

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

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# PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005  
Annual Plan for Fiscal Year 2002

Zanesville Metropolitan Housing Authority

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Zanesville Metropolitan Housing Authority

**PHA Number:** OH009

**PHA Fiscal Year Beginning: (07/2001)**

**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 2001 - 2005**  
[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: (state mission here)

The mission of the *Zanesville Metropolitan Housing Authority* is to be a leader in providing affordable housing for very-low, low and moderate-income persons through effective management and wise stewardship of public funds and partnerships with our residents and others to enhance the quality of life in our communities.

**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.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)

- PHA Goal: Improve the quality of assisted housing
  - Objectives:
    - Improve public housing management: (PHAS score)
    - Improve voucher management: (SEMAP score)
    - Increase customer satisfaction:
    - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
    - Renovate or modernize public housing units:
    - Demolish or dispose of obsolete public housing:
    - Provide replacement public housing:
    - Provide replacement vouchers:
    - Other: (list below)

- PHA Goal: Increase assisted housing choices
  - Objectives:
    - Provide voucher mobility counseling:
    - Conduct outreach efforts to potential voucher landlords
    - Increase voucher payment standards
    - Implement voucher homeownership program:
    - Implement public housing or other homeownership programs:
    - Implement public housing site-based waiting lists:
    - Convert public housing to vouchers:
    - Other: (list below)

Research Voucher/Homeownership programs

**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)

Research/consider building or development for hard to house clients.

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

## Other PHA Goals and Objectives: (list below)

### Goal Number One

*Improve customer service delivery by enhancing operational efficiency; coordinating with community providers; and improving facilities.*

#### OBJECTIVES

- By March 31, 2000, the Board of Commissioners and the Executive Director will implement an Authority wide reorganization plan and provide for training where applicable in customer service, program management, and other office management/maintenance areas to focus resources.
- As an ongoing process, the ZMHA will utilize existing community sources and identify sources of funding for programs to improve service delivery and physical improvements to ZMHA facilities and reduce duplicative costs.
- By June 1, 2000, the Executive Director will work in consultation with the Board of Commissioners to implement operational systems to ensure the completion of all job tasks in an efficient manner. This will include investigating contract alternatives and developing systems for contract monitoring, as applicable.
- By March 31, 2001, the Executive Director will work with the Maintenance Superintendent to implement a formal Preventative Maintenance Program, which includes improving the physical appearance of maintenance crew, equipment, and vehicles.
- By June 1, 2001, the Executive Director in consultation with the Maintenance Superintendent will develop a plan to utilize the highest and best use of present space which will be the impetus to identifying potential problems and finding solutions within budget parameters.

## GOAL NUMBER TWO

### **Investigate redevelopment alternatives such as in-fill housing, identify professional support, and quantify sources of funding.**

#### ***OBJECTIVES***

- By December 1, 1999, the Executive Director and the Board of Commissioners will establish a plan to address certain of the 200+ properties in Zanesville which currently have liens on them as in-fill opportunities.
- As an on-going process, the Executive Director will work with a representative of Community Action on a grant to build in-fill housing which would be ideal for the Section 8 Family Unification Program and the Family Self-Sufficiency Programs.
- By January 1, 2000, the Executive Director will enhance relationships with City and State organizations with the same or similar redevelopment goals, focusing on improving the public perception of the ZMHA's role in the community. Part of this effort will be focused on maintaining Section 8 Project-Based Housing. Continued support will be necessary for maintaining low to moderate income housing due to expiring Section 8 contracts.
- By June 1, 2000, the Executive Director and staff department heads will research alternative redevelopment opportunities such as low income housing tax credits and consult with professional resources to consider potential funding sources. This will include researching the maintenance methodologies implemented by the "model" housing competitors in the area.
- By June 1, 2000, the Executive Director will investigate redevelopment initiative partnership possibilities with the City of Zanesville.

### **GOAL NUMBER THREE**

#### **Enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.**

##### ***OBJECTIVES***

- By January 1, 2000, the Executive Director in consultation with the Board of Commissioners will establish priorities for the ZMHA in removing the stigma from the communities through supportive marketing efforts and establishing preferences that will best suit the residents of the city.
- By June 1, 2001, the ZMHA staff, in consultation with the Resident Advisory Council and neighborhood representatives, will draft and promote neighborhood improvement plans for each development.
- By December 1, 2002, the role of residents in achieving maximum neighborhood appeal will be established.
- By June 1, 2003, the Executive Director and the ZMHA staff will develop methods of enforcing model neighbor standards, marketing strategies and a marketing plan for future success.
- By June 30, 2001, a representative from the ZMHA Affordable Housing Committee will meet with an Affordable Housing Officer regarding a landlord training seminar(s). Topics will include identifying potential drug activity at rental properties and proper evictions. Assistance will be sought from the Zanesville Police Department and Legal Aide.

### **GOAL NUMBER FOUR**

The Zanesville Metropolitan Housing Authority will seek funding to address special needs groups such as the Elderly and youth populations.

##### ***OBJECTIVES***

- By June of 2000, the Executive Director in partnerships with other community providers, will have researched the possibility of applying for a Continuum of Care Grant to address the special needs of the Elderly population in the City of Zanesville.
- As an on-going process, the Executive Director and the ZMHA staff will collaborate with the Mayor's office and other partnering organizations in the development and amendment of the State's Consolidated Plan and other local Housing Plans which directly affect the goals and objectives of the ZMHA and the City of Zanesville.
- The ZMHA staff and the Executive Director will collaborate, through monthly meetings, with representatives from the Salvation Army to directly address the needs of the Homeless population within the City of Zanesville.

- By June 1, 2001, the Executive Director and the ZMHA staff will have researched opportunities for developing Joint Day Care Programs for residents of the Authority as well as other residents of the City of Zanesville.
- As an on-going process, the ZMHA will continue to partner with community service organizations who are seeking to address special needs housing populations for the overall benefit of those residing in Zanesville.

## **GOAL NUMBER FIVE**

### **Improve employee services and support systems**

#### **Objectives**

- By June 1, 2001, the Board of Commissioners will develop strategies to promote maximum efficiency and employee morale among the ZMHA staff.
- By March 31, 2002, the Executive Director and the ZMHA staff will assess adequacy and current capabilities of the computer system, identify the need for cross and specialized staff training and develop a plan for such training of employees.
- By June 1, 2002, the Executive Director and the ZMHA staff will identify organizational needs such as staffing, adequate office space, and storage. The Executive Director will subsequently identify a method for recognizing outstanding employees.
- By June 1, 2002, the Maintenance Superintendent will establish and implement ethical and professional department standards which will dictate a tracked plan of improvement at all performance levels.
- By March 31, 2003, the Executive Director will identify sources of funding to improve employee services and support systems.

