

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

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# Portage Metropolitan Housing Authority

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

**Approved by PMHA Board, November 17, 1999**

**PHA Plan  
Agency Identification**

**PHA Name:** Portage Metropolitan Housing Authority

**PHA Number:** OH031

**PHA Fiscal Year Beginning:** 01/2000

**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 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (Select one of the choices below)

- 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**

*The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.*

***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) (See consolidated list of PMHA Goals and 5 Year Objectives at end of this section)
  
- 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) (See consolidated list of PMHA Goals and 5 Year Objectives at end of this section)
- 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) (See consolidated list of PMHA Goals and 5 Year Objectives at end of this section)

**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) (See consolidated list of PMHA Goals and 5 Year Objectives at end of this section)

**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) (See consolidated list of PMHA Goals and 5 Year Objectives at end of this section)

**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)**

**PMHA AGENCY GOALS**

1. Efficiently, effectively operate agency housing programs, while being sensitive to the needs and concerns of participants, landlords, and the community.
2. Better meet 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. Better meet 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 quantitative strategies are located in "Statement of Housing Needs," part C, "Strategy for Addressing Needs"*

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**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)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

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 PMHA is one of 21 national demonstration sites for a new program known locally as Portage HOPES (Housing Opportunities Promoting Economic Self-Sufficiency). This designation provides PMHA the opportunity to evaluate and modify HUD regulations, flexibility to design programs to meet local needs and conditions, and the opportunity to combine funds from different programs.

Portage HOPES is characterized by modified program regulations, particularly those related to rent calculations, in order to promote employment by housing participants. In addition, PMHA's housing inventory will be used as a reward for participants making economic progress. Supportive services and homeownership opportunities will further complement efforts to assist residents to become self-sufficient.

Most of the new activities undertaken in year 2000 will involve implementation of Portage HOPES. Year 2000 objectives involve three areas. First, activities will be undertaken to improve efficiency of operations for both Section 8 and public housing. Second, housing resources will be redirected to better meet local housing needs. Finally, program procedures and policies will be modified in order to encourage participants to obtain and retain employment.

### **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.

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\* N/A Not applicable due to High Performer Status.

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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration: **NA - See Attachment C**
- FY 2000 Capital Fund Program Annual Statement: **Attachment F**
- 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
- FY 2000 Capital Fund Program 5 Year Action Plan: **Attachment F**
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text): **Attachment H**
- Other:
  - Attachment A, City of Kent Consolidated Plan Needs**
  - Attachment B, Portage County Housing Needs**
  - Attachment C, Deconcentration Analysis**
  - Attachment D, Moving to Work Agreement and Program Summary**
  - Attachment E, Rent Determination Policies**
  - Attachment F, Five-Year Capital Fund Plan**
  - Attachment G, Residence by Police Officer**
  - Attachment H, Resident Advisory Board Comments**

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

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
NA Per Moving to Work Contract	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
NA 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 Administrative Plan	Annual Plan: Rent Determination
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
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	CIAP grant	
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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan for 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
NA	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
NA	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 Disabled	
X	Maintenance Procedures and Tenant Charges	
X	PMHA Descriptive Information	
X	Resident Program Descriptions and Partnership Agreements	

# 1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	3105	5	5	5	2	3	3
Income >30% but <=50% of AMI	2070	4	5	5	2	3	3
Income >50% but <80% of AMI	1133	2	3	4	2	3	3
Elderly	849	4	3	3	2	1	3
Families with Disabilities	<b>Unknown</b>						
Black non-Hispanic							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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 City of Kent, Ohio (**Attachment A**)  
Indicate year: 1995-2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset State of Ohio
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: Portage County Comprehensive Housing Strategies

**B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

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 8/98 – 8/99
Waiting list total	914		1,270
Extremely low income <=30% AMI	765	84%	
Very low income (>30% but <=50% AMI)	148	16%	
Low income (>50% but <80% AMI)	1		
Families with children	600	66%	
Elderly families	33	4%	
Families with Disabilities	164	18%	
White	654	72%	
African American	242	26%	
Hispanic	5	1%	
Other	13	1%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" 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 8/98 – 8/99
Waiting list total	1,305		802
Extremely low income <=30% AMI	1,109	85%	
Very low income (>30% but <=50% AMI)	190	15%	
Low income (>50% but <80% AMI)	6	Less than 1%	
Families with children	981	75%	
Elderly families	27	2%	
Families with Disabilities	168	13%	
White	1,027	79%	
African American	257	20%	
Hispanic	4	Less than 1%	
Other	17	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	261	20%	129
2 BR	629	48%	453
3 BR	370	28%	183
4 BR	45	3%	37
5 BR	NA		
5+ BR	NA		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### **YEAR 2000 STRATEGY**

- 1. Operate in an efficient, effective and responsive manner**
  - A. Ensure efficient, effective, responsive Section 8 administration**
    1. Achieve and maintain SEMAP High Performer status
      - a. Ensure compliance with PMHA SEMAP Standards
      - b. Conduct monthly internal compliance reviews
      - c. Refine automated rent reasonableness data base and train staff
    2. Maximize the effectiveness of the program for applicants and participants
      - a. Gather and analyze data identifying difficulties applicants have in searching for housing
      - b. Expand housing choices by promoting exception rents
      - c. Continue to convert expiring certificates into vouchers
      - d. Design and implement homeownership provisions of Portage HOPES
    3. Maximize efficiency of the program
      - a. Increase frequency of briefings by using technological aids in presentation
      - b. Accept Kent City housing code inspections bi-annually for 50% of Kent units
      - c. Consolidate scheduling of HQS inspections at large complexes
    4. Recruit new landlords
      - a. Develop marketing materials highlighting new features under Portage HOPES
      - b. Develop landlord-friendly practices, such as reinstatement of damage claim policy
      - c. Devise marketing campaign for promoting Section 8 program in order to add 20 new landlords
  - B. Ensure efficient, effective, responsive public housing administration**
    1. Maintain PHAS High Performer status
      - a. Ensure compliance with PMHA's PHAS Standards
      - b. Implement GAAP financial requirements
      - c. Conduct quarterly site inspections of multi-family sites and address PHAS and preventative needs
    2. Maximize the efficiency and effectiveness of housing management
      - a. Increase data base for utility allowance analysis to include 75% of tenants
      - b. Offer more housing options to childless sole remaining family members and reduce number in public housing residence by 50%
      - c. Prepare property asset profile annually for each public housing development
      - d. Implement minimum security deposit policy for new admissions and transfers
      - e. Conduct annual income analysis of developments to ensure economic deconcentration
      - f. Conduct annual analysis of tenant racial characteristics to ensure affirmatively furthering fair housing
    3. Maximize the efficiency of maintenance
      - a. Develop resident satisfaction measurement tool for internal feedback and become more customer service oriented
      - b. Achieve PHAS physical inspection score of at least 90%
      - c. Reduce vacancy turn around time to an average of 10 days

2. Address local housing needs
  - 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. Retain services of a housing developer as an employee or through a contractual relationship
      - b. Aggressively seek out opportunities for acquisition or new construction through real estate advertising and contacts with property owners
      - c. 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 plans for sale of properties
      - b. Extend contract with Ohio Capital Corporation for Housing to provide needed consultant services for possible acquisitions by PMHA
    3. Develop affordable housing with supportive services for special needs populations.
      - a. Meet with local service providers to identify housing needs of disabled 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. Implement new Preference Policy for childless adults based on local needs
    2. Identify alternative uses for developments having marketing issues
      - a. Form task force to study best occupancy use for Etna House
    3. Use Section 8 resources to assist housing owned by non-profits
      - a. Establish Section 8 project-based program for non-profit owners serving special needs clients
      - b. Expand use of Section 8 assistance for group homes
3. Enhance quality of life of PMHA participants
  - A. Increase self-sufficiency rate in public housing
    1. Ensure policies encourage family responsibility
      - a. Implement Portage HOPES changes, including child deduction allowance, mandatory rent, and minimum income
      - b. Implement QHWR Act requirements, including prohibition of rent adjustment for welfare sanction and community service work
    2. Encourage on-site supportive services
      - a. Continue to support non-profit partners providing supportive services to public housing residents
      - b. Provide administrative services for Renaissance Place TOP grant
      - c. Convert an apartment at each multi-family site to use as community space as on-site supportive services become available
    3. Use housing as an incentive for self-sufficiency progress
      - a. Implement Portage HOPES transfer policy for scattered site units
      - b. Implement homeownership and STEP Section 8 features of Portage HOPES
    4. Seek out and pursue appropriate grant opportunities
      - a. Seek funding for homeownership opportunities for PMHA participants through Ohio Dept. of Development and local agencies

- b. Seek out additional sources of funding to support job training program
- B. Increase employment rate of Section 8 and public housing families.**
  - 1. Provide incentives for tenants to generate higher income
    - a. Implement Portage HOPES changes, including employment deduction, phased rent increases and exclusion of bonus and asset income
    - b. Implement Portage HOPES policy enabling easier tenant transfers between programs
    - c. Monitor impact of new ceiling rents in public housing
  - 2. Provide job training and work through PMHA maintenance/construction needs
    - a. Implement EDSS construction job training grant
    - b. Seek out additional job sites for job training 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:**

Select all that apply

- 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)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- 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**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing (**by meeting MTW goals**)
- 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**

Select all that apply

- 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:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other:
  - Conduct outreach to expand elderly waiting list**
  - Analysis of community need for specially designated elderly and disabled housing**

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- 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: As part of the Moving to Work program, PMHA will establish Section 8 project-based program for non-profit service providers for the disabled

**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:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Inform 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: **Expand use of Section 8 Exception Rents to increase housing choice**

**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)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	\$ 418,684	
b) Public Housing Capital Fund	512,007	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,797,206	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	67,082	
g) Resident Opportunity and Self-Sufficiency Grants	39,325	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
Section 8 Mod Rehab	1,227,084	Rental assistance
Section 8 FSS Coordinator	38,223	Supportive service referral
MTW Technical Assistance	31,250	Technical assistance
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Comprehensive Grants	FY99 615,742	PH capital improvements
	FY98 160,000	PH capital improvements
<b>3. Public Housing Dwelling Rental Income</b>	597,140	PH operations
<b>4. Other income (list below)</b>		
Laundry Rental Income	4,000	PH operations
Investment Income	28,000	PH operations
<b>4. Non-federal sources (list below)</b>		
Commercial rental income	44,576	Supports learning center
<b>Total resources</b>	<b>\$8,580,319</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

**(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)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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)

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:

**See Attachment C - Income Deconcentration Analysis**

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (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 (applicant denied no information is passed on)

### (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:
  - Disabled**
  - Households without children up to 10% of each notification round**

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:
  - Disabled**
  - 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 NA 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**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

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, NA 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, (**see attachment D for MTW agreement**) PMHA uses ceiling rents (**see Attachment E for rent determination policies**).

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 : **Over-time 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)
- 95<sup>th</sup> 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)

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: **NA per Moving to Work contract**

**B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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: Has the PHA adopted any discretionary minimum rent hardship exemption policies? **Taken on a case by case basis through the grievance procedure; however, NA due to \$0 minimum rent**

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**(Portage MHA is a high performing PHA)**

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(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 management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(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)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at **Attachment F**

-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**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- 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 F**

-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)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- 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)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

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.)

<b>Demolition/Disposition Activity Description</b>
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)]

Exemptions from Component 9: Section 8 only PHAs are not required to complete this section.

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.

<b>Designation of Public Housing Activity Description</b>	
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:	<u>(DD/MM/YY)</u>
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)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### 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.

<b>Conversion of Public Housing Activity Description</b>	
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**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
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:	<u>(DD/MM/YYYY)</u>
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:

#### 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)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

**(Portage MHA is a high performing PHA)**

### A. PHA Coordination with the Welfare (TANF) Agency

#### 1. Cooperative agreements:

- Yes  No: Has the PHA has 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

### B. Services and programs offered to residents and participants



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)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**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 (selected locations)
  - 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)

2. Which developments are most affected? (list below)  
All multi-family developments excluding elderly and disabled

**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 (describe below)  
Additional law enforcement through Sheriff  
Capital improvements to enhance security

3. Which developments are most affected? (list below)  
All tenants will be equally eligible to participate

**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) **Portage MHA has included an officer in residence plan for approval with this submission. See Attachment G**
- 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? **All senior and multi-family developments**

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- 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 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is Attachment \_ (PHDEP Plan to be submitted by 4/1/00)

## **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)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

**(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**

**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 **H**
  - 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)  
Will be developing Pet Policy based on comments.

**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.) **This provision will not apply to Portage MHA until the year 2000 Board appointment is made.**
  
- 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**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

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)
- 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**
- Explore the market need for elderly only housing**
- Through Portage HOPES, begin homeownership program for Public Housing tenants**
- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

4. Consolidated Plan jurisdiction: **Portage County, Ohio – State of Ohio**

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**
- Explore the market need for elderly only housing**
- Through Portage HOPES, begin 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: (describe below)

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

### **19. Definition of “Substantial Deviation” and “Significant Amendment or Modification”**

[24 CFR Part 903.7 9 (r)]

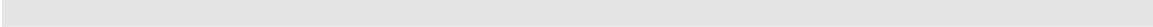
Significant amendments or significant modifications to the 5 Year or Annual Plan will be subject to the requirements pertaining to input of the Participant Advisory Committee, Consolidated Plan consistency, and public comment process. “Significant amendments” or “significant modifications” are defined 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
- c) require formal approval of the Board of Commissioners.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

- City of Kent Consolidated Plan Needs – Attachment A**
- Portage County Housing Needs – Attachment B**
- Deconcentration Analysis – Attachment C**
- Moving to Work Agreement and Program Summary – Attachment D**
- Rent Determination Policies – Attachment E**
- Five-Year Capital Fund Plan – Attachment F**
- Residence by Police Officer – Attachment G**
- Resident Advisory Board Comments – Attachment H**



# **CITY OF KENT**

## **FIVE YEAR CONSOLIDATED PLAN, CHAPTER 2**

### **HOUSING AND HOMELESS NEEDS ASSESSMENT**

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#### Chapter Overview

1. To present an analysis of the housing needs of both the general population as well as those persons having special needs who are living in the City of Kent, and to discuss the nature of substandard housing, overcrowding, cost burden and any disproportional needs by racial or ethnic class.
  2. To describe the nature and extent of homelessness and those threatened by homelessness (at-risk), the need for homeless facilities and supportive services of the general public as well as special populations.
  3. To estimate the number of homes with Lead Based Paint hazards.
  4. To discuss the general and specific housing needs within the City of Kent during the next five years (1995 - 2000).
- 

Data used throughout this report has been taken from the 1990 U.S. Census. This data is considered to be representative of the community in 1995. Data provided in the homeless narrative reflects specific point-in-time counts and annualized data provided for the Temporary Homeless Shelter operated by Kent Social Services and for the Safer Futures Shelter operated by Family and Community Services of Catholic Charities. Data sources will be cited throughout this chapter.

#### **1. 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 2-1 provides a breakdown of 1990 Census data for the City of Kent by income group and racial status. Table 2-1 indicates that a total of 8,860 households were counted in the City of Kent as of the 1990 U.S. Census.

White households comprise just under 91% of all households while Black households comprise 6% of the total and households of Asian/Pacific Islanders comprise just over 2% of all households. Hispanic and Native American households comprise less than 1% of all Kent households.

Table 2-1 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.

#### **TABLE 2-1**

**HOUSEHOLDS BY RACIAL STATUS AND INCOME GROUP  
1990  
KENT, OHIO**

	ALL HOUSEHOLDS		WHITE		BLACK	
<b>VERY LOW-INCOME</b>	<b>3190</b>	<b>36%</b>	<b>2723</b>	<b>34%</b>	<b>301</b>	<b>56%</b>
<b>OTHER LOW-INCOME</b>	<b>1684</b>	<b>19%</b>	<b>1573</b>	<b>20%</b>	<b>88</b>	<b>17%</b>
<b>MODERATE-INCOME</b>	<b>665</b>	<b>7%</b>	<b>599</b>	<b>7%</b>	<b>31</b>	<b>6%</b>
<b>ABOVE</b>	<b>3321</b>	<b>38%</b>	<b>3147</b>	<b>39%</b>	<b>112</b>	<b>21%</b>
<b>TOTAL</b>	<b>8860</b>	<b>100%</b>	<b>8042</b>	<b>100%</b>	<b>532</b>	<b>100%</b>

	HISPANIC		NATIVE AMERICAN		ASIAN/PACIFIC IS.	
<b>VERY LOW-INCOME</b>	<b>25</b>	<b>44%</b>	<b>13</b>	<b>62%</b>	<b>128</b>	<b>61%</b>
<b>OTHER LOW-INCOME</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	<b>23</b>	<b>11%</b>
<b>MODERATE-INCOME</b>	<b>9</b>	<b>16%</b>	<b>8</b>	<b>38%</b>	<b>18</b>	<b>9%</b>
<b>ABOVE</b>	<b>23</b>	<b>40%</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>19%</b>
<b>TOTAL</b>	<b>57</b>	<b>100%</b>	<b>21</b>	<b>100%</b>	<b>208</b>	<b>100%</b>

**Source:** *Ohio CHAS Databook, 1990*

While the number of white low and very low-income households (54%) is proportional the City's overall figure of 55%, minority households (with the exception of Hispanic 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 56 to 62 percent) compared to the percentage of Very Low-income households in general (36%).

Based on the data reported in Table 2-1, 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 2-2 provides a breakdown of the number of housing units available in the City of Kent based on data from the 1990 U.S. Census. This data is broken down by bedroom size, tenure

and occupancy status.

**TABLE 2-2**  
**HOUSING UNITS BY BEDROOM SIZE, TENURE AND**  
**OCCUPANCY STATUS**  
**1990**  
**KENT, OHIO**

	0 & 1 BEDROOM		2 BEDROOMS		3 OR MORE BEDROOMS		TOTAL	
	<b>RENTER OCCUPIED</b>	1649	31%	2642	48%	1113	21%	5404
<b>OWNER OCCUPIED</b>	28	1%	523	15%	2853	84%	3404	35%
<b>VACANT UNITS FOR RENT</b>	101	32%	167	53%	46	15%	314	3%
<b>VACANT UNITS FOR SALE</b>	0	0%	11	27%	30	73%	41	>1%
<b>OTHER VACANT UNITS</b>	121	26%	260	56%	86	18%	467	5%
<b>TOTAL</b>	1899		3605		4131		9630	

**Source:** *Ohio CHAS Databook, 1990*

Table 2-2 indicates that 59% of all housing units found within the City of Kent are renter occupied or vacant renter units. Conversely, only 35% of the total units in the City are owner occupied. Most owner occupied units (84%) have three or more bedrooms while nearly half of the renter units (48%) were two bedroom units. Only 21% of the renter occupied units had three or more bedrooms and only 15% of the vacant units for rent have three or more bedrooms. Based on the data provided in Table 2-2, 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 2-3 and 2-4 will focus on availability in more detail.

Table 2-3 shows the number of affordable owner units available to Very Low and Low-income families in the City of Kent.

**TABLE 2-3**

**OWNER UNITS AFFORDABLE TO HOUSEHOLDS  
30%, 50% OR 80% OF MEDIAN FAMILY INCOME (HAMFI)  
1990  
KENT, OHIO**

	0-30% HAMFI		0-50% HAMFI		0-80% HAMFI	
<b>OWNER OCCUPIED</b>						
0 -1 BEDROOM	8		8	0.2%	20	0.5%
2 BEDROOMS	52	0.2%	135	3.9%	397	11.6%
3 OR MORE BEDROOMS	53	1.5%	315	9.1%	1750	50.7%
TOTAL	113	3.2%	458	13.2%	2167	62.8%
<b>VACANT, FOR SALE</b>						
0-1 BEDROOM	0	0%	0	0%	0	0%
2 BEDROOMS	0	0%	11	0.3%	11	0.3%
3 OR MORE BEDROOMS	0	0%	6	0.2%	6	0.2%
TOTAL	0	0%	17	0.5%	17	0.5%
<b>TOTAL OWNER UNITS</b>						
0-1 BEDROOM	8	>0.1%	8	>0.1%	20	>0.1%
2 BEDROOMS	52	1.5%	146	4.2%	408	11.8%
3 OR MORE BEDROOMS	53	1.5%	321	9.3%	1756	50.9%
TOTAL	113	3.2%	475	13.7%	2184	63.3%

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 as shown in Table 2-2 (n=3445).

**Source: Ohio CHAS Databook, 1990**

As shown in Table 2-3, less than 2/3rds (63.3%) 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 Very Low-income households amounts to only 13.7% 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.

According to Table 2-3, only 17 vacant owner units for sale were determined to be affordable to lower income households. None of the 17 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 2-4 provides a similar analysis of affordable renter units. As previously noted, renter units (Including vacant units for rent) comprise nearly 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 2-4 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. Just under 12% of all rental units in the City are affordable to this income range, with less than 1% of all vacant units available being affordable to families whose income is 30% or less of median family income. In contrast, nearly 93% of all rental units are affordable to families whose incomes reach within 80% of median family income. Table 2-4 also indicates those units with three or more bedrooms affordable to low-income persons are very limited in number. There are also a limited number of vacant units (only 5.5%) available to low-income families.

Several conclusions can be drawn from this data: 1) Very low-income families (those whose family income is less than 50% of median) 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.

