

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2001

STARK 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: Stark Metropolitan Housing Authority
PHA Number: OH - 18
PHA Fiscal Year Beginning: 04/2000

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- Main administrative office of the PHA
400 E. Tuscarawas Street, Canton, OH 44702
- 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 office: Alliance, Massillon
- Main administrative office of the local government
Cities of Canton, Alliance, Massillon
- Main administrative office of the County government
Stark County
- Main administrative office of the State government
- Public library
- PHA website: www.starkmha.org
- 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): **SMHA local offices in Alliance and Massillon**

5-YEAR PLAN
PHA FISCAL YEARS 2000 – 2004
[24 CFR Part 903.5]

A. Mission

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

_____ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here)

Mission Statement:

The SMHA provides eligible residents of Stark County with quality affordable housing in decent, safe, and nourishing neighborhoods. By working in partnership with the public and private sectors, the SMHA provides families with housing choice and the opportunity to achieve self-sufficiency.

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) **SEE SMHA STATEMENT OF 5 YEAR GOALS AND**

OBJECTIVES

- PHA Goal: **Improve the quality of assisted housing**
Objectives:
___ Improve public housing management: (PHAS score)
___ Improve voucher management: (SEMAP score)
 Increase customer satisfaction:
___ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 Renovate or modernize public housing units:
___ Demolish or dispose of obsolete public housing:
___ Provide replacement public housing:
___ Provide replacement vouchers:
 Other: (list below) **SEE SMHA STATEMENT OF 5 YEAR GOALS AND OBJECTIVES**

- PHA Goal: **Increase assisted housing choices**
Objectives:
 Provide voucher mobility counseling:
 Conduct outreach efforts to potential voucher landlords
___ Increase voucher payment standards
 Implement voucher homeownership program:
 Implement public housing or other homeownership programs:
___ Implement public housing site-based waiting lists:
___ Convert public housing to vouchers:
 Other: (list below) **SEE SMHA STATEMENT OF 5 YEAR GOALS AND OBJECTIVES**

HUD Strategic Goal: Improve community quality of life and economic vitality

- PHA Goal: **Provide an improved living environment**
Objectives:
 Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:
 Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
___ Implement public housing security improvements:
 Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 Other: (list below) **SEE SMHA STATEMENT OF 5 YEAR GOALS AND OBJECTIVES**

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

- PHA Goal: **Promote self-sufficiency and asset development of assisted households**
Objectives:
- Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below) **SEE SMHA STATEMENT OF 5 YEAR GOALS AND OBJECTIVES**

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) **SEE SMHA STATEMENT OF 5 YEAR GOALS AND OBJECTIVES**

Other PHA Goals and Objectives: (list below)

HUD Strategic Goal: Increase the availability of decent, safe and affordable housing in American Communities

Planning Area I - Related Goals of the SMHA

A. Create the capacity to develop and operate a range of housing programs.

Objectives

1. Fully organize a subsidiary non-profit housing corporation to assume housing development functions.
2. Identify and acquire the resources to operate the non-profit subsidiary.
3. Recruit/Hire/Select staff to plan and manage the activities of the subsidiary corporation.
4. Develop a long-range plan for housing development, identifying the type, probable location, potential partners and required resources

B. Develop 50 units of quality, affordable housing on a scattered-site basis for rental by lower- and moderate-income individuals and families.

Objectives

1. Form strategic alliances and partnerships with for-profit and non-profit developers of affordable housing.
2. In cooperation with strategic partners, prepare proposals for phased development of scattered site housing in non-impacted locations.
3. Through networking and direct presentation, obtain support for housing development proposal from governmental officials, housing finance agencies and, where necessary, the local community.
4. Acquire capital, sites and regulatory approvals for development.
5. Develop 50 units in years 3 through 5.

C. Develop 50 units of quality, affordable housing offering a supportive environment,

physical accessibility, and independent living for lower and moderate-income elderly and disabled persons.

Objectives

1. Form strategic partnerships with non-profit sponsors of elderly housing and related eldercare services.
2. In cooperation with strategic partners, prepare proposals for development of elderly housing in multiple locations. Consult with agencies, advocates and housing providers serving the elderly to ascertain design performance, use and service standards.
3. Secure financing, sites and regulatory approvals for development
4. Develop 50 units of elderly housing in years 3 through 5.

D. Facilitate/Create 25 units of affordable housing for ownership by lower-income families.

Objectives

1. Enter into a formal partnership with non-profit sponsors of affordable home ownership.
2. Develop a lease-purchase model that can be effectively implemented under prevailing conditions.
3. Identify and secure financial resources and in-kind services to support the initiation of the development of the housing and the operation of the lease-purchase program.
4. Acquire, rehabilitate, and/or newly construct homes for lease-purchase by lower income families.

E. Preserve the affordable nature of 200 units of subsidized housing that are currently at risk from expired/expiring restrictions for use as low-income housing.

Objectives

1. Create mechanism within SMHA to collect and analyze expiring-use information and to intervene in or respond to expiring use issues.
2. Establish or participate in a forum of community partners to develop strategies and identify resources to acquire, control or otherwise prevent properties from losing their low-income nature.

3. Administer Tenant-Based Vouchers for persons displaced by expired use restrictions.
4. Utilizing formal partnerships with owners and/or for-profit and/or non-profit redevelopers of at-risk properties, gain control for the development and/or operation these properties as low-income housing.
5. Facilitate the identification and acquisition of financing to undertake required capital improvements to ensure long-term viability of properties.
6. Complete required capital improvements

**HUD Strategic Goal: Ensure equal opportunity in housing for
all Americans**

Planning Area II – Related Goals of the SMHA

A. Increase public and corporate awareness and acceptance of the need for affordable housing in all communities

Objectives

1. Designate the person(s) within the agency tasked with the primary responsibility for developing and carrying out public relations and public information activities.
2. Identify the primary corporate and public targets for awareness enhancement.
3. Develop general procedures and case-specific strategies and action plans for providing information related to the various aspects of ongoing and planned SMHA housing and service activities.
4. Identify, secure and allocate financial and in-kind resources to support public information effort.
5. Expand and enhance web site containing pertinent information regarding the activities and programs of the SMHA.

B. Achieve a 20% increase in the use of Tenant Based Assistance in areas where incomes are above 50% of median.

Objectives

1. Identify the areas of the county to be targeted for enhanced program marketing.
2. Develop partnership with service agency to help ease the family's transition to occupancy in non-traditional areas.
3. Develop and utilize revised orientation program for voucher-holders to emphasize their option to occupy units in non-impacted areas.
4. Develop and implement landlord outreach and orientation program to attract owners of units in targeted areas.

C. Reduce transportation-related barriers to occupancy of affordable units in non-

impacted areas by 15%.

Objectives

1. Establish baseline measurement of public housing and section 8 applicants and residents who indicate transportation as a major obstacle to their willingness/ability to live in non-impacted areas.
2. Enter into a coalition with other community partners who agree that public transportation is a key element in housing choice and meet with SARTA to discuss its immediate and long-term plans and to urge provision of convenient and geographically diverse service.
3. Develop and implement a resident and program beneficiary education campaign to enlist their support of community funding for SARTA.
4. Through partnerships with other service agencies, work with applicants and program beneficiaries to identify and utilize alternative forms of transportation that enable them to live in non-impacted areas.

D. Deconcentrate existing public housing developments to achieve an occupancy that is 40% Extremely Low Income (ELI); 35% Very Low Income (VLI); 25% LowIncome (LI).

Objectives

1. Identify properties for which de-concentration targets are to be established.
2. Modify and implement admissions and unit assignment policies to facilitate income mixing in applicable housing developments.
3. Develop and implement incentives to attract and retain higher-income residents.
4. Establish and utilize systems to monitor impact and effect of policies and incentives.