**Annual PHA Plan**  
**PHA Fiscal Year 2002**  
[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**

**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 purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while meeting its own needs. The Agency Plan contains a FY-2001-FY-2005 Five-Year Plan that includes the Authority's mission and long range goals and objectives. The FY-2002 Annual Plan addresses the Authority's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the PHA's efforts in meeting the needs of the low and very-low income population in its community and effectively serves as a management, operational and accountability tool for the PHA.

Preliminary planning sessions were conducted with the Authority's residents, Resident Advisory Board, community leaders and organizations, and State and local authorities during the development of the Agency Plan to ensure that the needs of the residents and community are addressed in the Agency Plan. The Agency Plan is consistent with the Consolidated Plan/CHAS.

### **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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#### **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:

- Attachment A.** Admissions Policy for Deconcentration
- FY 2001 Capital Fund Program Annual Statement (**oh009a01**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Attachment B.** Implementation of the Community Service Requirement
- Attachment C.** Pet Policy

- Attachment D.** Statement of Progress in Meeting Five-Year Plan Mission and Goals
- Attachment E.** Resident Membership on the PHA Governing Board
- Attachment F.** Membership of the Resident Advisory Board
- Attachment G.** Resident Assessment and Satisfaction Survey Follow-up Plan
- FY2000 and 1999 Performance and Evaluation Reports(**oh009b01**)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan (**oh009a01**)
- Public Housing Drug Elimination Program (PHDEP) Plan (**oh009c01**)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" 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
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) 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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,702	5	3	4	4	3	3
Income >30% but <=50% of AMI	969	4	3	4	4	3	3
Income >50% but <80% of AMI	429	3	3	3	3	3	3
Elderly	721	4	4	4	4	3	3
Families with Disabilities	N/A	3	3	4	4	3	3
Black	272	3	3	3	3	3	3
White	2,820	3	3	3	3	3	3
Hispanic	13	3	3	3	3	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## 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
Waiting list total	301		N/A
Extremely low income <=30% AMI	216	72%	
Very low income (>30% but <=50% AMI)	85	28%	
Low income (>50% but <80% AMI)	0	0	
Families with children	243	81%	
Elderly families	10	3%	
Families with Disabilities	40	13%	
White	259	86%	
Black	40	13%	
Hispanic	0	0	
Other	2	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A

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
Waiting list total	136		130
Extremely low income <=30% AMI	23	17%	
Very low income (>30% but <=50% AMI)	74	54%	
Low income (>50% but <80% AMI)	39	29%	
Families with children	43	32%	
Elderly families	1	Less than 1%	
Families with Disabilities	10	7%	
White	125	91%	
Black	11	9%	
Hispanic	0	0	
Other	0	0	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	72	70%	90
2 BR	19	18%	25
3 BR	10	10%	10
4 BR	2	2%	5
5 BR	0	0	
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.

#### **(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)

Zanesville Housing Development Corporation

**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
- 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: (list below)

**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: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

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

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**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 2001 grants)</b>		
a) Public Housing Operating Fund	\$788,387	
b) Public Housing Capital Fund	\$1,359,977	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,718,617	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$302,736	
g) Resident Opportunity and Self-Sufficiency Grants	\$50,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Service Coordinator Grant	\$31,212	Resident Services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
OH16-P009-708-99	\$74,397	Capital Improvements
OH16-P009-708-00	\$1,359,977	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
	\$1,194,130	PH Oper. and Maint.
<b>4. Other income (list below)</b>		
Interest and other income	\$9,100	PH Oper. and Maint.
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>\$7,950,003</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: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

Verification is done at the time of application taking.

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
- Housekeeping
- Other (describe)

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)

Maple Terrace Apartments

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? 2

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: (state circumstances below)
- Other: (list below)

Modernization

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)

Elderly or Disabled/Near Elderly over single people

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:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

1. Elderly or Disabled/Near Elderly over single people

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:

Coopermill Manor 9-1, Lease Housing 9-3, Bonifield Court 9-4

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## B. Section 8

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 (describe below)  
See Section 8 Administrative Plan

**(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)

Thompkins Child and Adolescent Services  
Muskingum County Children Services  
Six County, Inc.  
Muskingum County Department Job and Family Services  
Muskingum County Board of Mental Retardation & Development Disabilities

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:

Disabilities, proof housing search

**(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 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.

Date and Time

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

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 preference(s) (list below)

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 requirement

**(5) Special Purpose Section 8 Assistance Programs**

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:

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:
- 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:
  
  - 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 (describe below)

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) \$400.00
- 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 (list/describe below)

## 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? (if yes, list below)

As of 10-1-99 the Section 8 Department will waive the minimum rent of \$25 for zero income families.