**TABLE 2-4**  
**RENTER UNITS AFFORDABLE TO HOUSEHOLDS**  
**30%, 50% OR 80% OF MEDIAN FAMILY INCOME (HAMFI)**  
**1990**  
**KENT, OHIO**

	0-30% HAMFI		0-50% HAMFI		0-80% HAMFI	
<b><i>RENTER OCCUPIED</i></b>						
<b>0 -1 BEDROOM</b>	<b>221</b>	<b>3.8%</b>	<b>865</b>		<b>1590</b>	
<b>2 BEDROOMS</b>	<b>297</b>	<b>5.2%</b>	<b>1131</b>	<b>15.1%</b>	<b>2481</b>	<b>27.8%</b>
<b>3 OR MORE</b>	<b>136</b>	<b>2.4%</b>	<b>379</b>		<b>907</b>	
<b>BEDROOMS</b>				<b>19.8%</b>		<b>43.4%</b>
<b>TOTAL</b>	<b>654</b>	<b>11.4%</b>	<b>2375</b>	<b>6.6%</b>	<b>4978</b>	<b>15.8%</b>
				<b>41.5%</b>		<b>87.0%</b>
<b><i>VACANT, FOR RENT</i></b>						

<b>0-1 BEDROOM</b>	<b>0</b>	<b>0%</b>	<b>72</b>	<b>1.2%</b>	<b>101</b>	<b>1.8%</b>
<b>2 BEDROOMS</b>	<b>16</b>	<b>0.2%</b>	<b>145</b>	<b>2.5%</b>	<b>167</b>	<b>2.9%</b>
<b>3 OR MORE BEDROOMS</b>	<b>0</b>	<b>0%</b>	<b>46</b>	<b>0.8%</b>	<b>46</b>	<b>0.8%</b>
<b>TOTAL</b>	<b>16</b>	<b>0.2%</b>	<b>263</b>	<b>4.5%</b>	<b>314</b>	<b>5.5%</b>
<b><i>TOTAL RENTER UNITS</i></b>						
<b>0-1 BEDROOM</b>	<b>221</b>	<b>3.9%</b>	<b>937</b>	<b>16.4%</b>	<b>1691</b>	<b>29.6%</b>
<b>2 BEDROOMS</b>	<b>313</b>	<b>5.5%</b>	<b>1276</b>	<b>22.3%</b>	<b>2648</b>	<b>46.3%</b>
<b>3 OR MORE BEDROOMS</b>	<b>136</b>	<b>2.4%</b>	<b>425</b>	<b>7.4%</b>	<b>953</b>	<b>16.7%</b>
<b>TOTAL</b>	<b>670</b>	<b>11.8%</b>	<b>2638</b>	<b>45.9%</b>	<b>5292</b>	<b>92.6%</b>

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 as shown in Table 2-2 (n= 5718).

***Source: Ohio CHAS Databook, 1990***

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 2-5 through 2-10 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 2-5 shows the number of small, related renter households experiencing housing problems

or cost burden situations.

**TABLE 2-5**  
**RENTER HOUSEHOLDS BY INCOME GROUP AND HOUSING PROBLEMS**  
**SMALL RELATED HOUSEHOLDS**  
**1990**  
**KENT, OHIO**

	TOTAL	WITH ANY HOUSING PROBLEMS		COST BURDEN > 30%		COST BURDEN > 50%	
<b>0 - 30% MEDIAN</b>	<b>642</b>	<b>553</b>	<b>86%</b>	<b>553</b>	<b>86%</b>	<b>468</b>	<b>73%</b>
<b>31 - 50% MEDIAN</b>	<b>321</b>	<b>215</b>	<b>67%</b>	<b>207</b>	<b>65%</b>	<b>47</b>	<b>15%</b>
<b>51 - 80% MEDIAN</b>	<b>403</b>	<b>88</b>	<b>22%</b>	<b>80</b>	<b>20%</b>	<b>0</b>	<b>0%</b>
<b>81 - 95% MEDIAN</b>	<b>155</b>	<b>9</b>	<b>6%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>TOTAL</b>	<b>2039</b>	<b>870</b>	<b>43%</b>	<b>840</b>	<b>41%</b>	<b>515</b>	<b>25%</b>

**Source:** *Ohio CHAS Databook, 1990*

As shown in Table 2-5, 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 2-6 shows the number of elderly one and two member renter households experiencing housing problems or cost burden situations.

**TABLE 2-6**  
**RENTER HOUSEHOLDS BY INCOME GROUP AND HOUSING PROBLEMS**  
**ELDERLY 1 AND 2 MEMBER HOUSEHOLDS**  
**1990**  
**KENT, OHIO**

	TOTAL	WITH ANY HOUSING PROBLEMS		COST BURDEN > 30%		COST BURDEN > 50%	
<b>0 - 30% MEDIAN</b>	<b>171</b>	<b>118</b>	<b>70%</b>	<b>118</b>	<b>70%</b>	<b>73</b>	<b>43%</b>
<b>31 - 50%</b>	<b>166</b>	<b>92</b>	<b>55%</b>	<b>92</b>	<b>55%</b>	<b>0</b>	<b>0%</b>

<b>MEDIAN</b>							
<b>51 - 80% MEDIAN</b>	<b>170</b>	<b>77</b>	<b>45%</b>	<b>77</b>	<b>45%</b>	<b>7</b>	<b>4%</b>
<b>81 - 95% MEDIAN</b>	<b>45</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>TOTAL</b>	<b>639</b>	<b>287</b>	<b>45%</b>	<b>287</b>	<b>45%</b>	<b>80</b>	<b>13%</b>

**Source:** *Ohio CHAS Databook, 1990*

A total of 639 elderly, one and two member rental households were counted in the City of Kent in 1990. Of this total, 507 (79%) were considered to be low-income as a result of their family income being 80% or less of the median family income. As indicated in Table 2-5, 45% of the renter households were considered to have one or more housing problems or cost burdened. 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 2-7 reports the same statistics (as Table 2-6) for elderly owner households.

**TABLE 2-7  
OWNER HOUSEHOLDS BY INCOME GROUP AND HOUSING PROBLEMS  
ELDERLY HOUSEHOLDS  
1990  
KENT, OHIO**

	<b>TOTAL</b>	<b>WITH ANY HOUSING PROBLEMS</b>		<b>COST BURDEN &gt; 30%</b>		<b>COST BURDEN &gt; 50%</b>	
<b>0 - 30% MEDIAN</b>	<b>81</b>	<b>62</b>	<b>77%</b>	<b>53</b>	<b>65%</b>	<b>0</b>	<b>0%</b>
<b>31 - 50% MEDIAN</b>	<b>184</b>	<b>47</b>	<b>26%</b>	<b>47</b>	<b>26%</b>	<b>0</b>	<b>0%</b>
<b>51 - 80% MEDIAN</b>	<b>196</b>	<b>8</b>	<b>4%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>81 - 95% MEDIAN</b>	<b>95</b>	<b>8</b>	<b>8%</b>	<b>8</b>	<b>8%</b>	<b>0</b>	<b>0%</b>
<b>TOTAL</b>	<b>905</b>	<b>125</b>	<b>14%</b>	<b>108</b>	<b>12%</b>	<b>0</b>	<b>0%</b>

**Source:** *Ohio CHAS Databook, 1990*

As reported in Table 2-7, a total of 905 elderly owner households were counted in 1990. Of this

total, 461 (51%) were considered to be low-income (80% or less of median). For those owner households reported, 14% reported experiencing housing problems and 12% were considered to be cost burdened. None of the elderly owner households were considered to be 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 2-6 and 2-7 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 (data on large, related owner households was not available). Large family households (those with five or more persons), as a group, may also experience substandard housing conditions and cost burden situations. Table 2-8 reports data for large, related renter households.

**TABLE 2-8  
RENTER HOUSEHOLDS BY INCOME GROUP AND HOUSING PROBLEMS  
LARGE RELATED HOUSEHOLDS  
1990  
KENT, OHIO**

	TOTAL	WITH ANY HOUSING PROBLEMS		COST BURDEN > 30%		COST BURDEN > 50%	
<b>0 - 30% MEDIAN</b>	<b>43</b>	<b>25</b>	<b>58%</b>	<b>25</b>	<b>58%</b>	<b>25</b>	<b>58%</b>
<b>31 - 50% MEDIAN</b>	<b>76</b>	<b>56</b>	<b>74%</b>	<b>39</b>	<b>51%</b>	<b>22</b>	<b>29%</b>
<b>51 - 80% MEDIAN</b>	<b>130</b>	<b>76</b>	<b>58%</b>	<b>40</b>	<b>31%</b>	<b>0</b>	<b>0%</b>
<b>81 - 95% MEDIAN</b>	<b>17</b>	<b>8</b>	<b>47%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>TOTAL</b>	<b>281</b>	<b>165</b>	<b>59%</b>	<b>104</b>	<b>37%</b>	<b>47</b>	<b>28%</b>

**Source:** *Ohio CHAS Databook, 1990*

As shown in Table 2-8, a total of 281 large, related renter households were counted in the 1990 Census. Of this total, 249 (88%) were considered to be low-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, 28% of all large, related renter households were considered to be severely cost burdened.

Based on the data provided in Table 2-8, 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.

To provide some perspective to the conditions reported above for both the elderly and large, related renter households, the same variables reported in Tables 2-5 through 2-8 are reported for all renter households in the City in Table 2-9 and all owner households in Table 2-10.

**TABLE 2-9  
RENTER HOUSEHOLDS BY INCOME GROUP AND HOUSING PROBLEMS  
TOTAL RENTER HOUSEHOLDS  
1990  
KENT, OHIO**

	TOTAL	WITH ANY HOUSING PROBLEMS		COST BURDEN > 30%		COST BURDEN > 50%	
<b>0 - 30% MEDIAN</b>	1602	1341	84%	1341	84%	1143	71%
<b>31 - 50% MEDIAN</b>	1213	955	79%	930	77%	349	29%
<b>51 - 80% MEDIAN</b>	1272	525	41%	471	37%	54	4%
<b>81 - 95% MEDIAN</b>	394	31	8%	5	1%	0	0%
<b>TOTAL</b>	<b>5608</b>	<b>2862</b>	<b>51%</b>	<b>2752</b>	<b>49%</b>	<b>1546</b>	<b>28%</b>

*Source: Ohio CHAS Databook, 1990*

**TABLE 2-10  
OWNER HOUSEHOLDS BY INCOME GROUP AND HOUSING PROBLEMS  
TOTAL OWNER HOUSEHOLDS  
1990  
KENT, OHIO**

	TOTAL	WITH ANY HOUSING PROBLEMS		COST BURDEN > 30%		COST BURDEN > 50%	
<b>0 - 30% MEDIAN</b>	88	69	78%	60	68%	7	8%
<b>31 - 50% MEDIAN</b>	287	96	33%	96	33%	29	10%
<b>51 - 80%</b>							

<b>MEDIAN</b>	<b>412</b>	<b>96</b>	<b>23%</b>	<b>88</b>	<b>21%</b>	<b>0</b>	<b>0%</b>
<b>81 - 95% MEDIAN</b>	<b>271</b>	<b>59</b>	<b>22%</b>	<b>59</b>	<b>22%</b>	<b>0</b>	<b>0%</b>
<b>TOTAL</b>	<b>3252</b>	<b>371</b>	<b>11%</b>	<b>333</b>	<b>10%</b>	<b>36</b>	<b>1%</b>

**Source:** *Ohio CHAS Databook, 1990*

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. As reported in Table 2-9, renter households below 30% of median family income experience a much higher rate of severe cost burden (71% of all households in that income range) than do owner households (8%) in the same income range, as shown in Table 2-10. As such, this report can conclude that renter households, especially those in the lowest income ranges, experience significant cost burdening and incidents of housing problems. The disparity seen between owner and renter populations may also suggest that owner households can better control their own housing conditions and costs than can renter households.

In addition to structural deficiencies and excessive housing costs, overcrowding also leads to substandard housing conditions and diminishes the overall quality of life of those persons living in such conditions. As previously indicated, an over-crowded household is defined as households where there are more than 1.0 persons per room, given the total number of rooms in the dwelling unit. Table 2-11 provides data for the City of Kent pertaining to overcrowding.

**TABLE 2-11  
INCIDENCE OF OVER-CROWDED HOUSEHOLDS  
BY TENURE AND INCOME GROUP  
FOR ALL HOUSEHOLDS AND LARGE, RELATED HOUSEHOLDS  
1990  
KENT, OHIO**

	<b>TOTAL</b>	<b>0-30% MEDIAN</b>	<b>31-50% MEDIAN</b>	<b>51-80% MEDIAN</b>
<b><i>RENTERS:</i></b>				
<b>ALL RENTERS</b>	<b>3.6%</b>	<b>2.9%</b>	<b>4.0%</b>	<b>5.7%</b>
<b>LARGE, RELATED HOUSEHOLDS</b>	<b>37.0%</b>	<b>39.5%</b>	<b>31.6%</b>	<b>42.3%</b>
<b><i>OWNERS:</i></b>				
<b>ALL OWNERS</b>	<b>0.3%</b>	<b>0%</b>	<b>1.4%</b>	<b>0%</b>
<b>OWNERS, OTHER THAN ELDERLY</b>	<b>0.5%</b>	<b>0%</b>	<b>3.9%</b>	<b>0%</b>

**Source:** *Ohio CHAS Databook, 1990*

As indicated in Table 2-11, over-crowding does not appear to be a significant problem in general except for large, related renter households. In this category, approximately 40% of all renter households experience over-crowded conditions. As previously shown in Table 2-2, almost 80% of all renter housing units in Kent have 2 or less bedrooms and that only 15% 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 \$ 700 to \$ 1000 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 table 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 2-12**  
**INCOME DISTRIBUTION OF RENTER HOUSEHOLDS**  
**BY MINORITY STATUS**  
**1990**  
**KENT, OHIO**

	<b>TOTAL</b>	<b>0-30% MEDIAN</b>	<b>31-50% MEDIAN</b>	<b>51-80% MEDIAN</b>
<b>ALL HOUSEHOLDS</b>	<b>5608</b>	<b>28.6%</b>	<b>21.6%</b>	<b>22.7%</b>
<b>ALL MINORITY HOUSEHOLDS</b>	<b>712</b>	<b>41.6%</b>	<b>19.8%</b>	<b>13.8%</b>
<b>BLACK, NON-HISPANIC HOUSEHOLDS</b>	<b>455</b>	<b>46.6%</b>	<b>13.0%</b>	<b>16.5%</b>
<b>HISPANIC HOUSEHOLDS</b>	<b>49</b>	<b>14.3%</b>	<b>36.7%</b>	<b>0%</b>

**Source:** *Ohio CHAS Databook, 1990*

Table 2-12 indicates that in the case of renter households in Kent, minority households and especially black, non-hispanic households, are disproportionate to the overall class with regard to the number of households falling within the Very Low-income (less than 30% of median income) range.

Hispanic households in this class are disproportionate to all households and even minority households in the 31%- 50% of median income range. In general, the percentage of renter households falling below 81% of median family income is consistent with the percentage of minority and black, non-hispanic households falling below 81% of median family income.

As shown in Table 2-13, fewer owner households fall below 81% of median family income levels than do renter households. There is, however, significant disproportion between minority and black, non-hispanic households as compared to all households in general.

The most significant disparity falls in the 31%-50% of median range with minority households being 11% higher than the percentage for all households and black, non-hispanic households being almost 20% higher than the percentage for all households. Of the 8 Hispanic owner households counted, all had total incomes above 80% of median.

**TABLE 2-13**  
**INCOME DISTRIBUTION OF OWNER HOUSEHOLDS**  
**BY MINORITY STATUS**  
**1990**  
**KENT, OHIO**

	<b>TOTAL</b>	<b>0-30% MEDIAN</b>	<b>31-50% MEDIAN</b>	<b>51-80% MEDIAN</b>
<b>ALL HOUSEHOLDS</b>	<b>3252</b>	<b>2.7%</b>	<b>8.8%</b>	<b>12.7%</b>
<b>ALL MINORITY HOUSEHOLDS</b>	<b>106</b>	<b>8.5%</b>	<b>19.8%</b>	<b>12.3%</b>
<b>BLACK, NON-HISPANIC HOUSEHOLDS</b>	<b>77</b>	<b>11.7%</b>	<b>27.3%</b>	<b>16.9%</b>
<b>HISPANIC HOUSEHOLDS</b>	<b>8</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

**Source:** *Ohio CHAS Databook, 1990*

Based on data shown in Tables 2-12 and 2-13, this report can conclude that minority and black, non-hispanic households in Kent are disproportionate to the overall population in certain income categories. This disparity is more pronounced in owner households than in renter households when looking at the total number of owner households below 81% of median family income.

Tables 2-14 and 2-15 provide a similar comparison for the number of renter and owner households experiencing housing problems.

**TABLE 2-14**  
**PERCENT OF RENTER HOUSEHOLDS WITH ANY HOUSING PROBLEMS**  
**BY MINORITY STATUS AND INCOME GROUP**  
**1990**  
**KENT, OHIO**

	TOTAL	0-30% MEDIAN	31-50% MEDIAN	51-80% MEDIAN
ALL HOUSEHOLDS	51.0%	83.7%	78.7%	41.3%
ALL MINORITY HOUSEHOLDS	52.2%	77.4%	73.0%	26.5%
BLACK, NON-HISPANIC HOUSEHOLDS	50.8%	79.2%	62.7%	34.7%
HISPANIC HOUSEHOLDS	36.7%	0%	100%	0%

**Source:** *Ohio CHAS Databook, 1990*

As shown in Table 2-14, minority and black, non-hispanic households generally experience less incidence of housing problems than all renter households in general. Even though all of Hispanic renter households counted in the 31%-50% of median family income range, Hispanic renter households overall fell significantly below the total percentages for all other income categories.

**TABLE 2-15**

**PERCENT OF OWNER HOUSEHOLDS WITH ANY HOUSING PROBLEMS  
BY MINORITY STATUS AND INCOME GROUP  
1990  
KENT, OHIO**

	TOTAL	0-30% MEDIAN	31-50% MEDIAN	51-80% MEDIAN
ALL HOUSEHOLDS	11.4%	79.4%	33.4%	23.3%
ALL MINORITY HOUSEHOLDS	15.1%	100.0%	0%	0%
BLACK, NON-HISPANIC HOUSEHOLDS	11.7%	100.0%	0%	0%
HISPANIC HOUSEHOLDS	0%	0%	0%	0%

**Source:** *Ohio CHAS Databook, 1990*

Overall, there is also little disparity between minority and black, non-hispanic owner households experiencing housing problems owner households in general. This notwithstanding, Table 2-15 does indicate that Very Low-income minority and black, non-hispanic households (those that are less than 30% of median family income) have a disproportionately higher occurrence of housing problems than all owner households as a whole.

With the several exceptions noted, the statistics shown above indicate that minority and black, non-hispanic households in general do not experience disproportionate housing problems when

compared to all households in general.

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 2-16**

**FAMILY TYPE DISTRIBUTION OF RENTER HOUSEHOLDS  
WITH INCOMES BELOW 51% OF MEDIAN FAMILY INCOME  
BY MINORITY STATUS AND FAMILY TYPE  
1990  
KENT, OHIO**

	<b>TOTAL</b>	<b>ELDERLY</b>	<b>SMALL</b>	<b>LARGE</b>
<b>ALL HOUSEHOLDS</b>	<b>2815</b>	<b>12.0%</b>	<b>34.2%</b>	<b>4.2%</b>
<b>ALL MINORITY HOUSEHOLDS</b>	<b>437</b>	<b>5.3%</b>	<b>66.1%</b>	<b>2.1%</b>
<b>BLACK, NON-HISPANIC HOUSEHOLDS</b>	<b>271</b>	<b>8.5%</b>	<b>69.0%</b>	<b>3.3%</b>
<b>HISPANIC HOUSEHOLDS</b>	<b>25</b>	<b>0%</b>	<b>52.0%</b>	<b>0%</b>

**Source:** *Ohio CHAS Databook, 1990*

As shown in Table 2-16, there are fewer elderly and large renter households (both minority and black, non-hispanic households) with incomes below 51% than all elderly and larger renter households in general. There is a disproportionate percentage of small minority, black, non-hispanic and hispanic renter households when compared to the overall number of small, renter households in general. The same trend is also seen with small owner households as indicated in Table 2-17 below.

**TABLE 2-17**

**FAMILY TYPE DISTRIBUTION OF OWNER HOUSEHOLDS  
WITH INCOMES BELOW 51% OF MEDIAN FAMILY INCOME  
BY MINORITY STATUS AND FAMILY TYPE  
1990  
KENT, OHIO**

	<b>TOTAL</b>	<b>ELDERLY</b>	<b>SMALL</b>	<b>LARGE</b>
<b>ALL HOUSEHOLDS</b>	<b>375</b>	<b>70.7%</b>	<b>25.1%</b>	<b>0%</b>
<b>ALL MINORITY HOUSEHOLDS</b>	<b>30</b>	<b>53.3%</b>	<b>46.7%</b>	<b>0%</b>

<b>BLACK, NON-HISPANIC HOUSEHOLDS</b>	<b>30</b>	<b>53.3%</b>	<b>46.7%</b>	<b>0%</b>
<b>HISPANIC HOUSEHOLDS</b>	<b>0</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

**Source:** *Ohio CHAS Databook, 1990*

Tables 2-18 and 2-19 take the analysis one step further by tabulating the number of renter and owner households, by minority status and family type (households with incomes below 51% of median) experiencing housing problems.

**TABLE 2-18**

**PERCENT OF RENTER HOUSEHOLDS HAVING ANY HOUSING PROBLEMS  
WITH INCOMES BELOW 51% OF MEDIAN FAMILY INCOME  
BY MINORITY STATUS AND FAMILY TYPE  
1990  
KENT, OHIO**

	<b>TOTAL</b>	<b>ELDERLY</b>	<b>SMALL</b>	<b>LARGE</b>
<b>ALL HOUSEHOLDS</b>	<b>81.6%</b>	<b>62.3%</b>	<b>79.8%</b>	<b>68.1%</b>
<b>ALL MINORITY HOUSEHOLDS</b>	<b>76.0%</b>	<b>100.0%</b>	<b>74.7%</b>	<b>0%</b>
<b>BLACK, NON-HISPANIC HOUSEHOLDS</b>	<b>75.6%</b>	<b>100.0%</b>	<b>69.5%</b>	<b>0%</b>
<b>HISPANIC HOUSEHOLDS</b>	<b>72.0%</b>	<b>0%</b>	<b>100%</b>	<b>0%</b>

**Source:** *Ohio CHAS Databook, 1990*

Table 2-18 indicates that elderly renter households in Kent suffer a disproportionate share of units with housing problems when compared to the renter households in general. Small, hispanic households also experience a disparate proportion of housing problems than small renter households in general. In all, however, minority, black, non-hispanic and hispanic renter households actually experienced the majority of housing problems of all renter units in general.