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

Planning Area III - Related Goals of the SMHA

A. Reduce the number of housing assistance beneficiaries receiving TANF assistance by 70%.

Objectives

1. Develop and implement tenant-selection policies that place a priority on occupancy by families with members who are working, going to school or who are in job training program.
2. Working in partnership with job training, education, and supportive service agencies, facilitate activities that enhance the employability of adults living in households receiving TANF.
3. Working in partnership with job training, education, and supportive service agencies, facilitate job placement and employment of adults living in TANF-supported households.

B. Decrease unemployment of able-bodied adults in public housing to a maximum of 10%.

Objectives

1. Develop and implement tenant-selection policies that place a priority on occupancy by families with members who are working, going to school or who are in job training programs.
2. Working in partnership with job training, education, and supportive service agencies, facilitate activities that enhance the employability of adults living in households where there are unemployed adults.
3. Working in partnership with job training, education, and supportive service agencies, facilitate job placement and employment of adults living in households where there are unemployed adults.
4. Enforce the community service requirement for adult public housing residents that meet the standard.

C. Enable 75 beneficiaries of housing assistance programs (public housing residents and Section 8 Tenant-Based Assistance recipients) to become homeowners.

Objectives

1. Determine how the homeownership provisions of the Section 8 program are to be utilized and develop a plan for implementation.
2. Establish and implement mechanisms to identify public housing and Section 8 homeownership candidates.
3. Enter into partnerships with organizations that provide homebuyer training and counseling and facilitate the provision of these services to homeownership candidates.
4. Establish and implement financial assistance mechanisms (Section 8 subsidy, escrow accounts, first-time homebuyer grants, etc.) to help families accumulate down payments and defray purchase and mortgage costs.

D. Enable 100 families receiving tenant-based assistance to end their dependence on federal or state cash assistance.

Objectives

1. Strengthen existing and create new partnerships for the continued implementation of the Resident Economic Advancement Program (REAP).
2. Revise and implement an enhanced program marketing effort to achieve full enrollment in REAP.
3. Create and implement incentives to encourage participants to complete their participation in REAP.

HUD Strategic Goal: Improve quality of life and economic viability

Planning Area IV - Related Goals of the SMHA

- A. Improve the physical condition of existing SMHA-owned or SMHA-managed housing units to achieve a minimum of 90% rent comparability with standard quality housing in the local private housing market.**

Objectives

1. Conduct a market comparability survey for all public housing.
2. Conduct a comprehensive physical needs assessment to identify improvements needed to correct deficiencies and to achieve market standards.
3. Prepare a 5-year capital improvement plan.
4. Undertake and complete capital improvements to achieve market standards in the physical conditions and amenities of existing public housing .

- B. Increase by 25% the level of community satisfaction with services and with physical and social conditions in neighborhoods containing public housing where the current level of satisfaction with such neighborhoods is less than 50%.**

Objectives

1. Define the neighborhood boundaries and establish baseline of community perception of and satisfaction with physical and social conditions.
2. Facilitate the creation of a formal planning and action group in each targeted neighborhood consisting of key stakeholders and other public/private community partners.
3. Working as part of this planning and action group, develop neighborhood-specific improvement plans indicating proposed actions, required resources, and responsible parties.
4. Work cooperatively with the group to secure the required resources and to implement the improvement initiatives.

- C. Increase by 25% the level of elderly resident satisfaction with their housing, services and programs.**

Objectives

1. Establish baseline of elderly resident satisfaction.
2. Conduct an elderly/disabled resident needs assessment on a development by development basis.
3. Facilitate the provision of programs for all seniors and disabled residents that enhance or preserve their ability to live independently.
4. Undertake capital improvements required to achieve market standards for physical condition and amenities (see objectives A1-A4 above).
5. Designate Metropolitan Arms as housing for the Elderly Only.

D. Increase the economic viability of the SMHA by reducing by 5% the need for HUD funding for operations.

Objectives

1. Reduce SMHA per service unit expenditures by 5% (adjusted for inflation) over the next 5 years by achieving economies through improvements in efficiency, reduction in utility consumption, and cost controls.
2. Increase internally generated rental income by 25% over the next 5 years through changes in admissions policies and facilitation of employment and training programs.
3. Generate additional income through non-HUD sources.

E. Increase the ability of the SMHA to provide quality services by improving employee performance, productivity and customer service.

Objectives

1. Increase employee job knowledge and skill levels by completing a comprehensive training program.
2. Change the organizational chart to more clearly define lines of authority and accountability. Reassign responsibilities to increase efficiency. Revise flow of work and work scheduling to increase efficiency.
3. Revise job descriptions and performance evaluation criteria to increase employee

awareness of their individual productivity and job performance.

4. Upgrade the automated management information system hardware and software to state-of-the-industry standards.

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

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.



Standard Plan

The Stark Metropolitan Housing Authority is a High Performing PHA. It has chosen to submit the Standard Plan to clearly convey its plan to effectively serve the housing needs of low-income families.

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**
- Troubled Agency Plan**

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.

STARK METROPOLITAN HOUSING AUTHORITY AGENCY PLAN

Executive Summary

Purpose

On February 19, 1999, HUD issued regulations implementing provisions of the Quality Housing and Work Responsibility Act of 1998 (QHWRA). These regulations required each Public Housing Authority (PHA) to develop a Five-Year Plan with a statement of its Mission, Goals, and Objectives. QHWRA also required PHAs to prepare an Annual Plan with a statement of housing needs of the lower income population in its community, along with the strategies, policies and resources to be used in addressing those needs. According to QHWRA, the Five Year Plan and Annual Plan are to be developed in consultation with PHA Public Housing and Section 8 residents. These plans are also to be offered for review and comment by the public. Finally, the goals and major activities of Five Year and Annual Plans are to be consistent with key housing related objectives identified in the Consolidated Plans of the governmental unit(s) within the PHA's jurisdiction. The Stark Metropolitan Housing Authority (SMHA), a public housing authority, is subject to compliance with the planning requirements of QHWRA.

Background

During the period of July - December 1999, the SMHA engaged in a collaborative planning process resulting in drafts of the Five-Year and Annual Plans. Public Housing and Section 8 residents, officials from local government, human service agencies, nonprofit housing organizations, and other SMHA partners participated in a series of planning sessions to identify the critical housing and related needs of lower income families in Stark County. These individuals and organizations also proposed strategies for improving the living conditions of these families. Through their participation and input, these stakeholders helped the SMHA refine its mission and affirm the identity of the primary customers. They also helped the SMHA devise its approach for carrying out that mission through the provision of affordable housing, creation of quality neighborhoods, and facilitation of appropriate supportive services.

Drafts of the plan were shared with the stakeholders and meetings were held with the Resident Advisory Board as well as with other interested organizations to review the drafts. The SMHA also complied with the mandatory requirement for the public review and comment process along with the public hearing. The attached document represents the Agency Plan (including the Five Year and Annual Plans) of the Stark Metropolitan Housing Authority which has been refined as a result of the considerable review and comment process. These notification requirements were also followed in developing the second year annual plan.

Challenge Statement

The SMHA's service area encompasses the jurisdictions of Stark County Government and the City of Canton. Both governmental units are CDBG Entitlement Communities and therefore required to develop, and regularly update, Consolidated Plans Based on the data and conclusions contained in the current Consolidated Plans for those governmental units, the key housingrelated challenges faced by lower income families are:

1. Limited supply and locations of affordable housing for Extremely Low and Very Low-Income families;
2. Limited availability & accessibility of affordable housing for the elderly & disabled;
3. Limited availability of affordable homeownership opportunities for LowIncome families.