## **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)

### **A. PHA Management Structure**

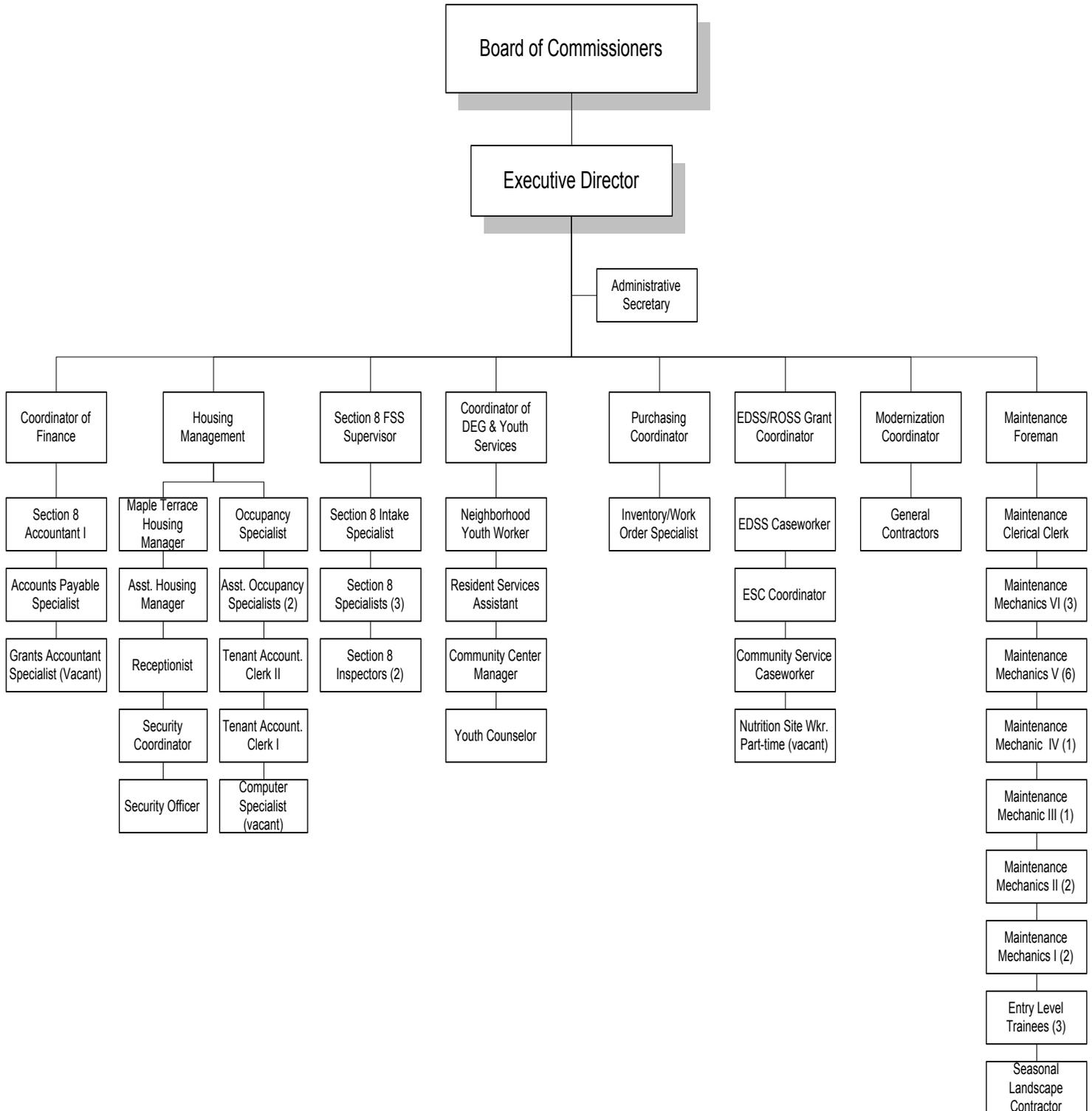
Describe the PHA's management structure and organization.

(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:

# Zanesville Metropolitan Housing Authority

## Organizational Chart



**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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	674	230
Section 8 Vouchers	616	212
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	250 FUP 50 Welfare to Work 50 Mainstream	108
Public Housing Drug Elimination Program (PHDEP)	674	230
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)

- |   |                            |
|---|----------------------------|
| Admissions and Continued Occupancy              | Income limits              |
| Utility Allowances and Special Needs Allowances | Lease and House Rules      |
| Grievance Procedure                             | Pet Policy                 |
| One Strike and You’re Out Policy                | Ceiling Rents              |
| Flat Rents                                      | Community Service and FSS  |
| Tenant Price List                               | Housekeeping Standards     |
| Loose Change Policy and Photo ID                | Vehicle Check Policy       |
| Deconcentration                                 | Eradication of Infestation |

(2) Section 8 Management: (list below)

Section 8 Administration Plan

## **INFESTATION ERADICATION POLICY**

### **I. Goal**

The goal of the Infestation Eradication Policy is to ensure the health safety, and sanitary conditions of the public housing units for the families and individuals who live in our communities and that their units are free from infestation of roaches, ants, and rodents.

### **II. Implementation**

Zanesville Metropolitan Housing Authority contracts with a professional pest control company which does a bi-annual spray of every unit and returns once every two weeks to do work orders for roaches, ants, or rodents which are reported by residents, maintenance staff, pest control, or management.

### **III. Preventative Measures**

Upon resident move in, it is explained that they must abide by the Admissions and Continued Occupancy Policy which explains that the unit should be free of rodent or insect infestation, comply with the housekeeping standards set forth by the Zanesville Metropolitan Housing Authority, and to call work orders in when the unit is in need of pest control.

Zanesville Metropolitan Housing Authority does annual housekeeping inspections. When infestation is found, a work order is generated. The infestation is discussed with the tenant concerning housekeeping standards, putting in work orders for infestation problems, and clean up and disposal of roaches.

Zanesville Metropolitan Housing Authority maintenance staff and pest control are to notify management of any housekeeping or infestation problems. Management will investigate by doing a housekeeping inspection and continue to monitor treatment of the unit until eradication is completed.

Suspected termite infestations are responded to on a unit-by-unit basis. If termite infestation is detected, the pest control company is contacted to do an inspection and eradication.

## **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.

### **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 oh009a01

-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 oh009a01

-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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

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 903.79 (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.

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

1. Cooperative agreements:

Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 06/16/00

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>EDSS Grant</i>	<i>100% Adult</i>	<i>Grant Criteria</i>	<i>ZMHA Main Office</i>	<i>PH &amp; S8 (25%)</i>
<i>Ross-RSDM for Families</i>	<i>100% Adult</i>	<i>Grant Criteria</i>	<i>ZMHA Main Office</i>	<i>PH</i>

**(2) Family Self-Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 06/24/01)
Public Housing		
Section 8	155	134

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

**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
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

All Developments

**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)

2. Which developments are most affected? (list below)

All Developments

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

All 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 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is Attachment oh016c01

## **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.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

### **18. Other Information**

[24 CFR Part 903.7 9 (r)]

#### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

#### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

#### a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

#### b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

#### c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: Muskingum County Community Housing Improvement Strategy (CHIS) 1997-1999  
City of Zanesville Community Housing Improvement Strategy Update – March 1999.
  
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)
  
  - Other: (list below)
  
4. 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.

## **Attachment A**

### **Deconcentration Policy**

**1. Non Discrimination**

The Housing Authority will not, on account of race, color, creed, sex or national origin, deny or hinder any applicant family the opportunity to make application or lease a dwelling unit suitable to its needs in any of its developments. Neither will the Housing Authority discriminate because of religion, age, physical handicap, pregnancy, parenthood, or marital or veteran status.

The selection of residents for occupancy of available units will be in conformance with all HUD guidelines and regulations and applicable Fair Housing and Equal Opportunity Requirements.

**2. Income Targeting**

The Housing Authority will admit for occupancy eligible families and strive for no less than 40% of available dwelling units occupied by eligible families whose incomes at the time of commencement of occupancy do not exceed 30% of the area median income.

**3. Deconcentration**

The Housing Authority will strive to create mixed-income communities and lessen the concentration of very-low income families within the Housing Authority's public housing developments through admissions policies designed to bring in higher income tenants into lower income developments and lower income tenants into higher income developments. This policy shall not be construed to impose or require any specific income or racial quotas for any public housing development owned by the Housing Authority.