Elderly minority and black, non-hispanic owner households suffer similar disparities as their renter counterparts as shown in Table 2-19. Similarly, minority, black, non-hispanic and hispanic owner households experienced fewer housing problems than all owner units in general.

**TABLE 2-19**

**PERCENT OF OWNER HOUSEHOLDS HAVING ANY HOUSING PROBLEMS  
WITH INCOMES BELOW 51% OF MEDIAN FAMILY INCOME  
BY MINORITY STATUS AND FAMILY TYPE  
1990**

**KENT, OHIO**

	<b>TOTAL</b>	<b>ELDERLY</b>	<b>SMALL</b>	<b>LARGE</b>
<b>ALL HOUSEHOLDS</b>	<b>44.0%</b>	<b>41.1%</b>	<b>59.6%</b>	<b>0%</b>
<b>ALL MINORITY HOUSEHOLDS</b>	<b>30.0%</b>	<b>56.3%</b>	<b>0%</b>	<b>0%</b>
<b>BLACK, NON-HISPANIC HOUSEHOLDS</b>	<b>30.0%</b>	<b>56.3%</b>	<b>0%</b>	<b>0%</b>
<b>HISPANIC HOUSEHOLDS</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

**Source:** *Ohio CHAS Databook, 1990*

Based on the data provided in Tables 2-16 through 2-19, several conclusions can be drawn with regard to low-income households in Kent. First, the distribution of minority, black, non-hispanic and hispanic households is not disproportionate to all households in general, with only small minority, black, non-hispanic and hispanic households experiencing a higher rate of disparity than small households in general. Second, elderly minority and black, non-hispanic households experience significantly higher percentages of housing problems than elderly households in general. The elderly category, however, was the only class that suffered a disparate percentage of housing problems (based on race and ethnicity). Table 2-19 indicates that black, non-hispanic households experienced the majority of all incidence of housing problems in the City.

**2. HOMELESSNESS**

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 to persons passing through the community who can not afford short-term housing in motels or hotels. While the City receives an occasional report that persons are known to be living in cars or trailers/recreational vehicles, street homelessness is not considered to be indicative of the character of homelessness in Kent.

Table 2-20 provides data taken from the 1990 Census relating to homelessness in Kent.

**TABLE 2-20**  
**POPULATION IN SELECTED GROUP QUARTERS**  
**DURING THE SHELTER AND STREET (S-NIGHT) ENUMERATION**  
**BY AGE GROUP**  
**1990**  
**KENT, OHIO**

	<b>0-5 YEARS</b>	<b>6-12 YEARS</b>	<b>13-17 YEARS</b>	<b>18 AND OVER</b>	<b>TOTAL</b>
<b>EMERGENCY SHELTERS</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>10</b>

<b>SHELTERS FOR RUNAWAY, NEGLECTED AND HOMELESS CHILDREN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SHELTERS FOR ABUSED WOMEN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>VISIBLE IN STREET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Source:** *Ohio CHAS Databook, 1990*

Data in Table 2-20 provides point-in-time data and does not paint an overall picture of the extent of homelessness in the City of Kent. It does, however, provide data consistent with counts generated by the Temporary Shelter operated by Kent Social Services. Table 2-20 also supports the finding that homelessness in Kent is most prevalent amongst families with minor children.

Table 2-21 provides a more up-to-date, point-in-time count of homeless persons based on counts taken during the week of March 19, 1995 through March 25, 1995. Data for this table was provided by Kent Social Services as well as Family and Community Services of Catholic Charities.

TABLE 2-21

U.S. Department of Housing and Urban Development  
 CPD Consolidated Plan  
 Homeless Populations and Subpopulations

Part 1: Homeless Population	Total # Homeless (a + c + d)	Total # Homeless Unsheltered (a)	TOTAL NUMBER SERVED BY _____		
			Reception/Day Centers (b)	Emergency Shelters (c)	Transitional Housing (d)
<b>Families with Children</b>					
1. Number of Homeless Families	2	1	0	1	0
2. Number of Persons in Homeless Families	4	2	0	2	0
<b>Individuals not in Families</b>					
3. Youth (17 years of age or younger)	0	0	0	0	0
4. Adults (18+ years of age)	2	1	0	1	0
<b>TOTAL (lines 2 + 3 + 4)</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>

**Part 2: Subpopulations**

Homeless Persons with Special Needs Related to:	% of <u>Total</u>	<u>Number</u>
1. Severe Mental Illness (SMI) Only	0.0	0
2. Alcohol/Other Drug Abuse Only	16.7	1
3. SMI and Alcohol/Other Drug Abuse	0.0	0

**Part 2: Continued**

6. Other (Specify)	% of <u>Total</u>

4. Domestic Violence	33.3	2
5. AIDS/Related Diseases	0.0	0

As shown in Table 2-21, a total of six homeless Kent residents were counted at the Temporary Shelter during the week of March 19, 1995 through March 25, 1995. There were no Kent residents housed or received at the domestic violence shelter operated for the Safer Futures program. Of the six persons received at the Temporary Shelter, three were referred to other agencies due to special needs and could not be accommodated at the shelter. During the same time period, a total of three Kent residents were housed at the shelter.

The Temporary Shelter operated by Kent Social Services on South Willow Street is the only such shelter of its kind in both Kent and Portage County. This shelter provides temporary shelter for up to 60 days for individuals and/or families in need of shelter. This shelter can accommodate up to 11 persons and does not provide housing for persons suffering from mental disabilities, alcohol or drug abuse, domestic violence or other special needs, however, it will accommodate persons in these categories who are in treatment and are not exhibiting symptoms at the time that they arrive at the shelter. Persons who are typically turned away from the shelter are turned away either as a result of space not being available at the shelter or in a situation where the individual requires specific treatment and care and is exhibiting signs of mental illness, drug or alcohol abuse or other special needs.

According to data provided by Kent Social Services for the 1994 calendar year, a total of 50 Kent residents were served at the Temporary Shelter during the course of the year. Another 107 persons were turned away at the shelter either as a result of space not being available at the shelter or as a result of their condition at the time that they sought assistance at the shelter. Of the 50 residents served, 15 were single persons (above the age of 18) not in families, while the remaining 35 persons were members of 12 families. Kent Social Services reports that approximately 38% of the shelter clients were black, 60% of the shelter clients were white, about 1% were hispanic and less than 1% were American Indian. With regard to special, subpopulations (Kent residents) housed at the shelter, about 11% had special needs related to severe mental illness, 8% had special needs related to alcohol or drug abuse, another 2% suffered from severe mental illness and alcohol or drug abuse, and about 5% of the clients had experienced domestic violence. There were no know HIV/AIDS cases housed at the shelter. While point-in-time data is desirable, data reflecting year-long counts provides a more accurate picture of the degree of homelessness facing some residents in Kent.

Data provided by Family and Community Services of Catholic Charities indicates that the Safer Futures Program provided shelter to six Kent residents in 1994 (three women and three children) and that 10 women and 8 children were assisted with support group services.

Most significant is the fact that nearly twice as many persons as those being housed at the shelter were turned away due to a lack of space at the shelter or their immediate physical or mental condition. This statistic supports the indication by Kent Social Service's staff that the shelter needs to be expanded in size in order to accommodate more persons. Just over 25% of the residents served at the shelter had special needs and could therefore be better served by temporary or transitional housing coupled with special supportive services.

Some of the domestic violence clients are referred to the Safer Future Program. Women and their children who suffer from domestic violence and who need shelter away from home have a domestic violence shelter available to them through the Safer Futures Program operated by Family and Community Services of Catholic Charities. This shelter is presently located in Ravenna, Ohio and is available to Kent women and their children. The shelter can accommodate two families.

In addition to victims of domestic violence, other subpopulations with special needs needing temporary, transitional or supportive housing include persons suffering from mental illness, drug or alcohol abuse as well as teenage youth who may be experiencing problems at home. Consultations with the Directors of several local social service agencies, conducted during the course of the preparation of this document, have provided insight into these areas where specific data is not available.

The Crisis Residential Unit operated by the Kevin Coleman Mental Health Center provides 11 units of housing in the City of Kent for homeless persons suffering from mental illness, and who are under the care of Kevin Coleman staff. According to Ms. Tammy Weaver, Supervisor for Housing and Case Management at Kevin Coleman, all of the clients housed in Kent are low-income persons and families. As a result of their disability, individuals and heads of households living in Kevin Coleman housing lack decent employment opportunities and/or transportation to those opportunities. While some of these clients could be accommodated through Section 8 or Public Housing assisted units, the waiting list at the Portage Metropolitan Housing Authority (PMHA) is lengthy, with placement taking up to two years. In addition to the housing itself, Kevin Coleman staff also provide support services and counseling for the clients being housed. Kevin Coleman is seeking to make more such housing units available in the City of Kent.

Portage County Drug and Alcohol Abuse Services provides some housing in the form of a half-way house to persons suffering from alcohol or substance abuse. This shelter, named Horizon House is located in Ravenna and is available to Portage County residents.

According to Ms. Sue Whitehurst, the Director of the agency, more half-way homes (where care is provided for a period of 6 to 12 months) and three-quarter way homes (where care is provided for 3 to 12 months) are needed in Portage County. Clients under treatment for alcohol or substance abuse have similar needs and problems to those suffering from mental illness. Lack of employment or under-employment, as well as inadequate transportation services cause many clients to be cost burdened and not able to afford market rate housing. Ms. Whitehurst also noted that there are no drop-in centers available anywhere in Kent or Portage County for persons with alcohol or drug related problems.

Townhall II, located in Kent, is an agency that provides emergency counseling and crisis intervention through its 24 hour, 7 day a week Helpline Service. Karen Barton, the Executive Director of Townhall II reports that less than 1% of all calls taken by the agency relate to housing situations.

Townhall II also provides drug and substance abuse counseling to teenagers and adolescents under the age of 18. Ms. Barton does see a need for temporary housing for children who may need to be housed away from their family for 1 to 4 weeks while both the child and other family members can be evaluated in order to determine the cause of the problem and the manner in which it can be addressed.

None of the agencies interviewed with regard to the temporary housing needs of specific subpopulations could provide a specific estimate of the number of temporary housing units needed either in Kent or Portage County at the time of their interview. Each agency stressed the need for support services for each subpopulation which was specific to its particular needs, as well as the need for expanding employment opportunities to clients, providing affordable and convenient transportation to employment locations and to counseling and/or medical services.

With regard to the HIV/AIDS subpopulation, most of the agency representatives interviewed did not believe that there was a specific need for temporary or supportive housing for persons suffering from HIV/AIDS at this time. Mr. John Ferlito, Director of the Kent Health Department knows of only three persons living in the City of Kent presently who are known to be affected. Mr. Ferlito, as well as other care providers interviewed, was quick to point out that the manner in which HIV/AIDS cases are reported (and thus counted) is less than effective and may not provide an accurate picture of the situation. It was the general consensus of those interviewed that housing for HIV/AIDS clients may become necessary within the next five years based on expectations that the number of persons infected with the disease is expected to increase.

A much larger segment of both the general population and specific subpopulations are faced with a potential threat of homelessness as a result of their income situation, cost burdening, lack of availability or as a result of their physical or mental condition.

During consultations with local social and community service agencies, several of those interviewed stressed the need to generate more funds for emergency financial assistance to needy persons or families experiencing a financial burden as a result of loss of employment, medical expenses, disability or major housing repairs. By providing such emergency assistance in times of need, some persons and families could be spared from having to give up their home or the need to seek more suitable living quarters, either temporarily or permanently. Such assistance could reduce the potential demand on scarce shelter space presently available. In addition to these short-term financial needs, persons and families "at-risk" also need to know what community services are available and how they can be obtained. Education, affordable and accessible transportation and community support can help residents access the services that are needed.

### 3. LEAD-BASED PAINT

The dangers of lead-based paint, especially to young children, has been clearly documented by medical practitioners. Lead paint ingestion has been shown to lead to debilitating physical and mental conditions in young children through adolescence and adulthood.

While this report will not provide a detailed discussion on the effects of lead-based paint, it will provide statistics to document the potential seriousness of the presence of lead-based paint in the City's housing stock.

Housing units built before 1978 are likely to contain lead-based paint treatments on interior or exterior surfaces. Table 2-22 provides data on the age of housing units (taken from the 1990 Census) and shows the number of low-income persons living in both renter and owner units.

**TABLE 2-22**

**HOUSING UNITS BY TENURE, AGE OF UNIT AND INCOME GROUP  
1990  
KENT, OHIO**

**RENTER UNITS**

	TOTAL	VERY LOW-INCOME		OTHER LOW-INCOME	
<b>PRE 1940 HOUSING</b>	<b>906</b>	<b>360</b>	<b>40%</b>	<b>491</b>	<b>54%</b>
<b>1940 - 1959 HOUSING</b>	<b>394</b>	<b>151</b>	<b>38%</b>	<b>208</b>	<b>53%</b>
<b>1960 - 1979 HOUSING</b>	<b>3420</b>	<b>1599</b>	<b>46%</b>	<b>1552</b>	<b>45%</b>
<b>TOTAL RENTER UNITS BUILT PRIOR TO 1979</b>	<b>4720</b>	<b>2110</b>	<b>45%</b>	<b>2251</b>	<b>48%</b>

**OWNER UNITS**

	TOTAL	VERY LOW-INCOME		OTHER LOW-INCOME	

<b>PRE 1940 HOUSING</b>	<b>946</b>	<b>216</b>	<b>23%</b>	<b>548</b>	<b>59%</b>
<b>1940 - 1959 HOUSING</b>	<b>457</b>	<b>59</b>	<b>13%</b>	<b>265</b>	<b>58%</b>
<b>1960 - 1979 HOUSING</b>	<b>1888</b>	<b>167</b>	<b>9%</b>	<b>842</b>	<b>45%</b>
<b>TOTAL OWNER UNITS BUILT PRIOR TO 1979</b>	<b>3291</b>	<b>442</b>	<b>13%</b>	<b>1655</b>	<b>50%</b>

**Source:** *Ohio CHAS Databook, 1990*

Based on the above data, a total of 8,011 housing units (83% of all units, as shown in Table 2-2) were built in Kent prior to 1979 and therefore run a high probability of containing lead-based paint material. Of the renter units built before 1979, about 93% are occupied by low-income households. Of the owner units built before 1979, about 63% are occupied by low-income households.

While not all of the housing units shown in Table 2-22 are occupied by families with young children at any given time, most, if not all of these units have the potential to be occupied by families with young children at any given time. Since the older housing in the community also tends to constitute the most affordable housing in the community with regard to purchase price or rent, these units are typically the most affordable to lower income households. As seen above, low-income renter households are significantly exposed to lead-based paint conditions, with the number of low-income owner households being somewhat lower but still significant in proportion.

#### **4. HOUSING NEEDS IN THE CITY OF KENT (1995-2000)**

Based on the data provided in this chapter as well as input received from various housing and service agencies consulted as part of the preparation of the FY1995 Consolidated Plan, the City of Kent, along with other housing delivery organizations, should make efforts to address the following general and specific housing needs within the community over the next five years.

##### General Needs

1. To provide decent housing to all segments of the population and especially to low and very low-income households as well as minority populations.
2. To facilitate the retention of the existing affordable housing stock, including the elimination of substandard housing units and the mitigation of lead-based paint dangers.
3. To provide assistance to homeless persons in obtaining appropriate housing and necessary support services.
4. To increase the availability of permanent housing that is affordable to low and moderate-income persons.
5. To provide or facilitate the provision of housing and/or related support services persons and populations with special needs, including the disabled, the elderly, and persons or families at or near the poverty level. While there does not appear to be an immediate need for housing persons with HIV / AIDS at this time, substantial increases in the numbers of persons infected or known to be infected may require that the City re-evaluate its needs and priorities within the next five years.

### Specific Needs

1. To increase the availability of housing units in general and specifically those with three or more bedrooms to large families who rent or have historically rented. This will also serve to help reduce over-crowded living conditions experienced by some of these households.
2. To increase the availability of owner occupied housing to low-income households, and especially to those households in the very low-income range.
3. To improve housing conditions for the elderly through the elimination of substandard housing conditions and/or the reduction of excessive cost burden with regard to their monthly housing costs.
4. To improve housing conditions for large, related renter households through the elimination of substandard housing conditions and/or the reduction of excessive cost burden with regard to their monthly housing costs.
5. To improve housing conditions for owner households with incomes less than 50% of median family income through the elimination of substandard housing conditions and/or the reduction of excessive cost burden with regard to their monthly housing costs.
6. To expand facilities and support services to those persons or families experiencing temporary homelessness and to expand facilities and support services to those persons and families making the transition from homelessness to more permanent housing.
7. To expand facilities and support services to special populations experiencing temporary homelessness and to expand facilities and support services to those persons and families making the transition from homelessness to more permanent housing. Such special populations include those experiencing mental illness, drug or alcohol abuse, domestic violence and adolescents under the age of 18 experiencing any of the problems just mentioned or dealing with problems at home.
8. To take preventive measures against potential homelessness by identifying persons and families considered to be "at-risk" of becoming homeless as a result of loss of income, cost burden, lack of available, affordable housing or as a result of their physical and/or mental condition.

**COMPREHENSIVE HOUSING IMPROVEMENT STRATEGY UPDATE  
1997-1999**

**PORTAGE COUNTY**

Prepared For:

The Portage County Board of Commissioners

By:

The Portage County Regional Planning Commission  
With the Assistance of the Portage County Housing Advisory Committee

## I. INTRODUCTION

This Community Housing Improvement Strategy (CHIS) Update is a program requirement for all local governments applying for housing funds through the Ohio Department of Development's Comprehensive Housing Improvement Program (CHIP). This document revises the original CHIS adopted by the Board of Portage County Commissioners on January 27, 1994.

The Community Housing Improvement Strategy Update for Portage County examines the current demographic and housing market trends in the County with respect to population, households, housing conditions and costs, employment and income, low and moderate income (LMI) neighborhood conditions, residents with special needs and infrastructure improvements. Key issues resulting from this examination were identified by the Housing Advisory Committee and Regional Planning Commission staff. Strategies to address priority needs and an Action Plan have been developed to address these key issues.

The time frame of this strategic housing plan is 3 years, 1997-1999. The availability of State and Federal funds from year to year will undoubtedly impact the ability to fully implement this plan. However, the CHIS serves as an important instrument to coordinate and guide all the independent programs and efforts of the various housing and social service agencies serving Portage County, as well as to maximize the resources available to the benefit low and moderate income residents and neighborhoods.

All of Portage County is included in this CHIS Update except for the Cities of Kent and Ravenna. The City of Kent is required to complete a Consolidated Plan, which is submitted directly to HUD since it is a HUD Entitlement Community, and the City of Ravenna has prepared a separate CHIS Update.

### Summary of Portage County Housing Needs and Strategies

#### *1. Improve Existing Housing and Neighborhoods*

- a) Improve the County's existing housing stock through affordable housing rehabilitation, emergency repair and weatherization programs for owner-occupied and rental housing.
- b) Demolish dilapidated, vacant housing structures.
- c) Mitigate lead paint hazards in housing units.
- d) Improve conditions of low and moderate income (LMI) neighborhoods through planning for revitalization, prioritizing needs, upgrading and constructing infrastructure and developing affordable infill housing.

- e) Provide means to make housing units accessible to the physically handicapped.
- f) Develop programs to assist mobile home owners replace their units.
- g) Provide home repair assistance and supportive services to elderly residents so they can remain in their homes and in the community.
- h) Recommend mechanisms to reduce or eliminate barriers which discourage capable contractors from participating in State and Federal government funded rehabilitation programs.

## *2. Develop Additional Affordable Housing*

- a) Continue to develop additional transitional housing facilities to assist people in need of supportive services.
- b) Increase the supply of affordable rental housing.
- c) Provide funds and technical assistance to local non-profit organizations to develop new affordable housing.
- d) Leverage local funds for the construction of new affordable housing by applying to the State's Low Income Housing Tax Credit (LIHTC) program.
- e) Expand the capacity of the shelters for the homeless and victims of domestic violence in order to serve more individuals.
- f) Reduce the cost burden of homeownership through debt reduction or energy savings.
- g) Develop housing with services for the mentally ill.
- h) Improve infrastructure to promote development of more affordable housing.

## *3. Expand or Develop Additional Housing Resources*

- a) Fund emergency assistance programs, including short-term utility assistance, and counseling to prevent homelessness.
- b) Fund programs which provide affordable home ownership opportunities, such as downpayment assistance programs, lease purchase programs, budget and credit counseling, and specific programs for first time homebuyers. Enhance success of first-time homeowners through training and counseling.

- c) Reduce housing discrimination through fair housing education.
- d) Reduce evictions and foreclosures through expansion of housing and credit counseling programs.
- e) Encourage landlords to participate in existing rental assistance programs.
- f) Facilitate the creation of a local Housing Trust Fund.

*4. Expand or Develop Supportive Services Necessary for Successful Housing*

- a) Promote economic opportunities through job training, small business development, assistance in business expansions and promotion of industrial sites.
- b) Improve access to jobs and services through expanded public transportation and creative transportation solutions (Ride-Share, etc.)
- c) Encourage increased coordination among local social service agencies to improve service delivery and community giving.
- d) Target funds to agencies with programs that promote economic self-sufficiency.