In addition to data and conclusions contained in the Consolidated Plans, the SMHA and its partners identified several obstacles to the provision of affordable housing. They included, but were not necessarily limited to:

1. Lack of land zoned for multi-family housing;
2. Lack of public support for affordable housing development;
3. High cost of housing development; and
4. Lack of convenient public transportation to outlying areas (which restricts ability of low income families to live outside areas of low-income concentrations).

Lower income families, especially those, who are current and potential recipients of SMHA program benefits, were determined to have non-housing challenges that impact their ability to obtain suitable quality housing. Among those challenges and obstacles are:

1. High unemployment due to a lack of job skills and job preparedness;
2. Lower levels of educational attainment;
3. Low wages; and
4. High level of dependence on federal assistance.

Mission, Goals, Strategies

The mission of the SMHA is to "***provide eligible residents of Stark County with quality affordable housing in decent, safe, and nourishing neighborhoods. By working in partnership with the public and private sectors, the SMHA provides families with housing choice and the opportunity to achieve self-sufficiency.***" This mission is to be accomplished through the development and preservation of affordable housing, ensuring equal opportunity in housing, promoting self sufficiency, and improving quality of life for lower income residents.

[Affordable Housing](#)

Consistent with HUD's Strategic Goal of "*Increasing the availability of decent, safe and affordable housing in American Communities*", the SMHA will develop and/or preserve 325 units of affordable housing. Rental housing will be targeted to the extremely low and very-low income families, while homeownership opportunities will be created for low-income families. Housing opportunities for the elderly and disabled will also be created.

The SMHA will accomplish its related goals through the creation of public/private partnerships to facilitate affordable housing development and preservation. It will identify and pursue non-traditional sources of funding for these housing activities and utilize mixed-income and mixed-finance approaches where feasible.

Key activities to be undertaken in this plan include creating the capacity to effectively engage in housing development, the formation of partnerships, and identification of affordable housing development and preservation opportunities.

Equal Housing Opportunity

With respect to HUD's strategic goal of "*Ensuring equal opportunity in housing for all Americans*", the SMHA will seek to facilitate affordable housing opportunities in areas outside of those with concentrations of low-income families. This includes expanding housing options for Section 8 program participants as well as developing affordable housing outside of areas of low-income concentrations.

The SMHA will accomplish the several of its related goals through the use of education and public information as the primary strategy. By creating a better-informed general population and a more knowledgeable group of program recipients and potential housing providers, resistance and obstacles to dispersed affordable housing can be reduced. The implementation of new policies will be the primary method of accomplishing deconcentration in public housing.

Activities will focus on identifying targets for the public information and education effort, developing outreach and education strategies, and forging partnerships to help with changing public perceptions of affordable housing and its recipients. First year activities will also focus on implementing policies (i.e., income targeting, incomeskipping, preferential transfers, etc.) to encourage income mixing in public housing.

Self-Sufficiency

The SMHA will address HUD's strategic goal of "*Promoting self-sufficiency and asset development*" of families and individuals by creating an environment where residents who want to achieve self-sufficiency will have every opportunity to do so. Utilizing existing and newly created partnerships to offer an array of services, the SMHA will facilitate employment, training, and educational opportunities to program participants. Greater resident responsibility for work will be accomplished

through implementation of policies and procedures that encourage work and reward success. Homeownership will be a vehicle through which asset development will be accomplished.

Activities will focus on the implementation of policies that encourage work, the assessment of supportive service/education/employment/training needs of residents, and modifications to existing programs to better meet those needs. Policies to be implemented include admissions preferences (for families that are working, going to school, or are in a training program), rent policies (income exclusions, flat rents), and community work requirements. Partnerships with service agencies will also be strengthened in the first year.

Quality of Life

Consistent with HUD's strategic goal of "*Improving quality of life and economic viability*", the SMHA will plan and execute physical, social improvements, and operational improvements resulting in an improved living environment and enhanced customer service.

The SMHA plans to accomplish the above goals through careful planning and execution of required capital improvements, utilization of partnerships to plan and initiate neighborhood improvements, and operational/administrative changes to enhance agency efficiency.

Activities will include targeting neighborhoods for collaborative improvement activities, assessing the needs of elderly residents, assessing the SMHA organization in light of its goals and objectives, and identifying methods for improving the efficiency and effectiveness of its program delivery. The major policy issue to be addressed in the first year will be the designation of a property as Housing for the Elderly.

Conclusion

The SMHA's Five-Year Plan and the Annual Plan have the broad support of the resident, human service and non-profit community. Additionally, the SMHA's mission, goals and objectives are consistent with the needs and priorities of expressed by local government in their Consolidated Plans. The Five-Year/Annual Plan was prepared with a high level of community involvement and input, and the strategies resulting therefrom will help the SMHA stand out as a leader in affordable housing throughout Stark County.

Annual Plan Table of Contents

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:

- _____ Admissions Policy for Deconcentration
- A FY 2001 Capital Fund Program Annual Statement (Comp Grant Annual Stmt) (**OH018a02**)
- _____ Most recent board-approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- C PHA Management Organizational Chart(**OH018c02**)
- B FY 2000 Capital Fund Program 5 Year Action Plan(Comp Grant Action Plan) (**OH018b02**)

- D Public Housing Drug Elimination Program (PHDEP) Plan(OH018d02)
 Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
 X Other (List below, providing each attachment name)
- E Section 8 Homeownership Capacity Statement (OH018e02)
 F Community Service Requirement Plan(OH018f02)
 G Pet Policy (OH018g02)
 H Progress Report – Year One (OH018h02)
 I Resident Board Member and Resident Advisory Board Members(OH018i02)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
<input checked="" type="checkbox"/>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<input checked="" type="checkbox"/>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<input checked="" type="checkbox"/>	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

Applicable & On Display	Supporting Document	Applicable Plan Component
<input checked="" type="checkbox"/>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection & Admissions Policies
<input checked="" type="checkbox"/>	Public Housing Deconcentration and Income Mixing Documentation: 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 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared	Annual Plan: Conversion of Public Housing

Applicable & On Display	Supporting Document	Applicable Plan Component
	pursuant to section 202 of the 1996 HUD Appropriations Act	
<input checked="" type="checkbox"/>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<input checked="" type="checkbox"/>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<input checked="" type="checkbox"/>	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	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/s, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall Needs" column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessability	Size	Location
Income <= 30% of AMI	6,625	5	4	4	2	1	3
Income >30% but <=50% of AMI	3,914	4	3	3	2	1	3
Income >50% but <80% of AMI	1,792	3	2	2	2	1	1
Elderly (<i>Canton Only</i>)	3,569	3	3	2	3	1	1
Families with Disabilities	2,056	3	4	2	2	4	2
Race/Ethnicity <i>African/American Canton Only</i>	2,899	5	4	4	2	1	3
Race/Ethnicity <i>Hispanic Canton Only</i>	41	5	4	4	1	1	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
City of Canton Year: 1998 - 2000
Stark County Year: 1999 - 2003
- 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) 1990 U.S. Census

A. 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 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	880		450
Extremely low income <=30% AMI	680	77%	
Very low income (>30% but <=50% AMI)	187	21%	
Low income (>50% but <80% AMI)	13	2%	
Families with children	730	83%	
Elderly families	97	11%	
Families with Disabilities	114	13%	
Race/ethnicity (white)	483	55%	
Race/ethnicity (Black)	386	44%	
Race/ethnicity (Other)	9	1%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	213	24%	107
2 BR	488	56%	250
3 BR	150	17%	79
4 BR and 5BR	29	3%	15
TOTAL	880	100%	450

