	500,000	Capital Projects Fund
Akron Boulevard Storm Sewer	450,000	Storm Water Utility Fund
TOTAL	\$8,180,000	

Description and Rationale for 2009 Capital Expenditures

The following narrative describes the major capital outlay needs identified above, including the justification to expend public funds.

New Police Facility (\$4,750,000):

This project involves the acquisition of properly located land and the construction of a new police station to replace the currently outdated facility which is experiencing excessive maintenance demands on its old and inefficient systems.

UV Light Disinfection – Design (\$40,000):

Design of ultra violet light technology to disinfect treated water at wastewater plant to kill bacteria prior to release of discharge water into the Cuyahoga River.

Front End Loader – Water Plant (\$150,000):

Replace existing 1987 model which has exceeded its useful life. Continued use is cost prohibitive due to high maintenance costs and lack of reliability.

Service Administration Building Roof Replacement (\$400,000):

Existing roof has exceeded its expected useful life of twenty-plus years, requiring numerous repairs and making replacement necessary.

Street Sweeper (\$150,000):

The purchase of a new Street Sweeper to replace the current 1995 Elgin Whirlwind. This unit has deteriorated to the point that the hopper debris unit of the sweeper has started to rust through and will need to be replaced. To date the unit has had in excess of \$20,000 in repairs. To replace the hopper unit could run in excess of \$20,000. More repair is needed to the mechanical and electrical

parts of the machine. The dust control system needs a new water pump and piping. The piping is rusted to the point that the system has to be cleaned 4 to 5 times each time it is run because of the rust inside the pipes. The poly water tank is cracked and needs replaced.

Two ¾-Ton Pickup Trucks (\$40,000):

The purchase of two ¾ -ton pickups will replace #204, a 1994 Ford F150 pickup and #205, a 1993 Ford F150 pickup. These older pickups are rusting at the frames and require a lot of maintenance to keep them running. Pickup trucks in Central Maintenance are a critical part of the equipment and need to be kept in good condition. They are used every day not only for driving, but also get a lot of hours running to keep the safety lights working when the crews are out working in the street.

Hooklift Truck with V-Box (\$140,000):

The purchase of a Hooklift Truck with V-box and dump body to replace plow truck #174. The current plow truck is a 1995 and is starting to require extensive repair costs and down time. Truck #174 has had to have the differential rebuilt and the dump body has had over \$1000 of work done. It is important to begin replacing the plow truck fleet and space out the purchase over time so that the fleet does not fall apart at the same time.

Sewer Cleaning Machine (\$250,000):

The purchase of a new truck mounted sewer vacuum and jetting machine to replace the 1985 Aqua Tec Sewer Machine which is worn out and unsafe to operate. The jetting pump needs rebuilt or replaced, as does the blower unit for the third time. Any extensive use of this machine causes the engine to over heat. This unit uses the truck engine to operate the jetting and vector unit; this puts excessive strain on the engine and over time has weakened it to produce less than 50% of the power when it was new. New machines incorporate a second engine to operate the unit. In 2003 the 1,000-gallon debris tank collapsed at the point that the suction boom connects to the tank. A temporary fix was done but this tank needs replaced. The company that can do this has said they need to build a new tank, as one is not available to purchase.

Admore Drive Extension (\$430,000):

Connection of Admore Drive to Stonewater Boulevard to implement Thoroughfare Plan of providing another north-south connector between Fairchild Road and West Main Street and provide greater community access to Al Lease Park.

Fire Radio Repeater Upgrade (\$50,000):

Replacement of one repeater installed in 1996 to maintain the radio system rather than having to rebuild the entire system.

S.R. 59/43 Corridor Signalization Improvements (\$500,000):

All traffic signals on S.R. 59 from the Stow/Kent border to the east City Corporation Line will be coordinated by use of a closed loop signal control system. This is current technology's most advanced form of traffic signal coordination. It is a significant improvement in technology over the existing coordinated system that was installed by the City with the assistance of federal funds in 1987. It is designed to keep traffic moving along the main route while minimizing the delay time for traffic waiting to cross or enter the main route. Expansion of the limits of this improvement to the west into Stow and east into Franklin Township through intergovernmental agreements with Stow and ODOT would satisfy AMATS goals for regional solutions to transportation problems and would enhance the chance of receiving federal funds for the improvement.

Akron Boulevard Storm Sewer (\$450,000):

Construction of 1,800 linear feet of storm sewer to control runoff from properties on Akron Boulevard as well as parts of Munroe Falls Road and Middlebury Road to address recent flooding conditions (involves special assessments).

Summary of Five Year Capital Improvement Program

The table below illustrates the financial summary of capital expenditures over the next five years. This information is critical for the financial planning of the Kent City municipal organization and it provides a framework for developing linkages between capital expenditures and operating costs. This document provides Kent's budgeting process with a comprehensive format of incorporating its capital programming into the annual operating budget.

SUMMARY OF FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM	
Year 1 (2005)	\$2,922,500
Year 2 (2006)	5,219,000
Year 3 (2007)	4,638,500
Year 4 (2008)	7,240,000
Year 5 (2009)	8,180,000
GRAND TOTAL	\$28,200,000

SUMMARY OF CAPITAL EXPENDITURES BY FUND AND YEAR

GENERAL FUND

<u>Capital Expenditure Description</u>	<u>Amount</u>	<u>Year</u>
Unmarked Police Vehicles	25,000	2005
Fire Truck Replacement Fund	125,000	2005
Three One-Ton Dump Trucks with Spreaders and Plows	150,000	2005
Fire Department Miscellaneous Equipment	20,000	2005
Heart Monitor	16,000	2005
Police Cruisers (3)	75,000	2005
Police Miscellaneous Equipment	30,000	2005
SAC Exterior Painting	30,000	2005
Fire Prevention Vehicle (Intrepid) Replacement	25,000	2005
Fire Mobile Data Terminals (3)	16,500	2005
Gougler Street Parking Lot	270,000	2005
Sub-Total 2005	\$782,500	
Two Hooklift trucks with V boxes and Dumps (Replace #171 & #172)	270,000	2006
Unmarked Police Vehicle	25,000	2006
Fire Truck Replacement Fund	125,000	2006
Fire Miscellaneous Equipment	10,000	2006
Police Miscellaneous Equipment	25,000	2006
Fire Department Pave Parking Lot - West Side Station	50,000	2006
Fire Department Turnout Gear	60,000	2006
West Side Fire Station Generator	25,000	2006
Police Firing Range Improvements	30,000	2006
Two Emergency Siren Replacements	30,000	2006
Police Suburban 4WD Vehicle	40,000	2006
Safety Intersection Signal Priority Controls	46,000	2006
Rescue Truck Replacement	100,000	2006
Sub-Total 2006	\$836,000	

Fire Miscellaneous Equipment	25,000	
Fire Mobile Data Terminals (3)	16,500	2007
Police Miscellaneous Equipment	25,000	2007
Fire Truck Replacement Fund	125,000	2007
Nine Police Cruisers	280,000	2007
Unmarked Police Vehicles	25,000	2007
One Hooklift Truck with V Box, Dump and Plow	140,000	2007
	Sub-Total 2007	\$636,500
Fire Truck Replacement Fund	125,000	2008
Fire Department Miscellaneous Equipment	20,000	2008
Police New Firearms	42,000	2008
SAC Asphalt Replacement	50,000	2008
Unmarked Police Vehicles	30,000	2008
SAC Garage Improvements	150,000	2008
Police Miscellaneous Equipment	30,000	2008
	Sub-Total 2008	\$447,000
Fire Truck Replacement Fund	175,000	2009
Service Administration Building Roof Replacement	400,000	2009
Street Sweeper	150,000	2009
Hooklift Truck w/V-Box	140,000	2009
Fire Miscellaneous Equipment	30,000	2009
Fire Radio Repeater Upgrade	50,000	2009
	Sub-Total 2009	\$945,000
	5-Year Total	\$3,647,000

CAPITAL PROJECTS

State Route 59/43 Corridor Signalization Improvements	100,000	2005
Fairchild Bridge Project	600,000	2005
Annual Street Resurfacing Program	700,000	2005
Annual Sidewalk Repair/Replacement Program	100,000	2005
	Sub-Total 2005	\$1,500,000
Annual Street Resurfacing Program	700,000	2006
Annual Sidewalk Repair/Replacement Program	100,000	2006
Admore Drive (W. main St. to 735' N) - Design	21,666	2006
South Lincoln Street Reconstruction – Design	80,000	2006
S.R. 59 Corridor Signalization Improvements	425,000	2006
Fairchild Bridge Project	300,000	2006
	Sub-Total 2006	\$1,626,666
Fairchild Bridge Project	1,620,000	2007
Admore Drive (W. Main St. to 735' N) - Construction	230,000	2007
East Main Street Safety Improvements – Design	65,000	2007
South Lincoln Street Reconstruction	600,000	2007
	Sub-Total 2007	\$2,515,000
Summit Street Traffic Signal Coordination	250,000	2008
E. Main Street Safety Improvements (Willow to Lincoln)	240,000	2008
Fairchild Bridge Project	3,350,000	2008
	Sub-Total 2008	\$3,840,000

New Police Facility	4,750,000	2009
S.R. 59/43 Signalization Improvements	500,000	2009
Admore Drive Extension	430,000	2009
Annual Street Resurfacing Program	500,000	2009
Annual Sidewalk Repair/Replacement	100,000	2009
Sub-Total 2009	\$6,280,000	
5-Year Total	\$15,761,666	

STORM WATER UTILITY

Overbrook-Brentwood Storm Sewer – Design	80,000	2005
Harvey/Lake Storm Sewer Outfall – Design	150,000	2005
Sub-Total 2005	\$230,000	
Admore Drive (W. Main to 735' N) – Design	21,667	2006
Harold/Stinaff Storm Sewer – Design	100,000	2006
Overbrook-Brentwood Storm Drainage	740,000	2006
Harvey/Lake Storm Sewer Outfall	1,500,000	2006
Sub-Total 2006	\$2,361,667	
Harold/Stinaff Storm Sewer	850,000	2007
Admore Drive (W. Main St. to 735'N)	160,000	2007
Cherry Street Plum Creek Culvert – Design	50,000	2007
South Lincoln Street Reconstruction	100,000	2007
Sub-Total 2007	\$1,160,000	
Cherry Street Plum Creek Culvert – Construction	550,000	2008
Fairchild Bridge Project	500,000	2008
Sub-Total 2008	\$1,050,000	
Akron Boulevard Storm Sewer	450,000	2009
Sub-Total 2009	\$450,000	
5-Year Total	\$5,251,667	

WATER FUND

Cherry to Middlebury Water Interconnection	310,000	2005
Sub-Total 2005	\$310,000	
High Service Area Waterline Improvements	300,000	2006
Admore Drive (W. Main to 735' N) – Design	21,667	2006
Water Plant Vehicle Replacement	25,000	2006
Sub-Total 2006	\$346,667	
Water Main Relining – Design	50,000	2007
Water Plant Tandem Dump Truck (Used)	50,000	2007
New Roof at Booster Pump Station	25,000	2007
Breakneck Creek Wellfield Power Lines	50,000	2007
Admore Drive (W. Main to 735' N) – Construction	90,000	2007
Sub-Total 2007	\$265,000	
Standby Transformer for Water Plant	85,000	2008
Water Main Relining	500,000	2008
Fairchild Bridge Project	300,000	2008
Sub-Total 2008	\$885,000	
Front End Loader (Water Plant)	150,000	2009
Pick-up Truck	20,000	2009
Sub-Total 2009	\$170,000	
5-Year Total	\$1,976,667	

SEWER FUND

Water Reclamation Facility Belt Filter Press Parts Replacement	41,000	2005
Miscellaneous Sewer Plant Equipment	59,000	2005
Sub-Total 2005	\$100,000	
Miscellaneous Sewer Plant Equipment	25,000	2006
Water Reclamation Facility Vehicle Replacement	23,000	2006
Sub-Total 2006	\$48,000	
Miscellaneous Sewer Plant Equipment	25,000	2007
Water Reclamation Facility Roof Replacement	37,000	2007
Sub-Total 2007	\$62,000	
Middlebury Pump Station Rehabilitation – Design	200,000	2008
Water Reclamation Facility Vehicle Replacement	23,000	2008
UV Light Disinfection – Study	20,000	2008
Water Reclamation Facility Asphalt Replacement	150,000	2008
Fairchild Bridge Project	600,000	2008
Miscellaneous Sewer Plant Equipment	25,000	2008
Sub-Total 2008	\$1,018,000	
UV Light Disinfection – Design	40,000	2009
Miscellaneous Sewer Plant Equipment	25,000	2009
Pick-up Truck	20,000	2009
Sewer Cleaning Machine	250,000	2009
Sub-Total 2009	\$335,000	
5-Year Total	\$1,563,000	

OTHER CONSIDERATIONS

There are several other factors requiring the City's attention and deliberation before this 5-year capital improvement program can be fully appreciated. Each has a potentially significant impact on policy decisions affecting this Capital Improvement Program and collectively, there will certainly be major implications to any 5-year capital spending strategy. Those components are discussed below.

◆ **Portage Street Reconstruction:** Portage Street has stone curb and brick surface. The brick is in very poor condition with extreme rutting and settlement. The cause of the settlement is undetermined at this time but may in part be due to sewer or underdrain deficiencies. The condition of the street is beyond repair, resulting in the need for reconstruction. This street is used primarily as a school bus loading area and as parking for school employees, visitors and neighboring homes. The improvement will replace the street and its base complete with new curbs, walks and driveways. The need to replace sewers and/or other utilities will be evaluated during the design of the improvement.

◆ **Sanitary Sewer Inflow/Infiltration Reduction Program:** The CIP does not contain an adequate allocation of financial resources to address the problem associated with surface water (rain runoff) entering the municipal sanitary sewer collection system. Although presently, the Wastewater Treatment Plant has sufficient capacity to treat this storm water as it mixes with sewage as it enters the collection system, the introduction of surface water creates problems in the sanitary sewer pipes themselves, and creates bottlenecks at times. Smaller diameter pipes and undersized lift stations have difficulty handling this excess water and can cause sewage backups in private homes and businesses.

This problem is, in part, the cause for the \$3 million plus Gougler Pump Station, North – South Interceptor Sanitary Sewer and Dodge-Elm-Cedar Trunk Sewer Project, though not the only reason. The Engineering Division has recommended some \$150,000 annually to regularly address this situation. Given the capital outlay demands already being placed on the Sewer Fund, there simply is not enough money currently available for an otherwise highly cost-effective approach to attacking this problem by finding and sealing leaks inside sanitary sewer pipes, as well as discovering private properties where sump pumps or roof drains are illegally connected to the sanitary sewer collection system. Inflow problems need to be re-plumbed into storm sewers, not sanitary sewers. The City Council needs to seriously consider a sewer rate increase to begin addressing this condition as part of the annual operating budget for the Sewer Fund.

◆ **Horning Road Improvement Project:** Horning Road consists of a poor quality, narrow paved surface with no sidewalks and deep ditches. Because the pavement is narrow and the ditches are close to the pavement edge there is no safe location for pedestrians to walk. During heavy rainfall events storm water overflows the roadside ditches flooding the street pavement and adjacent properties. Construction of new storm sewers, pavement, curbs, and sidewalks is proposed to correct these deficiencies. This improvement will begin at S.R. 59 and end at the Kent Corporation Limit, which is located about 200 feet east of Holly Drive (private).

This improvement will accelerate the flow of stormwater from the City as a result of its being more efficiently collected and transported to the outlet ditch at the City's corporation line. The storm water outlet channel is outside the jurisdiction of the City and is of inadequate size and capacity to accept higher rates of flow. The Horning Road Retention Basin Project should be completed

before this project is undertaken so that the storm water runoff can be stored and released at a controlled rate, thereby mitigating any adverse effects on downstream flooding.

Sanitary sewer should also be installed along Horning Road either before this project begins or in conjunction with this improvement.

◆Cherry Street Plum Creek Culvert Replacement: The large concrete box culvert carrying Plum Creek under Cherry Street west of Mogadore Road causes a restriction in the flow of Plum Creek during heavy storm events, causing water to back up and flood over Mogadore Road. Studies indicate that enlarging the waterway opening under Cherry Street by constructing a new, larger drainage structure in conjunction with also constructing a larger drainage structure under the railroad will alleviate this flooding problem. This improvement project will provide further study of this problem and include negotiations with the railroad to determine the feasibility of completing a joint project with the railroad to relieve the flooding problem.

This project will improve the hydraulic profile of Plum Creek by removing restrictive structures; thereby allowing the upstream crossing at Mogadore to be sized much smaller and resulting in considerable cost savings to the Mogadore Road Plum Creek improvement. The feasibility of this improvement and its implementation should be completed before the Mogadore Road project is executed or it should be performed in conjunction with the Mogadore Road project. A cost benefit analysis should also be done to ensure that the cost savings and benefit of improving the waterway openings under Cherry Street and the railroad are in fact the most economically viable solution, or if the culvert under Mogadore Road should be enlarged instead.

◆ Plum Creek Dam Project: The City has been advised by the Ohio Department of Natural Resources that it should employ the services of structural and hydraulic engineers experienced in the design and construction of dams to make an inspection of the Kent Park Board's dam and spillway on Plum Creek adjacent to the east right-of-way of Mogadore Road just south of Cherry Street to make a determination regarding any repairs that may be needed and to determine that the dam and spillway structure are adequate to pass flood flows without causing damage or flooding to occur.

The dam spillway discharges directly into a large arch corrugated pipe that conveys the stream flow under Mogadore Road. Storm water flows have been known to cross over the top of Mogadore Road causing the roadway embankment to wash away on the downstream side of the road. Mogadore Road is classified as a minor arterial highway and as such waterway structures are to be designed such that they will convey a 25-year frequency storm without topping the pavement surface. Studies indicate that a larger structure under Mogadore Road is needed to convey the 25 year storm unless improvements are made to increase the size of downstream structures under Cherry Street and the Railroad which would lower the storm flood levels downstream and improve the efficiency of the Mogadore Road arch pipe such that its size would not be increased.

The short section of stream that is located between the dam spillway and the entrance to the pipe under Mogadore Road has high retaining walls made of stone on each side and natural gas pipe lines running over it. The spillway has a wood catwalk crossing it that is used to gain access to wood gates that regulate the flow of the creek to control the depth of water behind the dam. The combination of the pipe headwall on the west, the dam gates and catwalk on the east, the stone retaining walls on the north and south sides, and the gas piping over the top create a walled hole

much like a large basin that is about 20 feet square and 8 to 10 feet deep. This basin fills with turbulent water during storm flows that will suck anything that fall into it down and into the pipe that crosses the road. This condition has existed for many years without any known or reported accidents, but it does not appear to be a very safe situation. Any project that may involve repairs to the spillway or to the pipe under the roadway should address the safety aspects of this situation as well.

The water impoundment behind the Park's dam on Plum Creek has become extensively silted from the settling of mud and debris washed naturally downstream by storm flows in the creek. This silt is deposited in the pond because the velocity of the water flowing through the stream is greatly diminished when it reaches the impoundment. The effective capacity and depth of the impoundment becomes less each year as more and more silt is deposited from the creek water that enters it from the south. Maintaining the pond by cleaning or dredging the silt periodically is very costly and disruptive to recreation activities that take place in the park. It was last dredged during late 1979.

The Parks and Recreation Board wishes to have this project included in the City's Capital Improvement Program and paid for by the City's General Fund because it does not have the resources to undertake the necessary improvements and feels that the reservoir functions as a storm water retention basin, thus having a municipal purpose.

◆ **Towner's Woods Rail Trail:** The Parks and Recreation Department has requested the City to provide \$150,000 in General Fund monies to acquire and develop a trail along the railroad tracks from Crain Avenue, northeast to the City limits toward Towner's Woods. Such a trail would connect with the trail to Ravenna by the Portage County Park District. Improvements include fencing and landscaping to buffer the trail from the tracks as well as a ten (10) foot wide trail and a small parking area to serve as a trailhead.

◆ **Park Maintenance Complex:** The Parks and Recreation Department has requested the City to build it a \$150,000 maintenance building so that they can store their vehicles and equipment indoors. Currently, the City is unable to place this request in the 5-Year planning period because of higher priorities for the use of General Fund monies.

Concluding Remarks

The Five Year Capital Improvement Program should be viewed as a living document reflecting the dynamics of an ever-changing environment that requires constant monitoring and adjustment as priority needs change over time. This process needs to be revisited and updated annually with the understanding that the City's Annual Budget may need to be modified from time to time in reaction to the transforming needs of the Kent community.

APPENDIX E

PORTAGE COUNTY 2004 CONTINUUM OF CARE

**Continuum of Care Exhibit 1 (Exhibit 1 consists of HUD Forms 40076-COC A-HUD 40076-CoC P, plus narrative text as specified in the instructions for each form)
2004 Application Summary**

This is the first page of your application. Place it in the front of your application.

Continuum of Care (CoC) Name: Portage County Housing Services Council

CoC Contact Person and Organization: Heather Daniel

Address: 5982 Rhodes Road, Kent, Ohio 44240

Phone Number: 330-676-8053 E-mail Address: Heather.Daniel@colemanprof.com

Continuum of Care Geography

Using the Geographic Area Guide found on HUD’s website at <http://www.hud.gov/grants/index.cfm>, list the name and the six-digit geographic code number for *each* city and/or county participating in your Continuum of Care. Because the geography covered by your system will affect your Need score, it is important to be accurate. Enter the name of *every listed* city and/or county that makes up the geography for your Continuum of Care system and its assigned code. Leaving out a jurisdiction could reduce your pro rata need amount. Adding in a jurisdiction that is not really part of your system is likely to significantly reduce your score. Before completing, please read the guidance in Section III.C.3.a of this NOFA regarding geographically overlapping Continuum of Care systems.

Geographic Area Name	6-digit Code	Geographic Area Name	6-digit Code
example: Syracuse	366376		
example: Onondaga County	369067		
Portage County	399133		
Kent	392508		

Reproduce this page to include additional names and codes.