## Attachment B

### COMMUNITY SERVICE REQUIREMENTS

Zanesville Metropolitan Housing Authority (ZMHA) will comply with the community service requirements by using it as a condition of continued occupancy, each adult resident of the Housing Authority shall either contribute eight hours per month of community service (not including political activities) within the community in which that adult resides, or participate in an economic self-sufficiency program for eight hours per month. Certain residents will be exempt from this requirement if they are 62 years of age or older, blind or disabled or their caretakers within the household, employed residents, persons exempt from state work programs, persons in compliance with and receiving assistance from a state funded work program.

Each month ZMHA will review all tenant records to determine which residents will be required to perform eight hours of community service or participate in self-sufficiency training as follows:

- a. Those residents needing to fulfill this requirement shall be identified on a ZMHA form.
- b. Those residents identified will be mailed a ZMHA letter to inform them of this requirement and with details for proper completion of the requirement, a copy of this letter will be retained in the tenant's file.
- c. The above mentioned letter will include a list of eligible activities as well as the statement that if the resident has another idea for performing their community service requirement that is not listed, they must seek approval from the PHA prior to performing.
- d. The letter will also include a PHA prescribed form that will be the responsibility of the resident to have completed by the person/entity qualified to verify the community service was performed of that the resident participated in self-sufficiency training.

Resident will be responsible to return the completed form to the Project Management Office on or before the first day of each calendar month after the community service/self-sufficiency training was completed.

The completed form will be examined for proper completion and verification and placed in the tenant file.

A monthly list maintained by ZMHA identifies those residents in non-compliance of the community service requirement.

Those residents in non-compliance with their monthly community service/self-sufficiency training requirement will be mailed a notice of such.

During the annual re-certification process, those residents required to complete eight hours of community service/self-sufficiency per month will have their file reviewed to the satisfaction of ZMHA.

Any resident in non-compliance with the community service/self-sufficiency requirement will not have their dwelling lease renewed at the end of the their 12 month period.

Implementation of the Community Service Requirement Provisions of ZMHA will be initiated upon the approval of the annual plan.

## **Attachment C**

### **Pet Policy**

The Pet Policy sets forth the conditions and guidelines under which pets will be permitted. The policy is to be adhered to at all times.

The purpose of the pet policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all residents to clean, quiet and safe surroundings. The following is a list of some of the rules and regulations that must be followed for residents who own pets. The full policy can be reviewed at the Housing Authority's main office.

The policy defines which animals are acceptable pets.

Each pet must be registered with the Authority. The policy states how this should be completed.

Each household will be limited to one pet.

No visitor or guest will be allowed to bring pets on the premises at anytime. Feeding or caring for stray animals is prohibited.

The policy states how pet should be restrained.

The policy requires that residents will keep their pets and apartments in sanitary condition. All pet waste will be cleaned up immediately.

The policy defines areas that are considered no pet areas.

The policy allows for the removal of pets if the policy is violated.

The policy states that all pet owners are responsible for the actions of their pets.

The Authority management has agreed to use the Authority's Grievance Procedure to settle any disputes.

The policy also requires a damage deposit from a resident before a pet will be allowed to reside in a unit.

## **Attachment D**

### **Statement of Progress in Meeting Five-Year Plan Mission and Goals**

The following list of items below represents what has been accomplished or is underway since the FY 2001 Agency Plan.

**Goal Number One:** Improve customer service delivery by enhancing operational efficiency; coordinating with community providers; and improving facilities.

**Objectives:**

1. The Board of Commissioners and the Executive Director have implemented the Authority wide reorganization plan and have provided training in customer service, program management, housing needs, finance and maintenance training and is looking into additional training resources for management and maintenance.
2. The ZMHA is continuing investigation for sources of funding.
3. The third objective has been accomplished and operational systems are in place.
4. The Director and Maintenance Superintendent are developing a PM Program.
5. January 1, 2001 saw the hiring of a new Maintenance Superintendent and one of his first priorities will be to restudy the present spaces and identify any potential problems.

**Goal Number Two:** Investigate redevelopment alternatives such as in-fill housing, identify professional support, and quantify sources of funding.

**Objectives:**

1. Entered into an agreement with the City of Zanesville, County of Muskingum and the State of Ohio to redevelop a portion or section of the City of Zanesville on the near east side adjacent to downtown Zanesville of 200 properties via tax credits. To be accomplished in three stages with first stage to begin on or near March of 2001.
2. The Executive Director is working with the City of Zanesville and the County of Muskingum on a grant for in-fill housing.
3. Project Based Housing is going to be changed to Tenant Based Housing and shall be accomplished on or near April of 2001.
4. The Executive Director is working with the City of Zanesville, County of Muskingum and the State of Ohio for areas of redevelopment.

**Goal Number Three:** Enhance the attractiveness and marketability of the housing stock and neighborhoods in order to attract working families.

**Objectives:**

1. A Marketing Strategy has been put into effect in the City of Zanesville and County of Muskingum and ZMHA has developed a Web Site, which is active and extols the virtues of ZMHA's housing possibilities.
2. The Resident Advisory Board is in place and is active. The Advisory Board has scheduled monthly meetings and ZMHA retains an open door policy for suggestions.
3. Currently working with residents and the Advisory Board to accomplish maximum appeal for the neighborhoods.
4. On-going discussion on how to achieve the objective of enforcing a marketing plan, which includes enforcing model neighbor standards.
5. The objective relating to the landlord-training seminar has been accomplished.

**Goal Number Four:** The Zanesville Metropolitan Housing Authority will seek funding to address special needs groups such as the Elderly and youth populations.

**Objectives:**

1. The initial objective under this goal has been applied for; the grant was a lottery grant; the ZMHA was passed over in the initial process but will continue to apply with the hope that the government will provide more funding in this area.
2. ZMHA has been active in the drafting of the Consolidated Plan and will continue to work with the city and county on future revisions to the plan.
3. ZMHA is the host for a monthly meeting with 15 other non-profit organizations throughout the City of Zanesville and County of Muskingum with open discussion on housing problems and attainable solutions.
4. Top priority has been given to development of a 200 unit Day Care Center in conjunction with Carey Street Day Care and have formed an organization under 5013C known as Zanesville Carey Metro Child Care Inc. Ground breaking will occur shortly for the construction of a 1.7 million structure, partially funded from the Housing Authority's Capital Fund Program.
5. ZMHA is in continual search for community service partners who are interested in serving the special needs population of Zanesville and Muskingum County.

**Goal Number Five:** Improve employee services and support systems.

**Objectives:**

1. The first objective is in research stage.
2. Implementation of the second objective under this goal has been initiated.
3. The third objective is under advisement – researching awards program. Additional office space has been secured for staff enlargement.
4. The ZMHA is researching and developing a tracking mechanism for implementing ethical and professional department standards. A new Maintenance Superintendent has been hired and is looking into the development of such standards.
5. The ZMHA is analyzing potential sources of subsidized recompense programs.