**HOUSING IMPROVEMENT STRATEGIES AND ACTION PLAN**

OBJECTIVE	POLICY	IMPLEMENTATION	AGENCY	TIME FRAME	POTENTIAL REVENUE
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Improve housing stock for owners and renters without causing a cost burden to low- income persons.	Design programs for expanded housing rehab, address certain rehab needs and apply for funds.	a) Rehab 60 units over three years for low and moderate income homeowners using grants and low-interest loans.	Portage County Regional Planning Comm., PADCorp, USDA	1/97-12/99	CDBG, HOME, Banks, RLF, OHFA, USDA
		c) Rehab 20 existing rental units over three years for low and moderate income households in partnership with property owner.	PADCorp, Property Owners, PMHA	1/97-12/99	CDBG, HOME, local lenders, RLF, USDA, HUD
		d) Request State to increase rehab limits to \$30,000.	PCRPC, PADCorp.	1997	None
		e) Offer 10 emergency rehabs per year for low income, elderly and disabled households.	PCRPC, PADCorp, USDA	1/97-12/99	CDBG, HOME, local lenders, RLF.
		f) Seek funds to increase on weatherization assistance to reduce utility costs, and expand funding limits on windows and doors.	Portage County Regional Planning Comm.	1997	None
		g) Provide home repair assistance, including accessibility modifications, to elderly residents so that they may remain in their homes.	PCRPC, PADCorp, CAC, Area Agency on Aging	1/97-12/99	CDBG, HOME, RLF, Banks, USDA, CAC, Area Agency on Aging
<b>OBJECTIVE</b>	<b>POLICY</b>	<b>IMPLEMENTATION</b>	<b>AGENCY</b>	<b>TIME FRAME</b>	<b>POTENTIAL REVENUE</b>
	Decrease number of substandard housing units through Model Housing Code.	h) Conduct feasibility study for Model Housing Code regulations for Cities, Villages & Townships. Research ORC limitations for housing codes in Townships.	PCRPC	1998	

	Educate public on lead paint hazards.	i) Incorporate lead paint testing in all rehab programs and mitigate hazards when identified. PAD Corp. will maintain lead hazard risk assessor and contractor certifications. Will contract with lead abatement specialists, if needed.	PADCorp, PMHA	1/97-12/99	HUD, CDBG, HOME, local lenders, RLF
		j) Incorporate replacement of substandard mobile homes into Acquisition Assistance or First Time Homebuyers Program.	PCRPC, PADCorp, USDA	1/97-12/99	CDBG, HOME, local lenders, RLF, OHFA
Improve living conditions and quality of life for residents of low-income neighborhoods.	Institute planning, design programs, and apply for funds to meet the needs of LMI neighborhoods.	a) Develop funding rating system based on priority needs of each neighborhoods.	Portage County Regional Planning Comm.	12/97	None
		b) Develop neighborhood plans for revitalization.	Portage County Regional Planning Comm.	1/97-12/98	CDBG
		c) Apply for funding for infrastructure improvement projects.	Portage County Regional Planning Comm., Water Resources	1/97-12/99	CDBG, Issue 2
<b>OBJECTIVE</b>	<b>POLICY</b>	<b>IMPLEMENTATION</b>	<b>AGENCY</b>	<b>TIME FRAME</b>	<b>POTENTIAL REVENUE</b>
		d) Demolish dilapidated, vacant homes.	Portage County Regional Planning Comm.	1998	CDBG
		e) Purchase vacant lots for infill housing.	Portage County Regional Planning Comm.	1998	CDBG

Increase supply of available rental housing with units having efficiencies, 1 and 4 bedrooms.	Promote activities that encourage the development of affordable rental housing.	a) Assist non-profits to develop 50 new units of affordable rental housing through new construction or acquisition/rehabilitation.	PCRPC, PMHA, local lenders, PADCorp, Kevin Coleman	1/97-12/99	HUD, PMHA, CDBG, HOME, Local lenders, Tax Credits, Local/State Housing Trust Funds, OHFA, USDA
		b) Increase rental subsidies by 140 over the next 3 years.	PMHA	On-going	HUD, OHTF, Local Housing Trust Fund
		c) Extend water and sewer lines to allow higher density residential development.	Portage County Sanitary Eng.	On-going	Grants and Fees, Issue 2, CDBG, Local Capital Funds
Reduce the cost of development to maintain affordability.	Adopt policies promote the affordable development of rental housing.	a) Review local codes to modify for reduced floor space, increased density, mix of housing types and affordable housing set asides.	PCRPC, Local Planning & Zoning Commissions	On-going	None
		b) Educate public, lenders and developers on need and marketability of lower cost housing designs.	Portage County Regional Planning Comm., PMHA, and local architects.	On-going	None
<b>OBJECTIVE</b>	<b>POLICY</b>	<b>IMPLEMENTATION</b>	<b>AGENCY</b>	<b>TIME FRAME</b>	<b>POTENTIAL REVENUE</b>
Provide means for homeowners to reduce housing costs.	Implement activities that provide funds to help homeowners keep their housing.	a) Seek funds for home energy assistance.	CAC, PADCorp.	1997	
		b) Expand programs to help homeowners restructure debt.	Local lenders, Catholic Charities	On-going	HUD, OHTF, Contributions

		c) Enhance homeownership success rate with budget and credit training, and counseling programs.	Catholic Charities	On-going	HUD, OHTF, CDBG, Contributions
		d) Access more funding for supportive services to help elderly stay in their own homes.	Area Agency on Aging	On-going	State Dept. on Aging, Federal Health and Human Services Funds
Increase the number of new homeowners by assisting renters to become homeowners.	Design programs that promote opportunities for renters to become owners.	a) Develop 35 single-family rental homes using lease/purchase and sweat equity to support homeownership.	PADCorp.	2000	Tax Credits, HOME, RLF, Banks
		b) Fund downpayment assistance and financing programs for first-time homebuyers to provide affordable homeownership opportunities.	PCRPC, PADCorp, USDA, Banks	1/97-12/99	CDBG, HOME, Banks, USDA
<b>OBJECTIVE</b>	<b>POLICY</b>	<b>IMPLEMENTATION</b>	<b>AGENCY</b>	<b>TIME FRAME</b>	<b>POTENTIAL REVENUE</b>
Increase affordable housing opportunities for the homeless.	Assist local agencies targeting housing assistance to those with special needs.	a) Develop 25-30 units of Section 8 Moderate Rehabilitation Single Room Occupancy (SRO) housing for persons leaving transitional housing programs.	PMHA.	1/98-12/99	HUD
		b) Expand or construct new shelter for the homeless to bring capacity to 18 beds.	Kent Social Services	1999	HUD, ESG, CDBG, HOME, Banks, Contributions, Foundations
		c) Expand Safer Futures shelter for victims of domestic violence.	Catholic Charities	1997	Catholic Charities, CDBG, United Way, Foundations

	Prevent households from becoming homeless due to temporary problems in their lives.	d) Fund emergency rental assistance, short-term utility assistance and homeless outreach programs.	Catholic Charities, PADCorp.	1/97-12/99	HUD, OHTF, CDBG
		e) Fund on-site supportive services for transitional housing program and expand existing program to serve single adults. Access state and local funds to off-set cuts in federal funds.	Catholic Charities, PMHA	1/97-2000	HUD, OHTF, ODOD, United Way, CDBG, Local Housing Trust Fund
<b>OBJECTIVE</b>	<b>POLICY</b>	<b>IMPLEMENTATION</b>	<b>AGENCY</b>	<b>TIME FRAME</b>	<b>POTENTIAL REVENUE</b>
Increase affordable housing opportunities for the disabled.		a) Educate public on housing needs persons with mental illness to reduce resistance.	Kevin Coleman.	On-going	
		b) Provide on-site services to persons with mental illness with added case managers. Access state and local funds to off-set cuts in federal funds.	Kevin Coleman.	On-going	HUD, ODMH, OHTF, CDBG, Local Housing Trust Fund
		c) Add 20-25 units of affordable housing for persons mental illness through rental rehabilitation or new construction programs.	Kevin Coleman, PADCorp, PMHA.	1/97-12/99	HUD, OHTF, ODMH

	Insure that sufficient affordable housing is accessible for persons with physical disabilities.	d) Add priority status in ranking criteria for handicapped accessibility modifications in all rehab programs.	Portage County Regional Planning Comm.	1997	None
Increase the awareness of landlords and tenants of fair housing laws.	Increase education programs for landlords, tenants and public.	a) Access additional funding to expand educational programs on Fair Housing issues, laws and legal remedies.	PCRPC, Fair Housing Consultant	On-going	ODOD

## **Income Deconcentration Analysis Multi-Family and Elderly Developments**

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, conducted in May 1999.

### **Analysis**

Data for family income was obtained from the PMHA database and statistical reports printed May 3, 1999. These family incomes were then compared to median family income data provided by HUD to assign a percentage of median family income, to adjust incomes for family sizes.

Percentage of median income was compared rather than average income due to the comparison of developments characterized by different bedroom sizes. For example, of the units at Town Square Villas, 100% are 2 bedroom units. On the other hand, all of the units at Renaissance Place are 3 and 4 bedroom units. To compare families having the same income, but different numbers of children, is not accurate, as their different family sizes dictate different median levels. Therefore, by relying upon percentage of median income, all family sizes, and similarly, all developments may be compared to one another on an equal basis.

Three different visual representations were used for comparisons between housing developments. First, a listing of all families by percentage of median income was developed, ranking all families by descending incomes, along with the name of the housing development. As can be seen, a broad range of income exists, ranging from \$30,875 (69% of median) to \$0 income. If any housing development was characterized by relatively more higher or lower income families relative to the others, the housing development name would appear clustered at either end of the listing. As the listing indicates, the housing developments are represented by all income ranges.

A second analysis involved comparison of percentage families above the median combined median income level of 22.8% of the Akron SMSA. This analysis involved the use of a pie chart. The pie chart visually illustrates that by housing site, the proportion of households above 22.8% of median income is between 14% and 22% of all public housing families. In fact, four developments are within one percentage point of each other. If "higher income" is defined as those over 22.8% of median income, then as can be seen, the "higher income" families are disbursed between all of the housing sites.

A factor complicating the analysis is the size of the PMHA's housing developments. The family developments range in size from 10 units to 33 units. With developments, this small, one or two families having an extremely high or extremely low income will impact the average income. Therefore, average income becomes a less statistical reliable method to define absolute categories of "high income" or "low income" families or developments. Instead, the range of incomes was found to be a more meaningful method of comparing housing

developments.

To compare the range of incomes between sites, each family's percentage of median income was plotted on a graph ranging from 0% of median income to 80% of median income. This visual representation is perhaps the best illustration of the similar distribution of incomes between the housing developments. The chart reveals that there are no housing developments where there are clusters of lower or higher income families. To the contrary, the distribution of incomes is quite similar between the developments. The results of these three analyses indicate the PMHA's multi-family developments appear to have a relatively equal distribution of incomes within and between developments.

A review of HUD's MTCS data for PMHA was also conducted. The data reflected the data available on PMHA's system, with a time lag for reporting to and processing by HUD. To benchmark PMHA against other housing authorities, a review of state and national data was conducted. For reported families where median income information is available:

<b>Income Level</b>	<b>PMHA</b>	<b>National</b>	<b>Ohio</b>
Extremely Low (30% of median)	60%	71%	77%
Very Low (50% of median)	32%	22%	19%
Low (80% of median)	9%	3%	3%

As can be seen, the PMHA has a slightly broader mix of incomes, compared to the Ohio and National averages.

### **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 new admitted tenants at these two developments would have incomes relatively lower than the incomes for tenants occupying the other PMHA developments.

Second, 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

### **Conclusion**

Based on the May 1999 charts illustrating the dispersion of incomes within and between housing projects, it is apparent that there is insignificant income level disparity between the PMHA developments. Therefore, the staff recommends that no revisions be made to the public housing admissions policy at this time.

The staff further recommends that the analysis be conducted annually in order to ascertain the impact of the admissions policy upon the balance of incomes within PMHA public housing. Preferably, this annual analysis can be conducted in conjunction with the preparation of the Agency Plan.

## MOVING TO WORK DEMONSTRATION Plan Summary

<b>Units Administered</b>	Public Housing: 305 Section 8 Tenant-Based: 981 Section 8 Mod Rehab: 216
<b>Summary</b>	Under the MTW Demonstration, PMHA has replaced housing rules that discourage and penalize employment with a system that rewards those who are making progress in employment and self-sufficiency efforts. Key to the rewards system established is the ability to offer housing with more amenities as families move towards self-sufficiency.
<b>Primary Objectives</b>	Increase self-sufficiency success rate Increase employment rates for assisted families Improve utilization of housing resources Improve agency and program efficiency
<b>Major Provisions</b>	<p><i>Rent policies</i> promote employment and discourage non-participation in work-related activities. Policies include income disregards, deductions, ceiling rents, phased rent increases for employment income, and provisions for those sanctioned for failure to comply with job requirements.</p> <p><i>Occupancy policies</i> support the housing incentive features of the program. Policies include designating selected multi-family sites for the provision of intensive supportive services, reserving scattered site housing for families making economic progress, time limits for public housing, and permitting select Section 8 families to rent units in excess of FMR.</p> <p><i>Self-sufficiency policies and services</i> further support families in their efforts to increase earned income. Intensive case management services will be required at two public housing sites, and homeownership opportunities through public housing and Section 8 will enhance other PMHA self-sufficiency activities.</p> <p><i>Funding-related issues</i> promote greater flexibility in using agency resources. These include using Comp Grant funds for Section 8 management improvements, expanding the provision of community space at each multi-family development and increasing security deposit protection for the housing authority and Section 8 landlords.</p> <p><i>Administrative issues</i> reduce burdens on staff while improving responsiveness to residents and the community at large. These include merging the Section 8 tenant-based programs, a rolling recertification of income, re-instituting a Section 8 damage claim, and substituting selected city inspections for HQS inspections.</p>

## **MOVING TO WORK DEMONSTRATION AGREEMENT**

This Agreement is entered into by and between the United States of America through the Department of Housing and Urban Development ("HUD") and the Portage Metropolitan Housing Authority (the "Agency"). The term of this Agreement shall begin on the Date of Execution by HUD and continue for five (5) years unless otherwise specified herein.

WHEREAS, Section 204 of the Omnibus Consolidated Rescissions and Appropriations Act of 1996 (Pub. L. 104-134) (the "1996 Appropriations Act") establishes the Public Housing/Section 8 Moving to Work Demonstration program ("MTW"); and

WHEREAS, Section 204(a) of the 1996 Appropriations Act provides that public housing agencies ("PHAs") and the Secretary of the Department of Housing and Urban Development (the "Secretary") shall: have the flexibility to design and test various approaches for providing and administering housing assistance that reduce cost and achieve greater cost effectiveness in Federal expenditures; give incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and increase housing choices for low-income families; and

WHEREAS, HUD may permit agencies to combine funds from several HUD programs, and may exempt agencies from existing public and Indian housing and Section 8 certificate and voucher rules under Moving to Work Demonstration authority; and

WHEREAS, the Secretary has the authority to select up to thirty (30) agencies that administer the public housing and Section 8 programs to participate in the Moving to Work demonstration program; and

WHEREAS, the Secretary has determined that the Agency's application satisfies the Secretary's selection criteria as set forth in the Notice of Moving to Work Demonstration program and invitation to apply, published December 18, 1996 (61 Fed. Reg. 66856), and selected the Agency to participate in the Moving to Work demonstration; and

WHEREAS, the parties have previously entered into one or more annual contributions contracts ("the ACCs") setting forth the terms and conditions under which the Agency participates in the public housing and/or Section 8 certificate and voucher programs administered by HUD; and

WHEREAS, it is the aim of this demonstration to design and test innovative methods of providing housing and delivering services to low-income families in an efficient and cost effective manner, HUD and the Agency agree to fully cooperate with each other in order to make the MTW demonstration a success; and

WHEREAS, the parties desire to state the terms and conditions under which HUD will permit the Agency to participate in the Moving to Work Demonstration program as set forth in the Agency's HUD-approved Statement of Authorizations, attached hereto as Appendix . The Statement of Authorizations is hereby incorporated into this Agreement.

NOW, THEREFORE, in reliance upon and in consideration of the mutual representations and obligations hereunder, the parties do agree as follows:

#### ARTICLE I. HUD Program Requirements and Other Federal Requirements.

- A. This Agreement supersedes the terms and conditions of the ACCs and the provisions of the United States Housing Act of 1937 (the "1937 Act") and HUD requirements to the extent necessary for the Agency to implement its MTW demonstration, as approved by HUD in this Agreement. All authorizations contained in this Agreement are for the length of the demonstration only, unless otherwise specified. Except as necessary to implement the Agency's activities described in the Statement of Authorizations, the Agency is subject to the requirements of the ACCs, the 1937 Act, and other HUD requirements. Notwithstanding anything in this Agreement, the following provisions of the 1937 Act , as otherwise applicable, shall continue to apply to the Agency and/or assistance received pursuant to the 1937 Act:
1. The terms "low-income families" and "very low-income families" shall continue to be defined by reference to Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2));
  2. Section 18 of the 1937 Act (42 U.S.C. 1437p, as amended by Section 1002(d) of Public Law 104-19, Section 201(b)(1) of Public Law 104-134, and Section 201(b) of Public Law 104-202), governing demolition and disposition, shall continue to apply to public housing notwithstanding any use of the housing under MTW; and
  3. Section 12 of the 1937 Act (42 U.S.C. 1437j), governing wage rates, shall apply to housing assisted under MTW unless tenant-based assistance is the only assistance received by participating families and the housing in which they reside receives no other assistance.
- B. To the extent described in the Statement of Authorizations, as applicable and as approved by HUD, the Agency may combine operating subsidies provided under Section 9 of the 1937 Act (42 U.S.C. 1437g), modernization funding provided under Section 14 of the 1937 Act (42 U.S.C. 1437l) and assistance provided under Section 8 of the 1937 Act for the certificate and voucher programs (42 U.S.C. 1437f) to fund HUD approved MTW activities.
- C. Unless otherwise provided herein, this Agreement does not apply to Section 8 assistance that is required: (a) to meet existing contractual obligations of the Agency to a third party (such as Housing Assistance Payment contracts with owners under the Agency's Section 8 certificate and voucher program); (b) for payments to other PHAs under Section 8 portability billing procedures;

or (c) to meet particular purposes for which HUD has expressly committed the assistance to the Agency.

- D. The Agency agrees to comply with HUD requirements governing the MTW program. Such HUD requirements include, but are not limited to management, financial, accounting, or other requirements designed to adequately track and monitor the Agency's use of HUD assistance. Notwithstanding other provisions of this Agreement, the Agency will be required to submit reports and financial statements as necessary in forms prescribed by HUD.
- E. The Agency agrees to cooperate fully with HUD and its contractors in the monitoring and evaluation of the MTW demonstration, to keep records and to submit reports and information to HUD as required of PHAs participating in the MTW program. Except as otherwise provided in this Agreement, the Agency shall submit an Annual Plan and Report as required by Section 5A of the 1937 Act (as amended), which shall include a separate section fully describing activities and uses of funding the Agency is undertaking through the MTW demonstration.
- F. Pursuant to the 1996 Appropriations Act, the amount of assistance that the Agency receives for public housing operating subsidies, public housing modernization grants, and Section 8 assistance for certificates and vouchers will not be diminished by the Agency's participation in the MTW program.
- G. Any HUD assistance that the Agency is authorized to use in the MTW demonstration must be used in accordance with the Agency's HUD-approved Statement of Authorizations (Appendix). The Agency hereby certifies that this Agreement has been approved by the Agency's governing board, and that a copy of such board approval has been provided to HUD.
- H. As required by the 1996 Appropriations Act, the Agency agrees that at least seventy-five percent (75%) of the families assisted by the Agency under the MTW demonstration program will be very low-income families. The Agency agrees to comply with the requirements of Section 16(a) (3) of the 1937 Act (as amended). The Agency agrees to continue to assist substantially the same number of eligible low-income families under MTW, and to maintain a comparable mix of families by family size, as would have been served or assisted if HUD funding sources had not been used under the MTW demonstration. The Agency agrees that housing assisted under MTW will meet housing quality standards established or approved by HUD.
- I. The Agency may adopt and implement any reasonable policies for setting rents for public housing, or rents or subsidy levels for tenant-based assistance, notwithstanding the U.S. Housing Act of 1937, provided that the Agency submits the policy to HUD annually, and upon any material change to the policy, and provided that:
  - 1. the Agency's board approves of the policy, and any material changes, and approved an analysis of the impact of the policy on current households, and households on the waiting list, including an analysis of the severity of rent burdens on such households (such as an estimate of the number of households that would have rent burdens greater than 30 percent of adjusted income);
  - 2. the Agency reevaluates its rent and subsidy level policies annually, including preparing a revised impact analysis;

3. the Agency adopts a policy for addressing hardship cases;
4. the Agency provides a reasonable transition period for rent increases for existing tenants; and,
5. a public hearing is held regarding the policy; provided however, that in the first year of the demonstration, this may be the same public hearing that was held regarding the Agency's MTW application, as long as the policy was included in the MTW application.

The rent policy, or any material changes to the rent policy will be effective upon submission to HUD of a board resolution as provided above. In the first year of the MTW demonstration, this may be the same board resolution as that approving the MTW Agreement.

- J. If applicable to activities under the Statement of Authorizations, the Agency agrees to provide HUD with any documentation that HUD needs to carry out its review under the National Environmental Policy Act (NEPA) and other related authorities and otherwise will assist HUD in complying with 24 CFR Part 50 environmental review procedures. The Agency further agrees (a) to carry out mitigating measures required by HUD or select an alternate eligible property, if permitted by HUD, and (b) not to acquire, rehabilitate, convert, lease, repair or construct property, or commit HUD or local funds to program activities involving eligible property without HUD's approval under 24 CFR Part 50.
- K. The Agency will comply with all applicable nondiscrimination and equal opportunity requirements set forth in 24 CFR 5.105(a), and will administer its programs and activities in a manner affirmatively to further fair housing. In particular, the Agency must make reasonable modifications and accommodations needed by applicants and residents and must make units accessible in accordance with the Needs Assessment and Transition Plan as required under Section 504 of the Rehabilitation Act of 1973 and its implementing regulations.