1.) Continuum of Care Accomplishments

Through the coordinating efforts of the Portage County Housing Services Council (HSC), the community has pursued strategies to address and eliminate homelessness in a number of ways over the past twelve (12) months. Accomplishments such as service expansion, enhancement, coordination, and increasing the number of housing units with mainstream services have been achieved.

Family & Community Services (F&CS) continues to receive Ohio Housing Trust Fund (OHTF) support to expand homelessness prevention and intervention activities. In addition to aggressive outreach with hard to reach homeless persons at hot meal sites in Ravenna and Kent, F&CS continues to operate its Housing & Emergency Support Services program (HESS), providing a homelessness intervention program for individuals and families. HESS, through both the Supportive Transitions Empowering People for Success (STEPS) program and its OHTF-funded projects, have provided housing-related financial assistance, housing placement, and case management prior to individuals moving to transitional and/or permanent housing. Outreach and prevention services are very closely coordinated with the Department of Job and Family Services (DJFS). Coleman Professional Services (CPS) continues to receive Ohio Housing Trust Fund (OHTF) monies to provide homelessness prevention funds and rental start up funds for homeless persons with severe mental illness and homeowner repair funds for elderly persons. Coleman Professional Services also receives Housing Trust Fund dollars for rental subsidies.

F&CS operates the only shelters in Portage County. Miller Community House (MCH), opened in August 2002 with local CDBG funding support, serves homeless persons. Safer Futures has served victims of domestic violence since 1987. The local HSC identified the need for a facility to serve homeless veterans during the past year. F&CS has developed a shelter to serve this population as a result. F&CS also received HUD Supportive Housing Program, OHTF and Supportive Housing for the Homeless (SHH) funds to continue operation of its 75 unit Portage Area Transitional Housing Program (PATH). CPS completed one HUD SHP funded project in June 2003. This project is an eight (8) unit apartment complex in Kent that is fully occupied. This project provides an additional staff person for Home Developments Group, Coleman's Property Management Provider. This new staff person is responsible to assist with leases, apartment maintenance issues, credit checks, and tenant education.

Coleman receives Ohio Department of Development SHH funds to fund two (2) full time House Coordinator positions at two (2) group homes that are owned and operated by CPS. These homes provide housing and 24-hour on-site supportive services to **eighteen (18)** people annually. Coleman receives funds from the Ohio Department of Mental Health (ODMH) to provide housing subsidies, start up funds and homelessness prevention funds, as well as operating and supportive service funds for two (2) group living sites owned and operated by Coleman, including a new Apartment Technician position.

Coleman Professional Services has coordinated the Shelter Plus Care Program with the Portage Metropolitan Housing Authority. The first round of vouchers will be assigned this month.

One member of the Housing Council has participated in the development of the statewide Homeless Management Information System. Coleman Professional Services is participating in the pilot project for the statewide HMIS system.

2.a.) Lead Entity

The Portage County Housing Services Council serves as the lead entity for the local Continuum of Care planning process. The purpose of the Council is to "...assist in the coordination and development of services for homeless persons of Portage County through planning, education, and advocacy." Founded in 1995, the Housing Services Council is comprised of over fifty (50) individuals and representatives from the housing, social service, government and finance sectors of the county.

2.b.) CoC Planning Process

The Portage County Housing Services Council (HSC) voted at its meeting on February 10, 2004 to expand the meetings of its general membership from 4 X/year to 6X/year. It was agreed that both the quantity and importance of the issues facing the Housing Services Council were such that additional formal deliberations were critical. In addition to this change, the officers of the HSC decided to meet in the off months for the purpose of follow up on issues stemming from the general meetings and agenda setting for upcoming meetings. During general meetings members share program information, provide updates on efforts to address service delivery gaps, and engage in ongoing planning, networking, and collaboration. Regular Housing Services Council meeting attendance is generally between 20-25 people.

The Council conducts an annual Continuum of Care evaluation and planning process to examine existing resources and gaps and to identify and prioritize local needs. This process occurs over the course of two (2) plenary meetings and begins with an extensive evaluation of existing continuum components, new or emerging efforts to address continuum gaps and an update of the local gaps analysis. All resources that assist homeless persons are examined, including mainstream and supplemental resources that support housing stability, homelessness prevention, or movement of homeless persons through the continuum.

In the most recent planning process the Housing Services Council examined each segment of the continuum (prevention, outreach, assessment, supportive services, emergency shelter, transitional housing, permanent supportive housing, permanent housing) and identified a list of objectives to serve as a guide for continuum development in the coming year. An ad hoc committee, including but not limited to the officers, met subsequently to outline specific steps, responsible entities, and timeframes for completion under each goal. These steps may involve additional research and evaluation, specific work by member agencies, or establishment of a taskforce of members to work on an identified need.

Prior Housing Services Council working groups have been formed and have launched the county's Homeless Outreach Program and emergency hotel voucher fund through the Housing and Emergency Support Services Program. The aforementioned STEPS Program also was developed from the deliberations of an HSC task group. These groups continue to examine the need for additional emergency shelter space, including shelter space for specialized populations, as well as the development of a local housing trust fund. The planning process is also a time for the Housing Services Council to prioritize and vote whether to endorse proposals for federal and state funding by member organizations, including funding through HUD, the OHTF, and the Emergency Shelter Grant (ESG) and Supportive Housing program.

2.c.) COC Planning Meetings Held Since June 2003

<i>Date:</i>	<i>Main Topics:</i>
August 12, 2003	Review and discuss recent HUD CoC submission(s). The ranking of submissions was discussed, including ways to improve. Elements of those submissions ranked ahead of ours were identified and discussed. Discussion held on the funding of the OHTF via a statewide increase in county recordation fees. Discussion and action on applications to ODOD/OHTF from several local provider agencies. Nomination of officers held. Update on HMIS provided. Presentation made on a replacement levy for mental health services. Program updates from members.
November 18, 2003	Nominating Committee report presented; approved. Discussion held on methods of improvement of the point-in-time survey. Current goals of the CoC adopted by the HSC were reviewed. General discussion on barriers, gaps and service trends held, centering on the homeless shelter, homeless young people, and those with criminal/drug histories. Also noted were employment problems and accompanying increases of first time, non-traditional clients. Presentation of the STEPS program made by F&CS program manager. HMIS update provided, along with program updates from members.
February 10, 2004	Discussion on the adequacy of the current frequency of HSC meetings; decision made to meet bi-monthly (6x/yr) instead of past practice of quarterly meetings. Review/discussion of ODOD mandated objectives for all local CoC's re. vision statement, collection of needs data, prioritizing local gaps/needs, and process of project selection & monitoring. Announcement of CoC training on February 20 th . Update on HMIS and SuperNOFA provided. Discussion on three areas of CoC improvement: strategy, housing emphasis, and supplemental resources. Discussion held on the point-in-time process/survey. Discussion on the development of the local CHIS for Portage County. Program updates from members.
March 9, 2004	Meeting of CoC officers. Review of issues discussed at February meeting of general membership; assisting new HSC Secretary on minutes. Review of pending items before the HSC, including the data assimilation from surveys. Agenda developed for next general meeting.
April 13, 2004	Discussion about sponsoring an at-large brainstorming session on current housing problems and recommendations; scheduled June 3 rd . Discussion of the need for additional emergency shelter space, particularly for single men. Representatives of the City of Refuge/Hope Int'l. Ministry described a new program to provide durable goods at no cost to persons in need. All organizations gave updates on their programs. Family and Community Services

- and Coleman Professional Services described the projects they are submitting for Emergency Shelter Grant funds and Supportive Housing Funds.
- May 11, 2004 Meeting of CoC officers. Review of issues discussed at April meeting of general membership; review of meeting minutes. Review of pending items before the HSC, including follow up assignments to survey non-respondents. Logistics of June 3rd meeting discussed. Agenda developed for next general meeting.
- June 4, 2004 Meeting of brainstorming sub-committee. A long list of housing-related problems was generated without prioritization. An accompanying list of recommendations – both short and long term – was also generated. The majority of these revolved around achieving greater collaboration with key community partners, including landlords. Community and consumer education on the Section 8 crisis was discussed in detail.
- June 8, 2004 Meeting of general membership of the CoC. Review results of survey data. Determination of project priorities for 2004-05. Family and Community Services and Coleman Professional Services gave summaries of their COC applications and received unanimous approval to submit these on behalf of the Housing Services Council.

High (H)– has attended 67% of the meetings or more in the past 18 months
Medium (M)– has attended 34%-66% of the meetings in the past 18 months
Low – (L) has attended 33% or less of the meetings in the past 18 months

2.d.) Organizations/Persons Involved in CoC Planning Process

Specific Names of CoC Organizations/Persons	Geographic Area Represented	Subpopulations Represented, if any (SMI, SA, VETS, HIV/AIDS, DV, Y	Level of Participation (activity and frequency) in Planning Process
State agencies:			
P.C. Department of Job & Family Services	P.C.	General	L
Area Agency on Aging, District 10B	P.C.		H
Local government agencies:			
Kent Community Development Department	Kent		H
PC Regional Planning Commission	P.C.		H
Public Housing Authorities (PHAs):			
Portage Metropolitan Housing Authority	P.C.		H, Secretary
Nonprofit organizations:			
Family and Community Services-MCH/SF	P.C.		H, Treasurer
Tri-County Independent Living Center	P.C.		H
Neighborhood Development Services	P.C.		M
Fair Housing Contact Service	P.C.		L
Community Legal Aid Services	P.C.		H
Coleman Professional Services	P.C.	SMI, SA	H, President
Catholic Charities Housing Opportunities	P.C.		M
Veteran's Services	P.C.	VETS	L
Community Action Council	P.C.		H
Community AIDS Network	P.C.	HIV/AIDS	L
Townhall II-Horizon House	P.C.	SA	L
Alpha, Inc.	P.C.		L
Salvation Army	P.C.		L
Catholic Charities	P.C.		H
Mental Health and Recovery Board	P.C.	SMI, SA	H
Habitat for Humanity	P.C.		L
MR/DD Board	P.C.		L
Skeels Community Center	Skeels		L
First Call for Help	P.C.		M
Kevin Coleman Foundation	P.C.	SMI, SA	H
Businesses/Business Associations:			
Portage Community Bank	P.C.		L
Key Bank	P.C.		L
Portage Community Bank	P.C.		L
Homeless/former homeless persons:			
Renaissance Place Tenants Ass'n.	R.P.		L
formerly homeless; Americorps	P.C.		L

3.a.) Chronic Homelessness Strategy/Goals

3.a.1.) Chronic Homelessness – Past Performance

Various goals accomplished in the past year include an initiative by the Housing Services Council to link housing and employment-related services, such as workforce development programs and one-stop services. Both Coleman Professional Services and Family & Community Services have been successful at engaging and housing chronically homeless persons in transitional and permanent supportive housing programs. One component of the Portage Area Transitional Housing (PATH) program specifically serves homeless single adults. This single adult program predominately serves those considered to be chronically homeless.

The local Housing Services Council has actively engaged in developing an improved understanding of the incidence of chronic homelessness in the local community. The Housing Services Council has also sought to identify those subpopulations that can be identified as such, and develop both short and long-term service options that can be pursued. Veterans are among the subpopulations identified with a significant incidence of chronic homelessness. In response, Family and Community Services is developing a shelter called Freedom House that will target serving chronically homeless veterans, although veterans not meeting the definition of chronically homeless will also be eligible for shelter services.

There continues to be an increase in targeted outreach, engagement and assessment services accomplished through the operation of the HESS/STEPS program(s). Emergency housing options were increased through the expansion of Miller Community House services – from 11 beds to 20. Through a collaborative effort with both the City of Kent and the Portage County Commissioners via CDBG funds, a new shelter was constructed and is operating at full capacity.

Additional public transportation assistance has been developed, including expanded fixed routes and door-to-door service for LMI individuals through the Portage RTA. Transportation services have been expanded dramatically over the last year to serve the entire county. This occurred as a result of the passage of a countywide referendum on the issue.

Various obstacles remain in the Portage County Continuum of Care's effort to eliminate chronic homelessness. Among these is the need to continue to improve identification and develop outreach and assertive engagement strategies to ensure immediate access to and retention of housing. Although this obstacle has been addressed through the STEPS program, there remains a need for rapid access to affordable housing within the county. Another obstacle is the lack of operational funds to operate a low-demand shelter for persons not appropriate for either Miller Community House or Coleman's crisis unit. Another remaining obstacle is the lack of residential treatment for male substance abusers in Portage County.

3.a.2.) Current Chronic Homelessness Strategy

During the point in time survey there were ten (10) chronically homeless people who were sheltered and there were five who were not sheltered. At any point in time it is estimated that there are about fifteen people who meet the definition of chronically homeless in Portage County. These individuals typically have mild to severe mental illness, are abusing drugs and/or alcohol, and may be experiencing untreated physical health problems. Outreach, shelter and food pantry/hot meal staffs report that chronically homeless persons have not attempted or were unsuccessful at securing mainstream income supports or stable

employment, have limited or non-existent support systems, and rely on hot meal sites for nutritional and other basic needs. Portage County’s strategy for ending chronic homelessness centers on the following long-term goals:

- increase targeted prevention, service linkage, and follow-up services to ensure housing retention and stability
- increase targeted outreach, engagement and assessment services to ensure immediate access to temporary or permanent housing and needed services
- create low-demand emergency housing options for persons unable to access other temporary or permanent housing
- increase the number of permanent supportive housing units
- increase employment outcomes and related supportive services
- work with mainstream systems to ensure access to services/support and ensure discharge placements into permanent housing

In addition to the planning undertaken by the Housing Services Council, a Housing Strategy was developed in collaboration with the Mental Health and Recovery Services Board to better address the housing needs of persons with severe mental illness and/or substance abuse problems. The strategy relies on a new initiative to collect data on individual housing and employment needs in order to provide necessary services and to guide the development of additional housing and employment resources.

3.a.3.) Chronic Homelessness – Future Goals

Goal: End Chronic Homelessness	Action Steps	Responsible Person/Organization	Target Dates
Prevention			
1. Continue and increase financial assistance resources for homelessness prevention	1. apply for OHTF and other funds	1. Portage County Housing Services Council (PCHSC)	1. September 2004
2. Continue to improve access to mainstream programs/systems (income support, healthcare, mental health, substance abuse)	1. increase case mgmt. coordination and outreach with PCDJFS, Social Security, VA and Vet Svcs. Commission, Robinson Memorial Hospital to improve access and linkage	1. PCHSC	1. September 2005
3. Work with mainstream programs/systems to reduce referrals/discharge to shelters and include housing placement in discharge planning	1. work with RMH and jail social workers to improve discharge planning and ensure client access to services 2. increase permanent housing placement outcomes for persons released from correctional facilities or with criminal history 3. develop calendar of presentations by mainstream	1. PCHSC 2. Catholic Charities 3. PCHSC	1. September 2005 2. September 2005 3. September 2004

Portage County 2004 Continuum of Care

	providers to HSC		
4. Increase homeless prevention efforts including housing counseling, employment services, tenant mediation, education, and budget counseling, to prevent housing instability	1. continue and increase housing counseling & retention services; apply for continuation and additional funding	1. PCHSC	1. September 2004
Outreach			
1. Expand targeted outreach services for special needs populations and minors	1. increase engagement activities at hot meals sites by increasing on-site time by 8 hours/week 2. improve coordinated follow-up with identified agencies for special needs populations and minors	1. FCS-HESS 2. FCS-HESS	1. September 2005 2. September 2005
2. Continue and improve homeless outreach services	1. increase participation of Children Services, local schools, law enforcement, courts personnel, and youth service providers 2. increase coordination between local churches and existing outreach services 3. increase participation among PC schools in SKIS program yielding school of origin choice for homeless children.	1. PCHSC 2. PCHSC 3. PCHSC	1. September 2005 2. January 2005 3. January 2005
Assessment			
1. Expand and improve targeted assessment services for special needs populations and minors	1. Continue training to improve assessment and referral by existing providers, first responders, local churches, schools, and others who encounter homeless persons	1. PCHSC	1. January 2006
Supportive Services			
1. Continue and expand emergency shelter supportive services (e.g. case management, mental health services) to coincide with increased capacity and to address unmet needs	1. continue to identify and plan for needed services 2. identify and apply for appropriate funding 3. continue to improve coordination with mental health and substance abuse services; establish protocols for service access	1. PCHSC 2. PCHSC 3. PCHSC	1. January 2005 2. January 2005 3. January 2005
2. Connect housing and employment services to increase and stabilize employment	1. educate providers about employment services and opportunities, including Workforce Development	1. PCHSC	1. February 2005

Portage County 2004 Continuum of Care

	and One-Stop services		
3. Continue and expand supportive services for participants in Portage Area Transitional Housing	1. apply for continued OHTF and other funding and seek additional funds to enhance services 2. continue to enhance service linkages and coordinate with CPS and Townhall II	1. PCHSC 2. PCHSC	1. September 2004 2. January 2005
4. Work with Social Security and Veteran's Administration to expedite benefits enrollment	1. continue to identify obstacles to benefit enrollment and engage mainstream providers in solution planning 2. convene working group to development expedited benefits enrollment strategies	1. PCHSC 2. PCHSC	1. May 2005 2. January 2005
Emergency Shelter			
1. Increase emergency shelter capacity to serve special needs populations and those otherwise ineligible for existing shelter services	1. identify and apply for appropriate funding to support operational and service expenses 2. continue training and coordination between MCH, CPS and Townhall II 3. evaluate admission criteria at MCH	1. FCS-MCH 2. PCHSC 3. FCS-MCH	1. July 2005 2. January 2005 3. January 2005
2. Secure ongoing, committed funding for the emergency hotel voucher fund	1. approach local churches and gain commitment to ongoing support of fund	1. PCHSC	1. October 2004
Transitional Housing			
1. Continue Portage Area Transitional Housing program both for families and homeless adults and expand supportive services (e.g. employment readiness and retention)	1. apply for HUD and OHTF renewal funding	1. FCS-PATH	1. September 2004
2. Assess need for half-way and three quarter-way housing and services for recovering male substance abusers	1. continually assess need and sponsor working group to plan for needed services	1. PCHSC	1. February 2005
Permanent Supportive Housing			
1. Continue housing and supportive services for persons with mental illness or who are dually-diagnosed	1. apply for new and renewal funding from appropriate sources	1. CPS	1. September 2004

Portage County 2004 Continuum of Care

2. Provide viable permanent housing opportunities for persons released from correctional institutions or with criminal histories	1. expand the list of local landlords willing to provide housing opportunities 2. continue exploration of an expansion of Catholic Charities' criminal justice ministry to help coordinate housing placement	1. Catholic Charities 2. Catholic Charities	1. February 2005 2. May 2005
3. Create decent, affordable single room occupancy (SRO) housing with supportive services and employment services for single adults	1. continue to assess need and initiate planning process for project development, as appropriate	1. PCHSC	1. January 2006
Permanent Housing			
1. Increase willingness of landlords to accept Section 8 Vouchers through outreach and education	1. continue quarterly meetings with landlords and newsletters	1. PMHA	1. January 2006
2. Increase financial assistance for permanent housing placement for homeless persons and others in temporary housing	1. apply for OHTF and other funds	1. PCHSC	1. September 2004
Manage for Results			
1. Implement HMIS	1. participate in Balance of State implementation of HMIS via pilot project 2. identify county technology needs to support HMIS 3. participate in full HMIS implementation efforts	1. PCHSC 2. PCHSC 3. PCHSC	1. October 2004 2. December 2004 3. October 2004
2. Improve and increase coordination and linkage among outreach, assessment and prevention providers	1. evaluate need for and implement regular meetings of direct service providers to improve coordination	1. PCHSC	1. July 2004

3.a.4.) not applicable

3.b.) Other Homelessness Goals Chart

3.b.1.) ACCOMPLISHMENTS

The HSC recognized the severe problems that accompanied homeless families with children whose educational continuity was interrupted by their family's homelessness. In response, FCS-MCH shelter staff developed an advocacy project to help families maintain their legal option of having their children attend their school of origin. The project has impacted on this issue by educating school district personnel on the new provisions of the McKinney-Vento Act's "No Child Left Behind" initiative, which sought to ensure the educational rights and protections for children and youth experiencing homelessness.

Please note that there is significant overlap between Portage County's strategies to end chronic and other homelessness due to the relatively small number of chronically homeless

Portage County 2004 Continuum of Care

persons and the limited amount of targeted services present in the county. All goals listed above are applicable to the general homeless population in the county, therefore only those goals that are not also related to addressing chronic homelessness are listed below.

3.b.2.) OTHER GOALS

Goal: End Other Homelessness	Action Steps	Responsible Person/Organization	Target Dates
Supportive Services			
1. Increase emergency shelter after-care services for households needing post-shelter support and financial assistance	1. continue to identify and plan for expansion & development of needed services 2. identify and apply for appropriate funding	1. Family and Community Services (FCS) 2. FCS	1. September 2004 1. September 2004
Emergency Shelter			
1. Evaluate need for safe house/shelter for minors	1. gather and assess supporting data, coordinate response plan with appropriate mainstream children and youth providers; report to HSC	1. PCHSC	1. February 2005
Transitional Housing			
1. Evaluate need for transitional housing and services for 14-18 year old females with children	1. continue to gather and assess supporting data; report to HSC	1. PCHSC	1. February 2005
2. Continue Portage Area Transitional Housing program for homeless families with children	1. apply for HUD and OHTF renewal funding	1. FCS-PATH program	1. May 2005
Permanent Supportive Housing			
1. Maintain affordable assisted living options for seniors and physically disabled residents and improve referral coordination	1. continue to support preservation and development efforts	1. PCHSC	1. January 2006
Permanent Housing			
1. Pursue and support efforts to preserve or mitigate the loss of project-based Section 8 housing	1. continue to monitor and support preservation efforts	1. PCHSC	1. January 2006
2. Increase affordable homeownership opportunities for LMI households	1. seek funds to expand Section 8 homeownership program 2. continue and expand down payment assistance programs 3. increase homeownership counseling for persons with special needs	1. PCHSC 2. PCHSC 3. PCHSC	1. June 2005 2. June 2005 3. June 2005

3.c.) Discharge Planning Policy/Narrative

The Portage County Housing Services Council has coordinated its discharge planning policy with the Ohio Department of Mental Health so people who are being discharged from state mental hospitals are not discharged to the streets. The Ohio Department of Mental Health states that persons cannot be discharged to the streets and encourages community mental health systems and the state mental hospitals to work together to assure discharged persons have a plan for discharge that does not include returning to the streets.