## **Attachment E**

### **Resident on the PHA Governing Board**

*Name:* Emmitt Bird  
1390 Race Circle  
Zanesville, Ohio 43701  
*Method of Selection:* Elected by Committee  
*Term of Appointment:* October 28, 1999 – October 27, 2004.

## **Attachment F**

### **Membership of the Resident Advisory Board**

The following individuals serve on the ZMHA Resident Advisory Board established in conjunction with the FY 2001 Agency Plan.

Sandy Suttles – 826 Cliffwood  
Sally Stevenson – 506 Shinnick Circle  
Silva Hartshorn – 769E Durban Drive  
Ricky Ralph – 534 Indiana Street  
Beulah Powell – 2746 Maple Avenue Apt. 405  
Anita Maurer – 2745 Maple Avenue Apt. 415  
Vonda Styers – 2746 Maple Avenue Apt. 522  
Emmitt Bird – 1390 Race Circle  
Sandy Barnett – 1356 Race Circle  
Sandy Coble – 1355 Race Circle

## **Attachment G**

### **Resident Assessment and Satisfaction Survey**

#### **Overview**

The Zanesville Metropolitan Housing Authority received the following scores on the Resident Assessment Survey.

<b><u>Section:</u></b>	<b><u>Score</u></b>
Maintenance and Repairs	90%
Communications	80%
Safety	80%
Services	90%
Neighborhood Appearance	80%

Because the scores were all above 75%, the Housing Authority is not required to implement a follow-up plan.



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Zanesville Metropolitan Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: OH16P00950101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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**Original Annual Statement**  **Reserve for Disasters/ Emergencies**  **Revised Annual Statement (revision no: )**  
 **Performance and Evaluation Report for Period Ending:**  **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$138,794			
3	1408 Management Improvements Soft Costs	\$70,000			
	Management Improvements Hard Costs				
4	1410 Administration	\$138,794			
5	1411 Audit	\$500			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$35,000			
8	1440 Site Acquisition	\$1,000			
9	1450 Site Improvement	\$80,000			
10	1460 Dwelling Structures	\$305,000			
11	1465.1 Dwelling Equipment—Nonexpendable	\$51,000			
12	1470 Nondwelling Structures	\$553,852			
13	1475 Nondwelling Equipment	\$14,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$1,387,940			
	Amount of line 20 Related to LBP Activities				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name:</b> Zanesville Metropolitan Housing Authority	<b>Grant Type and Number</b> Capital Fund Program Grant No: OH16P00950101 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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**Original Annual Statement**  **Reserve for Disasters/ Emergencies**  **Revised Annual Statement (revision no:    )**  
 **Performance and Evaluation Report for Period Ending:**       **Final Performance and Evaluation Report**

<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
	Amount of line 20 Related to Section 504 compliance	\$18,000			
	Amount of line 20 Related to Security –Soft Costs				
	Amount of Line 20 related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures	\$131,500			
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

<b>PHA Name:</b> Zanesville Metropolitan Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: OH16P00950101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-Wide	Operations	1406		\$138,794				
PHA-Wide	Management Improvements	1408		\$70,000				
PHA-Wide	Administration	1410		\$138,794				
PHA-Wide	Audit	1411		\$500				
PHA-Wide	Fees and Costs	1430		\$35,000				
PHA-Wide	Site Acquisition	1440		\$1,000				
OH009-1 Coopermill Manor	Site Improvements	1450		\$20,000				
OH009-2 Maple Terrace	Site Improvements	1450		\$10,000				
OH009-3 Leased Housing	Site Improvements	1450		\$30,000				
OH009-4 Bonifield Court	Site Improvements	1450		\$20,000				
	<b>Subtotal 1450</b>			<b>\$80,000</b>				
OH009-1 Coopermill Manor	Kitchen Cabinet Door Replacement	1460		\$150,000				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

<b>PHA Name:</b> Zanesville Metropolitan Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: OH16P00950101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OH009-4 Bonifield Court	Kitchen Cabinet Door Replacement	1460		\$75,000				
OH009-4 Bonifield Court	Replace Exterior Storm Doors	1460		\$15,000				
OH009-4 Bonifield Court	Replace Patio Sliding Doors	1460		\$65,000				
	<b>Subtotal 1460</b>			<b>\$305,000</b>				
OH009-1 Coopermill Manor	Insulate Boiler Rooms	1465		\$20,000				
OH009-1 Coopermill Manor	Building Circulating Pumps	1465		\$31,000				
	<b>Subtotal 1465</b>			<b>\$51,000</b>				
OH009-1 Coopermill Manor	Day Care Center	1470		\$553,852				
	<b>Subtotal 1470</b>			<b>\$553,852</b>				
OH009-1 Coopermill Manor	Non-Dwelling Equipment	1475		\$14,000				
	<b>Subtotal 1475</b>			<b>\$14,000</b>				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

<b>PHA Name:</b> Zanesville Metropolitan Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: OH16P00950101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	<b>Grant Total</b>			<b>\$1,387,940</b>				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Zanesville Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: OH16P00950101 Replacement Housing Factor No:					Federal FY of Grant: 2001
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA-Wide	6/30/03			6/30/04			
Coopermill Manor	6/30/03			6/30/04			
Maple Terrace	6/30/03			6/30/04			
Lease Housing	6/30/03			6/30/04			
Bonifield Court	6/30/03			6/30/04			

**Capital Fund Program Five-Year Action Plan**  
**Part I: Summary**

PHA Name Zanesville Metropolitan Housing Authority		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2006
PHA -Wide	Annual Statement	\$458,983	\$458,983	\$458,983	\$458,983
OH009-1 Coopermill Manor		\$430,000	\$467,922	\$95,000	\$740,000
OH009-2 Maple Terrace		\$156,972	\$90,000	\$252,922	\$10,000
OH009-3 Leased Housing		\$150,000	\$95,000	\$300,000	\$70,000
OH009-4 Bonifield Court		\$50,000	\$5,000	\$10,000	\$90,000
Total CFP Funds (Est.)		\$1,245,955	\$1,116,905	\$1,116,905	\$1,368,983
Total Replacement Housing Factor Funds					