## ARTICLE II. Revision and Termination of Agency MTW Program

- A. With written HUD approval, this Agreement and the Statement of Authorizations may be revised by the Agency during the course of the demonstration. The Agency shall request approval of a revision by written notification to HUD (delivered to the Office of Policy, Program, and Legislative Initiatives, or its successor, in the Office of Public and Indian Housing), accompanied by an approved board resolution, or equivalent, and certification that the Agency has satisfied all resident participation requirements. HUD will review proposed revisions within a reasonable period of time. When proposing amendments to this Agreement, the Agency will provide notice and a reasonable period within which residents may comment. The Agency will consider these comments prior to amending this Agreement.
- B. HUD will cooperate with the Agency to extend successful demonstration activities beyond the term of the MTW demonstration where feasible. To the extent that MTW activities will not continue past the term of the demonstration, the Agency shall fully cooperate with HUD in developing and implementing a transition plan for terminating the Agency's MTW demonstration program and providing for the continued administration of the public housing and Section 8 programs, as applicable.
- C. At any time HUD may terminate this Agreement, and the Agency's MTW demonstration, or take any corrective or remedial action as described in Article III.C. of this Agreement, for Agency

default, or other good cause as determined by HUD after providing the Agency with notice and a reasonable opportunity to be heard, unless HUD determines the nature of the default requires that HUD take immediate action.

### ARTICLE III. Default.

- A. Definition of Default. Use of funds subject to this Agreement for a purpose other than as authorized by this Agreement; noncompliance with legislative, regulatory, or other requirements applicable to this Agreement; other material breach of this Agreement; or a material misrepresentation in the MTW Plan submission by the Agency shall be a default under this Agreement.
- B. HUD's Determination of Default. If HUD determines that the Agency is in default, HUD will give the Agency written notice of the default and of the corrective or remedial action required or ordered by HUD.
- C. Corrective or remedial actions HUD may require or order under this Agreement for Agency default include, but are not limited to the following:
  - 1. Requiring the Agency to prepare and follow a HUD approved schedule of actions and/or a management plan for properly completing the activities approved under this Agreement;
  - 2. Canceling or revising the affected activities, revising the budget for activities as necessary, and substituting other eligible activities;
  - 3. Prohibiting payment or reimbursement for any MTW demonstration activities or for those activities affected by the default;
  - 4. Requiring reimbursement by the Agency to HUD for amounts used improperly.
  - 5. Terminating this Agreement;
  - 6. Changing the method of payment to the Agency;
  - 7. Suspending the Agency's authority to make draws or receive or use funds for affected activities;
  - 8. Reducing the Agency's funding in the amount affected by the default;
  - 9. Terminating the Agency's funding as to further activities under the MTW demonstration;
  - 10. Taking any other corrective or remedial action legally available; and
  - 11. Taking action, as applicable, pursuant to the Section 8 and/or public housing Annual Contributions Contract.

This Agreement is effective upon execution, except as otherwise provided herein.

PORTAGE METROPOLITAN HOUSING AUTHORITY

By \_\_\_\_\_

Its Executive Director \_\_\_\_\_

Date of Execution by Agency \_\_\_\_\_

UNITED STATES DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT

By \_\_\_\_\_

Its \_\_\_\_\_

Date of Execution by HUD \_\_\_\_\_

**Appendix  
To  
Moving to Work Demonstration Agreement  
Between  
U.S. Department of Housing and Urban Development  
And  
Portage Metropolitan Housing Authority**

**Statement of Authorizations**

**Section 1 - General Conditions**

This Statement of Authorizations describes the activities that the Portage Metropolitan Housing Authority (“PMHA”) may carry out under the Moving to Work Demonstration program (“MTW”), subject to the terms and conditions of the Moving to Work Demonstration Agreement (“MTW Agreement”) between PMHA and the U.S. Department of Housing and Urban Development (“HUD”)

- A. All information regarding features of the MTW demonstration will be provided to current tenants and applicants in advance of their effective date or entry into the MTW program
- B. Unless otherwise provided in this Agreement, PMHA’s MTW demonstration applies to all of PMHA’s public housing units and tenant-based Section 8 assistance.

**Section 2 - Plan Elements**

Plan elements pertain to all public housing and Section 8 non-elderly and non-disabled families, unless otherwise specified. Elderly persons or persons with disabilities may elect to participate in MTW.

**A. Occupancy Policies**

The PMHA may modify current public housing and Section 8 occupancy policies to use housing as an incentive for families who make economic progress, as follows:

**1. Public Housing Unit Designation Policy for Family Housing**

**a. Supportive Services Housing**

PMHA will enter into agreements with Social Service Agencies to provide targeted services to residents moving towards self-sufficiency at site #31-01, Community Estates and #31-15, Renaissance Place. Families with the following characteristics who are interested in receiving these services will be given a priority for units at these sites:

- 1. Homeless with dependent children;
- 2. Committed to working toward self-sufficiency through an established plan of action;

3. No violent crime or drug convictions within the last five years unless a significant change of behavior is evident; and
4. No active abuse of alcohol or drugs and a willingness to ensure a drug, alcohol and violence-free living environment.

The PMHA may enter into additional agreements to expand these programs to other sites. Elements of the self-sufficiency program offered at these sites are described in Section B.1. of this Statement of Authorizations.

**b. Transfer to Scattered Site Units**

1. Vacancies in scattered site units (single-family and duplex) will be filled through a transfer process where current public housing families who are making economic progress are transferred to these units if they volunteer to move. To be eligible for a scattered site unit, the family must be a public housing resident who has resided in public housing for at least 24 months and must meet criteria related to making economic progress, as established by the PMHA and its Board in its Tenant Selection and Assignment Plan, and communicated to residents through its transfer policy.
2. In order to make sure that all families, large and small, are able to take advantage of this incentive, PMHA will adopt standards for occupancy for the scattered site units, which enable small families to be housed in these three and four bedroom units; provided, however, that PMHA must use objective criteria in determining which families are transferred to scattered site units and to ensure that there is not an undue adverse impact on large families who reside in public housing or who are on the waiting list.
3. The maximum term for residents in scattered site housing is three years, provided that the PMHA must adopt a hardship policy, and residents whose housing assistance is terminated as a result of this time limit are permitted to reapply for housing assistance.

**2. Occupancy Standards**

The PMHA will establish and enforce standards for occupancy of public housing units by which the PMHA determines the appropriate size of units for both applicants and current residents. This policy will be enforced to ensure that the maximum number of multiple bedroom family units are available for appropriate families. Enforcement of this policy may result in the transfer of public housing families who are over-housed as a result of changes in family composition to more appropriate sized units, or to the Section 8 program.

### **3. Transfers from Public Housing to Section 8**

Preference for available Section 8 assistance will be given to the following applicants for Section 8 assistance who are currently public housing residents:

- a. Those who secure employment in areas where there is no public housing, to enable the family to relocate closer to their employment.
- b. Large families in public housing who are underhoused due to the limited availability of larger public housing units.
- c. Families who are ready to participate in the homeownership program offered by the Portage Area Development Corporation or by the PMHA for Section 8 participants.
- d. Families who are currently over-housed.

### **4. Section 8 Assistance - Extension of Search Period to Secure Housing**

Tenants who do not find suitable Section 8 housing within 120 days will be offered an extended search period under the following conditions:

- a. Tenants must undergo additional criminal records check.
- b. Tenants must re-verify income.
- c. Tenants must document an active search.

### **5. Public Housing and Section 8 Applicants With No Income**

To encourage public housing and Section 8 waiting list applicants to seek public assistance if they qualify, the PMHA will delay admission for any applicant at the top of the waiting list who has reported zero income for a period of greater than sixty days. Until the applicant documents some source of income, proof that he or she has applied for such public assistance for which he or she is eligible, or proof that he or she is ineligible for public assistance, he or she will not be housed. During this time, the applicant will retain his or her date and time, and place on the waiting list. When the applicant provides the required documentation, the applicant will be offered the next available housing assistance. Any applicant who believes that housing assistance has been unduly delayed or denied may appeal through the established appeals process.

## **B. Self-Sufficiency Plans**

### **1. Supportive Services for Public Housing Residents**

- a. PMHA will continue to offer on-site supportive housing services in conjunction with its partner Catholic Charities at Community Estates and Renaissance Place. Entry level housing is offered to new participants along with comprehensive support services. As a family becomes more self-sufficient and require less intensive case management, tenants have the opportunity to move into more desirable housing through the PMHA's "Step Up" program. To assure on-going availability of units at these two sites, tenants will have a 2-year time limit for both transitional and Step Up units (for a total of four years). Those that exceed the time limit will be offered other housing assistance if necessary.

- b. To ensure coordination and consistency between public housing lease requirements and supportive services program requirements, the following additions to the current public housing lease will also be made:
  1. Violations of the supportive housing program requirement provision of the lease will result in eviction.
  2. Tenants evicted for failure to comply with the self-sufficiency requirement of the program will still be able to maintain their place on the PMHA waiting list.

## **2. Section 8 Housing Incentives**

### **a. Section 8 Homeownership Initiative**

The PMHA is authorized to establish reasonable low-income homeownership programs, such as a lease-to-own program, that are not limited by the existing Nehemiah and 5(h) program requirements, provided that if the program includes five (5) or more units, PMHA will ensure that 5% of the for sale units are accessible to persons with mobility disabilities, and 2% are accessible to individuals who have visual or hearing disabilities.

Any disposition of public housing units must be approved in advance by HUD.

## **3. Section 8 Family Self-Sufficiency (FSS) Outreach**

### **a. Contract of Participation**

In the FSS Contract of Participation, the specific reference to job training as a mandatory element for the head of household's responsibilities will be removed.

### **b. Participant Outreach**

Once all current households have been notified of program openings, FSS participation will be offered to incoming households from the PMHA's waiting list.

## **C. Funding Issues**

### **1. Public Housing Security Deposit Minimum and Adjustments**

All security deposits will be equivalent to one month's rent or a minimum of \$200. The security deposit will be re-evaluated at the time of transfer and be adjusted in instances where a household's income has increased since initial entry into public housing.

### **2. Public Housing Community Space Expansion**

The PMHA will make a unit available for resident use at each of its five public housing sites for family and supportive services and subsidy will be retained for those units.

**3. Comp Grant Management Improvements for Section 8**

The PMHA will use Comprehensive Grant funds for Section 8 management improvement activities to the extent the funds are available.

**4. FSS Coordinator**

The PMHA will assign the Section 8 FSS coordinator as a central social service position able to work with public housing and Section 8 residents.

**D. Administrative Issues**

**1. Re-certification of Income**

The PMHA will re-certify continued eligibility on a rolling basis for the 12 months following the last adjustment for a rent increase, and will continue to submit Multifamily Tenant Characteristics (MTCS) data annually.

**2. Limited Section 8 Damage Claim Policy**

If there are tenant damages, the PMHA's maximum liability will be an additional month's rent if the tenant's security deposit is not sufficient to cover the full amount of the court-determined assessment against the tenant. This damage claim policy will be applied to all Section 8 HAP contracts executed after October 2, 1995.

**3. Project-Based Section 8 Program for Non-Profits Providing Supportive Services**

Subject to applicable Federal procurement rules, in order to save the administrative burden of processing and reviewing applications annually, the PMHA may project-base up to 15% of its Section 8 certificates and vouchers for a five-year term to non-profit providers that own rental housing and provide supportive services. This provision is contingent upon the PMHA's availability of Section 8 assistance.

**4. Merging Section 8 Programs**

The Section 8 program will be merged and operated as the current HUD voucher system, except the PMHA may use a Payment Standard of up to a maximum of 105% of Fair Market Rents as justified in the Section 8 Administrative Plan.

**5. Section 8 Tenant Damage Responsibility**

To continue to receive assistance, current Section 8 recipients with an outstanding balance are required to make a down payment towards their assessment and sign a repayment agreement for the balance owed. Payments would have to be current at re-certification if the family desires to move to another unit.

**6. Section 8 HQS Inspections**

- a. For multi-family units in Kent that are licensed under the City's Housing Code, which is more stringent than HQS requirements, the PMHA will accept the City's inspection report biannually.<sup>1</sup> The PMHA will conduct HQS inspections during alternating years, with the exception of new units that will continue to have a PMHA inspection prior to initial occupancy.

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<sup>1</sup> The City of Kent's Housing Code considers a multi-family building to be one with more than 3 units. In addition, the city requires an inspection of every unit in the building not a representative sample.

- b. The PMHA will consolidate HQS annual re-certification inspections for units located at select multifamily complexes having a history of accepting a large number of Section 8 participants and annual HQS compliance. The PMHA will continue to inspect units before the tenant's move into the unit.

**7. Multifamily Tenant Characteristics System (MTCS) Reporting**

The PMHA will continue to submit MTCS data to HUD annually. HUD will cooperate with PMHA to correct any errors in MTCS reporting resulting from the MTW demonstration.

# **Portage Metropolitan Housing Authority**

## **Moving to Work Demonstration Plan**

### **Rent Structure and Policies**

#### **A. Applicability**

Rent structure and policies apply to all public housing and Section 8 non-elderly and non-disabled families, unless otherwise specified. Elderly persons or persons with disabilities may elect to accept certain MTW features.

#### **B. Tenant Rent Policies**

##### **1. Rent Responsibility for All Families- Mandatory Rents**

All residents will be required to pay a mandatory rent of \$25; however, no tenant will pay rent in excess of 30% of their adjusted gross income. If the mandatory minimum rent payment exceeds 30% of a tenant's adjusted gross income, the difference will be offset by the utility reimbursement check.

##### **2. Phased Rent Increases for Increases in Employment Income**

The PMHA intends to implement a phased rent increase. Residents previously unemployed who secure employment, and residents receiving an increase in employment earnings netting in excess of \$100 per month over their prior income, will be eligible for a phased-in rent increased over a three to five months period.

Income increases must be from long-term employment. This feature will not apply to persons employed in work of a limited duration, such as holiday sales clerk, summer childcare provider, or census taker.

##### **3. Deductions for Dependent Children**

The maximum deduction for families with minor children will be \$960 for the purposes of calculating adjusted income. Current residents who receive a larger deduction under existing regulation will be exempt.

##### **4. Income Disregards and Deductions**

Two income disregards will be available for all employed residents of public and Section 8 housing. First, the interest income from bank assets, such as checking and savings accounts and CD investments will be waived from the income calculation. Second, payments for overtime and bonuses will be excluded from the income calculation.

Two income deductions will be available to all employed residents of public and Section 8 housing. An employment deduction will be offered to families whose head of household, co-head of household, or spouse is employed over 31 hours per week. An education deduction will be offered to families whose head of household, co-head of household or spouse are full-time students in post-secondary education, as defined by the standards of the institution attended. To qualify for the deduction, a student must be showing satisfactory progress towards graduation towards a degree, and maintain a minimum of a 2.0 grade point average. Only one education deduction will be permitted per family.

## **5. Section 8 Tenant Employment Program (STEP)**

PMHA will implement the Section 8 Tenant Employment Program (STEP) for employed residents which provides an additional subsidy incentive for working families. The program includes two new components: (1) a HAP structure that will freeze HAP payments at a designated payment level as a household's employment income increases for a specified income range, and (2) an extended rent limit.

Under STEP, tenants will continue to pay 30% of adjusted gross income for rent. However, as income rises, the HAP payment will be temporarily frozen at a set amount.

To limit costs for STEP and to provide greater housing choice to participants, an extended rent limit will be established. The extended rent limit is a cap to the contract rent that will be set no higher than 120% of Fair Market Rent. At the point where the tenant's 30% plus the HAP exceeds the capped contract rent, the HAP will be adjusted to fit within the capped rent, and continue to decline as tenant income increases.

STEP participation requires that a tenant move to a higher-priced rental unit, or use the HAP payment as a means of building equity towards the purchase of a single-family home through a lease-purchase or land contract agreement.

## **6. Rent Cap for Section 8 Participants**

Under the MTW-merged Section 8 program, tenants will be permitted to pay up to a maximum of 50% of adjusted monthly income towards rent and utilities.

## **7. Rent Adjustments for Sanctioned Welfare Recipients**

Tenants sanctioned by the Dept. of Human Services for failure to comply with DHS' job requirements are not eligible to receive a rent adjustment by the PMHA.

## **8. Minimum Income Standard for Public Housing**

To encourage tenants to apply for Temporary Assistance to Needy Families (TANF) if they are eligible, the PMHA will assign a minimum income level for public housing families with zero income for longer than a 3-month period. The assumed minimum income will be set at the standard Department of Human Services-TANF benefit for the applicable family size. Exceptions will be made for families terminated from welfare assistance when they exceed the state's time limit requirement; these families may report zero income indefinitely without a minimum income assignment, but will be charged a \$25 minimum rent.

## **9. Reverification of Income**

For public housing and Section 8 elderly and disabled households, at the discretion of the PMHA, the annual income verification of elderly and disabled households may be conducted once every two years. However, this does not preclude a tenant from requesting to have income re-verified at any time.

## **10. Voucher Conversion Rent Burden**

If conversion to a voucher results in a tenant paying in excess of 50% of income if they are not staying in place, this will be permissible as long as the tenant rents a unit having a gross rent within the payment standard. In cases where certificate holders document an adverse impact in terms of their

rent burden due to the voucher conversion, the mandatory conversion will be delayed until the next annual recertification.

## **C. Housing Rent Policies**

### **1. Ceiling Rents for Public Housing Units**

Local market rents will be used to establish the ceiling rent for public housing units. Up to three comparables for each multi-family site will be obtained. The average of the comparables will determine the ceiling rent.

To increase stability for higher income, more self-sufficient public housing residents, single-family scattered site units will have ceiling rents established at the maximum Fair Market Rent (FMR), adjusted by the appropriate utility allowance. The Fair Market Rent amount used will represent the 110% of FMR to reflect the higher quality of these units. The ceiling rent will be adjusted annually to reflect inflation.

To synchronize public housing policy with Section 8, the PMHA will adopt the Section 8 practice that requires residents who fail to submit the requested income verification within the specified time limit to pay the ceiling rent for their unit until the proper verification has been submitted.

Tenants paying ceiling rent will be exempt from annual re-verifications of income. A household may request to have their income re-verified at any time.

### **2. Exception Rents for Section 8**

The PMHA will expand the 10% exception rent allowance up to 30% of its allocated units. Exception rents will be evaluated annually and adjusted annually using the same percentage that HUD's applies to the FMR.

### **3. Utilities for Section 8 Tenants**

Families who are "rewarded" with a transfer to scattered site housing (policy described in the Occupancy Policy Section below) will be provided with an allowance for heat that will be based on the actual size of the unit leased rather than the amount required on the actual certificate or voucher. This will allow these families, who may be in a larger unit than they would otherwise qualify for, to cover their heating expenses.

### **4. Rent Reasonableness**

A rent reasonableness analysis will be conducted for a Section 8 unit when:

- a. A unit is first assisted by the Section 8 voucher program, AND the unit is not located in a development where equivalent units are already under lease in the same development,
- b. A current participating landlord requests a rent increase above the annual adjustment factor.

## **Attachment E**

# **Rent Determination Policies**

### *INTRODUCTION*

As a result of PMHA's participation in the Moving To Work Demonstration program, the rent determination policies established and followed by PMHA are governed under the terms of the Moving To Work Agreement, dated March 15, 1999. The language of the agreement states the following:

"The Agency [PMHA] may adopt and implement any reasonable policies for setting rents for public housing, or rents or subsidy levels for tenant-based assistance, notwithstanding the U.S. Housing Act of 1937, provided that the Agency submits the policy to HUD annually, and upon any material change to the policy, and provided that:

1. the Agency's board approves of the policy, and any material changes, and approved an analysis of the impact of the policy on current households, and households on the waiting list, including an analysis of the severity of rent burdens on such households (such as an estimate of the number of households that would have rent burdens greater than 30 percent of adjusted income);
2. the Agency reevaluates its rent and subsidy level policies annually, including preparing a revised impact analysis;
3. the Agency adopts a policy for addressing hardship cases;
4. the Agency provides a reasonable transition period for rent increases for existing tenants; and,
5. a public hearing is held regarding the policy; provided however, that in the first year of the demonstration, this may be the same public hearing that was held regarding the Agency's MTW application, as long as the policy was included in the MTW application.

The rent policy, or any material changes to the rent policy will be effective upon submission to HUD of a board resolution as provided above. In the first year of the MTW demonstration, this may be the same board resolution as that approving the MTW agreement."

### *RENT POLICIES*

The rent structure and policies apply to all public housing and Section 8 tenant-based assistance families, unless otherwise specified. Elderly persons or persons with disabilities may elect to participate in certain features of MTW, but the MTW recertification feature will apply to all elderly and disabled.

## ***Applicable to both Public Housing and Section 8 Tenant-Based***

### Rent Responsibility: Mandatory Rents

All families will be required to pay a rent. For those families whose rent calculation indicates they have a zero rent or will receive a utility check from PMHA, a requirement that they pay \$25 per month rent will be imposed. In cases where the mandatory rent payment exceeds 30% of a tenant's adjusted gross income, the difference will be offset by the utility reimbursement check.

### Phased Rent Increases for Increases in Employment Income

Residents receiving an increase in employment earnings grossing in excess of \$100 per month over their prior income will be eligible for a phased-in rent increase over a three to five month period. Income increases must be from long-term employment, and does not apply to persons employed in work of a limited duration, such as holiday sales clerk, summer child care provider or census taker. The phase-in rent increase provision replaces the phase-in rent increase provisions as provided for in the QHWRA, and includes training income and jobs following the completion of training programs.

### Deductions for Dependent Children

The maximum deduction for families with minor children will be \$960 for the purposes of calculating adjusted income. Resident families as of April 28, 1999 will continue to receive a deduction of \$480 per child for every child of record as of June 1, 2000, for as long as they receive uninterrupted housing assistance from PMHA.

### Income Disregards and Deductions

Interest from bank assets, such as savings and checking accounts and CD investments will be waived from the income calculation. Payments for overtime and bonuses will be excluded from income calculations.