The Ohio Department of Rehabilitation and Corrections is also initiating communication with the communities in Ohio regarding the Offender Reentry Program. This program is developing Citizen Circles to assist with prisoner reentry. The Ohio Department of Rehabilitation and Corrections does not have a discharge planning policy that eliminates homelessness; however, they are working toward that end in opening communication with the community. They are also working diligently in the prisons to have adequate housing identified prior to a prisoner's discharge.

3.d.) Unexecuted Grants Awarded Prior to the 2003 Continuum of Care Competition

NONE

4.) Service Activity Chart

Fundamental Components in CoC System (Service Activity)
<p>Component: <i>Prevention</i></p> <p>Services in place:</p> <ul style="list-style-type: none"> • Rental/Mortgage/Utility Assistance: FCS-Housing & Emergency Support Services (HESS) program; Salvation Army; Catholic Charities; CPS-Housing Assistance Program (HAP); Veterans Services Commission; Community Action Council; AIDS Holistic Health Services; Community AIDS Network local churches • Case Management/Advocacy/Housing Counseling: FCS-HESS; Catholic Charities; CPS-Housing Specialists; Veterans Services Commission; AIDS Holistic Health Services; FCS-Safer Futures; Community Legal Aid Services; Fair Housing Contact Service, Townhall II • Home Repair/Accessibility Assistance: Community Action Council; Neighborhood Development Services; local government programs; CPS-Portage Area Senior Services; Area Agency on Aging • Youth Intervention: FCS-School Based/Home Based Services; FCS-HESS; CPS; PCDJFS; PC Juvenile Court <p>Services planned:</p> <p>Expansion of Housing & Emergency Support Services Program (FCS/HSC); expansion of targeted services for persons with substance abuse and mental illness or mental retardation/developmental disabilities and mental illness (CPS); expansion of intervention and case management services for domestic violence victims (FCS); creation of an 11 bed shelter for veterans, (FCS), increased assistance for eviction prevention (FCS/CPS/PCDJFS); expansion of targeted intervention services for at-risk youth (FCS, CPS, PCDJFS, local juvenile court); improved discharge planning for persons leaving correctional institutions, hospitals, and treatment facilities (FCS/CPS/Townhall II).</p> <p>How homeless persons access/receive assistance: Persons threatened with eviction, foreclosure, or otherwise at-risk of housing instability and homelessness are referred to any of the above programs through central points of contact in Portage County, including First Call for Help, Townhall II's 24 hour crisis line, Coleman Professional Services 24 hour crisis line, and a variety of other referral sources. Services such as Housing & Emergency Support Services (HESS), Miller Community House emergency homeless shelter, and Housing Specialist services through CPS are available 24 hours a day, 7 days a week and are capable of meeting clients outside of the office when appropriate to ensure access to services. The HESS program and CPS Housing Specialists assist in accessing and coordinating all available resources to prevent homelessness. Safer Futures (FCS) provides outreach and assessment services for victims of domestic violence in conjunction with local law enforcement agencies and the Portage County Prosecutor's Office. Domestic Violence victims identified on police reports are sent information on available services and are assisted in accessing shelter and other needed services. Persons who are HIV positive are referred to Ryan White case management services provided through the Akron Health Department at Kent State University and have access to financial assistance, housing counseling, and other services as appropriate. Homeless veterans in Portage County are frequently referred to the Veterans Services Commission, which provides emergency financial assistance, transportation, and information of various veterans' benefits. Additional public transportation assistance has been developed, including expanded fixed routes and door-to-door service for LMI individuals through the Portage RTA.</p>
<p>Component: <i>Outreach</i></p> <p>Outreach in place: Outreach services for general and chronic homeless populations (including all sub-populations) in Portage County are provided primarily by the FCS-HESS Program and CPS Housing Assistance Program. Both of these programs are available 24 hours a day, 7 days a week via pager and cell phone, are mobile to ensure access to persons throughout the county, and are designed to provide thorough assessment, case management, housing counseling, financial assistance, emergency hotel vouchers, and centralized access to the local continuum of care. FCS-HESS staff also holds regularly scheduled engagement hours at local hot meal/drop-in sites to target chronically homeless persons. CPS Housing Assistance Program/Housing Specialists focus outreach services on homeless persons who are seriously mentally ill and who may have co-occurring substance abuse problems.</p> <p>Persons who are homeless in Portage County may also contact any number of agencies to gain access to services and housing. Typical points of contact include Townhall II's 24 hour Crisis Line, First Call for Help, CPS's crisis line, Miller Community House, Portage Area Transitional Housing, Robinson Memorial Hospital, law enforcement agencies, local emergency assistance programs, churches, private landlords, and hot meal/pantry programs who in turn refer clients to the FCS-HESS Program or Coleman Professional Services. Safer Futures (FCS) provides outreach and assessment services for victims of domestic violence in conjunction with local law enforcement agencies and the Portage County Prosecutor's Office. Domestic Violence victims identified on police reports are sent information on available services and are assisted in accessing shelter and other needed services. Persons who are HIV positive are referred to Ryan White case management services provided through the Akron Health Department at Kent State University, or to the Community AIDS Network and have access to financial assistance, housing counseling, and other services as appropriate. Homeless veterans in Portage County frequently contact the Veterans Services Commission, which provides emergency financial assistance and information on various veterans' benefits. Homeless youth may initially be contacted through FCS-School Based or Home Based Services, PC Department of Job and Family Services, Juvenile Court, or Portage Children's Center.</p>

Outreach planned: Expansion of HESS Program (FCS/HSC) to include additional engagement hours at hot meal/drop-in sites, targeting chronic homeless persons; expansion of targeted services for persons with substance abuse and mental illness or mental retardation/developmental disabilities and mental illness (CPS/Townhall II); expansion of intervention and case management services for domestic violence victims (FCS); expansion of targeted intervention services for at-risk youth, including those aging out of foster care (CPS, FCS, PCDJFS, local juvenile court).

Component: *Supportive Services*

Services in place:

Case management – services are provided as part of the prevention, outreach, and assessment services described above, as well as for residents of Miller Community House, Housing & Emergency Support Services-HESS (including Supportive Transitions Empowering People for Success-STEPS) Safer Futures (including Place of Peace save exchange/safe visitation program), PATH, CPS independent and group residential programs, Townhall II Horizon/Serenity House residential treatment facility. Services include linkage, referral, advocacy, money management, transportation or transportation coordination, treatment plan coordination, and general support.

Life skills – provided by case managers, housing specialists, and house coordinators at shelter, transitional and permanent supportive housing programs. This includes assistance and education in grocery shopping, nutrition, laundry, cooking, cleaning, hygiene, and general social skills. FCS also provides on-site social skills services for youth and budget/credit counseling workshops at PATH sites.

Alcohol and drug abuse treatment – services are provided by Townhall II and include assessment, counseling, residential treatment services for women and aftercare support. Townhall II and CPS collaborate to provide residential services for homeless and other dually diagnosed individuals.

Mental health treatment – Coleman is the primary provider of comprehensive behavioral health treatment including psychiatry, counseling, psychosocial rehabilitation, vocational rehabilitation, evaluation and prescreening, crisis residential, case management, and housing services. Services are provided on a 24-hour basis as necessary. Other providers include the Portage Children’s Center, Family & Community Services, and Townhall II.

AIDS-related treatment – HIV/AIDS services are available through a joint Akron Health Department-Kent State University health services initiative. Residential services are available on a limited basis for Portage County residents through the Community AIDS Network of Summit County.

Education – GED attainment and educational support services are available through the Maplewood Career Center ABLÉ program, Ravenna Even Start, and Workforce Development funded services. GED preparation assistance is provided on-site for PATH participants.

Employment Assistance – Coleman provides employment assistance via job development, benefits counseling, job coaching, job exposure and job readiness. These services are provided to persons with mental illness, mental retardation, dual diagnosis (drug/alcohol and mental illness and mental illness and mental retardation) as well as to persons with physical disabilities. Other employment assistance programs are provided by the PC Department of Job and Family Services and the Workforce Development Board.

Childcare –childcare subsidies for low-income families are provided through PCDJFS and are accepted by various providers throughout Portage County.

Transportation – CPS and FCS staff provide transportation to customers directly through agency vehicles. Staff also provides transportation coordination to customers by assisting them to access other transportation opportunities in the county system.

Services planned: Additional employment assistance services are planned for homeless persons residing in emergency, transitional, and permanent supportive housing programs. Collaborations are being formed with the Workforce Development Board and the PCDJFS-One Stop in support of this initiative. The need for detox and residential treatment for male substance abusers is being explored.

How homeless persons access/receive assistance: For homeless persons residing in emergency, transitional or permanent supportive housing, services are accessed with the assistance of a case manager. Some services, such as GED preparation, life skill courses, and budget and credit counseling, are offered on-site at PATH, CPS and Townhall II facilities. Assistance with accessing public transportation is offered by all primary homeless assistance programs.

4.) Housing Activity Chart

Fundamental Components in CoC System - Housing Inventory Chart											
EMERGENCY SHELTER											
Provider Name	Facility Name	HMIS	Geo Code	Target Population		2004 Year-Round Units/Beds			2004 All Beds		
				A	B	Family Units	Family Beds	Individual Beds	Year-Round	Seasonal	Overflow
Current Inventory											
Family & Community Services	Miller Community House		392508 399133	FC		5	10	10	20	0	0
Family & Community Services	Safer Futures		392508 399133	FC DV		3	12	2	14	0	0
Family & Community Services	Housing and Emergency Support		392508 399133	FC							24
SUBTOTAL						8	22	12	34		24
Under Development											
Family & Community Services	Freedom House		392508 399133	SM VET		0	0	11	11	0	0
SUBTOTAL						0	0	11	11	0	0
TRANSITIONAL HOUSING											
Provider Name	Facility Name	HMIS	Geo Code	Target Population		2004 Year-Round Units/Beds			2004 All Beds		
				A	B	Family Units	Family Beds	Individual Beds	Total Beds	Seasonal	Overflow/Voucher
Current Inventory											
Family & Community Services	Portage Area Transitional Housing		392508 399133	M		60	192	15	207		
Townhall II	Horizon House		392508 399133	FC		2	6	6	12		
Coleman Professional Services	HAP/DOD rental subsidy		392508 399133	SMF		4	10	21	31		
SUBTOTAL						66	208	42	250		
Under Development											
Family & Community Services	Portage Area Transitional Housing		392508 399133	FC		8	8	0	8		
SUBTOTAL						8	8	0	8		
PERMANENT SUPPORTIVE HOUSING											
Provider Name	Facility Name	HMIS	Geo Code	Target Population		2004 Year-Round Units/Beds			2004 All Beds		
				A	B	Family Units	Family Beds	Individual Beds	Total Beds	Seasonal	Overflow/Voucher
Current Inventory											
Coleman Professional Services	Group Living Homes		392508 399133	SMF		0	0	33	33		
Coleman Professional Services	Independent apartments		392508 399133	SMF		30	62	48	110		
SUBTOTAL						30	62	81	143		
Under Development											
none											
SUBTOTAL											

Form HUD 40076 CoC-G page 1

4.) Housing Gaps Analysis Chart

		Current Inventory in 2004	Under Development in 2004	Unmet Need/Gap
Individuals				
Example	Emergency Shelter	100	40	26
Beds	Emergency Shelter	24	11	46
	Transitional Housing	42	0	15
	Permanent Supportive Housing	81	0	18
	Total	145	11	79
Persons in Families With Children				
Beds	Emergency Shelter	34	0	25
	Transitional Housing	208	8	15
	Permanent Supportive Housing	62	0	5
	Total	304	8	45

Form HUD 40076 CoC-H page 1

4.) Homeless Population and Subpopulations Chart

Part 1: Homeless Population	Sheltered		Unsheltered	Total
		Transitional		
				305
1. Homeless Individuals	9 (N)	33 (N)		62 (N)
2. Homeless Families with Children	7 (N)	52 (N)		63 (N)
2a. Persons in Homeless Families with Children	20 (N)	149 (N)		184 (N)
Total (lines 1 + 2a)	29 (N)	182 (N)		246 (N)
Part 2: Homeless Subpopulations	Sheltered		Unsheltered	Total
1. Chronically Homeless	10 (A)		5 (A)	15 (A)
2. Severely Mentally Ill	43 (A)			
3. Chronic Substance Abuse	4 (A)			
4. Veterans	3 (A)			
5. Persons with HIV/AIDS	0 (A)			
6. Victims of Domestic Violence	28 (A)			
7. Youth (Under 18 years of age)	81 (A)			

5.1.a.) Information Collection Methods

The Portage County Housing Services Council completed a survey that was distributed (mailed) to all housing and service providers in the county. The survey requested information regarding number of persons/families/households served in the previous year and also requested the numbers of beds occupied and people/families/households served for a point in time. Eleven (11) surveys were returned and included the major housing and supportive service providers as well as vocational and community-based service providers. The survey provided information about current inventory of beds and services and the gaps or unmet needs for those beds and services.

At the Portage County Housing Services Council meeting on June 8, 2004, the group discussed what projects were under development for 2004 and what the greatest areas of need were based on the survey results. The Housing Services Council is continuing to focus on the greatest gaps in the housing and service delivery system for Portage County. The emergency shelter provider and the transitional housing providers all indicated in their surveys that they were full to capacity for the majority of the past year. The Permanent Supportive Housing providers are also indicating that they can rent the apartments very quickly and as soon as they are built and ready for occupancy, they are full. Due to the lack of increasing vouchers in the community, the Council agreed that it is vital to access additional vouchers through all means available. The housing market in Portage County is expensive and the vouchers are needed so people can afford the housing in which they live. The providers are also indicating through Housing Services Council meetings that they are working with a more challenging population that has less skills, less accessibility to funds, less motivation to change, less knowledge of the community's resources and more dependence on others and the system. This decrease in people's ability to manage for

themselves is a further drain on the already challenged system. It is increasing the stay for people in transitional housing that is reducing the numbers of persons who are able to move to units from the shelter system.

Definitions:

Emergency Shelter

The Portage County Housing Services Council defines emergency shelters as sites where homeless and chronically homeless persons stay to receive housing and supportive services for up to thirty (30) days. Longer lengths of stay are determined by the person's treatment/case plan and individual situation. Emergency Shelters are responsible to assist persons in need by providing them with housing, supportive services, linkages, referrals, and food while they are staying at the shelter. The Shelter staff work with other agencies that provide necessary support services so residents of the shelter can access income, employment and housing opportunities as well as mental health and drug and alcohol treatment. The Emergency Shelters in Portage County include Miller House, a homeless shelter, Safer Futures, a domestic violence shelter, and a voucher program administered by Family and Community Services of Portage County. The homeless outreach team also works with churches in the area, as the churches will provide funds for vouchers that allow families and individuals to use hotel vouchers rather than being homeless.

Transitional Housing

The Portage County Housing Services Council defines transitional housing as housing and services that are provided for a minimum of 6 months and a maximum of twenty-four (24) months. Longer lengths of stay are determined by the person's treatment/case plan and individual situation. Supportive services may include case management, life skills training, money management, childcare assistance, transportation assistance, drug and alcohol services, and mental health services. The services can be site specific or scattered at several locations. Transitional housing is also defined as a housing subsidy that is time limited such as the Housing Assistance Program that is providing time limited subsidies to persons with severe and persistent mental illness. Transitional housing can be provided to homeless families with children or to single persons. Transitional housing can be service focused for those who are in need of specific, intensive and time limited mental health or drug and alcohol treatment.

5.1.b.) Plans for conducting an inventory

The Portage County Housing Services Council will conduct an inventory for the 2005 Continuum of Care competition in the last week of January, 2005. The point-in-time subcommittee and the data collection subcommittee will work together to coordinate the distribution of the survey and the point-in-time survey. The subcommittees will include the Sheriff Department, all law enforcement offices, the State Highway Patrol, the county's libraries, the church network, and all agencies providing housing and services to homeless individuals and families. This coordination process will begin in October so the survey can be reviewed and revised. Public awareness will be increased by the officers of the Housing Services Council and the Housing Services Council will work with the local newspaper to provide coverage of the data gathering.

5.2.) Housing Gaps Analysis Chart

The Portage County Housing Services Council determined the amount of unmet need based on waitlist information and numbers of persons turned away from particular emergency housing sites. The need is also being determined for the mental health population through the use of a specific housing survey used to address the housing and employment needs of people with mental illness living in Portage County. Focus groups are held regarding the housing and supportive service needs for persons with mental illness. Family members and community members express their opinions on the need for additional housing units in the County. The question of need was included in the surveys that were completed by the organizations providing housing and supportive services. The responses helped to determine the amount of unmet need. The numbers were discussed at the June 8, 2004 Housing Services Council meeting and were approved by the group.

5.3.a.) Part 1 and 2 Homeless Population and Subpopulations Chart

The Portage County Housing Council chose a point in time date of 4/26/2004. Information was collected through a mailed survey. Those agencies that operate programs involving housing units or beds were able to provide occupancy data for that date. Agencies providing supportive services and mainstream resources annualized their data for a 12-month period from **01/01/2003 – 12/31/2003**. If agencies were able to separate out data for homeless persons versus non-homeless persons they indicated this on the survey. The enumeration process included the emergency shelter providers, the transitional housing providers, the permanent supportive housing providers, and the homeless outreach team in the collection of data so accurate occupancy data could be obtained. The shelters, transitional housing providers and permanent supportive housing providers also included data regarding numbers of people/families on the waitlist or those who were turned away in the past twelve (12) months. The survey was developed by a subcommittee of the Housing Council and was mailed to all housing and supportive service providers in the County. A committee member gathered the data from all of the surveys. The lead entities for this data collection are Coleman Professional Services and Family and Community Services.

5.3.b.) Community's plans for conducting data collection

The Portage County Housing Services Council and point-in-time subcommittee will complete a point-in-time study of all shelters and transitional housing providers twice per year. This activity will occur in the last week of January 2005 and will be conducted again in August 2005. Family and Community Services operates the majority of emergency and transitional housing projects in the county and will lead this count. . The survey subcommittee will continue to improve the format of the survey so data collection is efficient and effective and enlist the use of the HMIS system to improve the accuracy of the data collection.

5.3.c.) Community's plans for conducting data collection of unsheltered persons

The Portage County Housing Services Council and point-in-time subcommittee will complete a point-in-time data collection activity the last week of January 2005 and again in August of 2005. This action will focus on those who are unsheltered in the county. This action will involve all law enforcement agencies in the county. The committee will also contact the libraries, parks, and housing and supportive service providers to engage them in

the count. Participating agencies will be given thorough instructions on how to count people who might be homeless and unsheltered.

5.3.d.)

In 2003 there were 258 people in sheltered environments, 18 in unsheltered environments and 25 chronically homeless persons. In 2004 there were 211 in sheltered environments, 35 unsheltered and 15 chronically homeless persons. Overall numbers of persons has decreased by 50 people. The number of chronically homeless persons has been impacted by more aggressive outreach and engagement by Family and Community Services and Coleman Professional Services. The point-in-time group did a better job of identifying people who were in unsheltered environments this year and were able to find more people.

6. Continuum of Care: Exhibit 1 Homeless Management Information System (HMIS)

Please complete the information below. Your response to this item will not count towards your 30-page limitation.

a. Describe in a brief narrative your Continuum of Care (CoC) strategy to implement an HMIS, providing a schedule for implementation and describing the progress you have made to date, including obtaining the participation of emergency shelter, transitional housing and McKinney-Vento permanent supportive housing providers.

b. Please check **one** of the following which best reflects the status of your CoC in having a Continuum-wide HMIS (see Section O of the “Questions and Answers” supplement to the application before completing):

- The CoC has not yet considered implementing an HMIS.
- The CoC has been meeting and is considering implementing an HMIS.
- The CoC has decided to implement an HMIS and is selecting needed software and hardware.
- The CoC has implemented a Continuum-wide HMIS.
- The CoC has implemented, but is seeking to update or change its current HMIS.
- The CoC has implemented, but is seeking to expand the coverage of its current HMIS system.

c. **If your CoC has already implemented or is seeking to update or expand its HMIS system,** identify in the table below how many of the Current Inventory in 2004 beds listed on your Housing Gaps Analysis chart are included in the CoC’s HMIS and are currently providing data on clients into the system. For each Current Inventory in 2004 Housing Activity category, indicate the number of beds that are providing client level data into the HMIS and the percent of coverage for that category. For example: there are 100 beds in the Current Inventory in 2004 for the Individuals/Emergency Shelter category and client level data into the HMIS are provided for 60 of these beds. Place 60 beds/60 percent in the following chart for the Individuals/Emergency Shelter category.

Current Inventory in 2004		
Beds/Percentage Providing Client Data into HMIS		
	Individuals	Families
Emergency Shelter	____/____	____/____
Transitional Housing	____/____	____/____
Permanent Supportive Housing	____/____	____/____

7.a.) Methods to determine satisfactory performance

The Portage County Housing Services Council will evaluate projects at least two (2) times per year. The review will include an overview of the project and the expected and attained outcomes for the project. For HUD grants, annual performance reports will be reviewed by the evaluation subcommittee and follow up activity will occur for those projects that are underperforming. An overview of the evaluation will be provided to the full Housing Services Council. Any questions that are raised at the meeting can be immediately addressed or answers will be provided at the next meeting. All organizations that are submitting project proposals must provide project information to the Council members at least seven (7) days prior to the meeting to review the proposals. Proposal information needs to include the number of persons served, budget information as well as any collaborations or partnerships that will be involved. Organizations present their proposals at the Council monthly meeting and a formal vote is taken to approve/accept the proposal and provide Council endorsement as needed.

7.b.) How New Project Will Fill a Gap

There are no new projects in the Portage County Continuum of Care this year.