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 2 FFY Grant: 2002 PHA FY: 2003			Activities for Year: 3 FFY Grant: 2003 PHA FY: 2004		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA-Wide-1406	Operations	\$138,794	PHA-Wide-1406	Operations	\$138,794
Annual	PHA-Wide-1408	Management Improvements	\$112,692	PHA-Wide-1408	Management Improvements	\$112,692
Statement	PHA-Wide-1410	Administration	\$135,997	PHA-Wide-1410	Administration	\$135,997
	PHA-Wide-1411	Audit	\$500	PHA-Wide-1411	Audit	\$500
	PHA-Wide-1430	Fees and Costs	\$45,000	PHA-Wide-1430	Fees and Costs	\$45,000
	PHA-Wide-1440	Site Acquisition	\$1,000	PHA-Wide-1440	Site Acquisition	\$1,000
	PHA-Wide-1470	Non-Dwelling Structures	\$10,000	PHA-Wide-1470	Non-Dwelling Structures	\$10,000
	PHA-Wide-1475	Non-Dwelling Equipment	\$15,000	PHA-Wide-1475	Non-Dwelling Equipment	\$15,000
		<b>Subtotal PHA-Wide</b>	<b>\$458,983</b>		<b>Subtotal PHA-Wide</b>	<b>\$458,983</b>
	OH009-1 Coopermill Manor	Trash bins	\$235,000	OH009-1 Coopermill Manor	Site Lighting	\$75,000
		Closet Lights	\$195,000		Store/Laundry	\$392,922
		<b>Subtotal OH009-1</b>	<b>\$430,000</b>		<b>Subtotal OH009-1</b>	<b>\$467,922</b>
	OH009-2 Maple Terrace	Site Improvements	\$25,000	OH009-2 Maple Terrace	Site Improvements	\$50,000
		Recirculating Pumps – Hot Water	\$131,972		Lobby Window Wall	\$40,000
		<b>Subtotal OH009-2</b>	<b>\$156,972</b>		<b>Subtotal OH009-2</b>	<b>\$90,000</b>
		<b>Total CFP Estimated Cost</b>	See Next Page			See Next Page



**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 4 FFY Grant: 2004 PHA FY: 2005			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA-Wide-1406	Operations	\$138,794	PHA-Wide-1406	Operations	\$138,794
Annual	PHA-Wide-1408	Management Improvements	\$112,692	PHA-Wide-1408	Management Improvements	\$112,692
Statement	PHA-Wide-1410	Administration	\$135,997	PHA-Wide-1410	Administration	\$135,997
	PHA-Wide-1411	Audit	\$500	PHA-Wide-1411	Audit	\$500
	PHA-Wide-1430	Fees and Costs	\$45,000	PHA-Wide-1430	Fees and Costs	\$45,000
	PHA-Wide-1440	Site Acquisition	\$1,000	PHA-Wide-1440	Site Acquisition	\$1,000
	PHA-Wide-1470	Non-Dwelling Structures	\$10,000	PHA-Wide-1470	Non-Dwelling Structures	\$10,000
	PHA-Wide-1475	Non-Dwelling Equipment	\$15,000	PHA-Wide-1475	Non-Dwelling Equipment	\$15,000
		<b>Subtotal PHA-Wide</b>	<b>\$458,983</b>		<b>Subtotal PHA-Wide</b>	<b>\$458,983</b>
	OH009-1 Coopermill Manor	Medicine Cabinet Replacement	\$75,000	OH009-1 Coopermill Manor	Screen Fence at Trashcans	\$190,000
		General Site Improvements	\$20,000		Paint Exterior Handrails	\$20,000
		<b>Subtotal OH009-1</b>	<b>\$95,000</b>		Parking by Ball Field	\$75,000
					Bedroom Lights Replacement	\$90,000
	OH009-2 Maple Terrace	Site Improvements	\$10,000		Kitchen Exhaust Fans	\$95,000
		Closet Door Replacement	\$242,922		Washer and Dryer Hook-ups	\$50,000
		<b>Subtotal OH009-2</b>	<b>\$252,922</b>		Vehicle Shelter Building	\$175,000
					Flat Roof Replace 863 Durban	\$45,000
					<b>Subtotal OH009-1</b>	<b>\$740,000</b>
		<b>Total CFP Estimated Cost</b>	\$1,116,905			See Next Page



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Zanesville Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16-P009-708-99 Replacement Housing Factor Grant No:	Federal FY of Grant:1999
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/00  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$130,000.00	\$72,100.00	\$69,518.22	\$9,674.17
	Management Improvements Hard Costs				
4	1410 Administration	\$129,383.00	\$129,383.00	\$129,383.00	\$96,442.44
5	1411 Audit	\$500.00	\$500.00	\$0.00	\$0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$35,000.00	\$71,079.03	\$71,079.03	\$59,527.00
8	1440 Site Acquisition	\$1,000.00	\$675.00		
9	1450 Site Improvement	\$256,000.00	\$358,972.65	\$309,822.65	\$223,924.65
10	1460 Dwelling Structures	\$662,348.92	\$549,698.34	\$535,950.38	\$358,917.74
11	1465.1 Dwelling Equipment—Nonexpendable	\$10,000.00	\$10,000.00	\$1,119.36	\$1,119.36
12	1470 Nondwelling Structures	\$10,000.00	\$39,000.00	\$39,000	\$16,328.28
13	1475 Nondwelling Equipment	\$59,598.08	\$62,421.98	\$62,421.00	\$62,421.98
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 1-19)	\$1,293,830.00	\$1,293,830.00	\$1,218,294.62	\$828,355.62
	Amount of line 20 Related to LBP Activities				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Zanesville Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16-P009-708-99 Replacement Housing Factor Grant No:	Federal FY of Grant:1999
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:    )  
  Performance and Evaluation Report for Period Ending: 12/31/00  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security –Soft Costs				
	Amount of Line 20 related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Zanesville Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P009-708-99 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA-Wide	Operations		1406	0%	\$0.00	\$0.00	\$0.00	\$0.00	
PHA-Wide	Management Improvements		1408		\$130,000.00	\$72,100.00	\$69,518.00	\$9,674.17	
PHA-Wide	Administration		1410		\$129,383.00	\$129,383.00	\$129,383.00	\$96,442.44	
PHA-Wide	Audit		1411		\$500.00	\$500.00	\$0.00	\$0.00	
PHA-Wide	Fees and Cost		1430		\$35,000.00	\$71,079.03	\$71,079.03	\$59,527.03	
PHA-Wide	Acquisition		1440		\$1,000.00	\$675.00	\$0.00	\$0.00	
OH9-1 Coopermill Manor	Site Improvements		1450		\$150,000.00	\$252,972.65	\$252,972.65	\$167,754.65	
OH9-2 Maple Terrace	Site Improvements		1450		\$10,000.00	\$10,000.00	\$3,530.00	\$2,850.00	
OH9-3 Lease Housing	Site Improvements		1450		\$71,000.00	\$71,000.00	\$42,220.00	\$42,220.00	
OH9-4	Site Improvements		1450		\$25,000.00	\$25,000.00	\$11,100.00	\$11,100.00	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Zanesville Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P009-708-99 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Bonifield Court									
	Subtotal 1450				\$256,000.00	\$358,972.65	\$309,822.65	\$223,924.65	
OH9-1 Coopermill Manor	Paint Storm Doors		1460		\$110,000	\$87,610.00	\$87,610.00	\$56,324.40	
OH9-1 Coopermill Manor	Exhaust Fans		1460		\$114,427.00	\$85,427.00	\$81,333.38	\$81,333.38	
OH9-2 Maple Terrace	Self Cleaning Ranges		1460		\$46,000.00	\$90,118.37	\$90,000.00	\$90,000.00	
OH9-2 Maple Terrace	Carpet		1460		\$320,000.00	\$284,245.97	\$274,710.00	\$128,962.96	
OH9-4 Bonifield Court	Entry locks		1460		\$71,921.92	\$2,297.00	\$2,297.00	\$2,297.00	
	Subtotal 1460				\$662,348.92	\$549,698.34	\$535,950.38	\$358,917.74	
PHA Wide	Dwelling Equipment		1465		\$10,000.00	\$10,000.00	\$1,119.36	\$1,119.36	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Zanesville Metropolitan Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: OH16-P009-708-99 Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 1999</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA Wide	Non-Dwelling Equipment		1470		\$10,000.00	\$39,000.00	\$39,000.00	\$16,328.28	
PHA Wide	Non-Dwelling Equipment		1475		\$14,000.00	\$64,421.98	\$62,421.98	\$62,421.98	
Total					\$1,293,830.00	\$1,293,830.00	\$1,218,294.62	\$828,355.62	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