An employment deduction will be offered to families whose head of household, co-head of household, or spouse is employed over 31 hours per week.

### Rent Adjustments for Sanctioned Welfare Recipients

Tenants sanctioned by the Department of Human Services for failure to comply with DHS job requirements are not eligible to receive a rent adjustment by PMHA on the basis of income lost due to the sanction.

### Minimum Rent

The HUD Minimum is zero, as this policy is replaced by the Mandatory Rent feature of MTW.

### Reverification of Income

For public housing and Section 8 elderly and disabled households, at the discretion of the PMHA, the annual income verification of elderly and disabled

households may be conducted once every two years. However, this does not preclude a tenant from requesting to have income re-verified at any time.

### ***Applicable to Public Housing***

#### Minimum Income Standard

PMHA will assign a minimum income level for public housing families reporting zero income for longer than a 3-month period. The assumed minimum income will be set at the standard Department of Human Services TANF benefit for the applicable family size. Exceptions will be made for families terminated from welfare assistance when they exceed the state's time limit requirement. These families may report zero income indefinitely without a minimum income assignment, but will be charged a \$25 minimum rent.

#### Ceiling Rents

Ceiling rents for multi-family public housing sites have been determined by using local rent comparable unassisted units to determine local market rates for those units. Ceiling rents for single family scattered site units have ceiling rents established at the maximum Fair Market Rent plus 10%, adjusted by the appropriate utility allowance.

Failure to submit requested income verification within the specified time limits will result in the non-compliant household being charged the ceiling rent for the unit until the proper verification has been submitted.

Tenants paying ceiling rent will be exempt from annual re-verifications of income. A household may request to have their income re-verified at any time.

#### Ceiling Rent Schedule

The following are the ceiling rents for PMHA multi-family sites.

<b>Property</b>	<b>Gross Market Rent</b>	<b>Ceiling Rent</b>
<b>Athena Gardens</b>		
2-Bedroom	\$589	\$515
3-Bedroom	\$694	\$585
4-Bedroom	\$787	\$635
<b>Community Estates</b>		
2-Bedroom	\$580	\$451
3-Bedroom	\$684	\$546
4-Bedroom	\$775	\$563
<b>Harvest Woods</b>		
2-Bedroom	\$622	\$570
3-Bedroom	\$733	\$646

Townsquare Villas		
2-Bedroom	\$619	\$543
Heritage Knolls		
2-Bedroom	\$628	\$567
3-Bedroom	\$740	\$663
Renaissance Place		
3-Bedroom	\$740	\$665
4-Bedroom	\$839	\$760
Eastowne Manor and Etna House		
1-Bedroom	\$432	\$432
2-Bedroom	\$554	\$554

#### Ceiling Rent Schedule

The following are the ceiling rents for PMHA scattered sites.

Address	Gross Market Rent	Ceiling Rent
<b>Kent and Brimfield Township (Kent Post Office)</b>		
514 Harris Street	\$670	\$602
1339 Franklin Avenue	\$838	\$770
220 West Elm Street	\$670	\$613
222 West Elm Street	\$670	\$613
226 West Elm Street	\$670	\$613
228 West Elm Street	\$670	\$613
1347 Arcadia Road	\$809	\$741
3701 Duffield Street	\$809	\$741
<b>Ravenna Township</b>		
3902 Blake Avenue	\$762	\$694
4318 Skeels Avenue	\$609	\$552
6834 Henderson Street	\$609	\$552
6849 Sumner Street	\$609	\$552
5485 Portage Street	\$762	\$694
<b>City of Ravenna</b>		
139 Fourth Street	\$609	\$552
158 North Scranton Street	\$762	\$694
442 Jefferson Street	\$762	\$694
524 Lafayette Avenue	\$762	\$694
624 Walton Street	\$609	\$552
1066 Williams Avenue	\$762	\$694
301 Ohio Avenue	\$609	\$552
128 Garden Court	\$609	\$552

224 Highland Avenue	\$856	\$776
820 Mechanic Avenue	\$609	\$552
822 Mechanic Avenue	\$609	\$552
Rootstown and Edinburg Township (Rootstown Township)		
3464 State Route 183	\$609	\$491
3466 State Route 183	\$609	\$491
4325 Marks Avenue	\$609	\$552
4327 Marks Avenue	\$609	\$552
4333 Marks Avenue	\$609	\$552
4339 Marks Avenue	\$609	\$552
Windham and Freedom Township (Windham Post Office)		
9876 Blanton Drive	\$762	\$694
9899 Blanton Drive	\$762	\$694
9500 State Route 700	\$762	\$694
Shalersville Township		
3138 Polly Road	\$762	\$694
3147 Denny Road	\$762	\$694
3036 Polly Road	\$762	\$694
Atwater Township		
1391 Fairview Road	\$762	\$694

Flat Rents

PMHA has not adopted flat rents as a means of charging public housing rents under the Moving To Work Demonstration.

***Applicable to Section 8 Tenant-Based Assistance***

Income Deductions

An education deduction will be offered to families whose head of household, co-head of household or spouse are full-time students in post-secondary education, as defined by the standards of the institution attended. To qualify for the deduction, a student must maintain a minimum of 2.0 grade point average. Only one education deduction is permitted per family.

Rent Cap

Under the Section 8 voucher program Moving To Work rules, tenants will be permitted to pay up to a maximum of 50% of adjusted monthly income towards rent and utilities.

### Voucher Conversion Rent Burden

If conversion to a voucher results in a tenant paying in excess of 50% of income if they are not staying in place, this will be permissible as long as the tenant rents a unit having a gross rent within the payment standard. In cases where certificate holders document an adverse impact in terms of their rent burden due to the voucher conversion, the mandatory conversion will be delayed until the next annual recertification.

### Exception Rents

In addition to the geographic exception rents granted by HUD for western Portage County, PMHA will expand the 10% exception rent allowance up to 30% of its allocated units. Exception rents will be evaluated annually and adjusted using the same percentage that HUD applies to FMRs.

### Rent Reasonableness

- A rent reasonableness analysis will be conducted for a Section 8 unit when:
- a. A unit is first assisted by the Section 8 voucher program, AND the unit is not located in a development where equivalent units are already under lease in the same development,
  - b. A current participating landlord requests a rent increase above the annual adjustment factor.

### Utilities

Families who are permitted to transfer to scattered site housing will be provided with an allowance for heat that will be based on the actual size of the unit leased rather than the amount required on the actual voucher.

## **PMHA Participant Advisory Board Comments**

### **June 1, 1999 Participant Advisory Board (PAB) Meeting**

The first meeting of the Portage Metropolitan Housing Authority (PMHA) Participant Advisory Board (PAB) was held on Wednesday, June 30, 1999 at 5:15 p.m. at the PMHA offices. Present at the meeting were residents from Public Housing (multi-family and single family) and individuals with Section 8 tenant based assistance. A total of 6 housing participants attended. In addition, 4 PMHA program and physical facilities staff were in attendance to answer any questions or provide information as needed.

The first order of business was introductions and a brief overview of the new housing legislation, the Moving to Work Program and the Agency Plan requirements. Using small group participation techniques the PAB began examining issues surrounding discretionary agency policies. The first topic considered was pets in public housing. The following are the thoughts, concerns and suggestions presented by the group members (the list is in no particular order):

1. Dogs and cats can result in damage to both the inside and outside of the unit
2. Health and hygiene issues surrounding pets e.g. Insects, waste, etc.
3. Who has liability for damage and/or injury caused by the pet? Can tenant be required to carry insurance
4. Only allow domestic pets such as dogs and cats; no exotic animals
5. Allow cats and not dogs due to noise dogs often create
6. Limit size of pet (e.g. only dogs equal to or less than 40 pounds)
7. Permit only one pet per unit
8. Allow pets only at single family public housing sites to reduce opportunities for annoyances
9. Tenants at multi-family sites vote to allow pets
10. Owning a pet in public housing should be considered a privilege and a tenant must prove he/she has good rent history, good housekeeping, has sufficient income to maintain pet, provide documentation of shots and spay or neutering and have no record of police complaints
11. Require security deposit (question as to legality of this)
12. Set minimum income limit to ensure ability to maintain pet
13. Allow pets for therapeutic reasons
14. Provide a restricted area for dog walking
15. Establish relationship between PMHA and humane society for monitoring
16. Require owner to muzzle dog if x number of complaints are received within x length of time
17. PMHA liability and disclaimer of responsibility

The second issue the group discussed was the obstacle to self-sufficiency. The following are the thoughts, concerns and suggestions expressed by the group (again, in no particular order):

1. Organize support group or mentoring program to provide role models
2. Concern regarding health insurance for both children and adults – establish consortium to purchase group insurance

3. Inadequate transportation to and from day care and work – coordinate a shuttle service
4. Coordinate barter system for needed services
5. Coordinate training for home-based employment – telecommuting, medical transcription, etc.
6. Provide incentives to get out of public housing
7. Lack of affordable day care
8. Provide counseling in budgeting, finances, household maintenance and nutrition
9. Poor opportunities in work and education for minority persons
10. Provide a healthy and safe atmosphere for children

Other topics to be addressed at the next PAB meeting include: gaps in housing services, community services requirements, barriers to homeownership and landlord recruitment for Section 8 program. The next meeting is scheduled for Wednesday, July 28, 1999 at 5:15 p.m. at the PMHA offices.

### **July 15, 1999 PAB Meeting**

The second meeting of the Portage Metropolitan Housing Authority (PMHA) Participant Advisory Board (PAB) was held on Wednesday, July 28, 1999 at 5:15 p.m. at the PMHA offices. Present at the meeting were 2 residents from Public Housing (multi-family and single family) and 2 individuals with Section 8 tenant based assistance. PMHA program and physical facilities staff were in attendance to answer any questions or provide information as needed.

The first order of business was to review the pet policy questions. The group continued to discuss the pet policies focusing on the following broad issues:

1. Use the existing policy in place for the elderly and service animals and modify it.
2. Dogs and cats can result in damage to both the inside and outside of the unit and the pet owner/ tenant must carry renter's insurance payable to PMHA to cover any costs incurred as a result of damage or injury.
3. In order to own a pet in public housing, a tenant must provide documentation of shots and spay or neutering and provide periodic proof of pet health from veterinarian.
4. PMHA should allow up to two domestic pets (no exotic pets), prohibit "vicious" dogs and limit the size of the animals such as by weight. Additionally, PMHA should require the pets to be leashed.
5. PMHA liability and disclaimer of responsibility

Staff was to take these suggestions and incorporate them into a new pet policy when the regulations are issued.

A discussion of the issue of Community Service was begun and there was consensus among the group members that this service not be confused with community service ordered through the court system. One suggestion was to call it volunteer service instead. Further discussion was postponed until final regulations are issued. The group scheduled the next meeting for Wednesday, August 11, 1999 at 5:15 p.m.

### **August 11, 1999 PAB Meeting**

The third meeting of the Portage Metropolitan Housing Authority (PMHA) Participant Advisory Board (PAB) was scheduled for Wednesday, August 11, 1999 at 5:15 p.m. at the PMHA offices. Only one member of the Board came for the meeting; therefore, a new meeting will be arranged and notices sent out.

### **September 14, 1999 PAB Meeting**

The fourth meeting of the Portage Metropolitan Housing Authority (PMHA) Participant Advisory Board (PAB) was scheduled for Thursday, September 14, 1999 at 5:00 p.m. at the PMHA offices. One Public Housing PAB member, and 2 Section 8 PAB members were in attendance. The draft copies of the Five Year and FY 2000 Annual Plans were discussed. The public hearing process and additional agenda items were reviewed.

The group reviewed the capital program for FY 2000 and expressed interest in participating in the next capital grant planning process. The next meeting was scheduled for Thursday, September 23, 1999 at 5:15 p.m.

### **September 14, 1999 Public Hearing**

The public hearing was held 5:30 September 14, 1999 at the PMHA Office. Attending the meeting were 4 PAB members (three Public Housing residents and one Section 8 participants), the PMHA Board Vice-Chairman and another PMHA Board member, and four PMHA employees.

There were no questions or comments following PMHA staff's overview of the purpose of the Agency Plan. Several questions from PAB members followed the Director's review of PMHA's goals and objectives. All of the questions pertained to the PMHA's policy changes previously approved by HUD under the Moving To Work Demonstration Program. In response, the Director explained the following features of Portage HOPES: MTW mandatory rent policy compared to HUD's minimum rent policy, zero income policy, and applicability of time limits on scattered site public housing units. There were no comments from the PAB following the explanation of these features.

Staff made a presentation regarding the problem of singles and couples without minor children on the waiting list, as they currently having little likelihood of receiving assistance. The staff proposed to accept an applicant from this category for every 10 notifications for assistance. PAB members concurred that some assistance should be offered to this group, as long as it did not significantly delay families with children from receiving assistance. PAB members did not care how the preference is administered as long as limited assistance was offered to childless singles and couples.

The 5 year capital improvement plan was summarized by staff. Questions from PAB members focused on how to read the HUD form. Once everyone understood how to interpret the form, there were no specific questions or comments about proposed capital improvements. As there were no further questions or comments, the Board Vice-Chairman thanked the attendees for their participation.

### **September 23, 1999 PAB Meeting**

The fifth meeting of the Portage Metropolitan Housing Authority (PMHA) Participant Advisory Board (PAB) was scheduled for Thursday, September 23, 1999 at 5:30 p.m. at the PMHA offices. One Section 8 PAB member was in attendance as well as an observer who may be interested in serving in the future.

The PAB member had very few comments regarding either plan. She expressed support for the change to include non-elderly singles and couples without children up to 10% of each notification round for Section 8 assistance. As a Section 8 tenant she also expressed the need to expand the landlord pool and said she would be willing to help in this effort.

The PAB member was advised that a meeting of the PAB would be convened again once the final rules were issued for the pet policy and the community service requirement.

No additional public comments were received by PMHA.

## **PMHA Response to Participant Advisory Board Comments**

### **A. Pets in Public Housing**

#### ***PAB Comments:***

1. Dogs and cats should be prohibited as they can result in damage to both the inside and outside of the unit
2. Dogs and cats should be prohibited due to health and hygiene issues surrounding pets e.g. Insects, waste, etc.
3. Who has liability for damage and/or injury caused by the pet? Can tenant be required to carry insurance
4. Only allow domestic pets such as dogs and cats; no exotic animals
5. Allow cats and not dogs due to noise dogs often create
6. Limit size of pet (e.g. only dogs equal to or less than 40 pounds)
7. Permit only one pet per unit
8. Allow pets only at single family public housing sites to reduce opportunities for annoyances
9. Tenants at multi-family sites should be allowed to vote on whether to allow pets
10. Owning a pet in public housing should be considered a privilege and a tenant must prove he/she has good rent history, good housekeeping, has sufficient income to maintain pet, provide documentation of shots and spay or neutering and have no record of police complaints
11. Require security deposit
12. Set minimum income limit to ensure ability to maintain pet
13. Allow pets for therapeutic reasons only
14. Provide a restricted area for dog walking
15. Establish relationship between PMHA and humane society for monitoring
16. Require owner to muzzle dog if x number of complaints are received within x length of time
17. PMHA should look in to liability and disclaimer of responsibility

18. Use the existing policy in place for the elderly and service animals and modify it.
19. As dogs and cats can result in damage to both the inside and outside of the unit, the pet owner/ tenant must carry renter's insurance payable to PMHA to cover any costs incurred as a result of damage or injury.
20. In order to own a pet in public housing, a tenant must provide documentation of shots and spay or neutering and provide periodic proof of pet health from veterinarian.
21. PMHA should allow up to two domestic pets (no exotic pets), prohibit "vicious" dogs and limit the size of the animals such as by weight. Additionally, PMHA should require the pets to be leashed.

***PMHA Response:***

PMHA staff were impressed by the amount of concern expressed by residents regarding the permitting of dogs in multi-family units. PMHA is drafting a family pet policy that incorporates many of the suggestions offered by PAB members. Suggestions that will not be incorporated include: limiting pets to families having certain incomes, limiting pets to therapeutic use only and allowing residents to vote on whether they will permit dogs and cats, unless the final HUD rules permit this procedure. Otherwise, some version of all of the above comments will be incorporated into the final pet policy, once the final regulations are issued. PAB members will be consulted once the final regulations and the draft pet policy are issued.

**B. Obstacles to self-sufficiency:**

***PAB Comments:***

1. Organize support group or mentoring program to provide role models
2. Concern regarding health insurance for both children and adults – establish consortium to purchase group insurance
3. Inadequate transportation to and from day care and work – coordinate a shuttle service
4. Coordinate barter system for needed services
5. Coordinate training for home-based employment – telecommuting, medical transcription, etc.
6. Provide incentives to get out of public housing
7. Lack of affordable day care
8. Provide counseling in budgeting, finances, household maintenance and nutrition
9. Poor opportunities in work and education for minority persons
10. Provide a healthy and safe atmosphere for children

***PMHA Response:***

Although all of the responses cited are valid, the PMHA is limited in its ability to provide extensive direct service. Currently, on-site services covering some of the above are offered at two multi-family sites. The PMHA will continue to partner with local social service agencies in an effort to encourage them to design programs and submit grants to benefit PMHA participants. The PMHA is implementing #6, provision of incentives, under the Moving To Work policies. In addition, PMHA is attempting to address #9, provision of work opportunities through its EDSS job training program.

### **C. Community Service:**

#### ***PAB Comments:***

Steps should be taken by PMHA to ensure that this service is not confused with community service ordered through the court system, due to the similar name. It was suggested that it should be called “volunteer service” instead.

#### ***PMHA Response:***

PMHA agrees with this comment and will incorporate this suggestion in its final community service procedures once the final regulations are issued.

### **D. Capital Improvements**

#### ***PAB Comments:***

PAB members expressed interest in being involved with PMHA’s Comp Grant Advisory Group in the future.

#### ***PMHA Response:***

PMHA agrees that the Agency Plan PAB and the Comp Grant Advisory Group should coordinate efforts, perhaps through a consolidation of the two groups. At the next Comp Grant Advisory Group meeting, PMHA will share the PAB suggestion.

### **E. Admissions and Occupancy Policies:**

#### ***PAB Comments:***

Features of Moving To Work are confusing. PAB members requested information regarding: MTW mandatory rent policy compared to HUD’s minimum rent policy, zero income policy, and applicability of time limits on scattered site public housing units.

#### ***PMHA Response:***

Once details of the features were explained, PAB members had no concerns with these policies. PMHA will consider developing a brochure summarizing Portage HOPES features to help existing residents better understand the differences between old and new policies.

### **F. Assistance for Adult Singles and Couples Without Minor Children**

#### ***PAB Comments:***

PAB members stated that some assistance should be offered to this group, as long as it did not significantly delay families with children from receiving assistance. PAB members did not care how the preference is administered as long as limited assistance was offered to childless singles and couples.

#### ***PMHA Response:***

The staff proposed to accept an applicant from this category for every 10 notifications for assistance. This preference policy was approved by PMHA’s Board at its October meeting, and is awaiting HUD approval.

**G. Section 8 Landlord Recruitment**

***PAB Comments:***

There is a need to expand the number of landlords participating in Section 8.

***PMHA Response:***

PMHA agrees that expanded landlord outreach efforts are needed, and has included this as a Plan objective.