7.c.) Fairness of Project Priorities Determination

Since the initiation of the Portage County Housing Services Council, members have openly discussed the housing and service needs in the county. Open solicitation efforts were made via mailings to persons on the mailing list and through open discussions at the Housing Council meetings. All persons on the mailing list are given information regarding the project and are asked to comment on it and to attend meetings for further discussions. All proposal summaries are submitted at the Housing Council meetings so questions can be asked. Those who are involved with the project do not vote on the project. Projects are ranked based on their performance and level of need in the community. The Housing Services Council follows Roberts rules of order and votes in that manner. Members in attendance at the June 8, 2004 Housing Council meeting voted unanimously to submit the two (2) renewal projects in the prioritized order given in the application. There have been no written complaints in the last twelve (12) months.

7.d.) Project Priorities Chart

(This entire chart will count as only one page towards the 30-page limitation)

(1) Applicant	(2) Project Sponsor and Project Name	(3) Numeric Priority	(4) **Requested Project Amount	(5) Term of Project	(6) Program and Component/Type*				
					SHP new	SHP renew	S+C new	S+C renew	SRO new
Example: ABC Nonprofit	ABC Nonprofit/ Annie's House	1	\$1,026,000	3 (yrs)	PH				
Example: XYZ County	AJAY Nonprofit/ Pierce's Place	2	\$800,000	5 (yrs)			TRA		
Coleman Professional Services	Abbott House	1	\$210,000	3 (yrs)		PH			
Family & Community Services of Portage County, Inc.	Portage Area Transitional Housing	2	\$137,800	3 (yrs)		TH			
		3							
		4							
		5							
		6							
		7							
		8							
		9							
		10							
		11							
		12							
**Total Requested Amount:			\$347,800						

*Place the components/type for each project under column 6.

**The Requested Project Amount must not exceed the amount entered in the project budget in Exhibits 2, 3, and 4. If the project budget exceeds the amount shown on the priority list, the project budget will be reduced to the amount shown on the priority list.

Please Note:

- (1) Place all Shelter Plus Care renewal projects as the last entries on the Chart, include numbering.
- (2) For all Shelter Plus Care and SRO projects, please be advised that the actual FMRs used in calculating your grant will be those in effect at the time the grants are approved which may be higher or lower than those found in the October 1, 2003 Federal Register.

8.) Supplemental Resources/Enrollment and Participation in Mainstream Programs

(1) Check those mainstream programs for which your COC systematically helps homeless persons identify, apply for and follow-up to receive benefit under:

- SSI SSDI TANF Medicaid Food Stamps
 SCHIP WIA Veterans Health Care

(2) Which policies are currently in place in your CoC to help clients secure these mainstream benefits for which they are eligible? Check those policies implemented by a majority of your CoC's homeless assistance providers:

- A majority of homeless assistance providers have case managers systematically assist clients in completing applications for mainstream benefit programs.
- The CoC systematically analyzes its projects' APRs to assess and improve access to mainstream programs.
- CoC contains a specific planning committee to improve CoC-wide participation in mainstream programs.
- A majority of homeless assistance providers use a single application form for four or more of the above mainstream programs.
- The COC systematically provides outreach and intake staff specific, ongoing training on how to identify eligibility and program changes for mainstream programs.
- CoC has specialized staff whose only responsibility is to identify, enroll, and follow-up with homeless persons on participation in mainstream programs.
- A majority of homeless assistance providers supply transportation assistance to clients to attend mainstream benefit appointments.
- A majority of homeless assistance providers have staff systematically follow-up to ensure that mainstream benefits are received.
- Other (Please describe in 1-2 sentences)

9.A.) CoC Project Performance - Housing and Services

1. Permanent Housing. HUD will be assessing the percentage of all participants who remain in permanent SHP or S+C housing for over six months. (SHP projects include both SHP-PH and SHP-Safe Haven permanent housing renewals.) Based on responses to APR Question 12(a) and information available on persons who did not leave (e.g., information to respond to APR Question 12(b)) from each of the above permanent housing projects included on your Priority Chart, complete the following:

- a. What is the number of participants who **exited** the permanent housing project(s) during the operating year (from APR Question 12(a))? **3**.
- b. What is the number of participants who did **not leave** the project(s) during the operating year? **7**.
- c. Of those who **exited**, how many stayed longer than **6 months** in the permanent housing (from APR Question 12(a))? **2**.
- d. Of those who did **not leave**, how many stayed longer than **6 months** in the permanent housing? **5**.
- e. Of the total number of participants in the permanent housing project(s) (both those who left and those who stayed), what percentage stayed longer than 6 months (both those who left and those who stayed)? (c+d divided by a+b x 100 = e) **70%**. (Round all percentages to the first decimal place. Example: (11 + 10) divided by (20 + 20) x 100 = 52.5%.

2. Transitional Housing. HUD will be assessing the percentage of all TH clients who move to a permanent housing situation. (SHP-TH, SHP-Safe Haven that is *not* identified as permanent housing, and SHP-Innovative renewal projects should all be included as transitional housing.) Based on responses to APR Question 14 from each of the above projects included on your Priority Chart complete the following:

- a. What is the total number of participants who left transitional housing project(s) during the operating year? (Include all persons who left, including those who left to an unknown destination.) 41.
- b. What is the number of participants who left transitional housing project(s) and **moved to permanent housing**? 33.
- c. Of the number of participants who left transitional housing, what percentage moved to permanent housing? (b divided by a x 100 = c) 80%

9.B.) Supportive Services

Continuum of Care Participation in Mainstream Programs and Employment Chart. HUD will be assessing the percentage of clients in **all your renewal projects** who gained access to mainstream services and who gained employment. This includes all S+C renewals and all SHP renewals, excluding HMIS projects. Based on responses to APR Question 11 for each of the renewal projects included on your Priority Chart complete the following:

1 Number of Adults Who Left (Use the same number in each cell)	2 Income Source	3 Number of Exiting Adults with Each Source of Income	4 % with Income at Exit (Col 3 ÷ Col 1 x 100)
Example: 105	a. SSI	40	38.1%
105	b. SSDI	35	33.3%
105	c. Social Security	25	23.8%
44	a. SSI	3	6.8%
44	b. SSDI	2	4.5%
44	c. Social Security	2	4.5%
44	d. General Public Assistance	0	0%
44	e. TANF	6	13.6%
44	f. SCHIP	0	0%
44	g. Veterans Benefits	1	2.2%
44	h. Employment Income	27	61.4%
44	i. Unemployment Benefits	0	0%
44	j. Veterans Health Care	1	2.2%
44	k. Medicaid	11	25.0%
44	l. Food Stamps	6	7.3%
44	m. Other (please specify) pension	6	13.6%
44	n. No Financial Resources	10	22.7%

10.) Use of Other Resources Chart

Using the following format, describe how the identified mainstream resources are currently (within the past 2 years) being used to assist **homeless persons** (see definition of “homeless person” in Glossary). “Prevention” activities are *not* to be included. For applications with numerous resources, you may provide summary information in columns 2 and 3. Please ensure column 4 is the total of all resources. In addition, **ensure that there is no overlap between the resource funds listed on your Project Leveraging Chart and the uses/projects described below.** (Although you may require multiple pages to respond to this item, your response will count as only one page towards the 30-page limitation.)

Mainstream Resources	Use of Resource in CoC System for <u>Homeless</u> Persons	Specific project name	\$ Amount or number of units/beds provided within last <u>2</u> years specifically for the <u>homeless</u>
CDBG	a. Homeless Services b. Kent, Rehabilitation of housing units c. Housing Rehabilitation	a. FCS MCH/PATH b. FCS PATH c. CPS	a. \$53,000 b. \$57,000 c. \$16,000
HOME			
Housing Choice Vouchers	a. Waiting list preference for homeless b. Mainstream Vouchers	a. PMHA b. PMHA	a. 57 vouchers/year \$615,600 (2 year cost) b. 75 vouchers/ year \$810,000 (2 year cost)
Public Housing	Two housing developments designated for PATH participants	a. FCS PATH	a. 44 units, \$116,672
Mental Health Block Grant	a. Child Advocacy	a. FCS Safer Futures (SF)	a. \$99,680; \$28,280
Substance Abuse Block Grant			
Social Services Block Grant	a. “Bed nights and services”	a. FCS SF	a. \$ 8,000
Welfare-to-Work	a. Services, bed days	a. FCS SF	a. \$44,000
State-Funded Programs	a. OHTF: HESS housing assistance b. OHTF: CPS homelessness prevention/emergency home repair, housing subsidies c. ODOD-SHH: Coleman group homes services/operations. d. ODOD-SHH: PATH services/operations. e. ODMH- temporary rental subsidies, homelessness prevention, start up loans, operations, services, salaries f. ODOD-OHTF g. Shelter Services h. Shelter Services i. Shelter Services j. Shelter Services	a. FCS HESS b. CPS Housing Assistance Program c. CPS group homes d. FCS PATH e. CPS-various f. CAC Emergency Home Repair g. FCS SF Family Violence Prevention h. FCS SF Baseline i. FCS SF Victims of Crime Act j. FCS SF Violence Against Women Act	a. \$397,450 b. \$123,000 c. \$100,400 d. \$ 96,950 e. \$197,380 f. \$105,000 g. \$100,000 h. \$ 21,555 i. \$129,987 j. \$125,448
City/County Funded Programs	a. City of Kent-Social Service Grant: funding for financial assistance, emergency shelter and services	a. FCS SF, HESS	a. \$20,000

Portage County 2004 Continuum of Care

	<ul style="list-style-type: none"> b. CPS housing technician c. City of Kent d. Shelter Services 	<ul style="list-style-type: none"> b. CPS Apartments c. Furnace Program d. Safer Futures 	<ul style="list-style-type: none"> b. \$ 6,000 c. \$60,000 d. \$55,000
Private	<ul style="list-style-type: none"> a. Ravenna United One Fund b. Aurora One Fund c. United Way 	<ul style="list-style-type: none"> a. FCS PATH b. FCS PATH c. FCS PATH-HESS 	<ul style="list-style-type: none"> a. \$ 3,500 b. \$ 2,000 c. \$ 52,000
Foundations	<ul style="list-style-type: none"> a. Shelter Services b. Shelter Services 	<ul style="list-style-type: none"> a. Aurora One Fund b. United Way 	<ul style="list-style-type: none"> a. \$ 2,000 b. \$ 22,000

Form HUD 40076 CoC-N

11.) Supplemental Resources Project Leveraging Chart

HUD funding is limited and, therefore, can provide only a portion of the resources needed to successfully address the needs of homeless families and individuals. Therefore, HUD is interested in applicants using supplemental resources to address homeless needs.

Please complete the following *Project Leveraging Chart (HUD 40076 CoC –P)*. (Instructions follow the chart)

Continuum of Care: Project Leveraging

(Complete only one chart for the entire Continuum of Care and insert in Exhibit 1. *This entire chart will count as only one page towards the 30-page limitation*)

Project Priority Number	Name of Project	Type of Contribution	Source or Provider	*Value of Written Commitment
3	Example: Sarah's House	Child Care	Spotsville Co. Department of Social Services	\$10,000
1	Coleman Professional Services	Mental health services	Coleman Professional Services	\$246,000
1	Coleman Professional Services	Mental health services match	Coleman Professional Services	\$ 52,853
1	Coleman Professional Services	Rental subsidies	Portage Metropolitan Housing Authority	\$49,140
2	PATH	Lease Purchase Counseling	Neighborhood Development Services, Inc.	\$ 12,000
2	PATH	Mental Health Counseling	Coleman Professional Services	\$ 2,500
2	PATH	Supportive Services, Operations & Management	Family & Community Services of Portage County	\$199,850
2	PATH	Mental Health Services	Family & Community Services of Portage County	\$ 4,960
2	PATH	Consumer Credit Counseling	Family & Community Services of Portage County	\$ 1,800
2	PATH	Food, Clothing, Household Supplies	Family & Community Services of Portage County	\$ 2,700
2	PATH	Help Me Grow Services	Family & Community Services of Portage County	\$ 14,000
2	PATH	Volunteers	Family & Community Services of Portage County	\$ 6,000
			TOTAL	\$591,803

**Please enter the value of the contribution for which you have a written commitment at time of application submission.*

APPENDIX F

**PORTAGE METROPOLITAN HOUSING
AUTHORITY**

**FIVE -YEAR PLAN
2005 - 2009**

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

Portage Metropolitan Housing Authority

5-Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

Approved by PMHA Board: September 23, 2004

Approved by HUD: December 8, 2004

**PHA Plan
Agency Identification**

PHA Name: Portage Metropolitan Housing Authority

PHA Number: OH031

PHA Fiscal Year Beginning: 01/2005

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

mission for serving the needs of low-income, very low income, and extremely low-income

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:** The Portage Metropolitan Housing Authority is dedicated to meeting the housing needs of low-income families and individuals of Portage County by developing, managing and supporting decent affordable housing in partnership with community agencies.

B. Goals

Portage MHA's Agency Goals and 5 Year Objectives are following the HUD goals.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
- PHA Goal: Increase assisted housing choices
 - Objectives:
 - Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- PHA Goal: Promote self-sufficiency and asset development of assisted households
 - Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

1. Efficiently, effectively operate agency-housing programs, while being sensitive to the needs and concerns of participants, landlords, and the community.
2. Respond to local housing needs by developing new affordable housing opportunities for low-income households and improving resource utilization.
3. Enhance the quality of life of the PMHA's residents, with particular emphasis upon promotion of family self-sufficiency.

5 YEAR OBJECTIVES

1. Efficiently, effectively operate agency housing programs, while being sensitive to the needs and concerns of participants, landlords, and the community.
 - A. Ensure efficient, effective, responsive Section 8 administration
 1. Achieve and maintain SEMAP High Performer status
 2. Maximize the effectiveness of the program for applicants and participants
 3. Maximize the efficiency of the program
 4. Recruit new landlords
 - B. Ensure efficient, effective, responsive public housing administration
 1. Maintain PHAS High Performer status
 2. Maximize the efficiency and effectiveness of housing management
 3. Maximize the efficiency of maintenance
2. Respond to local housing needs by developing new affordable housing opportunities for low-income households and improving resource utilization.
 - A. Develop affordable housing using HUD and non-HUD sources

1. Expand the supply of permanent, affordable housing, for the low-to moderate-income population in a variety of geographic areas.
2. Preserve the inventory of privately owned permanent, affordable rental housing for the general low-income population.
3. Develop affordable housing with supportive services for special needs populations.

B. Use Public Housing and Section 8 resources to meet local identified housing needs

1. Maximize Section 8 lease-up rate.
2. Monitor Tenant Preference Policy to meet identified housing needs.
3. Identify alternative uses for developments having marketing issues.

3. Enhance the quality of life of the PMHA's residents, with particular emphasis upon promotion of family self-sufficiency.

A. Increase self-sufficiency rate in public housing.

1. Ensure policies encourage and support family responsibility.
2. Encourage on-site supportive services.
3. Use housing as an incentive for self-sufficiency progress.
4. Seek out and pursue appropriate grant opportunities.

B. Increase employment rate of Section 8 and public housing families.

1. Provide incentives for tenants to generate higher income.
2. Provide job training and work through PMHA maintenance/construction needs.

Annual strategies are located in "Statement of Housing Needs," part C, "Strategy for Addressing Needs"

Annual PHA Plan
PHA Fiscal Year 2005

[24 CFR Part 903.7]

i. Annual Plan Type:

Standard Plan

Streamlined Plan:

- High Performing PHA
 Small Agency (<250 Public Housing Units)
 Administering Section 8 Only

Note, although PMHA has prepared a Streamlined Plan, information regarding sections omitted from this Plan, including maintenance procedures, housing management procedures, grievance procedures, and resident programs, is on display in PMHA's central repository and available for public inspection.

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The Portage Metropolitan Housing Authority (PMHA) Annual Plan format is guided by two designations awarded to PMHA. The Annual Plan follows the streamlined version due to the PMHA's HUD designation as a High Performer. The Plan is also modified by PMHA's acceptance under HUD's demonstration program known as Moving to Work (MTW). The MTW agreement executed in March 1999 was to have ended March 2004. However, the agreement has been extended by HUD through December 2005. As a result, the Section 8 and Public Housing programs will continue to follow MTW guidelines through 2005. The following Annual Plan pages do not deviate from prior years in terms of policies and practices.

As the PMHA originally expected the MTW program to end during 2004, a MTW Transitional Plan was developed in the spring of 2004 that contained two parts. One part identified the MTW features that would be replaced with standard HUD procedures and stated the timing and implementation steps to be followed to make the transition. The second part summarized the MTW features that the PMHA hopes to continue through a request to HUD for waivers. The MTW Transitional Plan will be revised and submitted toward the end of 2005, unless the MTW agreement is extended beyond 2005.

The Annual Plan contains some new action steps, but does not include any new goals or objectives. The only significant changes that may take place during 2005 would be as a result of funding changes. In particular, funding reductions to the Section 8 program would require an analysis of costs, and could impact policies. It is premature to use this document to announce program changes, as there is not enough information on 2005 Congressional appropriations available to make thoughtful decisions at this time.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Annual Plan Type	1
ii. Executive Summary	1
iii. Table of Contents	2
1. Housing Needs	7
A. Portage County Households	7
B. Waiting List Households-	
Section 8	8
Public Housing	9
C. Year 2005 Strategy	10
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	17
A. Public Housing	17
B. Section 8	22
4. Rent Determination Policies	26
A. Public Housing	26
B. Section 8	29
5. Operations and Management Policies	N/A*
6. Grievance Procedures	N/A*
7. Capital Improvement Needs	32
8. Demolition and Disposition	34
9. Designation of Housing	34
10. Conversions of Public Housing	36
11. Homeownership	N/A*
12. Community Service Programs	N/A*
13. Crime and Safety	41
14. Pets	N/A*
15. Civil Rights Certifications (included with PHA Plan Certifications)	43
16. Audit	43
17. Asset Management	N/A*
18. Other Information	44
A. Resident Board Recommendations	44
B. Board Participants	44
C. Consistency with Consolidated Plan	45

***Not applicable due to High Performer Status**

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A,

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

List of Attachments:

- A: Deconcentration Policy**
- B: 2005 Capital Fund Annual Statement & Five-Year Capital Fund Plan**
- C. Progress in Meeting 5-Year Plan Mission and Goals**
- D. Resident Advisory Board Comments**
- E. Membership of the Resident Advisory Board**
- F. Resident Membership of the PHA Governing Board**
- G. RASS Follow-Up Plan**
- H. Voluntary Conversion Initial Assessment**
- I. Policy: Decreases in Income and Rent Adjustment**
- J. P&E 501.01**
- K. P&E 501.02**
- L. P&E 501.03**
- M. P&E 502.03**

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A Per Moving to Work Contract	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8	Annual Plan: Rent Determination

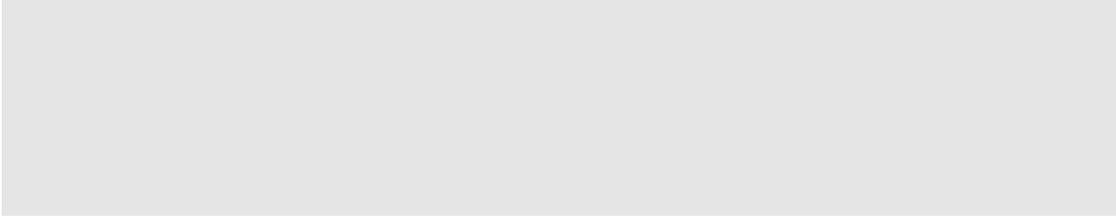
List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Attachment To Plan	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Moving To Work Plan	MTW Implementation Plan
X	Pet Policy for Seniors and Pet Policy for Families	Supporting Documents Binder
X	Maintenance Procedures and Tenant Charges	Annual Plan: Operations/Management
X	PMHA Descriptive Information	Supporting Documents Binder
X	Resident Program Descriptions and Partnership Agreements	Annual Plan: Self-Sufficiency
X	Resident Satisfaction Survey Follow-up Plan	Supporting Documents Binder
X	2002 Public Housing Assessment System Report	Supporting Documents Binder

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA



Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4,132	5	5	5	2	3	3
Income >30% but <=50% of AMI	3,021	4	5	5	2	3	3
Income >50% but <80% of AMI	3,704	2	3	4	2	3	3
Elderly	1,875	3	3	3	2	1	3
Families with Disabilities	1,006	3	3	4	4	2	4
Black non-Hispanic	733	4	5	5	2	3	3
Hispanic	95	4	5	5	2	3	3
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources:

Portage County Comprehensive Housing Strategies, CHAS Table 1C for Portage County and Portage County Regional Planning Commission interpolation of 1990 Census data, adjusted per Community 2020 Projections for 2002

**B. Housing Needs of Families on the Public Housing and Section 8
Tenant- Based Assistance Waiting Lists**

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover #Notified 08/03-07/04
Waiting list total	2,415		726 notified
Extremely low income <=30% AMI	2,054	85.1%	
Very low income (>30% but <=50% AMI)	340	14.1%	
Low income (>50% but <80% AMI)	21	0.8%	
Families with children	1,222	50.1%	
Elderly families	208	8.6%	
Families with Disabilities	589	24.4%	
White	1,669	69.1%	
African American	677	28.0%	
Hispanic	14	0.6%	
Asian/Pacific Islander	6	0.3%	
American Indian	10	0.4%	
Other	39	1.6%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? (since 05/15/04)			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover # Notified 08/03-07/04
Waiting list total	1,942		682 notified
Extremely low income <=30% AMI	1,681	89.3%	
Very low income (>30% but <=50% AMI)	233	10.4%	
Low income (>50% but <80% AMI)	28	0.3%	
Families with children	1,751	90.2%	
Elderly families	150	7.7%	
Families with Disabilities	305	15.7%	
White	1,380	73.5%	
African American	496	21.5%	
Hispanic	17	1.2%	
Asian/Pacific Islander	3	0.4%	
American Indian	9	0.7%	
Other	37	2.7%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	191	9.8%	144
2 BR	1148	59.1%	310
3 BR	548	28.2%	205
4 BR	48	2.5%	23
5 BR	6	0.3	NA
5+ BR	1	0.1	NA