<b>PHA Name: Zanesville Metropolitan Housing Authority</b>		<b>Grant Type and Number</b> Capital Fund Program No: OH16-P009-708-99 Replacement Housing Factor No:					<b>Federal FY of Grant: 1999</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
PHA-Wide	6/30/2001			6/30/2002				
OH 9-1 Coopermill Manor	6/30/2001			6/30/2002				
OH 9-2 Maple Terrace	6/30/2001			6/30/2002				
OH 9-3 Lease Housing	6/30/2001			6/30/2002				
OH 9-4 Bonifield Court	6/30/2001			6/30/2002				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Zanesville Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16P00950100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement    Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no:    )     
 Performance and Evaluation Report for Period Ending: 12/31/00    Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$136,997.00	\$136,997.00	\$0.00	\$0.00
3	1408 Management Improvements Soft Costs	\$112,692.00	\$112,692.00	\$0.00	\$0.00
	Management Improvements Hard Costs				
4	1410 Administration	\$135,997.00	\$135,997.00	\$0.00	\$0.00
5	1411 Audit	\$500.00	\$500.00	\$0.00	\$0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$45,000.00	\$45,000.00	\$0.00	\$0.00
8	1440 Site Acquisition	\$1,000.00	\$1,000.00	\$0.00	\$0.00
9	1450 Site Improvement	\$181,645.00	\$181,645.00	\$0.00	\$0.00
10	1460 Dwelling Structures	\$366,000.00	\$366,000.00	\$0.00	\$0.00
11	1465.1 Dwelling Equipment—Nonexpendable	\$10,000.00	\$10,000.00	\$0.00	\$0.00
12	1470 Nondwelling Structures	\$361,146.00	\$361,146.00	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$10,000.00	\$10,000.00	\$0.00	\$0.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 1-19)	\$1,359,977.00	\$1,359,977.00	\$0.00	\$0.00
	Amount of line 20 Related to LBP Activities				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Zanesville Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16P00950100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no:    )  
  Performance and Evaluation Report for Period Ending: 12/31/00  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line 20 Related to Section 504 compliance				
	Amount of line 20 Related to Security –Soft Costs				
	Amount of Line 20 Related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures	\$46,000.00	\$46,000.00	\$0.00	\$0.00
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Zanesville Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16P00950100 Replacement Housing Factor Grant No:					Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA-Wide	Operations		1406	LS	\$135,997.00	\$135,997.00	\$0.00	\$0.00	
PHA-Wide	Management Improvements		1408	LS	\$112,692.00	\$112,692.00	\$0.00	\$0.00	
PHA-Wide	Administration		1410	LS	\$135,997.00	\$135,997.00	\$0.00	\$0.00	
PHA-Wide	Audit		1411	LS	\$500.00	\$500.00	\$0.00	\$0.00	
PHA-Wide	Fees and Cost		1430	LS	\$45,000.00	\$45,000.00	\$0.00	\$0.00	
PHA-Wide	Site Acquisition		1440	LS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	
OH 9-1 Coopermill Manor	Site Improvements		1450	LS	\$93,290.00	\$93,290.00	\$0.00	\$0.00	
OH 9-2 Maple Terrace	Site Improvements		1450	LS	\$20,000.00	\$20,000.00	\$0.00	\$0.00	
OH 9-3 Lease Housing	Site Improvements		1450	LS	\$43,355.00	\$43,355.00	\$0.00	\$0.00	
OH 9-4 Bonifield Court	Site Improvements		1450	LS	\$25,000.00	\$25,000.00	\$0.00	\$0.00	

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

PHA Name: Zanesville Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16P00950100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Subtotal 1450					\$181,645.00	\$181,645.00	\$0.00	\$0.00	
OH16 9-2 Maple Terrace	Entry Communications		1460		\$75,000.00	\$75,000.00	\$0.00	\$0.00	
	Emergency Call System		1460		\$75,000.00	\$75,000.00	\$0.00	\$0.00	
	Paint Corridors and Common Spaces		1460		\$216,000.00	\$216,000.00	\$0.00	\$0.00	
Subtotal 1460					\$366,000.00	\$366,000.00	\$0.00	\$0.00	
PHA-Wide	Dwelling Equipment - Nonexpendable		1465		\$10,000.00	\$10,000.00	\$0.00	\$0.00	
OH16 9-1 Coopermill Manor	Non-Dwelling Structure		1470		\$361,146.00	\$361,146.00	\$0.00	\$0.00	
PHA-Wide	Non-Dwelling Equipment		1475		\$10,000.00	\$10,000.00	\$0.00	\$0.00	
Total					\$1,359,977.00	\$1,359,977.00	\$0.00	\$0.00	



# Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

## Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

## Section 1: General Information/History

**A. Amount of PHDEP Grant \$154,496**

**B. Eligibility type (Indicate with an "x")**      N1 \_\_\_\_\_ N2 \_\_\_\_\_ R X \_\_\_\_\_

**C. FFY in which funding is requested 2001**

**D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

Zanesville Metropolitan Housing Authority will use a comprehensive approach to combat and eliminate drugs in and around our public housing sites. Our drug elimination efforts will consist of police foot patrols, a Housing Authority Investigator, Pre-screening of applicants, Voluntary tenant patrols, Drug education and prevention, and on-site counseling /education services. Community resources will continue to be developed and utilized for a consolidated effort by the community in combating drugs and drug related violence.