Is the waiting list closed (select one)? No Yes

If yes:

B. How long has it been closed (# of months)? NOT APPLICABLE

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

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	1,636		227
Extremely low income <=30% AMI	1,343	82%	
Very low income (>30% but <=50% AMI)	271	17%	

	# of families	% of total families	Annual Turnover
Low income (>50% but <80% AMI)	22	1%	
Families with children	1,276	78%	
Elderly families	82	5%	
Families with Disabilities	340	22%	
Race/ethnicity (White)	949	58%	
Race/ethnicity (Black)	671	41%	
Race/ethnicity (Other)	16	1%	

Is the waiting list closed (select one)? No ___ Yes

If yes: **NOT APPLICABLE**

B. How long has it been closed (# of months)?
Does the PHA expect to reopen the list in the PHA Plan year?
___ No ___ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ___ No ___ Yes

C. Strategy for Addressing Needs

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
Payment standards were increased in July, 1999 to 110% of the Section 8 Fair Market Rents.
- _____ 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
This activity is part of effort to achieve de-concentration and housing choice goals.
- _____ 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
The SMHA is a member of the Consolidated Planning Committee. Our organization provides input through participation in the planning meetings and by providing housing statistics relating the demand for and supply of public housing and Section 8 assistance.
- _____ 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) **(See SMHA Goals and Objectives)**

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)

B. 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
The SMHA will prepare and submit a request for designation of Metropolitan Arms (OH -18 - 9) as housing for the Elderly Only
- 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
The SMHA has longstanding relationships with such local agencies. Through regular

meetings with these groups and the regular exchange of information, the need for and availability of housing resources for families with disabilities is made known.

Other: (list below)

The SMHA plans to increase the supply of accessible, affordable housing through housing development initiatives. Year one activities will involve building partnerships and planning.

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) See SMHA goals and objectives for ensuring equal housing opportunity.

The current information network provides adequate information to racial and ethnic groups with disproportionate housing needs. The SMHA effort will be geared toward broader acceptance of affordable housing in diverse areas of the county, especially in non-impacted areas.

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

See SMHA goals and objectives for ensuring equal housing opportunity.

Market the section 8 program to owners outside of areas of poverty /minority concentrations

See SMHA goals and objectives for ensuring equal housing opportunity.

Other: (list below)

See SMHA goals and objectives for ensuring equal housing opportunity.

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)

The above strategies were also selected because: (1) they are consistent with the SMHA Mission Statement; (2) they are consistent with the assessment of the capabilities of the SMHA; (3) they take maximum advantage of the local opportunities for housing development; and (4) they have the potential for maximizing use of available funding sources.

SMHA STATEMENT OF GOALS, OBJECTIVES AND ACTIVITIES

HUD Strategic Goal: Increase the availability of decent, safe and affordable housing in American

Communities

Planning Area I - Related Goals of the SMHA

A. Create the capacity to develop and operate a range of housing programs.

Objective	Activity	End Date
Fully organize a subsidiary non-profit housing corporation to assume housing development functions.	Review corporate charter to ensure mandate	9/30/00
	Determine adequacy of board and fill vacancies	9/30/00
	Develop basic operating policies	9/30/00
	Establish governance	9/30/00
Identify and acquire the resources to operate the non-profit subsidiary.	Establish budget for first two years of operation	9/30/00
	Evaluate and allocate internal sources of funding	3/31/01
	Develop funding proposals for external sources	Year 2
Recruit/Hire/Select staff to plan and manage the activities of the subsidiary corporation.	Develop table of organization and job descriptions	3/31/01
	Recruit and evaluate candidates	3/31/01
	Select and hire staff	3/31/01
Objective	Activity	End Date
Develop a long-range plan for housing development, identifying the type, probable location, potential partners and	Identify strategic partners for housing planning and development	Year 2
	Consult with potential partners to determine basic approach to housing development	Year 2

potential partners and required resources	Identify and investigate financing vehicles available for housing development	Year 2
	Identify areas to be targeted for development	Year 2
	Draft long range development plan	Year 2

B. Develop 50 units of quality, affordable housing on a scattered-site basis for rental by lower- and moderate-income individuals and families.

Objective	Activity	End Date
Form strategic alliances and partnerships with for-profit and non-profit developers of affordable housing	Identify potential partners for housing development	Year 2
	Enter discussions to determine roles of partners	
	Formalize relationships through MOAs/MOUs	
In cooperation with strategic partners, prepare proposals for phased development of scattered site housing in non-impacted locations	Determine type, amount and cost of housing to be developed	Year 2
	Select locations for development	Year 2
	Develop design criteria & design concepts	
	Prepare development plan(s)	
Through networking and direct presentation, obtain support for housing development proposal from governmental officials, housing finance agencies and, where necessary, the local	Tasks to be determined at a later date	Year 3
Acquire capital, sites and	Tasks to be determined at a later date	Years

regulatory approvals for development.		3 to 4
Develop 50 units in years 3 through 5.	Tasks to be determined at a later date	Years 3 to 5

C. Develop 50 units of quality, affordable housing offering a supportive environment, physical accessibility, and independent living for lower- and moderate-income elderly and disabled persons.

Objective	Activity	End Date
Form strategic partnerships with non-profit sponsors of elderly housing and related eldercare services.	Identify potential partners for housing development	Year 2
	Enter discussions to determine roles of partners	
	Formalize relationships through MOAs/MOUs	
In cooperation with strategic partners, prepare proposals for development of elderly housing in multiple locations. Consult with agencies, advocates and housing providers serving the elderly to ascertain design performance, use and service standards.	Determine type, amount and cost of housing to be developed	Year 2
	Select locations for development	Year 3
	Develop design criteria and design concepts	
	Prepare development plan(s)	
Secure financing, sites and regulatory approvals for development	Tasks to be determined at a later date	Years 3 and 4

Develop 50 units of elderly housing in years 3 through 5.	Tasks to be determined at a later date	Years 3 to 5
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D. Facilitate/Create 25 units of affordable housing for ownership by lower-income families.

Objective	Activity	End Date
Enter into a formal partnership with non-profit sponsors of affordable home ownership.	Identify potential partners for housing development	Year 2
	Enter discussions to determine roles of partners	
	Formalize relationships through MOAs/MOUs	
Develop a lease-purchase model that can be effectively implemented under prevailing conditions.	Determine parameters and performance expectations for homeownership program	Year 2
	Examine applicability of existing Homeownership programs	Year 2
	Design lease purchase mechanism that achieves program parameters	Year 2
	Determine the forms of housing to be used in the program	Year 2
Identify and secure financial resources and in-kind services to support the initiation of the development of the housing and the operation of the lease-purchase program.	Develop program budget	Year 2
	Determine amount of buyer assistance required	Year 2
	Prepare proposals for funding	Year 3
	Initiate the buyer counseling and assistance program	
Acquire, rehabilitate,	Tasks to be determined at a later date	Years

and/or newly construct homes for lease-purchase by lower income families		3 to 5
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E. Preserve the affordable nature of 200 units of subsidized housing that are currently at risk from expired/expiring restrictions for use as low-income housing.