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

YEAR 2005 STRATEGY

1. Efficiently, effectively operate agency housing programs, while being sensitive to the needs and concerns of participants, landlords, and the community.
 - A. Ensure efficient, effective, responsive Section 8 administration
 1. Achieve SEMAP High Performer status
 - a. Refine internal compliance reviews
 2. Maximize the effectiveness of the program for applicants and participants
 - a. Enhance interim reporting requirement and processing procedures for zero-income participants
 - b. Reduce number of households reporting zero-income
 - c. Expand number of participants in MTW homeownership program
 - d. Expand services offered to homeownership participants through ROSS grant
 - e. Increase activity and effectiveness of FSS Coordinating Committee
 - f. Increase tenant comment efforts (especially related to expiration of MTW agreement and transition plan)
 3. Maximize efficiency of the program
 - a. Promote ongoing training for staff on Visual MCS and Microsoft Office Systems
 - b. Increase staff development efforts through periodic in-service meetings
 - c. Streamline workload distribution system to promote greater specialization among staff
 - d. Improve existing computerized rent calculator
 - e. Increase utilization of computerized rent calculator, following enhancements
 - f. Improve communication between Section 8 and Finance departments
 - g. Seek guidance on methods of enhancing teamwork within the department
 - h. Upgrade monthly HAP processing procedures
 4. Continue recruitment of new landlords
 - a. Develop new tool for marketing available Section 8 units
 - b. Increase landlord outreach efforts (especially related to expiration of MTW agreement and transition plan)
 - B. Ensure efficient, effective, responsive Public Housing administration
 1. Maintain PHAS High Performer status
 - a. Maximize communications between Public Housing and maintenance departments regarding inspections and vacancies of multi-family sites to address PHAS and preventative needs as soon as identified
 2. Maximize the efficiency and effectiveness of housing management
 - a. Continue to improve efforts to relocate sole remaining family members who are overhoused
 - b. Target zero-income participants for integrity checks and referrals
 - c. Develop and implement standard housekeeping policy
 - d. Examine need for vehicle registration system and database

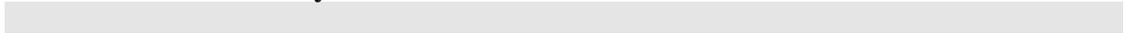
- e. Improve tenant screening by utilizing more resources, such as NCIC records and internet resources
 - f. Continue to refine collection of occupancy related charges other than rent
 - g. Continue to refine collection of balances owed by vacated tenants through greater outreach and other methods
 - h. Examine the feasibility to file small claim court cases for judgments for minor debts
 - i. Continue to refine the implementation of the community service requirement
 - j. Assess and address staff training needs
 - k. Incorporate staff training into weekly staff meetings
 - l. Revise and update policies that require change due to ending of MTW status
3. Maximize the efficiency of maintenance
- a. Develop and implement Preventative Maintenance Programs for all building mechanicals at every site
 - b. Improve purchasing process through bulk cost comparisons and use of the bar-coding system
 - c. Better standardize the major appliances and fixtures at all sites
 - d. Continue to improve customer service
 - e. Maintain high performance status for vacancy turnovers
 - f. Expand ability to provide maintenance services to other government and non-profit owners of rental properties
 - g. Expand and encourage educational opportunities for maintenance field workers
- 2. Respond to local housing needs by developing new affordable housing opportunities for low-income households and improving resource utilization.**
- A. Develop affordable housing using HUD and non-HUD sources**
- 1. Expand the supply of permanent, affordable housing, for the low-to-moderate income population in a variety of geographic areas.
 - a. Analyze opportunities for acquisition or new construction that come to the attention of PMHA
 - b. Keep up-to-date on financing resources, particularly loans/grants offered by Ohio Dept. of Development and Low-Income Tax Credit Program
 - 2. Preserve the inventory of permanent, affordable rental housing for the general low-income population
 - a. Monitor HUD contracts with private owners that are expiring, and keep in contact with owners about future plans
 - b. Administer new Section 8 vouchers received to support private project-based subsidized properties having pre-paid HUD mortgages
 - 3. Support the development of affordable housing for specific populations.
 - a. Seek out and/or support opportunities to assist in the development of affordable housing opportunities for the disabled population.
 - b. Seek out and/or support opportunities to assist in the development of affordable housing opportunities for the homeless population
- B. Use Public Housing and Section 8 resources to meet identified housing needs**
- 1. Monitor Tenant Preference Policy to meet identified housing needs
 - a. Work with local social service agencies to refine tenant selection preferences to meet local needs as well as maximizing utilization of resources
 - b. If the number of Section 8 units is decreased, seek input from the public, including social service agencies, suggesting ways to reduce program costs and allocate program resources.

2. Identify alternative uses for developments having marketing issues
 - a. Continue to monitor vacancy rates and alternatives for Etna House
 3. Use Section 8 resources to assist housing owned by non-profits
 - a. If Section 8 resources permit, and provided that the Moving To Work features are available, continue to market Section 8 project-based program for non-profit owners serving special needs clients.
 - b. At the end of the Moving To Work program, seek HUD approval to continue the MTW feature that permits the acceptance of proposals from non-profit owners wishing to house special needs populations or potential homeowners.
- 3. Enhance the quality of life of the PMHA's residents, with particular emphasis upon promotion of family self-sufficiency.**
- A. Increase self-sufficiency rate in public housing**
 1. Ensure policies encourage family responsibility
 - a. Refine tracking method for HUD's Community Service Requirement
 2. Encourage on-site supportive services
 - a. Continue to support non-profit partners providing supportive services to public housing residents, as long as it is financially feasible
 3. Use housing as an incentive for self-sufficiency progress
 - a. Coordinate with Neighborhood Development Services and Neighbor Works to expand the Section 8 homeownership program
 - b. Provide office space to PATH, Maplewood Career Center, and other local agencies offering resident self-sufficiency services or activities in return for usage of space if funding permits
 4. Seek out and pursue appropriate grant opportunities
 - a. Seek funding for self-sufficiency activities for PMHA participants
 - b. Seek new partnerships with local agencies agreeing to offer services to PMHA participants
 - c. Seek out grants for playground equipment at multi-family sites
 - B. Increase employment rate of Section 8 and public housing families.**
 1. Provide incentives for tenants to generate higher income
 - a. Continue to analyze public housing rent policy in conjunction with MTW
 - b. Scrutinize and monitor households reporting zero income
 1. Provide on-the-job work opportunities that address PMHA maintenance/construction needs
 - a. Continue the maintenance/construction job training program and seek more outside work in order to reduce the reliance upon grant funding
 - b. Expand number of participants utilizing the NetWork Force Program

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:



- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below) **Pursue opportunities to preserve existing, privately-owned subsidized housing**

Strategy 2: Increase the number of affordable housing units by:

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- Seek designation of public housing for the elderly
 - Apply for special-purpose vouchers targeted to the elderly, should they become available
 - Other: (list below)
- X Conduct outreach to expand elderly waiting list**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other:

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	\$588,260	
b) Public Housing Capital Fund	56,000	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,818,136	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self- Sufficiency Grants	83,333	FY 2005
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
Section 8 Moderate Rehab	1,359,084	Rental assistance
Section 8 FSS Coordinator	34,155	Service referral
2. Prior Year Federal grants (unobligated funds only) (list below)		
Capital Fund 501-03	27,027	Capital improvements
502-03	30,920	
501-04	389,391	
3. Public Housing Dwelling Rental Income		
Public housing excess utilities	9,000	PH operations
4. Other income (list below)		
Laundry income	4,000	PH operations
Investment income	75,000	PH & Sec. 8 operations
4. Non-federal sources (list below)		
Commercial rental income	17,600	Supports learning center
Kent rental properties	168,275	Property operations
Total resources	\$9,270,181	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (20-30 households)
- When families are within a certain time of being offered a unit: (30-60 days)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history (landlord references; court records)
- Housekeeping
- Other (**credit check**)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office

- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

None

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?

If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (relocate to be closer to work, school and/or day care)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
- 1 Homelessness
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) ***Moving To Work Agreement***

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists
If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to **d.** was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (no information is shared)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
 - Other (list below)

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: **Applicant must show proof of an active search in the form of a completed landlord contact sheet.**

(4) Admissions Preferences

- a. Income targeting

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preferences

1. Homeless referrals- families and individuals (consistent with HUD's occupancy priorities for single individuals) referred from Portage County shelters or transitional housing programs providing written confirmation that they will be receiving follow-up supportive services from the referral agency. Agencies will be limited to two referrals per month.
2. Disabled referrals- mentally and physically disabled individuals and families referred by a Portage County social service agency providing written confirmation that they will be receiving follow-up housing and supportive services from the referral agency. Agencies will be limited to two referrals per month.
3. Landlord referral of in-place families suffering recent financial setback Families referred by their current landlord because the family has recently lost employment, and intend to staying place. This preference will only be implemented if the PMHA's Section 8 lease-up rate is 97% or below. Each participating landlord will be restricted to a maximum of two referrals per year.

In addition, applicants whose names have come to the top of the waiting list, but must postpone acceptance of Section 8 assistance, may be placed back at the top of the waiting list at a later date. This preference is intended to avoid penalizing tenants, who are residing in housing having a rental lease or program component with a specific time limit or expiration date, whose names have risen to the top of the Section 8 waiting list. Frequently, tenants under these circumstances, are not able to utilize the Section 8 subsidy at the time their name appears at the top of the waiting list due to the time commitments they are required to comply with. In order to discourage affected tenants to prematurely terminate their existing housing commitments, if after notification, the applicants wish to postpone the acceptance of the Section 8 subsidy, they may do so. These tenants would then be given the next available Section 8 subsidy upon completion of their housing commitment. These applicants include those tenants:

- a. Residing in Section 8 Moderate Rehab units who have resided there for less than one year
- b. Residing in group homes or similar supportive, congregate housing and are less than 6 months from being able to live independently
- c. Residing at a supportive services public housing site who have not fulfilled the terms of their family development plan and wish to remain on site until the completion of their plan
- d. Tenants verifying that they are bound by the terms of an existing rental lease until a specific expiration date that is less than 6 months from the date their name appeared at the top of the waiting list

All other Section 8 waiting list households would be ranked by order of date of application, with preference given to the following:

Local residency - Local residents are those who:

- a. live in Portage County, or
- b. are employed in Portage County or are notified that they are hired to work in Portage County

Applicants having only the local residency preference will be selected based on a first-come, first-served basis. Those without any preference will fall after all applicants having the local residency preference. They will also be placed in first-come, first served order, based on date of application.

Ten percent (10%) of each group of applicants selected/notified from the waiting list will be applicants designated as "Other Single".

Ten percent (10%) of each group of applicants selected/notified from the waiting list will be applicants who are out-of-county residents. Out of county residents are those who do not live or work in Portage County.

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
- 1 Homelessness
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preferences:
X Disabled
X Households without children up to 10% of each notification round

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

N/A The PMHA does not administer Special Purpose Section 8

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below: ***Reviewed on a case by case basis through the grievance procedures; however, N/A due to \$0 minimum rent.***

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: ***As part of the Moving To Work demonstration, PMHA uses ceiling rents.***

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

\$500 deduction for full-time employment and/or full time education per the MTW contract

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other: Overtime and bonus income are excluded as well as interest from bank assets per MTW contract.

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments

- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below) **The PMHA will process a rent adjustment when decreases in income last longer than 30 days.**

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other *N/A per Moving to Work contract*

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA’s minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: **Note: The PMHA may consider adopting a minimum rent during 2005, depending upon Section 8 funding levels, which have yet to be determined.**

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Portage MHA is a high-performing PHA

A. PHA Management Structure

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

Portage MHA is a high performing PHA

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at **Attachment B**

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at **Attachment B**

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
	Occupancy by only the elderly <input type="checkbox"/>
	Occupancy by families with disabilities <input type="checkbox"/>
	Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	
	Approved; included in the PHA’s Designation Plan <input type="checkbox"/>
	Submitted, pending approval <input type="checkbox"/>
	Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
	<input type="checkbox"/> New Designation Plan
	<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	
	<input type="checkbox"/> Part of the development
	<input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one

activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval	

<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description: **PMHA has a Section 8 homeownership program under MTW.**

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Portage MHA is a high performing PHA

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self

Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other	Access (development office/ PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents
(select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected?

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other Capital improvements to enhance security

2. Which developments are most affected?

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected?

D. Additional information as required by PHDEP/PHDEP Plan

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2004 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment.
(Attachment Filename: **N/A**)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Portage MHA is a high performing PHA

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 Attached at **Attachment D**
 Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
 Considered comments, but determined that no changes to the PHA Plan were necessary.
 The PHA changed portions of the PHA Plan in response to comments
List changes below:

 Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
 Candidates were nominated by resident and assisted family organizations
 Candidates could be nominated by any adult recipient of PHA assistance
 Self-nomination: Candidates registered with the PHA and requested a place on ballot
 Other: (describe)

- b. Eligible candidates: (select one)
 Any recipient of PHA assistance
 Any head of household receiving PHA assistance
 Any adult recipient of PHA assistance
 Any adult member of a resident or assisted family organization
 Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: **City of Kent, Ohio**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 1. **Portage MHA will continue to provide transitional housing at Renaissance Place**
 2. **Expand use of Section 8 assistance to persons with disabilities**
 3. **Continue to provide development assistance to agencies serving persons with disabilities**
 4. **Continue to provide Section 8 assistance to large family households**
 5. **Through MTW, continue homeownership program**

Other: Consolidated Plan jurisdiction: **Portage County, Ohio-State of Ohio**

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: *On-going communication, active involvement in the Portage County Housing Services Council, provision of demographic information, provision of CDBG funds for fair housing activities and CDBG funding for social agencies partnering with PMHA at public housing developments*

5. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Portage MHA will continue to provide transitional housing at Renaissance Place*
- Expand use of Section 8 assistance to persons with disabilities*
- Continue to provide development assistance to agencies serving persons with disabilities*
- Continue to provide Section 8 assistance to large family households*
- Through Portage HOPES, continue homeownership program for Public Housing tenants*
- Market Section 8 program to attract new landlords and expand housing choice*

6. The consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: **See number 4 above**

D. Other Information Required by HUD

19. Definition of "Substantial Deviation" and "Significant Amendment or Modification"

24 CFR Part 903.79 (r)

Significant amendments or significant modifications to the 5 Year or Annual Plan will be subject to the requirements pertaining to input of the Participant Advisory Committee, Consolidated Plan consistency, and public comment process. "Significant amendments" or "significant modifications" are defined as discretionary changes that:

- a) Fundamentally change the PMHA's mission statement, goals or objectives, or
- b) Fundamentally change PMHA plans or policies in a manner that is inconsistent with the existing mission, goals or objectives, and require formal approval of the Board of Commissioners.

Attachments

- A. *Deconcentration Policy***
- B. *2005 Capital Fund Annual Statement & Five-Year Capital Fund Plan***
- C. *Progress in Meeting 5-Year Plan Mission and Goals***
- D. *Resident Advisory Board Comments***
- E. *Membership of the Resident Advisory Board***
- F. *Resident Membership of the PHA Governing Board***
- H. *Voluntary Conversion Initial Assessment***
- I. *Policy: Decreases in Income and Rent Adjustment***
- J. *P&E 501.01***
- K. *P&E 501.02***
- L. *P&E 501.03***
- M. *P&E 502.03***

Attachment A

Year 2004 Income Deconcentration Analysis

Under the provisions of the Quality Housing and Work Responsibility Act, housing authorities must analyze their public housing for concentrations of poverty in their developments. The following summarizes the results and methodology of PMHA's analysis, using data from September 2004.

Moving To Work Exclusions

The PMHA's Moving To Work program has two objectives that impact upon the income deconcentration goal of the QHWRA. The two MTW objectives that impact the deconcentration goal include the objectives that call for: a) provision of self-sufficiency supportive services on site at two public housing locations and b) the use of housing with more amenities as an incentive for self-sufficiency.

The first objective involves the provision of services coordinated by PATH at Community Estates and Renaissance Place. The MTW waivers incorporate the PATH program requirement that new admissions under the PATH program at these two sites be restricted to the homeless. Consequently, the in-coming PATH participants are coming from an unstable situation, and frequently, their incomes are lower. Thus, it would be expected that newly admitted tenants at these two developments would have income relatively lower than the incomes for tenants occupying the other PMHA developments.

Secondly, the objective involving the use of more desirable housing as an incentive, involves the deliberate designation of scattered site units for those tenants having higher incomes. In order to reward families' progress toward economic self-sufficiency, the scattered site units are reserved for those families meeting certain criteria, which include meeting a required minimum income level. Thus, over time, as this feature is implemented, the scattered site projects will reflect a higher income level.

Therefore, based on the MTW waivers granted to the PMHA for supportive services and transfers to scattered sites, the following projects will not be covered by the PMHA's annual deconcentration analysis in the future:

31-01 Community Estates	31-02 Scattered site - Rehab
31-15 Renaissance Place	31-10 Scattered site - New construction

Analysis

Two methods were utilized in this analysis of the incomes of residents at the four subject developments:

31-01 Athena Gardens
31-05 Town Square Villas

31-03 Harvest Woods
31-09 Heritage Knolls

The first analysis involved assigning each family to one of three income categories: extremely low-income, very low-income, and low-income. As can be seen on the following table, the majority (74%) of units at these developments fall within the extremely low-income category:

Table I
Income Distribution at Multi-Family Sites
Based on July 2004 Data

Total # of occupied units-111	Extremely Low-Income		Very Low-Income		Low Income		Over Income	
	# Units	Percent	# Units	Percent	#Units	Percent	#	%
Athena Gardens	16	64%	7	28%	2	8%	0	
Harvest Woods	22	81%	4	15%	1	4%	0	
Town Square	22	73%	6	20%	2	7%	0	
Heritage Knolls	22	76%	2	7%	3	10%	2	7%
Total 2004	82	74%	19	17%	8	7%	2	2%
<i>Total 2003 (111 units)</i>	<i>79</i>	<i>71%</i>	<i>25</i>	<i>23%</i>	<i>6</i>	<i>5%</i>	<i>1</i>	<i>1%</i>

Definition of Income Ranges

Family Size	Extremely Low Income (below 30% median)	Very Low Income (31%-50% median)	Low Income (51%-80% of median)
-------------	--	-------------------------------------	-----------------------------------

1		
2		
3	(\$)	
4	12,650	
5	14,450	
6	16,300	(\$)
<hr/>		
	18,100	33,750
	19,550	38,600

Based on 2000 data, 93% of units at these developments fell within the Extremely Low-Income range compared to 64% in 2001; 66% in 2002; 71% in 2003; and 74% in 2004.

The 2004 data demonstrates a decrease in the Very Low-Income range from 34 households in 2001 to 27 in 2002, 25 in 2003 and 19 in 2004. There were zero households falling within this category in 2000.

The number of households falling in the Low-Income range has steadily increased between 2000 and 2002. In 2000, there were 3 families in this category compared to 7 in 2001 and 10 in April 2002. However, the number decreased to 6 families in 2003, while 2004 showed a gain of 2 families, or a total of 8.

A second method of comparison consisted of calculating the average income for each development and then comparing each to the average income for all four developments. The average income for all four (\$11,524) served as the basis for the Established Income Range. Each average income per development falls within the Established Income Range (85%-115% of the average income for all noted developments). Average incomes are as follows:

2004 Established Income Range

Average income for all sites: \$11,524

Site:	Average Income	Percent of Average
Heritage Knolls		
Townsquare Villas		
Harvest Drive		
Athena Drive		

	\$12,225	106%
	\$10,326	90%
	\$10,631	92%
		114%

Conclusion

The PMHA developments fall within the Established Income Range of Average Income - \$11,524 based on 2004 data. Therefore, the staff recommends that no revisions be made to the public housing admissions policy at this time.

Component 3, (6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 15% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at 903.2(c) (1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at 903.29c)(1)(v)]

ATTACHMENT C
Progress In Meeting 5-Year Plan Mission and Goals

1. Efficiently, effectively operate agency housing programs, while being sensitive to the needs and concerns of participants, landlords, and the community.

A. Ensure efficient, effective, responsive Section 8 administration

1. Achieve SEMAP High Performer status
 - a. Conduct semi-annual internal compliance reviews
 - st review. Second review to be*

In process of conducting 1

completed in December.

2. Maximize the effectiveness of the program for applicants and participants
 - a. Target zero-income participants for integrity checks and referrals
Interim reexaminations are conducted every 60 days for families reporting zero-income. In addition to completing standard paperwork connected with recertifications, families must complete a very detailed questionnaire regarding cash and non-cash contributions made to the family. This has been very helpful in ensuring that all household income (reported and unreported) is included for purposes of calculating the subsidy level.
 - b. Continue to refine and expand MTW homeownership program
Staff is becoming more involved with our partners in connection with the programs. With the recent employment of the Homeownership Supportive Services Case Manager, the coordination with partner agencies has been enhanced and we will be involved in aspects of the program that have previously been under the sole direction of NDS. The HSS Case Manager will also make it possible to increase the number of families participating in the program at a more rapid pace (e.g. more frequent orientations, increased applicant screening, etc.).
 - c. Conduct written survey of program participants to obtain feedback on policies
Survey to be included with August newsletter.

- d. Gather and analyze data identifying difficulties applicants have in searching for housing
Not completed. The last waiting list notification was in December of 2003. Consequently, voucher issuances and lease-up activities have ceased. Once waiting list notifications and voucher issuances resume, there will be a pool of applicants from which to gather and analyze data.
 - e. Hold periodic focus group meetings for program participants
Not completed. Meetings are planned in connection with MTW transition.
 - f. Enhance listing of available rental units
Section 8 staff regularly contact property owners to maintain an up-to-date list. The list is updated more frequently than in the past and contains a cross-section of landlords who currently rent units through the Section 8 program as well as owners who have never participated in the program.
3. Maximize efficiency of the program
- a. Develop method/means to implement mandatory rent feature
Unable to pursue do to limitations of computer system. Implementation would require manual override of computer calculation for each affected tenant, which would be far too time consuming to be worthwhile.
 - b. Train staff on the use of various features connected with Visual MCS system (e.g. access interface, merge feature, etc).
Staff has been trained on utilizing the merge feature and currently uses the system to process annual recertification appointment and annual HQS inspection letters. Use of the system greatly reduced the amount of time spent on the tasks and also resulted in the use of more professional looking documents.
 - c. Streamline processing procedures (e.g. eliminate redundant/non-mandatory processing paperwork)

Existing 3rd-party verification forms were revised and additional forms were developed. Processing paperwork was also reviewed; unnecessary forms were removed from packet.