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Five-Year Action Plan, Part II: Supporting Pages Physical Needs Work Statement(s)	form HUD-52834 (10/96)
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**Physical Needs Assessment**  
Comprehensive Grant Program (CGP)

**U.S. Department of Housing and Urban Development** MB Approval No. 2577-0157  
Office of Public and Indian Housing

Portage Metropolitan Housing Authority		<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number
OH31-01	Athena Gardens	03/01/81

Rental	<input checked="" type="checkbox"/>	Family	<input checked="" type="checkbox"/>	Detached/Semi-Detached	<input type="checkbox"/>	Current Bedroom Distribution 0 _____ 1 0 2 _____ 8 3 13 4 4 5 _____ 5+ _____	4.00
Turnkey III - Vacant	<input type="checkbox"/>	Elderly	<input type="checkbox"/>	Row	<input checked="" type="checkbox"/>		
Turnkey III - Occupied	<input type="checkbox"/>	Mixed	<input type="checkbox"/>	Walk-Up	<input type="checkbox"/>		
Mutual Help	<input type="checkbox"/>			Elevator	<input type="checkbox"/>		
Section 23, Bond Financed	<input type="checkbox"/>						

General Description of Needed Physical Improvements	Order
Replace Tile in Kitchen and Bath Replace Range Hoods Replace Windows Replace all Doors Front-Rear-Shed Replace Siding, Gutters, Downspouts & Shutters Replace Flooring Replace Interior Doors Replace Trim	

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	\$ 284,350.84
Per Unit Hard Cost	\$ 11,374.03
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development Has Long-Term Physical and Social Viability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared	

Source(s) of Information:

resident surveys	Commissioners' comments
tenant meetings	Local Gov't reviews
needs assessment	public hearing input
staff questionnaires	IPA audit

**Physical Needs Assessment**  
 Comprehensive Grant Program (CGP)

**U.S. Department of Housing and Urban Development** MB Approval No. 2577-0157  
 Office of Public and Indian Housing

Portage Metropolitan Housing Authority		<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number
OH31-01	Community Estates	03/01/81

Rental <input checked="" type="checkbox"/>	Family <input checked="" type="checkbox"/>	Detached/Semi-Detached <input checked="" type="checkbox"/>			
Turnkey III - Vacant <input type="checkbox"/>	Elderly <input type="checkbox"/>	Row <input type="checkbox"/>	Current Bedroom Distribution	6.90	
Turnkey III - Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-Up <input type="checkbox"/>			0 _____ 1 _____ 2 _____ 10 _____
Mutual Help <input type="checkbox"/>		Elevator <input type="checkbox"/>			3 15 4 4 5 _____
Section 23, Bond Financed <input type="checkbox"/>					5+ _____

General Description of Needed Physical Improvements	Order
Replace Tile in Kitchen and Bath Install Security Screens in Kitchen and Bedroom Replace Front Storm Doors Replace Fiber in Sandbox Install Retaining Wall Install Security Fence Replace Medicine Cabinets Replace Siding, Gutters, Downspouts & Shutters Replace Front & Back Entrance Doors Replace Flooring Replace Interior Doors Replace Interior Trim	

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	\$ 338,546.87
Per Unit Hard Cost	\$ 11,674.03
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development Has Long-Term Physical and Social Viability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared	

Source(s) of Information:

**Physical Needs Assessment**  
Comprehensive Grant Program (CGP)

**U.S. Department of Housing and Urban Development** MB Approval No. 2577-0157  
Office of Public and Indian Housing

Portage Metropolitan Housing Authority		<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number																					
OH31-02	Scattered Sites																						
Rental <input checked="" type="checkbox"/> Turnkey III - Vacant <input type="checkbox"/> Turnkey III - Occupied <input type="checkbox"/> Mutual Help <input type="checkbox"/> Section 23, Bond Financed <input type="checkbox"/>	Family <input checked="" type="checkbox"/> Elderly <input type="checkbox"/> Mixed <input type="checkbox"/>	Detached/Semi-Detached <input checked="" type="checkbox"/> Row <input type="checkbox"/> Walk-Up <input type="checkbox"/> Elevator <input type="checkbox"/>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="4">Current Bedroom Distribution</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: right;">18</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5+</td> <td style="text-align: right;">1</td> </tr> <tr> <td colspan="4"></td> <td style="text-align: right;">1</td> </tr> </table>	Current Bedroom Distribution				0.00	0	1	2	3	18	3	4	5	5+	1					1
Current Bedroom Distribution				0.00																			
0	1	2	3	18																			
3	4	5	5+	1																			
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General Description of Needed Physical Improvements				Order																			
Increase Parking & Driveway, Excavation Drainage & Retaining Wall Replace Gutters Insulation Drainage Upgrade Electric Replace Fence Repair Driveway Fill Ditch behind Unit Rehab Entire Kitchen (Drywall, Ceiling, Cabinets, Flooring. Sink, Faucet, Range, Hood, Refrigerator, Counter Top) Install New Kitchen Replace Roofs New Side Doors Replace Main Sewer Line Replace Sheds Install Carpet in Dining Room and Hall Replace Closet Doors Replace Kitchen Appliances Replace Kitchen Cabinets and Sink				St. Rt. 183 3701 Duffield  213 S. Willow St. 220, 222, 226, & 228 W. Elm St. 1339 Franklin St. 224 Highland Ave. 4325-4339 Marks Ave. 1339 Franklin St. 9876-9899 Blanton Dr. All 227 S. Walnut St.																			
Total Preliminary Estimated Hard Cost for Needed Physical Improvements			\$ 149,750.00																				
Per Unit Hard Cost			\$ 4,047.30																				
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No																				
Development Has Long-Term Physical and Social Viability		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No																				
Date Assessment Prepared																							
Source(s) of Information:																							

**Physical Needs Assessment**  
 Comprehensive Grant Program (CGP)

**U.S. Department of Housing and Urban Development** MB Approval No. 2577-0157  
 Office of Public and Indian Housing

Portage Metropolitan Housing Authority	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number
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OH31-03	Ravenna Woods	06/01/82
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Rental <input checked="" type="checkbox"/>	Family <input checked="" type="checkbox"/>	Detached/Semi-Detached <input checked="" type="checkbox"/>	Current Bedroom Distribution	0.00
Turnkey III - Vacant <input type="checkbox"/>	Elderly <input type="checkbox"/>	Row <input type="checkbox"/>	0 _____ 1 _____ 2 _____ 16 _____	
Turnkey III - Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-Up <input type="checkbox"/>	3 <u>12</u> 4 _____ 5 _____	
Mutual Help <input type="checkbox"/>		Elevator <input type="checkbox"/>	5+ _____	
Section 23, Bond Financed <input type="checkbox"/>				

General Description of Needed Physical Improvements  Replace Bath Tub Trim Trees and Remove Tree Stumps	Order
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Total Preliminary Estimated Hard Cost for Needed Physical Improvements	\$ 60,000.00
Per Unit Hard Cost	\$ 2,142.86
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development Has Long-Term Physical and Social Viability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared	

Source(s) of Information:

**Physical Needs Assessment**  
 Comprehensive Grant Program (CGP)

**U.S. Department of Housing and Urban Development** MB Approval No. 2577-0157  
 Office of Public and Indian Housing

Portage Metropolitan Housing Authority	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number
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OH31-04	Eastowne Manor	06/01/81
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Rental	<input checked="" type="checkbox"/>	Family	<input type="checkbox"/>	Detached/Semi-Detached	<input type="checkbox"/>	Current Bedroom Distribution 0 _____ 1 <u>44</u> 2 _____ 6 3 _____ 4 _____ 5 _____ 5+ _____	0.00
Turnkey III - Vacant	<input type="checkbox"/>	Elderly	<input checked="" type="checkbox"/>	Row	<input type="checkbox"/>		
Turnkey III - Occupied	<input type="checkbox"/>	Mixed	<input type="checkbox"/>	Walk-Up	<input type="checkbox"/>		
Mutual Help	<input type="checkbox"/>			Elevator	<input checked="" type="checkbox"/>		
Section 23, Bond Financed	<input type="checkbox"/>						

General Description of Needed Physical Improvements Order

Replace Floor Tile Install Door Viewers Install Handrail - East Side Replace Unit Door Locks Furniture for Lobby and Outside Patio Replace Storage Shed	
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Total Preliminary Estimated Hard Cost for Needed Physical Improvements	\$ 59,000.00
Per Unit Hard Cost	\$ 1,180.00
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development Has Long-Term Physical and Social Viability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared	

Source(s) of Information:

**Physical Needs Assessment**  
 Comprehensive Grant Program (CGP)

**U.S. Department of Housing and Urban Development** MB Approval No. 2577-0157  
 Office of Public and Indian Housing

Portage Metropolitan Housing Authority	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number
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OH31-05	Town Square Villas	05/01/81
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Rental <input checked="" type="checkbox"/>	Family <input checked="" type="checkbox"/>	Detached/Semi-Detached <input checked="" type="checkbox"/>	Row <input type="checkbox"/>	Walk-Up <input type="checkbox"/>	Elevator <input type="checkbox"/>	Current Bedroom Distribution	0.00
Turnkey III - Vacant <input type="checkbox"/>	Elderly <input type="checkbox"/>	Mixed <input type="checkbox"/>				0 _____ 1 _____ 2 _____ 30 _____	
Turnkey III - Occupied <input type="checkbox"/>				3 _____ 4 _____ 5 _____			
Mutual Help <input type="checkbox"/>				5+ _____			
Section 23, Bond Financed <input type="checkbox"/>							

General Description of Needed Physical Improvements	Order
Replace Bath Tubs Replace Closet Doors Additional Parking Replace Medicine Cabinets Replace Windows Drainage Behind Handicap Unit Install Fence - East Side Replace Trees Landscaping Replace Back Patio Fencing	

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	\$ 241,500.00
Per Unit Hard Cost	\$ 8,050.00
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development Has Long-Term Physical and Social Viability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared	

Source(s) of Information:

**Physical Needs Assessment**  
 Comprehensive Grant Program (CGP)

**U.S. Department of Housing and Urban Development** MB Approval No. 2577-0157  
 Office of Public and Indian Housing

Portage Metropolitan Housing Authority	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number
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OH31-06	Etna House	06/01/83
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Rental <input checked="" type="checkbox"/>	Family <input type="checkbox"/>	Detached/Semi-Detached <input type="checkbox"/>	Current Bedroom Distribution	0.00
Turnkey III - Vacant <input type="checkbox"/>	Elderly <input checked="" type="checkbox"/>	Row <input type="checkbox"/>	0 _____ 1 16 2 _____ 4 _____	
Turnkey III - Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-Up <input type="checkbox"/>	3 _____ 4 _____ 5 _____	
Mutual Help <input type="checkbox"/>		Elevator <input checked="" type="checkbox"/>	5+ _____	
Section 23, Bond Financed <input type="checkbox"/>				

General Description of Needed Physical Improvements	Order
Replace Shingle Roof Replace Fire Escape Furniture for Lobby Install Wall Coverings Install Mini Blinds in Lobby and Units	

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	\$ 122,000.00
Per Unit Hard Cost	\$ 6,100.00
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development Has Long-Term Physical and Social Viability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared	

Source(s) of Information:

**Physical Needs Assessment**  
Comprehensive Grant Program (CGP)

**U.S. Department of Housing and Urban Development** MB Approval No. 2577-0157  
Office of Public and Indian Housing

Portage Metropolitan Housing Authority		<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number
OH31-09	Heritage Knolls	11/01/82

Rental <input checked="" type="checkbox"/>	Family <input checked="" type="checkbox"/>	Detached/Semi-Detached <input checked="" type="checkbox"/>		
Turnkey III - Vacant <input type="checkbox"/>	Elderly <input type="checkbox"/>	Row <input type="checkbox"/>	Current Bedroom Distribution	
Turnkey III - Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-Up <input type="checkbox"/>	0 _____	1 _____
Mutual Help <input type="checkbox"/>		Elevator <input type="checkbox"/>	2 _____	26 _____
Section 23, Bond Financed <input type="checkbox"/>			3 _____	4 _____
			5 _____	5+ _____
General Description of Needed Physical Improvements				0.00

Replace Roofs Replace Storm Doors Replace Closet Doors Install Fence - West and South Side Replace Bath Tubs Concrete Pads by Units Concrete Work - Sidewalk Convert Garage to Community Space Replace Down Spouting Replace Kitchen Cabinets Replace Counter Tops	Order
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Total Preliminary Estimated Hard Cost for Needed Physical Improvements	\$ 293,400.00
Per Unit Hard Cost	\$ 9,780.00
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development Has Long-Term Physical and Social Viability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared	
Source(s) of Information:	

**Physical Needs Assessment**  
Comprehensive Grant Program (CGP)

**U.S. Department of Housing and Urban Development** MB Approval No. 2577-0157  
Office of Public and Indian Housing

Portage Metropolitan Housing Authority	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number
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OH31-10	Scattered Sites New	
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Rental <input checked="" type="checkbox"/>	Family <input checked="" type="checkbox"/>	Detached/Semi-Detached <input checked="" type="checkbox"/>	
Turnkey III - Vacant <input type="checkbox"/>	Elderly <input type="checkbox"/>	Row <input type="checkbox"/>	Current Bedroom Distribution
Turnkey III - Occupied <input type="checkbox"/>	Mixed <input type="checkbox"/>	Walk-Up <input type="checkbox"/>	0 _____ 1 _____ 2 _____ 5 _____
Mutual Help <input type="checkbox"/>		Elevator <input type="checkbox"/>	3 <u>5</u> 4 _____ 5 _____
Section 23, Bond Financed <input type="checkbox"/>			5+ _____

General Description of Needed Physical Improvements	Order
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Replace Flooring Carpet in Bedroom & Replace Tile in Kitchen and Bathroom Replace Storm Doors Install Sheds Replace Counter Tops Fence in Backyards	
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Total Preliminary Estimated Hard Cost for Needed Physical Improvements	\$ 102,130.00
Per Unit Hard Cost	\$ 10,213.00
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development Has Long-Term Physical and Social Viability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared	

Source(s) of Information:

**Physical Needs Assessment**  
Comprehensive Grant Program (CGP)

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
OMB Approval No. 2577-0157

Portage Metropolitan Housing Authority	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number
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OH31-11	Washington Group Home	01/01/86
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Rental	<input checked="" type="checkbox"/>	Family	<input checked="" type="checkbox"/>	Detached/Semi-Detached	<input checked="" type="checkbox"/>		
Turnkey III - Vacant	<input type="checkbox"/>	Elderly	<input type="checkbox"/>	Row	<input type="checkbox"/>	Current Bedroom Distribution	0.00
Turnkey III - Occupied	<input type="checkbox"/>	Mixed	<input type="checkbox"/>	Walk-Up	<input type="checkbox"/>	0 _____ 1 <u>8</u> 2 _____	
Mutual Help	<input type="checkbox"/>			Elevator	<input type="checkbox"/>	3 _____ 4 _____ 5 _____	
Section 23, Bond Financed	<input type="checkbox"/>					5+ _____	

General Description of Needed Physical Improvements  Install Kitchen Appliances Replace Heating and Air Conditioner Unit Rehab Kitchen for ADA	Urger
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Total Preliminary Estimated Hard Cost for Needed Physical Improvements	\$ 23,350.00
Per Unit Hard Cost	\$ 2,918.75
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development Has Long-Term Physical and Social Viability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared	
Source(s) of Information:	

form HUD-52832 (10/96)  
ref. Handbook 7485.3

HA Name  
 Portage Metropolitan Housing Authority

Original  
 Revision Number

Development number: OH31-15  
 Development name: Renaissance Place/Scattered Sites  
 DOFA Date or Construction Date: 08/31/97

Rental	<input checked="" type="checkbox"/>	Family	<input checked="" type="checkbox"/>	Detached/Semi-Detached	<input checked="" type="checkbox"/>							
Turnkey III - Vacant	<input type="checkbox"/>	Elderly	<input type="checkbox"/>	Row	<input type="checkbox"/>	Current Bedroom Distribution						
Turnkey III - Occupied	<input type="checkbox"/>	Mixed	<input type="checkbox"/>	Walk-Up	<input type="checkbox"/>	0	0	1	0	2	0	0.00
Mutual Help	<input type="checkbox"/>			Elevator	<input type="checkbox"/>	3	36	4	2	5	0	
Section 23, Bond Financed	<input type="checkbox"/>					5+	0				Total C	

Concrete Driveway 3038 Polly Rd.  
 Replace Two (2) Windows  
 Install Shed  
 Concrete Driveway 3138 Polly Rd.  
 Replace Windows Slider, Living Room, & Bed Room  
 Replace Kitchen Cabinets and Counter Top  
 Concrete Partial Driveway 9500 State Route 700  
 Gravel Remaining Driveway  
 Concrete Driveway 1391 Fairview Rd.

Total Preliminary Estimated Hard Cost for Needed Physical Improvements	\$ 55,950.00
Per Unit Hard Cost	\$ 1,472.37
Physical Improvements Will Result in Structural/System Soundness at a Reasonable Cost	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Development Has Long-Term Physical and Social Viability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Assessment Prepared	
Source(s) of Information:	

(exp. 7/31/98)

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**Management Needs Assessment**  
 Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157

(exp. 7/31/98)

Carpertown Housing Authority	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision Number	
	Need (1-5)	HA-WIDE COST
Resident Security	1	30,000.00
Develop Job Training and Business Development Programs	1	20,000.00
Coordinator of Social Services for Drug Elimination	1	33,700.00
Staff Training	1	8,000.00
GAAP Conversion and Software	1	10,000.00
Resident Security	2	33,327.00
Develop Job Training and Business Development Programs	2	28,139.00
Coordinator of Social Services for Drug Elimination	2	35,753.00
File Cabinet	2	1,500.00
Resident Security	3	34,326.00
Develop Job Training and Business Development Programs	3	28,985.00
Coordinator of Social Services for Drug Elimination	3	36,825.00
Resident Security	4	35,000.00
Develop Job Training and Business Development Programs	4	29,400.00
Coordinator of Social Services for Drug Elimination	4	37,400.00
Tractor Excavator	4	29,000.00
Resident Security	5	35,000.00
Develop Job Training and Business Development Programs	5	29,700.00
Coordinator of Social Services for Drug Elimination	5	37,700.00
Total Preliminary Estimated HA-Wide Cost		\$ #####
Date Assessment Prepared		#####
Source(s) of Information:		
PHMAP Assessment	IPA Audit	
HUD Mgmt. Review	comments from public	
Resident Comments		
staff surveys		

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**Five-Year Action Plan**

**Part I: Summary**

Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
(exp. 7/31/98)

OH31-01 Athen Gardens		42,400.00	104,650.00	85,250.00
OH31-01 Community Estates		79,500.00	166,296.00	98,450.00
OH31-02 Scattered Sites		64,500.00	0.00	39,700.00
OH31-4 Eastown Manor		10,000.00	0.00	15,500.00
OH31-05 Town Square Villas	<b>See</b>	105,300.00	42,000.00	0.00
OH31-06 Etna House		0.00	0.00	53,000.00
OH31-09 Heritage Knolls	<b>Annual</b>	31,000.00	0.00	0.00
OH31-10 Ravenna Scattered		0.00	0.00	0.00
OH31-11 Washington Group	<b>Statement</b>	4,250.00	0.00	18,000.00
OH31-15 Acquisition Rehab		0.00	0.00	0.00
<b>B. Physical</b>		<b>336,950.00</b>	<b>312,946.00</b>	<b>309,900.00</b>
<b>C. Management Improvements</b>		<b>71,210.00</b>	<b>72,600.00</b>	<b>73,600.00</b>
<b>D. HA-Wide Nondwelling</b>		<b>0.00</b>	<b>29,000.00</b>	<b>0.00</b>
<b>E. Administration</b>		<b>51,200.00</b>	<b>51,200.00</b>	<b>51,200.00</b>
<b>F. Other (Fees &amp;</b>		<b>4,475.00</b>	<b>2,061.00</b>	<b>7,547.00</b>
<b>G. Operations</b>		<b>19,246.00</b>	<b>15,000.00</b>	<b>40,960.00</b>
<b>H. Moving To Work</b>		<b>28,926.00</b>	<b>29,200.00</b>	<b>28,800.00</b>
<b>I. Replacement Reserve</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>J. Mod Used for Development</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>K. Total CGP Funds</b>		<b>512,007.00</b>	<b>512,007.00</b>	<b>512,007.00</b>
<b>L. Total Non-CGP Funds</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>M. Grand Total</b>		<b>512,007.00</b>	<b>512,007.00</b>	<b>512,007.00</b>

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**Five-Year Action Plan**  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
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 Office of Public and Indian Housing

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See Annual Statement</b>	<b>HA-wide physical improvements</b>			<b>HA-wide physical improvements</b>		
	Site Improvements:			Site Improvements:		
			0.00			0.00
	Dwelling Structures:			Dwelling Structures:		
			0.00			0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
			0.00			0.00
	Dwelling Equipment:			Dwelling Equipment:		
			0.00			0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
		0.00			0.00	
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
			Tractor Excavator	1	29,000.00	
		0.00	Equipment:		29,000.00	



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**Part II: Supporting Pages**  
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**U.S. Department of Housing  
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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-01 Athena Gardens</b> Site Improvements:			<b>OH31-01 Athena Gardens</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Replace Front and Back Entrance Doors and Shed Doors	75	42,400.00	Replace Siding, Gutters, Downspouts and Shutters	All	104,650.00
	Total for Dwelling Structures:		42,400.00	Structures:		104,650.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Total for Non-Dwelling Structures:		0.00	Structures:		0.00
	Non-Dwelling Equipment:			Non-Dwelling Equipment:		
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-01 Athena Gardens</b> Site Improvements:			<b>OH31-01 Athena Gardens</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Replace Flooring		50,000.00			
	Replace Interior Doors		26,250.00			
	Replace Interior Trim		9,000.00			
	Total for Dwelling Structures:		85,250.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
Total for Non-Dwelling Structures:		0.00	Structures:		0.00	
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

form HUD-52834 (10/96)

ref. Handbook 7485.3

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
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 Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See Annual Statement</b>	<b>OH31-01 Community Estates</b>			<b>OH31-1 Community Estates</b>		
	Site Improvements:			Site Improvements:		
	Replace Fiber in Sandbox	250 SF	5,000.00			
	Install Retaining Wall	250 LF	25,000.00			
	Install Security Fence	300 LF	10,000.00			
	Site Improvements:		40,000.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Install Security Screens in Kitchen	28	12,000.00	Relace Siding, Gutters, Down Spouts and		
	Install Security Screens in Bedroom	29	12,000.00	Gutters	All	122,400.00
	Replace Front Storm Doors	29	12,000.00	Replace Front & Back Entrance & Shed Doors	88	43,896.00
	Replace Medicine Cabinets	29	3,500.00			
	Total for Dwelling Structures:		39,500.00	Structures:		166,296.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
Total for Dwelling Equipment:		0.00	Equipment:		0.00	
Non-Dwelling Structures:			Non-Dwelling Structures:			
Total for Non-Dwelling Structures:		0.00	Structures:		0.00	
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
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 Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
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 Office of Public and Indian Housing

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See Annual Statement</b>	<b>OH31-01 Community Estates</b> Site Improvements:			<b>OH31-01 Community Estates</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Replace Flooring		58,000.00			
	Replace Interior Doors	174	30,450.00			
	Replace Interior Trim	6525 LF	10,000.00			
	Total for Dwelling Structures:		98,450.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
Total for Non-Dwelling Structures:		0.00	Structures:		0.00	
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
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 Office of Public and Indian Housing

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-02 Scattered Sites</b> Site Improvements:			<b>OH31-02 Scattered Sites</b> Site Improvements:		
	224 W. Highland Ave. Replace Main Sewer Line	150 LF	16,500.00			
	Site Improvements:		16,500.00	Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	213 S. Willow St. Replace Kitchen	All	12,000.00			
	220,222,226, & 228 W. Elm St Replace Roof	2	35,000.00			
	1339 Franklin Ave. Replace Side Doors	2	1,000.00			
	Total for Dwelling Structures:		48,000.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
Non-Dwelling Structures:			Non-Dwelling Structures:			
Total for Non-Dwelling Structures:		0.00	Structures:		0.00	
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
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 Comprehensive Grant Program (CGP)