Objective	Activity	End Date
Create mechanism within SMHA to collect and analyze expiring-use information and to intervene in or respond to expiring use issues.	Assign department or instrumentality with responsibility for preservation activities	3/31/01
	Establish information linkages with HUD and other sources of expiring use information	Year 2
	Develop parameters for project evaluation and intervention	
	Evaluate preservation opportunities for near term use-restriction expirations	
Establish or participate in a forum of community partners to develop strategies and identify resources to acquire, control or otherwise prevent properties from losing their low-income nature.	Request appointment of Hsg. Task Force subcommittee	Year 2
	Convene meetings and review near term expirations	Year 2
	Select properties for intervention	Year 2
	Develop preservation strategy for selected properties	Year 2
Administer Tenant-Based Vouchers for persons displaced by expired use restrictions.	Determine the properties for which replacement vouchers will be necessary	Year 2
	Inform HUD of SMHA's desire to administer the vouchers	Year 2
	Formally apply for voucher allocation	Year 3
	Issue vouchers and provide program management services	

Utilizing formal partnerships with owners and/or for-profit and/or non-profit redevelopers of flat-risk properties, gain control for the development and/or operation of these properties as low-income housing.	Identify and select development partners	
	Define roles of partners through negotiation	
	Draft and execute MOUs/MOAs	
	Enter into negotiations with Owners and HUD to develop offers for acquisition or control of properties	
	Acquire control of properties	Years 3 to 5
Facilitate the identification and acquisition of financing to undertake required capital improvements to ensure long-term viability of properties.	Tasks to be determined at a later date	Years 3 to 5
Complete required capital improvements	Tasks to be determined at a later date	Years 3 to 5

HUD Strategic Goal: Ensure equal opportunity in housing for all Americans

Planning Area II - Related Goals of the SMHA

A. Increase public and corporate awareness and acceptance of the need for affordable housing in all communities.

Objective	Activity	End Date
Designate the person(s) within the agency tasked with the primary responsibility for developing and carrying out public relations and public information activities.	Prepare job description for public information and public relations officer	9/30/00
	Recruit and select individual to fill the post	3/31/01
Identify the primary corporate and public targets for awareness enhancement.	In consultation with members of the Housing Task Force and identify targets	3/31/01
	Determine current perceptions, knowledge and attitudes regarding affordable housing	3/31/01
Develop general procedures and case-specific strategies and action plans for providing information related to the various aspects of ongoing and planned SMHA housing and service activities.	Review existing public relations and public information mechanisms and determine their applicability to current objectives	3/31/01
	Develop public relations and information policy	3/31/01
	Identify the programs and activities requiring a revised approach to PR and PI	Year 2
	Develop public relations and information plan for identified activities and programs	

Objective	Activity	End Date
Identify, secure and allocate financial and in-kind resources to support public information effort.	Develop public relations and information budget	Year 2
	Identify and allocate sources of funds for anticipated expenses	
	Identify sources of in-kind services and obtain commitments	Year 2
Expand and enhance web site containing pertinent information regarding the activities and programs of the SMHA.	Review current web site content in light of public relations and information objectives	Year 2
	Determine additional information required and format for that information	Year 2
	Prepare additional information for inclusion	Year 2
	Secure services of web site designer and update web site	Year 2

B. Achieve a 20% increase in the use of Tenant Based Assistance in areas where incomes are above 50% of median.

Objective	Activity	End Date
Identify the areas of the county to be targeted for enhanced program marketing.	Identify census tracts with incomes above 50% of median	9/30/00
	Determine housing availability in those identified tracts	9/30/00
	Identify those selected census tracts with adequate availability of rental housing as targets for marketing	9/30/00
Develop partnership with service agency to help ease the family's transition to occupancy in non-traditional areas.	Identify agencies and organizations providing services in the targeted areas that can perform the required services	9/30/00
	Meet with identified agencies to enlist their support and assistance	3/31/01
	Enter into formal agreements with partnering entities	3/31/01
	Provide appropriate information and administrative support for partners providing the transition assistance	3/31/01
Develop and utilize revised orientation program for voucher-holders to emphasize their option to occupy units in non-impacted areas.	Identify additional information to be included in briefing and orientation program	3/31/01
	Review and revise, if necessary, the format of the briefing	Year 2
	Train staff on the use of new briefing materials	Year 2
	Incorporate revised materials and presentation into briefings and orientations	Year 2

Objective	Activity	End Date
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Develop and implement landlord outreach and orientation program to attract owners of units in targeted areas.	Evaluate effectiveness of existing landlord outreach efforts and identify opportunities for improvement	3/31/01
	Convene focus group of selected owners to identify obstacles to and strategies for outreach	3/31/01
	Revise information for owners and develop outreach plan	Year 2
	Distribute/disseminate information to owners of properties in the targeted areas	Year 2

C. Reduce transportation-related barriers to occupancy of affordable units in non-impacted areas by 15%.

Objective	Activity	End Date
Establish baseline measurement of public housing and section 8 applicants and residents who indicate transportation as a major obstacle to their willingness/ability to live in non-impacted areas.	Develop survey instrument and methodology	9/30/00
	Conduct survey	9/30/00
	Tabulate and analyze results	9/30/00

Objective	Activity	End Date
Enter into a coalition with other community partners who agree that public transportation is a key element in housing choice and meet with SARTA to discuss its immediate and long-term plans and to urge provision of convenient and geographically diverse service.	Appoint SMHA staff to coordinate agency activities regarding building support for enhanced transportation services	3/31/01
	In consultation with the Housing Task Force, identify those community organizations whose position on transportation is similar to that of the SMHA	3/31/01
	Meet with the identified organizations and develop a joint strategy for influencing the scope and delivery of transportation services	3/31/01
Develop and implement a resident and program beneficiary education campaign to enlist their support of community funding for SARTA.	Determine the content of the information and the format that is best suited for educating residents and participants and urging their support	Year 2
	Develop written and other visual materials to educate and inform	Year 2
	Incorporate information to residents and beneficiaries in meetings with program participants, briefings, orientations, and handouts.	Year 2
Through partnerships with other service agencies, work with applicants and program beneficiaries to identify and utilize alternative forms of transportation that enable them to live in non-impacted areas.	Tasks to be determined at a later date	Years 2 and 3

D. De-concentrate existing public housing developments to achieve an occupancy that is 40% Extremely Low Income (ELI); 35% Very Low Income (VLI); 25% Low Income (LI).

Objective	Activity	End Date
Identify properties for which deconcentration targets are to be established.	Determine income mix of properties	9/30/00
	Compare property-specific income mix with income characteristics of neighborhood	9/30/00
	Identify properties whose income mix is considerably different than that of neighborhood	9/30/00
Modify and implement admissions and unit assignment policies to facilitate income mixing in applicable housing developments.	Change ACOP to include preference for families whose adult members are enrolled currently in educational, training, or upward mobility programs	9/30/00
	Change ACOP to include preference for households that contribute to meeting income goals (broad range of incomes)	9/30/00
	Change ACOP to allow for income-skipping to achieve more appropriate income mix in targeted developments	9/30/00
Develop and implement incentives to attract and retain higher-income residents.	Implement flat rents	9/30/00
	Install air conditioners, carpeting and other market-comparable amenities in targeted properties	Years 1 to 5
	Revise transfer policy to encourage higher income residents to move to targeted properties with disproportionate number of lower income residents	Year 2
Establish and utilize systems to monitor impact and effect of policies and incentives.	Revise software to include income group as a distinguishing tenant characteristic	3/31/01
	Track admissions and property occupancy by income group	3/31/01
	Determine trend of income groups within targeted properties and for all new admissions	Years 2 to 5