- d. Research feasibility of and landlord opinions on consolidated inspections at large complexes
Based on feedback, it was determined that this MTW feature would not be pursued.
 - e. Increase staff development efforts (periodic staff in-services, retreats, etc.)
In-service training conducted by Sec. 8 Manager.
 - f. Increase activity of FSS Coordinating Committee
Outreach efforts were made to increase participation in committee and to increase attendance at periodic meetings. This is an ongoing effort.
 - g. Improve coordination between Applications and Section 8 departments
Due to the closing of the waiting list and the suspension of notifications, interaction between Section 8 staff and the Applications department are minimal. This issue will be revisited once normal notification/lease-up activities resume.
 - h. Expand use and improve effectiveness of vacated tenants system
There was a change in the format of the VTS. Once staff becomes familiar with the new system, it will be analyzed for efficiency enhancements.
4. Continue recruitment of new landlords
- a. Hold periodic landlord seminars for potential and current Section 8 landlords
 - b. Research interest in landlord focus group
This item will be included for discussion/comment in connection with August landlord survey. Landlord meeting planned for fall.
- Ensure efficient, effective, responsive public housing administration

B.

1. Maintain PHAS High Performer status

a. Conduct quarterly site inspections of multi-family sites and address PHAS and preventative needs as soon as identified.

Due to a shortage of manpower in the Maintenance Department, inspections were conducted two times during the year. As maintenance responsiveness has improved over the past year, there is staff agreement that only three inspections will be needed in the future.

2. Maximize the efficiency and effectiveness of housing management

a. Improve efforts to relocate sole remaining family members who are overhoused.

Relocation of sole remaining family members is an on-going priority for the Public Housing Department. Sole remaining family members are either issued a voucher or when eligible, relocated to elderly housing. When a voucher is issued, improved efforts include maintaining a strong coordination between public housing and the Section 8 staff, and assuming an advocacy role with landlords on behalf of the sole remaining family member. Additionally, when necessary, the public housing staff networks with other social service agencies to ensure that sole remaining family members have a smooth transition as they leave overhoused units and move to size-appropriate units.

b. Continue to improve lease enforcement, despite loss of PHDEP-funded position

When visiting developments, all public housing staff members are required to report visible or obvious lease violations to the Property Manager, who is responsible for follow-up with the resident. PMHA vehicles are equipped with a clipboard, pen, and various forms so staff could identify and address lease violations on the spot when appropriate. In addition to the public housing staff, the PMHA maintenance staff is also trained to identify obvious lease violations. Also, a reorganization of the public housing department resulted in the Property Manager having increased responsibility for addressing lease violations. Weekly staff meetings are held, which offers a forum for discussions of lease violations/violators and ways that the PMHA may address them. For example, incidents of domestic violence may include giving the resident a list of social service agencies that may help the resident keep her housing.

- c. Implement new rent calculation policy, as necessitated by MTW change
This task became unnecessary due to extension of MTW agreement expiration.

- d. Obtain input and develop standard housekeeping policy and improve follow-up
The development of a standardized policy is currently in progress. During public housing weekly staff meetings, discussions take place concerning the implementation of a uniform standard of housekeeping and follow-up visits. Staff members are offered the opportunity to discuss their findings from on-site inspections, and solutions are offered to standardize the entire inspection process. During housekeeping inspections, a team of staff members is on site. Thus, if there is hesitation by one staff member, another is available to offer on-the-spot input to maximize consistency. It is anticipated that a standard housekeeping policy will be in place by January 2005.

- e. Begin conducting interim housekeeping inspection 60 days after a new move-in
Initially, interim housekeeping inspections 60 days after a new move-in were completed for families suspected of or known to practice poor housekeeping skills. However, as of September 2004, this practice has been expanded to incorporate all new move-ins.

- f. Examine need for vehicle registration system and database
This objective was not accomplished and will be addressed during 2005.

- g. Improve tenant screening by utilizing more resources, such as NCIC records and Internet resources
The public housing staff utilizes all available Internet resources to improve tenant screening. PMHA does not have access to NCIC records yet.

- h. Improve collection of occupancy related charges other than rent
Collection practices have been improved as a joint effort between the Finance and Public Housing departments. Residents currently owing any charges are sent monthly letters outlining their responsibility to pay related charges and the penalties for failing to do so.

- i. Improve collection of balances owed by vacated tenants through greater outreach

Greater outreach to improve collection has been implemented through monthly mailing instigated by the public housing department. However, research into affordable alternative methods is being explored and is expected to continue into 2005.

Begin to file small claim court cases for judgments for minor debts

- j. **This was not accomplished. The feasibility of pursuing small claim court as a remedy will be examined during 2005.**

- k. Create and implement strategies to improve low score areas of the Resident Satisfaction Survey
Scores during 2004 did not require improvement strategies.

- l. Further refine the implementation of the community service requirement
The public housing staff has developed a policy and system for overseeing the implementation of the community service requirement.

- m. Analyze the new Public Housing Guidebook and adopt changes as needed
This activity is in process and may continue during 2005.

- n. Revise and update policies that may require change, depending upon MTW status
Policies were reviewed and MTW features that staff preferred to retain included in the draft MTW Transition Plan that was submitted to the consultant. Policies were not updated, however, as the MTW deadline was extended through 2005.

3. Maximize the efficiency of maintenance

- a. Continue to improve customer service scores

This is an on-going effort. As a number of new employees were added to the maintenance department during 2004, an emphasis on customer service has been incorporated into the training program.

- b. Increase PHAS physical inspection score over prior year
This was not applicable as physical inspections were not conducted by REAC during 2004, because the PMHA's 2003 scores were high enough that REAC inspections are now conducted every two years.
- c. Reduce vacancy turn around time to an average of 10 days
As of August 1, 2004, the vacancy average is at 7 days.
- d. Reduce maintenance expenditures by cost reducing efforts, such as improved purchasing techniques, performing more contractor work in-house
Much more work was performed by in-house staff during 2004, reducing costs associated with the use of outside contractors. Examples include staff installation of breaker boxes and water meters at Public Housing sites and installation of windows at Westside Apartments.
- e. Refine system for tracking and monitoring work order assignments
A new tracking system was developed and implemented in order to better monitor work order status.
- f. When needed, utilize up to 20% of Capital Fund budget for routine maintenance
Due to savings in the Capital Fund program, capital improvement funds have been transferred to the operating budget for the purchase of computer and associated equipment.

2. Respond to local housing needs by developing new affordable housing opportunities for low-income households and improving resource utilization.

A. Develop affordable housing using HUD and non-HUD sources

1. Expand the supply of permanent, affordable housing, for the low-to-moderate income population in a variety of geographic areas.
 - a. Analyze opportunities for acquisition or new construction that come to the attention of Portage Metropolitan Housing Authority
PMHA is exploring the possible acquisition of a subsidized property and is working with NDS to assist with their acquisition of Prospect House
 - b. Keep up-to-date on financing resources, particularly loans/grants offered by Ohio Dept. of Development and Low-Income Tax Credit Program
PMHA has obtained the services of Ohio Capital Corporation for Housing in order to secure expertise for the agency with regard to resources for affordable housing development.
2. Preserve the inventory of permanent, affordable rental housing for the general low-income population
 - a. Monitor HUD contracts with private owners that are expiring, and keep in contact with owners about future plans
Director and Section 8 Manager maintain contact with owners and HUD to stay informed about owners' plans for affordable housing
 - b. Administer new Section 8 vouchers received to support private project-based subsidized properties having pre-paid HUD mortgages
PMHA received and administers vouchers for 173 units at Indian Valley. PMHA has also agreed to administer vouchers for Prospect House once it is decoupled.
3. Support the development of affordable housing for specific populations.
 - a. Meet with local service providers to identify housing needs of disabled population
The PMHA did not convene specific meetings with agencies this year. Instead, the Director served as an active member of Portage County's Comprehensive Housing Improvement Strategy (CHIS) Advisory Committee. Considerable discussion and information was shared between local planners and social service agencies.
 - b. Pursue the idea of donating vacant lots in Windham to support homeownership

The donation of 5 lots to Neighborhood Development Services took place enabling the construction of affordable single-family homes for sale to lower- income families.

- B. Use Public Housing and Section 8 resources to meet identified housing needs
 - 1. Monitor Tenant Preference Policy to meet identified housing needs
 - Work with local social service agencies to refine tenant selection preferences to meet local needs as well as maximizing utilization of resources
 - a. ***Needs of local agencies were met during 2004 by through the use of Project Based Section 8 vouchers in lieu of waiting list preferences due to the necessity of closing the Section 8 waiting list in May 2004.***
 - 2. Identify alternative uses for developments having marketing issues
 - a. Evaluate the feasibility of converting public housing to Section 8 housing
 - The Director compared the cost of converting Public Housing units to Section 8 vouchers, and found that at this time of uncertainty for the Section 8 program, it is advisable to maintain the Public Housing stock as is.***
 - Continue to monitor vacancy rates and alternatives for Etna House
 - b. ***No further steps were taken with regard to considering occupancy alternatives as the occupancy status of Etna House during 2004 was stable.***
 - 3. Use Section 8 resources to assist housing owned by non-profits
 - a. Continue to market Section 8 project-based program for non-profit owners serving special needs clients
 - PMHA awarded 108 project-based vouchers under the MTW feature to local agencies offering housing and services to their special needs clients.***
3. Enhance the quality of life of the PMHA's residents, with particular emphasis upon

promotion of family self-sufficiency.

A. Increase self-sufficiency rate in public housing

1. Ensure policies encourage family responsibility

a. Implement HUD's Community Service Requirement

This requirement was implemented and includes the monitoring of approximately 100 adults.

2. Encourage on-site supportive services

a. Continue to support non-profit partners providing supportive services to public housing residents

PMHA continues to make space available for supportive services at its Public Housing sites.

However, local agencies are experiencing major funding reductions, and are not expanding services at this time. However, through the 2002 ROSS grant, case management services are being provided individually to families at their own homes by Family and Community Services.

b. Convert an apartment at multi-family sites to use as community space as on-site supportive services become available

This did not occur this year, as no new services were available, as noted above.

c. Seek grant opportunities to expand playgrounds at multi-family sites

Although the Housing and Special Projects Manager continued to search for funding sources, no new funding opportunities were found.

3. Use housing as an incentive for self-sufficiency progress

a. Coordinate with Portage Area Development Corp. and Neighbor Works to expand the Section 8 homeownership program

Due to funding received by NDS and improved coordination, the section 8 homeownership program grew substantially during 2004. Two homes closed, two closings are pending, and 42 families are participating in various aspects of the program.

b. Provide office space to PATH, Maplewood Career Center, and other local agencies offering resident self-sufficiency services or activities in return for usage of space

Space continues to be offered to PATH and Maplewood Career Center. In addition, PMHA made space available during the summer for a lunch/recreation program for children offered by Lovelight and the Community Action Council.

4. Seek out and pursue appropriate grant opportunities
 - a. Seek funding for self-sufficiency activities for PMHA participants
A HUD ROSS grant application was submitted for a small engine repair job-training program.
 - b. Seek new partnerships with local agencies agreeing to offer services to PMHA participants
A HUD Shelter Plus Care grant was awarded to the PMHA and a Memorandum of Understanding was executed with the local mental health center. In addition, the funding of a ROSS Self-Sufficiency grant enabled the PMHA to hire a homeownership case manager to enhance the coordination of the homeownership program with Neighborhood Development Services. The PMHA executed an agreement with Family and Community Services for case management services through in-home visitations for Public Housing residents. Finally, the PMHA implemented a feature of the Maintenance/Construction Job-Training Program through an arrangement with Neighborhood Development Services that involves renovation by the job trainees at homes owned by NDS.
 - c. Seek out grants for playground equipment
Effort was made to seek funding sources, but no opportunities were identified.
- B. Increase employment rate of Section 8 and public housing families.
 1. Provide incentives for tenants to generate higher income
 - a. Continue to analyze public housing rent policy
As part of the discussion of the MTW transition plan, rent policies were reviewed and discussed by the staff at length. It was determined that the agency would eventually transition to standard HUD rent procedures in order to benefit from the Uniform Income Verification system and to save money for the agency.

b. Continue working with social service agencies to target services to PMHA participants having zero incomes

Case management services provided by Family and Community Services to Public Housing residents were targeted to all zero income families. As part of implementing the Community Service requirement, a list of volunteer opportunities is provided by the PMHA in the hope that this will offer volunteer opportunities that lead to employment for residents required to perform community service.

1. Provide job training and work through PMHA maintenance/construction needs

a. Continue the maintenance/construction job training program by implementing the second year of the ROSS (Resident Opportunities for Self- Sufficiency) grant

The construction jobs training program has grown significantly during 2004 with more participants and more opportunities for different forms of work experience.

b. Implement the computer training component of the ROSS grant

The program was successfully implemented through a scholarship arrangement with Maplewood Career Center.

Attachment D Resident Comments

October 13, 2004

The Agency Plan public hearing was held at 5:00 p.m. at the PMHA Office. Attending were Christie Anderson, Executive Director of the PMHA, Joann Sahl, an attorney with Community Legal Aid Services of Akron and John Codrea, an attorney with Community Legal Aid Services from the Ravenna office.

Ms. Sahl was the only person present when the hearing started. Ms. Anderson explained the three changes made to the draft Plan after it had been sent to Community Legal Aid Services' office in Akron.

As the two lawyers were the only attendees, and as they were familiar with the purpose of the Agency Plan, this part of the agenda was omitted following the arrival of Mr. Cordea. The lawyers had already read the draft Agency Plan and Attachments, and were prepared to ask specific questions. Therefore, the only presentation made by Ms. Anderson was an explanation of the PMHA's MTW program.

In response to questions asked by Ms. Sahl, Ms. Anderson explained the following items noted in the Agency Plan narrative:

- current Section 8 lease-up rate of the PMHA
- description of the construction and maintenance job training program, including the number of participants and funding sources
- listing of resources available to residents – Ms. Anderson agreed with Ms. Sahl that the MTW Agreement should be added to the list
- recent analysis of the Payment Standard and the determination to retain the current Payment Standard for the Section 8 program. In response to an inquiry from Ms. Sahl, Ms. Anderson stated that it is possible that the PMHA will introduce a minimum rent in the future, but only if funding restrictions make this necessary as a last resort.
- Section 8-damage claim feature of the MTW program, and how it is a marketing tool for new landlords
- proposed Public Housing housekeeping policy
- marketing problems associated with the Etna House, a general discussion of elderly housing population and the mixing of younger disabled residents, and the fact that the PMHA does not have an "Elderly Only" designation from HUD
- explanation of the MTW project-based Section 8 feature and the names of the three non-profit agencies that have participated in the program
- description of the MTW rent policies that encourage employment
- 2005 financial statement, which Ms. Anderson explained is a reflection of 2004 revenues, as Congress has not yet adopted the 2005 HUD budget
- definition of "Other singles" on the waiting list, and how the procedure of taking one out of every ten applicants was derived

Ms. Sahl questioned why the Earned Income Disregard was adopted previously for the Section 8 program and not for the Public Housing program. Ms. Anderson knew that this had been a staff decision based upon an analysis of the residents, but she stated that she did not know the details. She indicated that she would get back to Ms. Sahl with more information.

Ms. Sahl asked why the template indicated that the staff checked State criminal records for the Section 8 program but not the Public Housing program. Ms. Anderson stated that this must be an error, as the two programs both relied upon use of the State's correctional web site for information, and that the Plan would be corrected.

Ms. Sahl stated that her main issue was with the PMHA's tenant selection preferences. She expressed her strong belief that victims of domestic violence should be included as a preference. Ms. Anderson responded by stating that these individuals are served through the homeless preference, through the referral system with Safer Futures. Mr. Codrea confirmed that his clients are all referred to Safer Futures. Ms. Sahl noted an example of a victim remaining in her unit and not qualifying for a homeless preference. Ms. Sahl and Mr. Codrea explained the court process in a victim's securing of a court statement that confirms that the individual is a victim of domestic violence. Ms. Anderson agreed that exceptions could occur that would not be addressed by the current preference system and stated that she would follow up on this as a separate preference category.

Ms. Sahl questioned the Public Housing interim rent policy, based on her experience with a PMHA client. She stated that the Admissions and Occupancy policy section describing the process is confusing. Ms. Anderson stated that she is not qualified to explain specific rent calculation procedures, but would look into the concern. Ms. Anderson acknowledged that the wording in Attachment I could be stated more clearly, and would request the staff to work on this.

As there were no other issues regarding the Agency Plan, Ms. Sahl concluded by requesting that future copies of the resident newsletter be sent to her on a routine basis. Ms. Anderson agreed to provide this information.

October 12, 2004

A meeting was held to gather input from Section 8 and public housing residents regarding the proposed policy: *Decrease in Income and Rent Adjustment*. A total of five residents were in attendance. Three residents felt that the proposed policy could impact residents negatively if they were to temporarily lose 2-3 weeks of income during a month and still be responsible for their rent. These residents felt that they would have to choose between buying food, paying other bills, and paying their rent. The other two residents felt that the proposed policy is fair, and that residents have an obligation to pay their rent regardless of experiencing a temporary income loss (less than 30 days).

September 13, 2004

A meeting of the Resident Advisory Committee was held September 13, 2004 at 6:00 p.m. at Community Estates, PATH Office. Romaine Chritton represented the PMHA. Residents in attendance were Erin Carson; Sherry Simons; Ellen Wozniak; and Tina Putt. All were residents of Community Estates. Agenda items included:

- I. Capital Funds Budget
- II. Proposed Policy-*Decreases of Income and Rent Adjustment*
- III. Other Matters

Residents were pleased with the proposed Capital Funds Budget. A recommendation was made to install portable showerheads when bathtubs are replaced.

Discussion took place regarding the proposed policy. Two residents felt that the policy is ok and did not offer additional comments. Two residents felt that the policy would negatively impact families working at temporary agencies. One resident said that both she and her husband work for temporary agencies, and the work is sporadic. Thus, if they had a three-week loss of income during a given month, they would be responsible for paying the full rental. She did not feel that her family would have the capability of paying the rent. Another resident felt that if the PMHA does not increase rent unless income increases exceed \$100 per month, then income losses over \$100 per month should warrant a rent decrease. In other words, a set amount could serve as a bar for rent adjustments.

Discussion of ceiling rents also took place. Two residents felt that the ceiling rents are too high, and if lowered, residents would feel motivated to work harder knowing that their rents would not

raise above a certain amount even when their incomes do. Ms. Chritton pointed out that after Moving-To-Work ends, residents may be offered a choice of paying a flat rent or income-based rent. She also said that during 2005, flat-rent amounts would be revisited.

One resident indicated that the required third-party verification process is causing a delay in processing paperwork needed for rent adjustments. Ms. Chritton explained the required verification process, and concurred that delays are likely until computer-generated verification is more readily available.

The meeting was adjourned at 7:15 p.m.

August 11, 2004

A meeting of the Resident Advisory Committee was held August 11, 2004 at 2:30 p.m. in the PMHA office. Romaine Chritton represented the PMHA. Residents in attendance were Shannon Norris; Toni Durham; Jon Evans and Betty Baginski. Agenda items included:

- I. Capital Funds
- II. Training Programs/Section 3
- III. Network Force
- IV. Handicapped Issues
- V. Proposed Policy-*Decreases of Income and Rent Adjustment*
- VI. Other Issues
- VII. Adjournment

Discussion drifted from Capital Funds to general maintenance issues. Residents felt that maintenance fees can be too high and too specific in some cases. For example, one resident was charged for paper towels. One felt that he was unjustly charged for repairs to a door that he felt was the result of a maintenance staff using too short screws. Residents were advised that they have the right to appeal maintenance charges. Residents indicated that mulch and high-grade grass seed is needed for the play area at Renaissance Place.

Discussion was positive about the current PMHA training programs, Section 3 and Network Force opportunities available to residents. They were also enthusiastic about ROSS 2004 application submitted for small engine and auto training.

There were no concerns expressed regarding the need for reasonable accommodations at developments.

The proposed policy regarding a change in the number of income loss days led to lengthy discussion. Currently, a rent decrease is made when a resident experiences a loss of income for one week in a given month. The proposed policy would require the PMHA to process a rent adjustment when an income decrease lasts 30 calendar days or longer.

One resident stated that people currently struggle to pay their rent. She felt that a lot of people would not be able to pay their rent if an adjustment were to be made for income loss lasting 30 days or longer. Thus, they would fail to maintain their housing or pay a late fee.

Another resident felt that late fees cause people to have to work longer hours to pay the late fee, and then, when they work longer hours, their rents are increased because income has increased.

A resident stated that as income increases, rent increases and food stamps decrease. A suggestion was made to calculate rent based on net income.

One woman pointed out that her husband is required to pay child support under California law, which he is not currently doing. She pointed out that if he were to get a job, then their rent would increase and the child support payments he would make would not be taken into consideration when calculating their rent. However, child support payments received are considered as income. She suggested that child support payments made be excluded from rent calculations.

It was generally felt by the group that there were no penalties for not working.

Other issues discussed included the Community Service Requirement. A suggestion was made to allow residents to do yard work at their developments and have access to PMHA tools.

The meeting was adjourned at 3:30 p.m.

July 12, 2004

A meeting of the Resident Advisory Committee was scheduled for July 12, 2004 at 6:00 p.m. in the PMHA office. Romaine Chritton represented the PMHA. No residents attended.

June 14, 2004

A meeting of the Resident Advisory Committee was scheduled for June 14, 2004 at 6:00 p.m. in the PMHA office. Romaine Chritton represented the PMHA. No residents showed due to inclement weather.