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

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See Annual Statement</b>	<b>OH31-02 Scattered Sites</b> Site Improvements:			<b>OH31-02 Scattered Sites</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures: 1339 Franklin Ave. Install Carpet in Living Room, Dining Room and Hall	1	1,200.00	Dwelling Structures:		
	9876 & 9899 Blanton Dr. Replace Closet Doors All Sites	9	2,500.00			
	Replace Kitchen Appliances 227 S. Walnut St.	23	20,000.00			
	Replace Kitchen Cabinets and Sink	1	12,000.00			
	Total for Dwelling Structures:		35,700.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures: 4325, 4327, 4333, & 4339 Marks Ave. Replace Sheds	4	4,000.00	Non-Dwelling Structures:		
Total for Non-Dwelling Structures:		4,000.00	Structures:		0.00	
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

form HUD-52834 (10/96)

ref. Handbook 7485.3

**Five-Year Action Plan**  
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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-04 Eastowne Manor</b> Site Improvements:			<b>OH31-04 Eastowne Manor</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Replace Unit Door Locks	50	10,000.00			
	Total for Dwelling Structures:		10,000.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Total for Non-Dwelling Structures:		0.00	Structures:		0.00
	Non-Dwelling Equipment:			Non-Dwelling Equipment:		
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
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**U.S. Department of Housing  
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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See Annual Statement</b>	<b>OH31-04 Eastowne Manor</b> Site Improvements:			<b>OH31-04 Eastowne Manor</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Replace Lobby and Patio Furniture	As Needed	12,000.00			
	Total for Dwelling Structures:		12,000.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Replace Storage Shed	1	3,500.00			
	Total for Non-Dwelling Structures:		3,500.00	Structures:		0.00
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
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 Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
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 Office of Public and Indian Housing

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See Annual Statement</b>	<b>OH31-05 Town Square Villas</b> Site Improvements:			<b>OH31-05 Town Square Villas</b> Site Improvements:		
	Additional Parking	10	16,500.00	Drainage Behind Handicap Unit	400 LF	10,000.00
				Install Fence - East Side	400 LF	6,000.00
				Replace Trees	4	2,000.00
				Land Scaping	As Needed	4,000.00
				Replace Patio Fences	30	20,000.00
				Site Improvements:		42,000.00
				Dwelling Structures:		
		Replace Medicine Cabinets	30	5,000.00		
	Replace Windows	210	83,800.00			
	Total for Dwelling Structures:		88,800.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Total for Non-Dwelling Structures:		0.00	Structures:		0.00
	Non-Dwelling Equipment:			Non-Dwelling Equipment:		
	Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
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 Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-05 Town Square Villas</b> Site Improvements:			<b>OH31-05 Town Square Villas</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Total for Dwelling Structures:		0.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Total for Non-Dwelling Structures:		0.00	Structures:		0.00
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
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**U.S. Department of Housing  
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 Office of Public and Indian Housing

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-06 Etna House</b> Site Improvements:			<b>OH31-06 Etna House</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Total for Dwelling Structures:		0.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Total for Non-Dwelling Structures:		0.00	Structures:		0.00
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-06 Etna House</b> Site Improvements:			<b>OH31-06 Etna House</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Replace Lobby Furniture	As Needed	3,000.00			
	Install Wall Coverings		35,000.00			
	Install Mini Blinds in Lobby & Units	85	15,000.00			
	Total for Dwelling Structures:		53,000.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
Total for Non-Dwelling Structures:		0.00	Structures:		0.00	
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-09 Heritage Knolls</b> Site Improvements:			<b>OH31-09 Heritage knolls</b> Site Improvements:		
	Concrete Pads by Units	7	5,000.00			
	Concrete Work - Sidewalks	As Needed	10,000.00			
	Site Improvements:		15,000.00	Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Convert Garage to Community Space	75 SF	6,000.00			
	Replace Downspouts and Gutters	As Needed	10,000.00			
	Total for Dwelling Structures:		16,000.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
Non-Dwelling Structures:			Non-Dwelling Structures:			
Total for Non-Dwelling Structures:		0.00	Structures:		0.00	
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
**Physical Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-09 Heritage Knolls</b> Site Improvements:			<b>OH31-09 Heritage Knolls</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Total for Dwelling Structures:		0.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Total for Non-Dwelling Structures:		0.00	Structures:		0.00
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

**Five-Year Action Plan**  
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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-10 Ravenna Scattered</b> Site Improvements:			<b>OH31-10 Ravenna Scattered</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Total for Dwelling Structures:		0.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Total for Non-Dwelling Structures:		0.00	Structures:		0.00
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

**Five-Year Action Plan**  
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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-10 Ravenna Scattered</b> Site Improvements:			<b>OH31-10 Ravenna Scattered</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Total for Dwelling Structures:		0.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Total for Non-Dwelling Structures:		0.00	Structures:		0.00
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See  Annual Statement</b>	<b>OH31-11 Washington Group Home</b> Site Improvements:			<b>OH31-11 Washington Group Home</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Total for Dwelling Structures:		0.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Total for Non-Dwelling Structures:		0.00	Structures:		0.00
	Non-Dwelling Equipment:			Non-Dwelling Equipment:		
	Replace Heating and Air Conditioner Unit	1	4,250.00	Equipment:		0.00
Total for Non-Dwelling Equipment:		4,250.00	Equipment:		0.00	

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-11 Washington Group Home</b> Site Improvements:			<b>OH31-11 Washington Group Home</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures: Rehab Kitchen for ADA		18,000.00	Dwelling Structures:		
	Total for Dwelling Structures:		18,000.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Total for Non-Dwelling Structures:		0.00	Structures:		0.00
	Non-Dwelling Equipment:			Non-Dwelling Equipment:		
	Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00

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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-15 Acquisition Rehab</b> Site Improvements:			<b>OH31-15 Acquisition Rehab</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Total for Dwelling Structures:		0.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Total for Non-Dwelling Structures:		0.00	Structures:		0.00
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

**Five-Year Action Plan**  
**Part II: Supporting Pages**  
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	Development Number/Name/General Description of	Quantity	Estimated Cost	Development Number/Name/General Description of	Quantity	Estimated Cost
<b>See            Annual            Statement</b>	<b>OH31-15 Acquisition Rehab</b> Site Improvements:			<b>OH31-15 Acquisition Rehab</b> Site Improvements:		
	Site Improvements:		0.00	Site Improvements:		0.00
	Dwelling Structures:			Dwelling Structures:		
	Total for Dwelling Structures:		0.00	Structures:		0.00
	Dwelling Equipment - Non-expendable:			Dwelling Equipment - Non-expendable:		
	Total for Dwelling Equipment:		0.00	Equipment:		0.00
	Non-Dwelling Structures:			Non-Dwelling Structures:		
	Total for Non-Dwelling Structures:		0.00	Structures:		0.00
Non-Dwelling Equipment:			Non-Dwelling Equipment:			
Total for Non-Dwelling Equipment:		0.00	Equipment:		0.00	

**Five-Year Action Plan**  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

**U.S. Department of Housing  
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 Office of Public and Indian Housing

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	Estimated Cost			Estimated Cost		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	Resident Security		5,400.00	Resident Security		5,800.00
	Develop Resident Jobs Training Program and Business Development Program		28,985.00	Develop Resident Jobs Training Program and Business Development Program		29,400.00
	Coordinator of Social Service for Drug Elimination		36,825.00	Coordinator of Social Service for Drug Elimination		37,400.00

**Five-Year Action Plan**  
**Part III: Supporting Pages**  
**Management Needs Work Statement(s)**  
 Comprehensive Grant Program (CGP)

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	Estimated Cost			Estimated Cost		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
<b>See Annual Statement</b>	Resident Security		6,200.00	Resident Security		6,600.00
	Develop Resident Jobs Training Program and Business Development Program		29,700.00	Develop Resident Jobs Training Program and Business Development Program		29,700.00
	Coordinator of Social Service for Drug Elimination		37,700.00	Coordinator of Social Service for Drug Elimination		37,700.00

Annual Statement/Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) Part I: Summary

U.S. Department of Housing  
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OMB Approval No. 2577-0157

(exp. 7/31/98)

Portage Metropolitan Housing Authority

OH12PO31708

2000

Original Annual Statement  Reserve for Disasters/Emergencies

Revised Annual statement/Revision Number

Performance and Evaluation report for Program Year Ending \_\_\_\_\_

Final Performance and Evaluation Report

1	Total Non-CGP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 10% of line 20)	29,071.00	0.00	0.00	0.00
3	1408 Management Improvements	68,892.00	0.00	0.00	0.00
4	1410 Administration	49,761.00	0.00	0.00	0.00
5	1411 Audit	1,500.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	91,880.00	0.00	0.00	0.00
10	1460 Dwelling Structures	203,000.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment - Nonexpendable	11,250.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	2,000.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	26,500.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	21,327.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1498 Mod used for Development	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	6,826.00	0.00	0.00	0.00
20	<b>Amount of Annual Grant (Sum of Lines 2-19)</b>	<b>512,007.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security	5,000.00	0.00	0.00	0.00
24	Amount of line 20 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

September 15, 1999

- (1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

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Annual Statement/Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
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Category	Description	Fiscal Year	Quantity	1999		2000		Comments
				Amount	Amount	Amount	Amount	
HA-Wide	<b>Operations</b>	<b>1406</b>		29,071.00	0.00	0.00	#	
HA-Wide	<b>Management Improvements</b>	<b>1408</b>						
	a. Resident Security			5,000.00				
	b. Develop Job Training and Bus. Deve. Program			28,139.00				
	c. Coordinator of Social Services for Drug Elimination			35,753.00				
	<b>Management Improvements</b>			68,892.00	0.00	0.00	#	
HA-Wide	<b>Administration</b>	<b>1410</b>						
	a. Salries	1410.1		34,632.69				
	b. Fringe Benefits	1410.9		13,928.31				
	c. Advertising	1410.19		1,200.00				
	<b>Total for Administration</b>			49,761.00	0.00	0.00	#	
HA-Wide	<b>Fees &amp; Costs</b>	<b>1430</b>						
	<b>Total for Fees &amp; Costs</b>			0.00	0.00	0.00	#	
HA-Wide	<b>Nondwelling Structures</b>	<b>1470</b>						
	<b>for Nondwelling Structures</b>			0.00	0.00	0.00	#	
HA-Wide	<b>Nondwelling Equipment</b>	<b>1475</b>						
	File Cabinet		2	1,500.00				
	Computer & Printer		1	3,000.00				
	Maintenance Vehicle		1	22,000.00				
	<b>for Nondwelling Equipment</b>			26,500.00	0.00	0.00	#	
HA-Wide	<b>Relocation Cost</b>	<b>1495.1</b>		0.00	0.00	0.00	#	
HA-Wide	<b>Contingency</b>	<b>1502</b>		6,826.00	0.00	0.00	#	

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X

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 Comprehensive Grant Program (CGP) Part II: Supporting Pages

U.S. Department of Housing and Urban Development  
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Activity	Fiscal Year	Budget	Units	Funds Available		Funds Expended		Comments
				Available	Expended	Available	Expended	
<b>Site Improvement</b>		<b>1450</b>						
OH31-01 Athena Gardens								
Total for Site Improvement				0.00	0.00	0.00	#	
<b>Dwelling Structures</b>		<b>1460</b>						
Replace Tile in Kitchens and Baths			All	15,000.00				
Replace Range Hoods			25	5,000.00				
Replace Windows			125	52,250.00				
Total for Dwelling Structures				72,250.00	0.00	0.00	#	
<b>Dwelling Equipment - Nonexpendable</b>		<b>1465.1</b>						
Dwelling Equipment - Nonexp.				0.00	0.00	0.00	#	
<b>Nondwelling Structures</b>		<b>1470</b>						
for Nondwelling Structures				0.00	0.00	0.00	#	
<b>Nondwelling Equipment</b>		<b>1475</b>						
for Nondwelling Equipment				0.00	0.00	0.00	#	

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U.S. Department of Housing and Urban Development  
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Activity	Funding Source	Amount	Category	Fiscal Year		Performance		Comments
				1999	2000	Units	Cost	
<b>OH31-01 Community Estates</b>		<b>1450</b>						
<b>Site Improvement</b>								
Total for Site Improvement				0.00	0.00	0.00	#	
<b>Dwelling Structures</b>		<b>1460</b>						
Replace Tile in Kitchens & Bath			All	17,500.00				
Total for Dwelling Structures				17,500.00	0.00	0.00	#	
<b>Dwelling Equipment - Nonexpendable</b>		<b>1465.1</b>						
Dwelling Equipment - Nonexp.				0.00	0.00	0.00	#	
<b>Nondwelling Structures</b>		<b>1470</b>						
for Nondwelling Structures				0.00	0.00	0.00	#	
<b>Nondwelling Equipment</b>		<b>1475</b>						
for Nondwelling Equipment				0.00	0.00	0.00	#	

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Activity	Description	Fiscal Year	Quantity	Fiscal Year		Fiscal Year		Comments
				1999	2000	1999	2000	
	<b>Site Improvement</b>	<b>1450</b>						
OH31-2 Scattered Sites	3701 Duffield St. Drainage Replace Fence Repair Driveway Fill Ditch Behind Unit		125 LF 200 LF 1 110 LF	1,500.00 3,000.00 2,500.00 4,250.00				
Total for Site Improvement				11,250.00	0.00	0.00	#	
	<b>Dwelling Structures</b>	<b>1460</b>						
	3701 Duffield St. Replace Gutters Insulation Upgrade Electric Rehab Entire Kitchen Range, Hood, and Refrigerator		85 LF As Needed As Needed All 1 ea	800.00 1,000.00 1,500.00 10,000.00 1,000.00				
Total for Dwelling Structures				14,300.00	0.00	0.00	#	
	<b>Dwelling Equipment - Nonexpendable</b>	<b>1465.1</b>						
Dwelling Equipment - Nonexp.				0.00	0.00	0.00	#	
	<b>Nondwelling Structures</b>	<b>1470</b>						
for Nondwelling Structures				0.00	0.00	0.00	#	
	<b>Nondwelling Equipment</b>	<b>1475</b>						
for Nondwelling Equipment				0.00	0.00	0.00	#	

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Activity	Funding Source	Amount	Priority	Fiscal Year		Performance		Comments
				1999	2000	Units	Cost	
<b>Site Improvement</b>		<b>1450</b>						
OH31-04 Eastowne Manor								
Total for Site Improvement				0.00	0.00	0.00	#	
<b>Dwelling Structures</b>		<b>1460</b>						
Replace Floor Tile			All	20,000.00				
Install Hand Rail - East Side			1	2,500.00				
Total for Dwelling Structures				22,500.00	0.00	0.00	#	
<b>Dwelling Equipment - Nonexpendable</b>		<b>1465.1</b>						
Dwelling Equipment - Nonexp.				0.00	0.00	0.00	#	
<b>Nondwelling Structures</b>		<b>1470</b>						
for Nondwelling Structures				0.00	0.00	0.00	#	
<b>Nondwelling Equipment</b>		<b>1475</b>						
for Nondwelling Equipment				0.00	0.00	0.00	#	

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Activity	Funding Source	Fiscal Year	Quantity	Funding		Units	
				Amount	Balance	Amount	Balance
<b>Site Improvement</b>							
OH31-09 Heritage Knolls		<b>1450</b>					
Total for Site Improvement				0.00	0.00	0.00	#
<b>Dwelling Structures</b>							
Replace Bath Tubs		<b>1460</b>	30	45,000.00			
Total for Dwelling Structures				45,000.00	0.00	0.00	#
<b>Dwelling Equipment - Nonexpendable</b>							
Dwelling Equipment - Nonexp.		<b>1465.1</b>		0.00	0.00	0.00	#
<b>Nondwelling Structures</b>							
for Nondwelling Structures		<b>1470</b>		0.00	0.00	0.00	#
<b>Nondwelling Equipment</b>							
for Nondwelling Equipment		<b>1475</b>		0.00	0.00	0.00	#

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Activity	Quantity	Unit	Rate	Total		Funds Available		Comments
				Amount	Quantity	Amount	Quantity	
<b>Site Improvement</b>								
OH31-10 Ravenna Scattered								
Fence in Back Yard		2,840 LF	46,130.00					
Total for Site Improvement			46,130.00	0.00		0.00	#	
<b>Dwelling Structures</b>								
Replace Counter Tops		10	12,000.00					
Total for Dwelling Structures			12,000.00	0.00		0.00	#	
<b>Dwelling Equipment - Nonexpendable</b>								
Replace Ranges and Range Hoods		10	5,250.00					
Replace Refrigerators		10	6,000.00					
Dwelling Equipment - Nonexp.			11,250.00	0.00		0.00	#	
<b>Nondwelling Structures</b>								
for Nondwelling Structures			0.00	0.00		0.00	#	
<b>Nondwelling Equipment</b>								
for Nondwelling Equipment			0.00	0.00		0.00	#	

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 Comprehensive Grant Program (CGP) Part II: Supporting Pages

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Activity	Description	Fiscal Year	Quantity	Fiscal Year 1999		Fiscal Year 2000		Comments
				Estimated	Actual	Estimated	Actual	
	<b>Site Improvement</b>	<b>1450</b>						
OH31-15 Acquisition Rehab	3036 Polly Rd. Concrete Drive		1,146 LF	10,000.00				
	3138 Polly Rd. Concrete Drive		1,100 LF	7,500.00				
	9500 St. Rt. 700 Concrete Partial Drive		1,200 LF	6,500.00				
	Gravel Remaining Drive		350 LF	3,000.00				
	1391 Fairview Rd. Concrete Dive		85 LF	7,500.00				
Total for Site Improvement				34,500.00	0.00	0.00	#	
	<b>Dwelling Structures</b>	<b>1460</b>						
	3147 Denny Rd. Replace Windows		5	4,200.00				
	3036 Polly Rd. Replace Windows		2	2,000.00				
	3138 Polly Rd. Replace Windows(Slider, LVRm.Bedrm		5	3,250.00				
	Replace Kit. Cabinets & Counter Top		All	10,000.00				
Total for Dwelling Structures				19,450.00	0.00	0.00	#	
	<b>Dwelling Equipment - Nonexpendable</b>	<b>1465.1</b>						
Dwelling Equipment - Nonexp.				0.00	0.00	0.00	#	
	<b>Nondwelling Structures</b>	<b>1470</b>						
	3036 Polly Rd. Install Shed		1	2,000.00				
Total for Nondwelling Structures				2,000.00	0.00	0.00	#	
	<b>Nondwelling Equipment</b>	<b>1475</b>						
Total for Nondwelling Equipment				0.00	0.00	0.00	#	

September 15, 1999

X

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 (2) To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part II: Supporting Pages**

U.S. Department of Housing and Urban Development  
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Project	Activity	Budget	Actual	Fiscal Year		Performance		Comments
				1999	2000	1999	2000	
Eighth Project	<b>Site Improvement</b>	<b>1450</b>						
	Total for Site Improvement			0.00	0.00	0.00	#	
	<b>Dwelling Structures</b>	<b>1460</b>						
	Total for Dwelling Structures			0.00	0.00	0.00	#	
	<b>Dwelling Equipment - Nonexpendable</b>	<b>1465.1</b>						
Dwelling Equipment - Nonexp.				0.00	0.00	0.00	#	
<b>Nondwelling Structures</b>	<b>1470</b>							
for Nondwelling Structures				0.00	0.00	0.00	#	
<b>Nondwelling Equipment</b>	<b>1475</b>							
for Nondwelling Equipment				0.00	0.00	0.00	#	

**August 30, 1999**

**X**

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Project	Activity	Budget	Funds	Fiscal Year		Performance		Comments
				1997	1998	1997	1998	
Ninth Project	<b>Site Improvement</b>	<b>1450</b>						
Total for Site Improvement				0.00	0.00	0.00	#	
	<b>Dwelling Structures</b>	<b>1460</b>						
Total for Dwelling Structures				0.00	0.00	0.00	#	
	<b>Dwelling Equipment - Nonexpendable</b>	<b>1465.1</b>						
Dwelling Equipment - Nonexp.				0.00	0.00	0.00	#	
	<b>Nondwelling Structures</b>	<b>1470</b>						
for Nondwelling Structures				0.00	0.00	0.00	#	
	<b>Nondwelling Equipment</b>	<b>1475</b>						
for Nondwelling Equipment				0.00	0.00	0.00	#	

X

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Project	Activity	Funds Available	Funds Obligated	Funds Available		Funds Obligated		Comments
				FY 1996	FY 1997	FY 1996	FY 1997	
Tenth Project	<b>Site Improvement</b>	<b>1450</b>						
Total for Site Improvement			0.00	0.00	0.00	#		
	<b>Dwelling Structures</b>	<b>1460</b>						
Total for Dwelling Structures			0.00	0.00	0.00	#		
	<b>Dwelling Equipment - Nonexpendable</b>	<b>1465.1</b>						
Dwelling Equipment - Nonexp.			0.00	0.00	0.00	#		
	<b>Nondwelling Structures</b>	<b>1470</b>						
for Nondwelling Structures			0.00	0.00	0.00	#		
	<b>Nondwelling Equipment</b>	<b>1475</b>						
for Nondwelling Equipment			0.00	0.00	0.00	#		

X

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Annual Statement/Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

U.S. Department of Housing and Urban Development  
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Activity	Fiscal Year			Performance Period			Comments
	Start	End	Start	End	End		
31-01 Athena Gardens	06/30/00			03/31/01			
31-1 Community Estates	06/30/00			03/31/01			
31-02 Scattered Sites Duffield St.	09/30/00			06/30/01			
31-04 Eastowne	06/30/00			03/31/01			
31-09 Heritage Knolls	09/30/00			06/30/01			
31-10 Ravenna Scattered	09/30/00			06/30/01			
31-15 Acquisition Polly Rd. & Denny Rd.	06/30/00			03/31/01			
HA-Wide Mgmt. Impr. Administration Fees & Costs Contingency	12/31/01			12/31/01			

**X** September 15, 1999

**X**

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Annual Statement/Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
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Activity	Fiscal Year			Fiscal Year			Comments
	1997	1998	1999	2000	2001	2002	

X

X

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Annual Statement/Performance and Evaluation Report  
 Comprehensive Grant Program (CGP) **Part III: Implementation Schedule**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
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Activity	Fiscal Year			Fiscal Year			Comments
	1997	1998	1999	2000	2001	2002	

X

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