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

Planning Area III - Related Goals of the SMHA

A. Reduce the number of housing assistance beneficiaries receiving TANF assistance by 70%.

Objective	Activity	End Date
Develop and implement tenant-selection policies that place a priority on occupancy by families with members who are working, going to school or who are in job training programs.	Change ACOP to include preference for families whose adult members are enrolled currently in educational, training, or upward mobility programs	9/30/00
Working in partnership with job training, education, and supportive service agencies, facilitate activities that enhance the employability of adults living in households receiving TANF.	In cooperation with service partners, assess employability of existing TANF residents	9/30/00
	Evaluate potential and actual effectiveness of existing programs in light of needs of residents	3/31/01
	Determine if any program modifications or additional services are needed	3/31/01
	Modify partnership agreements, service agreements and/or programs to increase level of success	Year 2
Working in partnership with job training, education, and supportive service agencies, facilitate job placement and employment of adults living in TANF-supported households.	In cooperation with service partners, assess skills of existing TANF residents	9/30/00
	Identify families that are ready for job placement	3/31/01
	Refer these identified families to the appropriate job placement agency or service partner	3/31/01

B. Decrease unemployment of able-bodied adults in public housing to a maximum of 10%.

Objective	Activity	End Date
Develop and implement tenant-selection policies that place a priority on occupancy by families with members who are working, going to school or who are in job training programs.	Change ACOP to include preference for families whose adult members are enrolled currently in educational, training, or upward mobility programs	9/30/00
Working in partnership with job training, education, and supportive service agencies, facilitate activities that enhance the employability of adults living in households where there are unemployed adults.	In cooperation with service partners, assess employability of existing residents	9/30/00
	Evaluate potential and actual effectiveness of existing programs in light of needs of residents	3/31/01
	Determine if any program modifications or additional services are needed	3/31/01
	Modify partnership agreements, service agreements and/or programs to increase level of success	Year 2
Working in partnership with job training, education, and supportive service agencies, facilitate job placement and employment of adults living in households where there are unemployed adults.	In cooperation with service partners, assess skills of existing residents	9/30/00
	Identify families that are ready for job placement	3/31/01
	Refer these identified families to the appropriate job placement agency or service partners	3/31/01

Objective	Activity	End Date
Enforce the community service requirement for adult public housing residents that meet the standard.	Include community service provision in the lease	9/30/00
	Assign staff responsibility for administration of resident community service requirement	9/30/00
	Enter into MOA with DHS to report residents with community service requirement	3/31/01
	Identify agencies to utilize labor of residents with community service obligations	9/30/00
	Enter into referral and service agreement with identified agencies	3/31/01
	Develop and implement community service tracking and monitoring mechanism	3/31/01
	Identify residents with community service obligations and assess their work skills	3/31/01
	Based on the skills assessment, refer residents to the appropriate training program or community agency to utilize their labor	Year 2

C. Enable 75 beneficiaries of housing assistance programs (public housing residents and Section 8 Tenant-Based Assistance recipients) to become homeowners.

Objective	Activity	End Date
Determine how the homeownership provisions of the Section 8 program are to be utilized and develop a plan for implementation.	Review final rule implementing Section 8 Homeownership provisions	9/30/00
	Develop program policies	3/31/01
	Develop procedures for program administration	3/31/01
Establish and implement mechanisms to identify public housing and Section 8 homeownership candidates.	Identify families who meet basic program eligibility guidelines	Year 2
	Poll identified families to determine their level of interest in ownership	
	Evaluate home buying potential of interested families	
	Select families for participation in homeownership track	
Enter into partnerships with organizations that provide homebuyer training and counseling and facilitate the provision of these services to homeownership candidates.	Identify organizations that provide homebuyer training and counseling	9/30/00
	Enter into formal agreement with identified organizations to prepare participants for ownership	3/31/01
	Refer selected families to the services provided by the partners	Year 2
	Track the progress of the participants	
Establish and implement financial assistance mechanisms (Section 8 subsidy, escrow accounts, first-time homebuyer grants, etc.) to help families accumulate down payments and defray purchase and mortgage costs.	Determine levels of affordability based on likely participants financial characteristics	Year 2
	Identify potential funding sources for downpayment assistance, mortgage write-downs, and credit enhancements	
	Prepare and submit proposals to obtain funding for homebuyer assistance	
	Allocate Section 8 HAP and Public Housing Operating Funds for mortgage assistance	

Establish rent escrow account for public housing families in ownership track
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D. Enable 100 families receiving tenant-based assistance to end their dependence on federal or state cash assistance

Objective	Activity	End Date
Strengthen existing and create new partnerships for the continued implementation of the Resident Economic Advancement Program (REAP).	Evaluate potential and actual effectiveness of existing programs in light of needs of residents	3/31/01
	Determine if any program modifications or additional services are needed	3/31/01
	Modify partnership agreements, service agreements and/or programs to increase level of success	3/31/01
Revise and implement an enhanced program marketing effort to achieve full enrollment in REAP.	Poll current and potential participants to ascertain obstacles and disincentives to participation	3/31/01
	Review and revise informational literature and presentation methods to address perceived obstacles	3/31/01
	Institute a campaign to saturate the body of potential participants with information regarding the REAP program, its services and benefits	Year 2
Create and implement incentives to encourage participants to complete their participation in REAP.	Evaluate the related supportive services in light of the needs expressed by current and potential participants	3/31/01
	Revamp or expand services, if needed, to address those needs	3/31/01
	Establish personal achievement recognition awards and publicity for program completion	Year 2

Modify the transfer policy to use Scattered Site housing as an incentive for sustained employment.

Year 2

HUD Strategic Goal: Improve quality of life and economic viability

Planning Area IV - Related Goals of the SMHA

A. Improve the physical condition of existing SMHA-owned or SMHA-managed housing units to achieve a minimum of 90% rent comparability with standard quality housing in the local private housing market.

Objective	Activity	End Date
Conduct a market comparability survey for all public housing.	Prepare RFP for market analysis	9/30/00
	Select consultant	3/31/01
	Conduct study	Year 2
	Evaluate results and determine relative market position of SMHA	Year 2
Conduct a comprehensive physical needs assessment to identify improvements needed to correct deficiencies and to achieve market standards.	Prepare RFP for physical needs assessment	3/31/01
	Select firm or consultant to perform the PNA	Year 2
	Conduct the physical needs assessment	Year 2
	Evaluate results and identify improvements and their costs for properties to achieve market parity	Year 2
Prepare a 5 year capital improvement plan.	Establish schedule of resident consultation	Year 3
	In consultation with residents and local stakeholders, establish physical improvement priorities	
	Draft capital improvement plan in the appropriate format	
	Identify and secure sources of funding for improvements	
Undertake and complete capital improvements to achieve market standards in	Engage in standard process for designer selection, design, bidding and construction	Years 3 to 5

the physical conditions and amenities of existing public housing.		
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B. Increase by 25% the level of community satisfaction with services and with physical and social conditions in neighborhoods containing public housing where the current level of satisfaction with such neighborhoods is less than 50%.