Attachment E Resident Advisory Committee Members

Angela Barnette	Harvest Drive
Amanda Gutierrez	Harvest Drive
LuAnne Krapinski	Harvest Drive
Chad Crago	Athena Drive
Sandra Gionfriddo	Heritage Knolls
Kathryn Livingston	Heritage Knolls
Bobbi Desch	Heritage Knolls
Roger Porter	Renaissance Place
Jackie Carlton	Renaissance Place
Betty Baginski	Renaissance Place
Linda Near	Etna House
Gladys Longstreth	Etna House
Ruby Malone	Etna House
Mary Peterson	Eastowne Drive
Raymond Dawson	Townsquare Villas
Cheryl Brown	Community Estates
Brenda Gauvin	Scattered Sites
Tami Floody	Section 8
Tiana Ligon	Section 8
Erin Carson	Community Estates
Sherry Simons	Community Estates
Ellen Wozniak	Community Estates
Tina Putt	Community Estates

Attachment F Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)
- A. Name of resident member(s) on the governing board:
Teresa Carr
- B. How was the resident board member selected: (select one)?
 Elected
 Appointed
- C. The term of appointment is (include the date term expires): October 31, 2006
- D.
2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
 - the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
 - Other (explain):
- B. Date of next term expiration of a governing board member:
October 2005
- C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):
- Judge Thomas Carnes
Portage County Probate Court
Portage County Courthouse
203 West Main Street
Ravenna, OH 44266

Attachment G

Resident Satisfaction Survey Follow-Up Plan

No follow-up plan is required.

Attachment H

Component 10 (B) Voluntary Conversion Initial Assessments

- How many of the PHA's developments are subject to the Required Initial Assessments? 7
- How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 3
- How many Assessments were conducted for the PHA's covered developments? 5 multi-family general occupancy and 2 elderly
- Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
N/A	

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments. Assessments have not yet been completed for the 2 scattered site developments, as an attempt is being made to identify the projects' expenses by individual property.

Summary of Initial Assessment

An analysis of the cost incurred by HUD in operating the PMHA's Section 8 program compared to the public housing program was conducted, based on PMHA's actual costs for year 2000. At present, the analysis has been prepared for all of the PMHA's multi-family developments, including the senior buildings, but has not been completed for the individual scattered site properties.

The PUM cost of operating a public housing multi-family unit in 2000 was \$425. The cost incurred by PMHA in operating the Section 8 program was \$420 PUM. Although the costs incurred are similar for both programs, HUD invests much more per unit funding into the Section 8 program

In terms of program revenues, the PMHA received \$308 PUM for public housing in 2000 and \$432 for each Section 8 unit. This subsidy difference is attributable to the fact that public housing operating costs are offset in part by tenant rents. On the other hand, in the Section 8 program, HUD covers all \$420 in costs, as the tenant rents benefit the landlord, and do not offset program costs such as is the case with public housing rents. A conversion of all family multi-family developments to Section 8 assistance would cost

HUD at least an additional \$260,400 annually. Therefore, in terms of conserving government funds, it is more appropriate to retain PMHA's 305 housing units under the public housing program.

Two of PMHA's public housing developments have historically incurred a financial loss, and pose a drain on the PMHA's public housing program. When applying Section 8 rents to each public housing development, based on Section 8 rent reasonableness standards, these two developments would fare better financially with subsidies funded by the Section 8 program. However, besides the fact that a conversion to vouchers would increase HUD's cost, Section 8 assistance would be risky for these properties, as they both suffer from marketing problems. As stated in the PMHA's initial Moving To Work application, the future use and ownership of these properties require further study, as a Section 8 conversion is not the most desirable alternative.

At this time, the PMHA has determined that a voluntary conversion of its multi-family public housing stock to vouchers is inappropriate, as removal of the multi-family developments would not meet the necessary conditions for voluntary conversion.

Public Housing Program

Proposed Policy: Decreases in Income And Rent Adjustment

Background

Previous policy allowed for a rent adjustment to be made when residents experienced a temporary loss of employment income equal to at least a minimum of one week's income. This policy resulted in an administrative burden due to the number of interim re-certifications that were generated by this policy and the implementation of third-party verification.

Revised Policy

Residents may report, within 10 days of the occurrence, a decrease in income and other changes, such as an increase in allowances or deductions that would reduce the amount of the total tenant payment. The PMHA will process the rent adjustment when it confirms that the decrease in income or other changes will last 30 or more calendar days, (exception being the month of February in which decreases in income or other changes last 28 or 29 days as applicable).

PMHA Units located in City of Kent – Total of 63 units

Athena Gardens

Athena Drive
25 units - 8 – 2 Bedroom units
 13 – 3 Bedroom units

Scattered Sites

514 Harris Street 2 Bedroom unit
1339 Franklin Avenue 3 Bedroom unit
220 W. Elm Street 2 Bedroom unit

			(2005) A-74
Bedroom unit	4 – 4 Bedroom units	222 W. Elm Street	2
		226 W. Elm Street	2
Bedroom unit		228 W. Elm Street	2 Bedroom unit
Heritage Knolls		213 S. Willow Street	3 Bedroom unit 2
Walter Street			
units)			
30 units -	26 – 2 Bedroom units		
	4 – 3 Bedroom units		

2005 CAPITAL FUND PROGRAM

ATHENA

- Replacement of Smoke Detectors - \$ 8,500.00
- Replacement of Circuit Boards - \$15,000.00

HERITAGE KNOLLS

- Replacement of Smoke Detectors - \$10,200.00

2006 CAPITAL FUND PROGRAM

ATHENA

- Replacement of Kitchen/Bath Cabinets, Counter Tops, Sinks,
- Faucets and Cold Air Returns - \$74,000.00

HARRIS STREET

- Replacement of Kitchen/Bath cabinets, Counter Tops, Sinks,
- Faucets, Tub Surround, Kitchen/Bath Flooring, and Replacement of Interior and Exterior Doors - \$11,000.00

HERITAGE KNOLLS

- Replacement of Kitchen/Bath Cabinets, Counter Tops, Sinks,
- Faucets, Exterior Doors and Shed Doors w/Thresholds
- \$113,500.00

2007 CAPITAL FUND PROGRAM

No activities scheduled for Kent properties

2008 CAPITAL FUND PROGRAM

ATHENA

- Replacement of Bath Tubs, Surrounds, and Fixtures - \$35,000.00

SCATTERED SITES

- Replace Carpet, Roofs, Gutters, and Drainage - \$17,000.00

W. ELM STREET UNITS

- Replace Bath Tubs, Surrounds, Vanities, and Fixtures - \$ 8,000.00

WILLOW STREET

- Rehab Unit - \$32,000.00

2009 CAPITAL FUND PROGRAM

ATHENA

- Replace Concrete Sidewalks, Patio Slabs, and Privacy Fences - \$32,000.00

TOTAL DOLLAR VALUE FOR CAPITAL FUND PROGRAMS FROM 2005 - 2009

\$356,200.000

APPENDIX G

CONSOLIDATED PLAN SURVEY FORM

**CITY OF KENT
FIVE-YEAR CONSOLIDATED PLAN SURVEY
2005-2009**

Name of Agency/Organization _____

Address _____

Phone # _____ Contact Person _____

This survey is being conducted to provide guidance to the City in setting priorities over the next 5 years with regard to needs in the area of housing, homeless assistance and general community development needs within the City of Kent. Your input will help the City assess how to best utilize funds that it receives from both the State and Federal government and to identify areas where the City should explore the availability of additional resources.

The survey is divided into three sections: Housing Needs, Homeless and/or Transitional Housing Needs, and Community Development Needs. Since your agency or organization may not have expertise in certain areas covered by this survey, do not feel that you have to answer all questions. In fact, there is a place at the beginning of each section which you can mark if you wish to skip that section.

SECTION 1 – HOUSING

_____ ***Skip this Section***

1. Does your agency / organization operate any housing facilities within the City of Kent?

_____ No (Go to Question #2)

_____ Yes (If yes, please provide information requested below)

a) Please provide the address, number of housing units and type of housing (i.e. housing for the mentally ill, persons with HIV/AIDS, Public Housing, Section 8, etc.)

<u>Addresss</u>	<u># of Units</u>	<u>Purpose</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach a separate page if more space is needed to respond to this question.

2. What State and/or Federal Funding Sources do you utilize to assist with the construction, rehabilitation, operation and/or rent subsidies of these units:

<u>Funding Type</u>	<u>Amount Received in 2004</u>	<u>Amount Anticipated In 2005</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach a separate page if more space is needed to respond to this question.

3. The table on the next page of this survey provides space to provide specific information about the tenants in each housing complex, as well as rent structures, type of household and income limits. If your agency / organization owns or operates single family housing in the City, these units may be aggregated into one response. On the right side of the chart, please give an indication of what you believe is the priority need for each category of housing type in the City of Kent over the next five years.

4. Are any of the units that your agency / organization owns and/or operates in the City of Kent in need of rehabilitation?

_____ No (Go to Question #5)

_____ Yes (Go to Question #4a)

a) How Many Units:

Single Family _____

Multifamily _____

5. Does your agency / organization intend to construct any new housing in the City of Kent during the next five years?

_____ No (Go to Question #6)

_____ Yes (Go to Question #5a)

a) How Many Units:

Single Family _____

Multifamily _____

6. Does your agency intend to seek any form of funding assistance from the City of Kent during the next five years to rehabilitate existing housing or to construct new housing?

_____ No (Go to next Section)

_____ Yes

Please describe the anticipated amount and purpose of the funding to be requested as well as the year(s) in which the request will be made.

SECTION 2 – HOMELESS/HOMELESS SERVICES

_____ ***Skip this Section***

7. Does your agency / organization provide housing and/or support services to the homeless?

_____ No (Go to Question #8)

_____ Yes (Please provide information requested below)

a) Number of Beds/Units _____

b) Types of Services:

8. What State and/or Federal Funding sources do you utilize to provide accommodations and/or Homeless Services?

<u>Funding Type</u>	<u>Amount Received in 2004</u>	<u>Amount Anticipated In 2005</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach a separate page if more space is needed to respond to this question.

9. The next table will help the City assess its needs with regard to the homeless continuum of care and supportive services. Please provide information based on your agency's / organization's current inventory of housing units in Section a) and the amount of funding currently available, future funding needed and the relative priority need for that funding in Section b). In Section c), please discuss any needs related to the sub-population groups listed and whether that need is low, moderate, or high in the City based on your agency's / organization's experience. Please also identify any sources of non-City funding that may be available to address those needs.

a) Homeless Related Facilities:

	<u>Current # Units/Beds</u>	<u>Needed # Units/Beds</u>	<u>Relative Priority (Low/Med/High)</u>
Emergency Shelter	_____	_____	_____
Transitional Housing	_____	_____	_____
Permanent Housing	_____	_____	_____

b) Supportive Services:

	<u>Current Funding</u>	<u>Needed Funding</u>	<u>Relative Priority (Low/Med/High)</u>
Job Training	_____	_____	_____
Case Management	_____	_____	_____
Substance Abuse Treatment	_____	_____	_____
Mental Health Care	_____	_____	_____
Housing Placement	_____	_____	_____
Life Skills Training	_____	_____	_____

c) Narrative on Sub-Population Needs (Including substance abusers, the mentally ill, dually diagnosed, veterans, persons with HIV/AIDS, victims of domestic violence, youth or any other groups):

SECTION 3- COMMUNITY DEVELOPMENT NEEDS

___ ***Skip this Section***

This Section will focus on non-housing, community development needs within the City of Kent over the next five years. These needs can involve topics including crime prevention, economic development, public facilities and public improvements and public services including programs oriented toward the elderly and the youth in the community.

- 10. In narrative form, please identify any community development needs that you feel the City needs to address within the next five years. Please discuss the basis for the need as well as any specific actions that you believe the City should take to address these needs.

- 11. Specifically, are there any projects that your agency / organization intends to submit for funding requests. **Please discuss each project in detail, the geographic area and/ or sub-population it will benefit, the estimated cost of the project, the year in which you intend to request funding and the time period for completion.** Please keep in mind that any project proposed for funding with grant assistance is subject to all grant requirements. Your response to this question does not constitute an official request for funding and you will be required to file an official application in the program year in which the funding is desired.

(continued on next page)

11. (cont.)

Thank you for taking the time to complete the survey. If you have any questions or would like to discuss the survey or the City's Five Year Consolidated Plan, please contact Gary Locke, Plans Administrator at the Kent Community Development Department, 330-678-8108 or Locke@kent-ohio.org.

APPENDIX H

PUBLIC HEARING / PUBLIC COMMENT PERIOD NOTICES

CITIZEN PARTICIPATION PLAN CITY OF KENT, OHIO

PURPOSE

The purpose of this plan is to set forth the policies and procedures to encourage citizen participation and input throughout the development of the City's Consolidated Development Plan, any subsequent amendments to the Plan, as well as the City's overall performance and reporting of such performance.

CITIZEN PARTICIPATION

The City of Kent will encourage input during the preparation, review and implementation of the Consolidated Development Plan from all residents in the City of Kent, and especially those who are low and moderate income and/or are residents of slum or blighted areas. The City has developed and implemented a Neighborhood Planning Process (NPP) which facilitates local citizen group communication with City government. This allows residents of smaller geographic areas in the City to organize and identify both neighborhood and city-wide issues of interest or concern. Given the widely varied concentrations of low and moderate income residents throughout the City of Kent, the NPP provides flexibility in allowing neighbors with common interests or socio-economic conditions to define the geographic limits of the neighborhood group. Each neighborhood group will be encouraged to participate in the development of the Consolidated Development Plan in the following ways:

1. Neighborhood groups will be encouraged to provide input on local goals and objectives in advance of the preparation of the Consolidated Development Plan.
2. Each neighborhood group will be encouraged to submit project proposals to the City for consideration as part of the implementation of the Annual Action Plan component of the Consolidated Development Plan. The City will offer technical assistance to such groups wherever possible in order to facilitate the development of viable project proposals. In this regard, the City will make every effort to promote participation by neighborhood groups of low and moderate income representation.
3. Each neighborhood group will be asked to review the proposed activities and needs identified in the final draft of the Consolidated Development Plan.

Pg. 2
Citizen Participation Plan
City of Kent, Ohio

To this end, each neighborhood group will be provided with a copy of the Consolidated Plan or any amendments thereto, as well as copies of the annual performance reports at the beginning of the applicable public comment period so as to provide such groups with the opportunity to provide comments and recommendations on such documents before final approval or submission to the Department of Housing and Urban Development. The City will respond to all written comments received prior to final submission.

In addition to encouraging citizen input through the NPP, the City will also encourage social service and community agencies to participate in the Consolidated Development Plan process using the same methods outlined above for neighborhood groups. In addition to the efforts outlined above, the City will also encourage input from the general public by making Plan and performance report documents available at various public places throughout the community so as to promote citizen participation by those persons not affiliated with any neighborhood, social service or community group.

Based on figures from the 1990 Census, the City does not have high concentrations of non-English speaking persons. The City, will however, make every effort to encourage participation by non-English speaking persons through interpretation and translation if requested. The cost of such services will be paid for by the City of Kent using CDBG funds and will not be passed along to those persons being assisted.

PUBLIC HEARINGS

The City of Kent will hold public hearings to obtain citizen views and to respond to questions or proposals at all stages of the Consolidated Development Plan preparation and performance reporting process. Public hearings will be advertised in the local newspaper of circulation not less than 14 calendar days before the scheduled public hearing. Advertisements will be placed in easily readable type in the non-legal section of the newspaper. Each advertisement will state the date, time and place of the public hearing.

At least one public hearing will be held at the onset of the Consolidated Development Plan preparation process in order to invite comments, suggestions or questions pertaining to the development of priority needs and the solicitation of project proposals that can be considered by the City for funding.

At least one public hearing will be held to provide the public with the opportunity to comment on the final draft of the Consolidated Development Plan and list of proposed activities before final adoption by City Council and submission to HUD.

Pg. 3
Citizen Participation Plan
City of Kent, Ohio

As part of this process, the City will advertise and provide a period no less than 30 calendar days for the public to review the plan and submit its comments to the City. The City will identify the location of places where the final draft of the plan may be viewed or copies obtained. The City will provide one free copy of the Consolidated Plan to each household upon request.

The City will hold at least one public hearing to provide the public with the opportunity to comment on the annual performance reports. The City will provide a period no less than 30 calendar days for the public to review and comment on the CHAS Annual Performance Report and no less than 15 days for the public to review and comment on the Grantee Performance Report. The public hearing(s) on these reports will be advertised in the local newspaper of circulation not less than 14 calendar days before the scheduled hearing. Public hearings and comment periods will be provided prior to the submission of the reports to the Department of Housing and Urban Development.

SUBSTANTIVE AMENDMENTS TO THE CONSOLIDATED PLAN

The City will hold at least one public hearing prior to the adoption of any substantive amendment to the Annual Action Plan adopted by the City of Kent for the City's Consolidated Development Plan.

A Substantive Amendment is defined as any change to the Annual Action Plan which includes one or more of the following criteria:

1. To change the allocation priorities as set forth in the City's Consolidated Development Plan, including any change in the method of distributing funds;
2. To identify and carry-out an activity using funds from any program covered by the City's Consolidated Development Plan (including Program Income), not previously described in the Annual Action Plan;
3. To completely delete an activity previously described in the Annual Action Plan prior to its full implementation;
4. To change the purpose, scope, location and/or beneficiaries of an activity;
5. Any increase or decrease in any activity over \$25,000 of the amount originally budgeted.

Pg. 4
Citizen Participation Plan
City of Kent, Ohio

The public will be provided a period not less than 30 calendar days to review and comment on any substantive amendment to the Consolidated Development Plan. The public hearing will be advertised in the local newspaper of circulation not less than 14 calendar days before the scheduled hearing. Any written comments received by the City during the 30 day public comment period as well as any written or oral comments submitted during the public hearing will be considered prior to the approval of any substantive amendment to the Consolidated Development Plan. As part of its submission of the substantive amendment to the Consolidated Plan to the Department of Housing and Urban Development, the City will summarize the manner in which any and all comments were considered with regard to the proposed substantive amendment. The City will also summarize any comments not accepted as part of its consideration and the reasons therefore.

* * * * *

Public hearings will be held in the Council Chambers of Kent City Hall, 325 South Depeyster Street, Kent, Ohio unless otherwise noted. Council Chambers, as well as the offices of the Community Development Department and the Department of Budget and Finance were moved to this facility to provide complete handicap accessibility. This location is served by public transportation and is centrally located in the community to provide easy access to all residents.

As already noted, the City does not have high concentrations of non-English speaking persons. The City, will however, make every effort to encourage participation at all public hearings by non-English speaking persons through interpretation and translation if requested.

The cost of such services will be paid for by the City of Kent using CDBG funds and will not be passed along to those persons being assisted.

CITIZEN COMPLAINTS

The City of Kent will provide a timely and substantive written response within 15 working days to any complaints received regarding the preparation, implementation or performance reporting of the Consolidated Development Plan or any other aspect of the Community Development Block Grant program.

Pg. 5
Citizen Participation Plan
City of Kent, Ohio

ACCESS TO RECORDS

All records, documents and reports pertaining to the preparation, adoption and implementation of the City's Consolidated Development Plan and Community Development Block Grant program are kept in the offices of the Community Development Department, 930 Overholt Road, Kent, Ohio 44240 (Phone 330-678-8108, FAX 330-678-8030). Documents will be made available to the public upon reasonable request during regular business hours, excluding holidays. The City will make such documents and records available to persons with disabilities upon request. Records pertaining to the City's Consolidated Development Plan and Community Development Block Grant program will be retained in accordance with applicable Public Record Retention laws but in no case for a period less than five years.

Amended 5-28-96

Christie Anderson, Executive Director
Portage Metropolitan Housing Authority
2832 State Route 59
Ravenna, Ohio 44266

Roberta O'Keefe
Mental Health & Recovery Board
P.O. Box 743
Kent, Ohio 44240

David Shea, Executive Director
CAC of Portage County
243 South Prospect Street
P.O. Box 917
Ravenna, Ohio 44266

Mark Frisone, Executive Director
Family & Community Services of
Portage County
143 Gougler Avenue
Kent, Ohio 44240

William Hale, President
Portage Area Development Corporation
218 West Main Street
Ravenna, Ohio 44266

Nelson Burns, CEO
Coleman Professional Services
5982 Rhodes Road
Kent, Ohio 44240

Exec. Director
Habitat for Humanity of Portage Co.
P.O. Box 306
Ravenna, Ohio 44266

Linda Yost, Manager
Kent Regional Business Alliance
College of Business Administration -
Suite 302
Kent State University
Kent, Ohio 44242

Sue Whitehurst, Executive Director
Townhall II
123 South Water Street
P.O. Box 781
Kent, Ohio 44240

Dave Smith, Director
Academic & Sports Youth Development
Institute
P.O. Box 3484
Kent, Ohio 44240

Todd Fisher
Citizens for Crain Ave Neighborhood
219 North Willow Street
Kent, Ohio 44240

Susan Kandell, Chair
Plum Creek Neighborhood Association
5170 Sunnybrook Road
Kent, Ohio 44240

Dan Smith, Executive Director
Kent Area Chamber of Commerce
155 East Main Street
Kent, Ohio 44240

Sharon Schaefer
Loop Group
1705 Athena Drive
Kent, Ohio 44240

Rosalee Hodge,
Farmbrook Neighborhood Association
288 Nottingham Circle
Kent, Ohio 44240

Robert Wright,
Southend Empowerment Association
302 Cherry Street
Kent, Ohio 44240

Donald Bosshart,
University Heights Neighborhood
Association
315 Elmwood Drive
Kent, Ohio 44240

Mary Blatnik
Neighbors of the West River Assoc.
144 North Mantua Street
Kent, Ohio 44240



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

January 10, 2004

TO: Neighborhood Groups and Associations
Local Social Service Agencies
All City Departments

FROM: Gary Locke
Plans Administrator

RE: FY2005 CDBG Project Submission

The City of Kent participates in the federally funded Community Development Block Grant (CDBG) program administered by the U.S. Department of Housing and Urban Development. Each year, the City identifies projects to be funded with CDBG dollars and provides an opportunity for public input and participation in the process. This process begins now and concludes in June with the submission of the Annual Action Plan to the Columbus, Ohio HUD office.

I have included a schedule which outlines the various events related to this process that will take place over the next several months for your information and review. I am also enclosing the *Project Proposal Submission Criteria & Requirements* guidelines that are to be used to formulate a specific proposal that your organization or office may wish to submit to the City for consideration. Please keep in mind that the City's FY2005 Program Year does not actually start until August 1, 2005 and that funds will not be available until after that time. Please also keep in time that the City stresses the timely expenditure of funds so all projects should be in a position where they can be completed within 9 to 12 months.