## **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Adams Circle	55	150
Bonifield Court	50	144
Coopermill Manor	324	652
Larzelere	80	243
Maple Terrace	100	100
Michael Drive	17	89
Race Circle	48	141

## **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

**6 Months** \_\_\_\_\_      **12 Months** \_\_\_\_\_      **18 Months** \_\_\_\_\_      **24 Months** X \_\_\_\_\_      **Other** \_\_\_\_\_

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	\$250,000	OH16-DEP-009-01-95	0	N/A	Completed
FY 1996	\$250,000	OH16-DEP-009-01-96	0	N/A	Completed
FY 1997	\$201,300	OH16-DEP-009-01-97	0	N/A	Completed
FY1998	\$201,300	OH16-DEP-009-01-98	0	N/A	Completed
FY 1999	\$148,240	OH16-DEP-009-01-99	\$45,440	N/A	12/30/2001
FY 2000	\$154,496	OH16-DEP-009-01-00	\$154,496	N/A	12/30/2002

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

It is the intent of ZMHA’s Drug Elimination Program to reduce and eliminate drugs and criminal related activity in and around our public housing sites. Utilizing a comprehensive approach of enforcement, drug education, drug prevention and intervention, and pre-screening of applicants, to insure that ZMHA residents have safe and sanitary housing.

We will continue to coordinate services for maximum effect with other community resources such as, Zanesville Recreation Dept., Family and Children First, Ohio State University Extension Office, Coalition of Community Centers, Boy Scouts, and Girl Scouts. All of which play a role in developing after school activities and providing additional funding for our youth programs.

ZMHA will continually monitor the effect and progress of meeting our goals. This is done through reviewing crime statistics, youth academic progress, resident surveys, and number of youth participating in our programs. Programs will be revised when evaluation results dictate change is required and when such change is within PHDEP guidelines.

## B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	\$4,500
9140 - Voluntary Tenant Patrol	\$1,000
9150 - Physical Improvements	
9160 - Drug Prevention	\$108,426
9170 - Drug Intervention	\$38,570
9180 - Drug Treatment	
9190 - Other Program Costs	\$2,000
<b>TOTAL PHDEP FUNDING</b>	<b>\$154,496</b>

## C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$0		
Goal(s)	Eliminate the opportunity for drug use, sales and criminal related activities in and around ZMHA.						
Objectives	Provide police foot patrols and heightened presence in ZMHA Housing sites.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Police foot patrols			1/2002	12/2003		21,601 City of Zanesville \$50,000 Universal COPS Grant	Police Officers will perform 2080 hours of patrol services above baseline services.

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$4500.00</b>		
Goal(s)	Reduce the opportunity for residents to become involved in drug and criminal behavior.						
Objectives	Provide investigative services for resident complaints of drug use and criminal behavior.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Investigative services.			1/2002	12/2003	4,500.00	72,000 ZMHA	100% of resident complaints of illegal criminal activity will be investigated.

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$1,000.00</b>		
Goal(s)	Enable residents to have an active participation in reducing drug use and criminal behavior within their neighborhoods.						
Objectives	Residents will take an active role in reducing crime in their neighborhood.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Roving patrols of HA sites		HA Residents	1/2002	12/2003	\$500.00		Residents will spend 1,500 hours patrolling Housing Authority sites.
2. Train residents in crime prevention in their neighborhoods.	40	HA Residents	1/2002	12/2003	\$500.00		40 residents will attend programs on crime prevention and detection.

9160 - Drug Prevention					Total PHDEP Funding: \$108,426		
Goal(s)	Prevent drug use among youth residing in and around ZMHA Housing sites.						
Objectives	Provide youth with activities and learning experiences to prevent their use of illegal drugs.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. DE staff will conduct after-school activities for youth at ZMHA gym.	95	HA youth age 6 to 21	1/2002	12/2003	72,826		DE staff will conduct 2150 hours of after school activities (Open Gym, 4-H, scouts, etc.) for 95 youth.
2. Instruct youth in leadership skills.	40	HA Youth age 12 to 21	1/2002	12/2003	4,500.00		40 youth will learn the skills necessary to become leaders in their community.
3. Youth in and around ZMHA will be involved in ZMHA sponsored sports activities.	300	Youth age 6 to 18	1/2002 1/2003	7/2003 7/2004	8,000.	2,000 City/Cou nty govt.	300 youth will be enrolled in our Youth Sports program. Each youth will sign a drug free promise.
4. 145 school age youth will participate in our Summer Lunch and activities program	150	School age children	6/2002 6/2003	8/2003 8/2004	17,600	2500 City Recreati on dept.	145 youth will receive daily lunches during the weekdays. Youth will also be involved in activities such as swimming, movies, and skating.
5. 20 youth will be enrolled in our Hooked on Fishing-Not on Drugs program	20	Youth age 8 to 18	4/2002	9/2003	1,500		20 youth will learn the benefits of remaining drug free.
6. 15 Youth will attend the World Drug Conference	15	PRIDE Members	4/2002 4/2003	4/2003 4/2004	4,000	3000 PRIDE Team	15 Youth will learn techniques for combating drug use within their communities.

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$38,570</b>		
Goal(s)	Reduce the drug use of residents residing in ZMHA Public Housing.						
Objectives	Provide on site counseling and drug education services to residents.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Drug education (youth)	75	Youth age 8 to 18	1/2002	12/2003	\$31,370		75 youth will be educated to the detrimental effects of illegal drug use.
2. Drug education (Parents)	30	Resident families	1/2002	12/2003	\$5,000		60 families will receive drug education services and materials in assisting their children to remain drug free.
3. On site drug counseling	20	Youth/adult residents.	1/2002	12/2003	\$2,200.		20 residents will receive drug-counseling services on site.

### **Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120	Activity 1	\$1,000	Activity 1	\$2,000
9130	Activity 1-2	\$250	Activity 1-2	\$500
9140				
9150				
9160	Act. 1,2,3,4,5,6,	\$28,434	Act. 1,2,3,4,5,6,	\$56,868
9170	Activity 1-2-3	\$8,065	Activity 1-2-3	\$18,130
9180				
9190	Activity 1	\$2,000		
<b>TOTAL</b>		\$39,749		\$77,498

### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”