Objective	Activity	End Date
Define the neighborhood boundaries and establish baseline of community perception of and satisfaction with physical and social conditions.	Assign SMHA staff to participate in the neighborhood planning effort	3/31/01
	In consultation with City and County Planning Departments, define neighborhoods	3/31/01
Participate in the creation of a formal planning and action group in each targeted neighborhood consisting of key stakeholders and other public/private community partners.	Identify key stakeholders and organizations in these neighborhoods	3/31/01
	Invite such entities to participate in a formal neighborhood planning process	Year 2
	Help facilitate the organization of these groups and encourage the creation of a governing structure	Year 2
	Encourage and participate in the development of a neighborhood survey instrument and methodology	Year 2
	Assist in the conduct neighborhood survey, tabulate and evaluate survey results	Year 2
Working as part of this planning and action group, develop neighborhood-specific improvement plans indicating proposed actions, required resources, and responsible parties.	Participate in the collection of relevant information regarding the neighborhood assets and liabilities	Year 2
	Participate a series of planning sessions to identify challenges, opportunities and improvement strategies	
	Help synthesize the decisions of the planning sessions into a neighborhood improvement plan	
	Participate in identification of resources and responsible parties to implement the improvement strategies	
Work cooperatively with the group to secure the required	Assist in the preparation of proposals for funding, in-kind services and donations	Years 3 to 5

resources and to implement the improvement initiatives.	Identify internal funding and in-kind resources to be used in support of improvement initiatives	
	Actively encourage local support of the improvement initiatives	

C. Increase by 25% the level of elderly resident satisfaction with their housing, services and programs.

Objective	Activity	End Date
Establish baseline of elderly resident satisfaction.	Develop elderly resident satisfaction survey instrument and methodology	9/30/00
	Conduct elderly satisfaction survey, tabulate and evaluate survey results	9/30/00
Conduct an elderly/disabled resident needs assessment on a development-by development basis	Develop elderly residents needs assessment survey instrument and methodology (may be part of the same survey instrument listed above)	9/30/00
	Conduct elderly resident needs survey, tabulate and evaluate survey results	9/30/00
	Compare current portfolio of services with needs assessment and determine gap in services	3/31/01
Facilitate the provision of programs for all seniors and disabled residents that enhance or preserve their ability to live independently.	Evaluate potential and actual effectiveness of existing programs in light of residents needs	3/31/01
	Determine if any program modifications or additional services are needed	3/31/01
	Modify partnership agreements, service agreements and/or programs to increase level of effectiveness and elderly resident satisfaction	Year 2
Undertake capital improvements required to achieve market standards for physical condition and amenities (see objectives A1-A4 above).	Conduct a market comparability survey for all public housing.	Year 3
	Conduct a comprehensive physical needs assessment to identify improvements needed to correct deficiencies and to achieve market standards	Year 2
	Prepare a 5 year capital improvement plan	Year 3

	Engage in standard process for designer selection, design, bidding and construction	Years 3 to 5
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Objective	Activity	End Date
Designate Metropolitan Arms as housing for the Elderly Only.	Identify key stakeholders and form planning group composed of SMHA, affected residents, advocate groups and city officials	9/30/00
	Develop strategies for meeting the housing and service needs of the designated and non-designated groups	3/31/01
	Identify and confirm SMHA resources for housing the non-designated groups	3/31/01
	Prepare and submit proposal to HUD for the designation of Metropolitan Arms as Elderly Only	3/31/01

D. Increase the economic viability of the SMHA by reducing the need by 5% for HUD funding for operations.

Objective	Activity	End Date
Reduce SMHA per service unit expenditures by 5% (adjusted for inflation) over the next 5 years by achieving economies through improvements in efficiency, reduction in utility consumption, and cost controls.	Implement recognition program for employee-generated ideas resulting in savings	3/31/01
	Evaluate all facets of SMHA operations and eliminate duplication and contract functions that can be more efficiently performed by outside entities	3/31/01
	Develop objective measures of employee productivity and tie these measures to performance evaluations	Year 2
	Complete capital improvements related to energy conservation	Year 2
Increase internally generated rental income by 25% over the next 5 years through changes in admissions policies and facilitation of employment and training programs.	Increase the number of higher rent paying residents in occupancy by 5% per year (See Goals III A and B)	Years 1 to 5
	Increase the average amount of rent charged by increasing the incomes of families in residence (See Goals III A and B)	

Objective	Activity	End Date
Generate additional income through non-HUD sources.	Generate developers' fees and rental income through the development of housing using alternate financing mechanisms (See Goals I B, C, and E)	Years 2 to 5
	Operate and expand non-traditional fee-based services for childcare, etc.	Years 1 to 3
	Develop a property management division for the contracted management of newly developed housing and privately owned housing	Years 2 to 4
	Create housing finance mechanisms that generate financing fees for the SMHA	Years 3 to 5

E. Increase the ability of the SMHA to provide quality services by improving employee performance, productivity and customer service.

Objective	Activity	End Date
Increase employee job knowledge and skill levels by completing a comprehensive training program.	Assess current staff proficiencies in key areas of program management and administration	3/31/01
	Develop comprehensive training plan	Year 2
	Identify and allocate resources required for implementation of training plan	Year 2
	Establish system for monitoring employee training	Year 2
Change the organizational chart to more clearly define lines of authority and accountability. Reassign responsibilities to increase efficiency. Revise flow of work and work scheduling to increase efficiency.	Develop RFP for and select consultant to conduct organizational study	9/30/00
	Conduct comprehensive review of the structure of the organization in light of the mission, goals and objectives of the SMHA	3/31/01
	Develop revised table of organization and redistribute work to achieve greater organizational efficiency and effectiveness	Year 2
Revise job descriptions and performance evaluation	Develop RFP and select consultant to revise job descriptions	9/30/00

criteria to increase employee awareness of their individual productivity and job performance.	Review existing job descriptions for conformity with current and proposed duties	3/31/01
	Revise descriptions to reflect duties they are expected to perform	Year 2
	Revise evaluation tool to reflect the modified portfolio of duties	Year 2
Upgrade the automated management information system hardware and software to state-of-the-industry standards.	Develop RFP and select consultant to evaluate existing system	3/31/01
	Review performance of system against the automated information management needs of the agency and recommend improvements	Year 2
	Identify and secure resources required to improve automated systems	Year 2
	Install required hardware and software for upgrades	Year 2
	Train staff to fully utilize automated systems	Year 2

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 tenantbased assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	3,984,780	
b) Public Housing Capital Fund	5,179,146	
c) HOPE VI Revitalization	-----	
d) HOPE VI Demolition	-----	
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,585,560	
f) Public Housing Drug Elimination Program (including any Technical Assistance	594,146	

Sources	Planned \$	Planned Uses
funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Section 8 Site-Based Contract Administration	554,606	
i) HOME		469,000
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
PHDEP <i>remaining from \$639,857 grant w/exp. 1/24/02</i>	454,382	Public Housing Safety and Security
3. Public Housing Dwelling Rental Income		
	4,235,290	Public Housing Operations
4. Other income (list below)		
Interest and Other Income	314,791	Public Housing Operations
5. Non-federal sources (list below)		
Area Agency on Aging <i>Senior Nutrition Program</i>	25,000	Public Housing Supportive Services
Harrison House <i>Rental Income</i>	18,000	Permanent Housing
Total Resources:	20,414,701	

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)

SMHA verifies eligibility for admission when family is within 60 days of being offered housing.

___ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

Criminal or Drug-related activity

Rental history

Housekeeping

Other (describe)

SMHA screens to determine if the applicant has been evicted from any other housing.

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?

If the applicant lived elsewhere in the state and there was an issue in the file that warrants further investigation, the LEADS system (state criminal background check) is queried. A statewide check is a second tier screening procedure.

e. Yes ___ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

If the applicant lived out of state, the NCIC system is queried. This is also a second tier screening procedure.

(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

SMHA maintains combined Public Housing and Section 8 WaitingLists. These waiting lists will be maintained at the Central Office, the satellite office in Massillon

and the satellite office in Alliance.

- Site-based waiting lists
 Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
 PHA development site management office
 Other (list below)

In addition to the main administrative office, applications are taken at the satellite office in Massillon (1711 - 16th Street S.E., Massillon, OH 44646) and the satellite office in Alliance (W.L. Hart Apartments, 125 E. Simpson, Alliance, OH 44601).

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?

There are no site-based waiting lists, however SMHA will maintain two (2) sub-jurisdictional waiting lists for the Massillon area and the Alliance area.

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?

2 Sub-jurisdictional Lists

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?

Families may be on both sub-jurisdictional lists as well as the jurisdiction-wide list.