The deadline for submitting Project Proposals is **4:00 PM, Thursday, February 10, 2005.** Three copies of the proposal are to be submitted to the Community Development Department by that deadline. Our address is 930 Overholt Road, Kent, Ohio 44240.

If you have any questions concerning funding requirements, CDBG regulations, or any other aspects of this process, please feel free to call the Community Development Department. If you would like to discuss your proposal with staff prior to its submission, we would also welcome your call.

I look forward to working with you in the coming weeks.

Cc: Charles Bowman, Community Development Director
2005 CDBG Master File

H:\New Files\GRANTS\CDBG\FY2005\FY2005 ACTION PLAN\COVER LETTER TO PUBLIC 1-10-05.doc



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

PROJECT PROPOSAL SUBMISSION CRITERIA & REQUIREMENTS

As part of the submission of the City of Kent's Program Year (PY) 2005 Annual Action Plan of the City's Consolidated Development Plan, the City will identify activities to be undertaken with Federal funds, including funds from the City's PY2005 Community Development Block Grant program.

OVERALL OBJECTIVES

The overall objectives of the City's Consolidated Development Plan are as follows:

1. The expansion of economic opportunities to low and moderate income persons which promote long-term economic and social viability within the community.
2. The provision of decent housing through:
 - a) the retention of the affordable housing stock; or
 - b) providing assistance to homeless persons in obtaining appropriate housing and necessary support services; or
 - c) increasing the availability of permanent housing that is affordable to low and moderate income persons; or
 - d) the provision of housing and/or related support services to persons with special needs including but not limited to such groups as the disabled, the elderly, persons with HIV/AIDS, or persons/families at or near poverty level.
3. The provision of a suitable living environment through improving public safety or the revitalization of neighborhoods. Such activities may promote access to public facilities or services, the restoration or preservation of historic or architecturally significant properties, or the preservation of energy/water resources.

SUBMISSION REQUIREMENTS

The City will consider project proposals from interested neighborhood planning groups, social service agencies or other interested community agencies, groups or interested persons to be considered for submission under the City's PY2005 Annual Action Plan component of the Consolidated Development Plan.

The deadline for submitting project proposals is **4:00 p.m., Thursday, February 10, 2005**, to the Department of Community Development, 930 Overholt Road, Kent, OH 44240. In order to be considered for funding, the proposal must contain the following information:

1. The name, address, phone and fax (if available) numbers of the organization or individual sponsoring the proposal. The chief officer of an organization must sign the proposal on behalf of the organization.
2. A detailed description of the project or activity being proposed. The proposal shall specifically describe the purpose, scope and intent of the activity and the specific location or geographic area to be benefited by said activity.
3. A thorough explanation of how the proposed project or activity specifically addresses at least one of the three overall objectives of the City's Consolidated Development Plan.
4. The applicant shall describe how the proposed project will benefit persons of low and moderate income and estimate the total number of persons or households to be assisted in total as well as by income group. The applicant shall also describe benefits to special populations (i.e. disability, elderly, homeless, etc.) and provide an estimate of the number of such persons or households to be benefitted.
5. The applicant shall provide a detailed list of project costs and the sources of public and private funding to be considered for this project. Projects involving construction should be estimated using Davis-Bacon prevailing wage rates. The applicant shall explain the basis from which these costs were established.
6. The applicant shall demonstrate and certify in the proposal that the activity can be completed within the program year which begins August 1, 2005 and ends July 31, 2006.

The applicant shall submit three complete copies of their project proposal and attach a cover letter summarizing briefly their submission.

Any questions pertaining to the submission should be directed to the Community Development Department at (330) 678-8108. The City reserves the right to reject any proposal deemed incomplete or inconsistent with the Overall Goals of the Consolidated Development Plan and/or the specific program requirements of the Community Development Block Grant program.



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

**TO BE PUBLISHED ONCE IN THE RECORD-COURIER
AS A DISPLAY AD ON FRIDAY, JANUARY 14, 2005**

PROJECT PROPOSAL SUBMISSION CRITERIA & REQUIREMENTS KENT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

As part of the submission of the City of Kent's PY2005 Annual Action Plan of the City's Five-Year CDBG Consolidated Development Plan, the City will identify activities to be undertaken with Federal funds, including funds from the City's PY2005 Community Development Block Grant program.

OVERALL OBJECTIVES

The overall objectives of the City's Consolidated Development Plan are as follows:

1. The expansion of economic opportunities to low and moderate income persons which promote long-term economic and social viability within the community.
2. The provision of decent housing through:
 - a) the retention of the affordable housing stock; or
 - b) providing assistance to homeless persons in obtaining appropriate housing and necessary support services; or
 - c) increasing the availability of permanent housing that is affordable to low and moderate income persons; or
 - d) the provision of housing and/or related support services to persons with special needs including but not limited to such groups as the disabled, the elderly, persons with HIV/AIDS, or persons/families at or near poverty level.
3. The provision of a suitable living environment through improving public safety or the revitalization of neighborhoods. Such activities may promote access to public facilities or services, the restoration or preservation of historic or architecturally significant properties, or the preservation of energy/water resources.

SUBMISSION REQUIREMENTS

The City will consider project proposals from interested neighborhood planning groups, social service agencies or other interested community agencies, groups or interested persons to be considered for submission under the City's PY2005 Annual Action Plan component of the Five Year (2005-2009) Consolidated Development Plan.

The deadline for submitting project proposals is 4:00 p.m., Thursday, February 10, 2005, to the Department of Community Development, 930 Overholt Road, Kent, OH 44240. In order to be considered for funding, the proposal must contain the following information:

1. The name, address, phone and fax (if available) numbers of the organization or individual sponsoring the proposal. The chief officer of an organization must sign the proposal on behalf of the organization.
2. A detailed description of the project or activity being proposed. The proposal shall specifically describe the purpose, scope and intent of the activity and the specific location or geographic area to be benefited by said activity.
3. A thorough explanation of how the proposed project or activity specifically addresses at least one of the three overall objectives of the City's Consolidated Development Plan.
4. The applicant shall describe how the proposed project will benefit persons of low and moderate income and estimate the total number of persons or households to be assisted in total as well as by income group. The applicant shall also describe benefits to special populations (i.e. disability, elderly, homeless, etc.) and provide an estimate of the number of such persons or households to be benefited.
5. The applicant shall provide a detailed list of project costs and the scores of public and private funding to be considered for this project. Projects involving construction should be estimated using Davis-Bacon prevailing wage rates. The applicant shall explain the basis from which these costs were established.

The applicant shall submit three complete copies of their project proposal and attach a cover letter summarizing briefly their submission.

Any questions pertaining to the submission should be directed to the Community Development Department at (330) 678-8108. The City reserves the right to reject any proposal deemed incomplete or inconsistent with the Overall Goals of the Consolidated Development Plan and/or the specific program requirements of the Community Development Block Grant program.

Gary Locke
Plans Administrator
Locke@kent-ohio.org



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

TO BE PUBLISHED ONCE IN THE RECORD COURIER AS A DISPLAY ADVERTISEMENT
(BLOCK AD) ON TUESDAY, JANUARY 18, 2005

**NOTICE OF PUBLIC HEARING #1
PROGRAM YEAR 2005 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FIVE YEAR CONSOLIDATED PLAN 2005 - 2009
PROGRAM YEAR 2005 ANNUAL ACTION PLAN**

**WEDNESDAY, FEBRUARY 2, 2005
7:25 P.M.**

**COUNCIL CHAMBERS
KENT CITY HALL
325 SOUTH DEPEYSTER STREET
KENT, OHIO 44240**

The City of Kent will hold its first Public Hearing on Wednesday, February 2, 2005 at 7:25 P.M. in the Council Chambers of Kent City Hall, 325 South Depeyster Street, Kent, Ohio. The City will file its final Five Year Consolidated Plan (2005 – 2009) and PY2005 Annual Action Plan with the U.S. Department of Housing and Urban Development in June 2005 as part of its application for PY2005 Community Development Block Grant funding.

The purpose of this Public Hearing will be to provide citizens with information about the proposed Five Year Consolidated Plan and PY2005 Action Plan, including an explanation of the overall objectives of the Community Development Block Grant Program and eligible activities.

This Public Hearing, as well as all meetings of the Kent City Council are open to the public. Time will be afforded to any person interested in being heard. Persons with special needs and non-English speaking persons are encouraged to participate in this Hearing and should contact the Community Development Department by Wednesday, January 26, 2005 so that proper accommodations can be arranged.

All citizens are encouraged to participate in the Consolidated Plan / Action Plan process. Written comments or questions should be directed to the City of Kent Community Development Department, 930 Overholt Road, Kent, Ohio 44240.

Gary Locke
Plans Administrator
City of Kent Community Development Department



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

**TO BE PUBLISHED AS A DISPLAY ADVERTISEMENT IN THE
THURSDAY, APRIL 14, 2005 RECORD COURIER**

**NOTICE OF PUBLIC COMMENT PERIOD
CITY OF KENT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FIVE YEAR CONSOLIDATED PLAN (2005-2009) AND
FY2005 ANNUAL ACTION PLAN**

The City of Kent has completed the draft of its proposed Five Year Consolidated Plan (2005-2009) and its Annual Action Plan for the Year 2005. In order to encourage public review and comment on this document, the City is providing a 30 day public comment period beginning Friday, April 15, 2005 and continuing through Monday, May 16, 2005.

Copies of the document will be made available by the City of Kent's Community Development Department for no charge (1 per household) in printed copy and/or on CD-ROM . The document may also be accessed on the City of Kent's Web Page www.kentohio.org. The Community Development Department is located at 930 Overholt Road, Kent, Ohio. Office hours are Monday through Friday, 8:00 AM to 5:00 PM, excluding legal holidays.

Copies of this document will also be available for public review at the following additional locations:

- 1. Kent Free Library**
University Plaza, Cherry Street, Kent, Ohio
- 2. Office of Kent City Council**
217 East Summit Street, Kent, Ohio
- 2. Kent State University Library**
Kent State University, Kent, Ohio

All citizens are encouraged to review the Five Year Consolidated Plan and Year 2005 Action Plan draft and to direct their written comments by Monday, May 16, 2005 to the Community Development Department, 930 Overholt Road, Kent, Ohio (by mail); to Locke@kent-ohio.org (e-mail); or to 330-678-8030 (fax). In making this document available to the public, the City of Kent will accommodate persons with special needs or disabilities.

Received By: _____

Date: _____

APPENDIX I
CITIZEN COMMENTS / RESPONSES

Citizen Comments Blank Page

APPENDIX J
CHIS DATA TABLES

Table S-1 - Strategy Statement

1. Number >

2. Need Reference >

Table No. Section No.

3. Target Population Tables:

Enter "X"	Tenure Type
	Owners
X	Renters
	Special Needs

Priority	Income Category
P	Households 50-80% Median Income
S	Households 30-50% Median Income
S	Households 0-30% Median Income
S	Special Needs Households/Persons

4. Proposed Activities

Primary

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	
Acq/Rehab/Resale	18	18			3

Secondary/Supportive

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	

5. Proposed Strategy Implementation Schedule:

1	2	3	4	5
6		6		6

6. Strategy Narrative:

The City, using a contracted non-profit developer, provides a program whereby deteriorated units in the City are acquired, fully rehabilitated and sold to LMI families. The CHIP funds are used to provide gap financing for the new buyer so that he will pay no more than 35% of his GMI toward housing expenses plus utilities. The rehabilitation of the house not only provides an affordable homeownership opportunity for an LMI buyer, but it also benefits the neighborhood by removing a blighting influence.

Table S-1 - Strategy Statement

1. Number >

4

3. Target Population Tables:

Enter "X"	Tenure Type
	Owners
X	Renters
	Special Needs

Priority	Income Category
P	Households 50-80% Median Income
S	Households 30-50% Median Income
S	Households 0-30% Median Income
S	Special Needs Households/Persons

4. Proposed Activities

Primary

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	
DPA/Rehab	12	12		CDBG	2

Secondary/Supportive

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No
	Total	CHIP	Other	Other Source	

5. Proposed Strategy Implementation Schedule:

1	2	3	4	5
4		4		4

6. Strategy Narrative:

The City's Down Payment Assistance/Rehab program benefits new homeowners by providing rehabilitation for their new home. This helps address the housing preservation needs of new homeowners, the lead-based paint issues, and the obvious affordability/availability issues. The rehab portion of the DPA/Rehab program operates just as the regular Owner Occupied Rehab program does with the same limits and conditions. The program requires the units to be brought up to OHCP's Residential Rehabilitation Standards within 6 months of purchase. The rehab component addresses lead-based paint hazards, preserves the housing by meeting the RRS standards, and reduces the housing cost burden of the new homeowner by making the unit more affordable to own and maintain. The Down Payment Loans for this program are 1% interest, for 15 years with a 3-year deferral, the Rehab loans are deferred until sale of the home or transfer of title.

Table S-1 - Strategy Statement

1. Number >

2. Need Reference >

Table No. Section No.

3. Target Population Tables:

Enter "X"	Tenure Type
	Owners
X	Renters
	Special Needs

Priority	Income Category
P	Households 50-80% Median Income
P	Households 30-50% Median Income
P	Households 0-30% Median Income
S	Special Needs Households/Persons

4. Proposed Activities

Primary

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	

Secondary/Supportive

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	
Emergency Assistance	50		50	FCS & CAC	N/A

5. Proposed Strategy Implementation Schedule:

1	2	3	4	5
10	10	10	10	10

6. Strategy Narrative:

Family and Community Services, and Community Action Council seek funding through OHTF, ODOD, TANF, HUD and HEAP to provide emergency assistance to renters. This assistance includes: security deposits, utility assistance, first and last month's rents and eviction assistance. CAC obtains funding from private donations for this assistance.

Table S-1 - Strategy Statement

1. Number >

6

3. Target Population Tables:

Enter "X"	Tenure Type
	Owners
X	Renters
	Special Needs

Priority	Income Category
P	Households 50-80% Median Income
S	Households 30-50% Median Income
S	Households 0-30% Median Income
S	Special Needs Households/Persons

4. Proposed Activities

Primary

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	

Secondary/Supportive

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	
Homebuyer Education and Counseling	120	120			5

5. Proposed Strategy Implementation Schedule:

1	2	3	4	5
40		40		40

6. Strategy Narrative:

The Homebuyer Education and Counseling Program prepare buyers for homeownership by teaching them about all aspects of the home buying process. It is a mandatory pre-requisite to any homeownership program such as Down Payment Assistance/Rehab, Acquisition/Rehab/Resale, New Construction Resale, etc., and consists of 10 totals hours of individual and classroom training. The program is based on the NeighborWorks Full-Cycle Lending Model and is a nationally recognized program by housing lenders such as Fannie Mae. NDS staff attends regular training and is certified to offer the class. The Homebuyer Education and Counseling Program provides the bedrock for NDS' Homeownership Center designation as provided by Neighborhood Reinvestment Corporation for meeting quality and production standards.

Table S-1 - Strategy Statement

1. Number >

1

2. Need Reference >

Table No. Section No.

3. Target Population Tables:

Enter "X"	Tenure Type
X	Owners
	Renters
	Special Needs

Priority	Income Category
P	Households 50-80% Median Income
P	Households 30-50% Median Income
P	Households 0-30% Median Income
P	Special Needs Households/Persons

4. Proposed Activities

Primary

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	
Owner-Occupied Rehab	15	15		CDBG, RLF	1

Secondary/Supportive

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	

5. Proposed Strategy Implementation Schedule:

1	2	3	4	5
5		5		5

6. Strategy Narrative:

Owner Occupied Rehabilitation is a most critical strategy to address the housing preservation needs discussed in Tables N-1. The City will offer an Owner Occupied Housing Rehabilitation program for those homeowners earning 80% of AMI or less. The program will require all participating units to meet OHCP RRS upon completion. The program will offer loan funds to finance the rehabilitation work. The loan will be structured so that no participating homeowner is caused to pay more than 35% of their GMI toward housing expenses. Rates and terms will be as low as 3% for 10 years, simple interest.

Lead-based paint issues will be addresses as part of the Owner Occupied Housing Rehabilitation program. Each unit will be evaluated for lead hazards and the scope of work will reflect the appropriate remediation.

Table S-1 - Strategy Statement

1. Number >

9

3. Target Population Tables:

Enter "X"	Tenure Type
	Owners
	Renters
X	Special Needs

Priority	Income Category
	Households 50-80% Median Income
	Households 30-50% Median Income
	Households 0-30% Median Income
P	Special Needs Households/Persons

4. Proposed Activities

Primary

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	
Rental Rehab	12		12	CDBG & Coleman Professional	N/A

Secondary/Supportive

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	

5. Proposed Strategy Implementation Schedule:

1	2	3	4	5
4		4		4

6. Strategy Narrative:

CDBG funds the majority of this program. Coleman Professional Services will continue to apply for funds this as well. These funds will come from private sources.

Table S-1 - Strategy Statement

1. Number >

2. Need Reference >

Table No. Section No.

3. Target Population Tables:

Enter "X"	Tenure Type
X	Owners

Priority	Income Category
P	Households 50-80% Median Income
P	Households 30-50% Median Income
P	Households 0-30% Median Income
P	Special Needs Households/Persons

4. Proposed Activities

Primary

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	

Secondary/Supportive

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	
Foreclosure Prevention	25	0	25	HTF	

5. Proposed Strategy Implementation Schedule:

1	2	3	4	5
5	5	5	5	5

6. Strategy Narrative:

NDS provides Foreclosure Prevention services to City residents through State Housing Trust Funds. This program offers intensive counseling to identify and eliminate the conditions causing the delinquency as well as a subordinate non-amortized mortgage to bring the homeowner current and remove the threat of foreclosure. There needs to be a fiscal traumatic situation, the client needs to be at or below 35% AMI and there needs to be a resolution to the financial situation.

Table S-1 - Strategy Statement

1. Number >

7

3. Target Population Tables:

Enter "X"	Tenure Type
	Owners
X	Renters
	Special Needs

Priority	Income Category
N	Households 50-80% Median Income
P	Households 30-50% Median Income
P	Households 0-30% Median Income
S	Special Needs Households/Persons

4. Proposed Activities

Primary

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	
Habitat-Acq/Rehab/Resale	3	3			5

Secondary/Supportive

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	

5. Proposed Strategy Implementation Schedule:

1	2	3	4	5
1		1		1

6. Strategy Narrative:

Habitat for Humanity will seek CHIP funds for lot acquisition to assist in the construction of affordable units. This program is targeted for families making 50% or less of AMI.

Table S-1 - Strategy Statement

1. Number > 3

2. Need Reference >

Table No. Section No.

3. Target Population Tables:

Enter "X"	Tenure Type
	Owners
X	Renters
	Special Needs

Priority	Income Category
P	Households 50-80% Median Income
P	Households 30-50% Median Income
P	Households 0-30% Median Income
P	Special Needs Households/Persons

4. Proposed Activities

Primary

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	
Rental Rehabilitation	9		9	CDBG	

Secondary/Supportive

Activit(ies)	Projected Households Benefiting				Strategy Summary Activity No.
	Total	CHIP	Other	Other Source	

5. Proposed Strategy Implementation Schedule:

1	2	3	4	5
3		3		3

6. Strategy Narrative:

The City's Rental Rehabilitation program is funded by CDBG funds. The program will provide loan financing for up to 75% of the rehabilitation costs and is capped at a maximum of \$10,000 per unit. The loan is written as a deferred loan and is not required to be repaid until the property is transferred or the property no longer complies with other requirement imposed by the City. Simple interest of 3% per year is charged during the life of the loan. The City requires the property owner to accept Section 8.

Table S-3
Fair Housing, Impediments, Strategies and Timelines

Community: City of Kent

Time Period: November 2004-November 2009

Impediment or Issue	Strategy	Timeline
The City should create educational programs for landlords and renters in the municipality.	The City will facilitate organizing both meetings and preparation of printed media to help make people aware of fair housing issues. As part of these presentation, the City will explore opportunities with the Portage Metropolitan Housing Authority to prepare information that can be disseminated to local landlords, educating them about the Section 8 program.	Ongoing
The City should create educational programs for landlords and renters in the municipality.	The City is currently in the process of re-evaluating all of its zoning and development related codes and regulations and will make every effort to insure that these regulations are consistent with State and Federal laws.	Ongoing
The City needs to make more of an effort to deal with the fair housing problem.	The City will consider using other forms (along with the Tree City Bulletin) of media to publicize it housing programs. The City will also consider utilizing local churches as a conduit for publicize these programs.	Ongoing
The City should increase the amount of money devoted to affordable housing and designate more land for affordable housing to create more of a residential mix within the city.	The City will continue to attempt to access CDBG and CHIP funding to support its housing programs and will consider attempting to access CHIP funding each year rather than every two years.	Ongoing

Table S-3
Fair Housing, Impediments, Strategies and Timelines

Community: City of Kent

Time Period: November 2004-November 2009

Impediment or Issue	Strategy	Timeline
The City should increase the amount of money devoted to affordable housing and designate more land for affordable housing to create more of a residential mix within the city.	The City will attempt to acquire scattered sites within the community on which affordable housing can be built and/or rehabilitated	Ongoing
The City should increase the amount of money devoted to affordable housing and designate more land for affordable housing to create more of a residential mix within the city.	The City will continue to work with other local agencies to maximize the use of its funding and other resources available through these agencies.	Ongoing
The City of Kent and Kent State University's Office of Resident and Student Life should develop a formal relationship.	The City will attempt to improve communications with Kent State University and explore ways that both organizations can work together to address housing needs within the community.	Ongoing
The City of Kent should create a local Fair Housing office rather than contract with Fair Housing Contact Services in Akron.	The City will explore the possibility of having the Fair Housing Contact Service establish some type of local presence in Kent, perhaps on a weekly or biweekly basis.	Ongoing
Work with a number of Portage County jurisdictions to create a Portage County fair housing agency.	The City would be willing to discuss this idea with other agencies in Portage County to see if there is an interest in pursuing this concept further.	Ongoing