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)

At the satellite offices in Massillon and Alliance.

(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

Families may receive a hardship exemption if they reject a unit for sufficient cause.

___ 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: *Not applicable.*

(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) *Modernization and Witness Protection (when requested by official law enforcement agency).*

___ Resident choice: (state circumstances below)

___ Other: (list below)

c. Preferences

1. Yes ___ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) **Occupancy.**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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 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)
- Currently in the Military**

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)
- Manager's orientation with new residents**
- New resident checklist**
- Tenant handbook**
- Handout sheets**

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:

Jackson/Sherrick (OH-18-2)

Jackson/Sherrick (OH-18-4)

Linwood/Mahoning (OH-18-8)

Gage/Ellisdale (OH-18-10)

Massillon Family (OH-18-11)

____ 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

Physical improvements to add market-comparable amenities

____ Adoption or adjustment of ceiling rents for certain developments

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

Other (list below)

Change to transfer policy giving priority to higher income tenants who are over/underhoused who wish to move to a lower income property.

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:

Jackson/Sherrick (OH-18-2)
Jackson/Sherrick (OH-18-4)
Linwood/Mahoning (OH-18-8)
Gage/Ellisdale (OH-18-10)
Massillon Family (OH-18-11)

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 subcomponent 3B. **Unless otherwise specified, all questions in this section apply only to the tenantbased 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
Using the same procedure as with public housing applicants, second tier screening is performed by using State (LEADS) and Federal (NCIC) sources when application indicates that more investigation is needed.
____ 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?
If the applicant lived elsewhere in the state and there was an issue in the file that warrants further investigation, the LEADS system (state criminal background check) is queried. A statewide check is a second

tier screening procedure.

d. Yes ___ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
If the applicant lived out of state, the NCIC system is queried. This is also a second tier screening procedure.

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

___ Criminal or drug-related activity

X Other (describe below)

Upon written request, the prospective landlord may receive the following:

-family's current address of record

-name and address of landlord at current and prior addresses

-tenancy history

Landlord may review the applicant file with a written authorization from the applicant.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

___ None

Federal public housing

Federal moderate rehabilitation

___ Federal project-based certificate program

___ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below)

The satellite offices in Massillon and Alliance.

(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:

For hardships (as defined in the Administrative Plan) and for hard-to-house families.

(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)
Currently in the Military

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)

Currently in the Military

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- 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)

The SMHA operates three special purpose programs. They are: (1) Mainstream Disability; (2) Shelter-Plus Care; and (3) HOME Program. Of these programs, only Mainstream Disability are funded through the Section 8 Program.

- a. How does the PHA announce the availability of any specialpurpose section 8 programs to the public?

_____ Through published notices

- Other (list below)
Program availability is communicated directly to agencies serving the special needs populations. Information is provided to these organizations on a regular basis and any changes in program requirements or availability of additional units of assistance are communicated immediately. The SMHA also is a member of the Housing Task Force, which is composed of these agencies as well as other organizations serving the housing and related needs of lower income families and special needs populations. The SMHA keeps the Housing Task Force informed of the availability of and rules for the special purpose Section 8 programs.

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 subcomponent 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing use, 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 subcomponent (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.) **See Item d**

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:

a. *The SMHA allows a 15% exemption of all earned income in the household. While the percentage of income to be charged is still 30% of adjusted gross, the definition of adjusted gross has been modified by this policy in those cases where there is earned income by adult members of the household.*

b. *The SMHA currently has ceiling rents.*

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

____ For the earned income of a previously unemployed household member
____ For increases in earned income
____ Fixed amount (other than general rent-setting policy)
 If yes, state amount/s and circumstances below:

____ 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)

The SMHA allows a 15% exemption of all earned income in the household. While the percentage of income to be charged is still 30% of adjusted gross, the definition of adjusted gross has been modified by this policy in those cases where there is earned income by adult members of the household.

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The rental value of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$40 per month
- 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?
This question may be revisited once the SMHA Credit Union becomes operational.

(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**

(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) **NOT APPLICABLE**

- FMR's 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)

- FMR's 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
To expand opportunity to find housing in outlying areas and in nonimpacted areas.
- 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)

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:

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 "N/A" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover <i>includes turnover and expected use of vacant units or unused assistance</i>
Public Housing	2,563	450
Section 8 Vouchers	1,031	240
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	267	60
Special Purpose Section 8 Certificates/Vouchers (list individually)	<i>Shelter+ Care</i> 50 <i>Homeless</i> 21 <i>Mainstream</i> 100 Total 171	24 4 76 104
Public Housing Drug Elimination Program (PHDEP)	1,493	0
Other Federal Programs (list individually)		
EDSS	1,493	0

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)

Management

- a.** **Admissions and Continued Occupancy Policy**
- b.** **Tenant Selection and Assignment Plan (included in ACOP)**

- c. *Grievance Procedures*
- d. *Tenant Handbook*
- e. *Management and Operations Procedure Manual*
- f. *Dwelling Lease and Addenda*
- g. *Tenant Briefing Checklist*

Maintenance

- a. *Maintenance Policy and Procedure Manual*
- b. *Dwelling Lease*
- c. *List of Resident Repair and Maintenance Charges*
- d. *Operations and Procedures Manual*

(2) Section 8 Management: (list below)

- a. *Section 8 Administrative Plan*

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:

If the hearing officer orders the furnishing of a utility, service, repair, maintenance, alteration or improvement to a complainant:

(1) which would equally apply to other residents similarly situated;

(2) which would not be covered by funds approved by HUD for SMHA expenditure in its management budget, modernization program funding or development program funding;

SMHA shall, within 30 days of the mailing of delivery of the Hearing Officer's decision, notify the Hearing Officer and the Complainant of the above, that it has notified HUD of the decision and has filed an application with HUD for the necessary funding. SMHA shall, thereafter, expeditiously process such application. It shall report to the Hearing Officer and Complainant every 60 days as to the progress of such application and when a decision has been made. When the funding of the expenditure has been approved, SMHA shall expeditiously proceed to comply with such order of the Hearing Officer.

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 family's 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 longterm 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 HUD52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at **Attachment A - Updated HUD-52834**

-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 A - Updated HUD-52834**

-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 (NonCapital 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:

While the SMHA will not be engaged in any actual construction or acquisition activities during the year, the SMHA will be developing its capacity to engage in such mixed-finance projects by fully organizing its non-profit subsidiary and by identifying potential development partners. It will also be engaged in creating plans for housing development.

___ 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.)

Demolition/Disposition Activity Description (NOT APPLICABLE)
1a. Development name:
1b. Development (project) number:
2. Activity type: ___ Demolition ___ Disposition
3. Application status (select one) ___ Approved ___ Submitted, pending approval ___ Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: Coverage of action (select one) ___ Part of the development

___ 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.

Designation of Public Housing Activity Description
1a. Development name: Metropolitan Arms
1b. Development (project) number: OH - 18 - 009
2. Designation type: <input checked="" type="checkbox"/> Occupancy by only the elderly ___ Occupancy by families with disabilities ___ Occupancy by only elderly families and families with disabilities
3. Application status (select one) ___ Approved; included in the PHA's Designation Plan ___ Submitted, pending approval <input checked="" type="checkbox"/> Planned application
5. Date this designation approved, submitted, or planned for submission: <i>Planned Submission Date: 01/March/2001</i>

5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/>	New Designation Plan
<input type="checkbox"/>	Revision of a previously approved Designation Plan?
6. Number of units affected: <u>134</u>	
7. Coverage of action (select one)	
<input type="checkbox"/>	Part of the development
<input checked="" 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 **NOT APPLICABLE**
 Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description <u>NOT APPLICABLE</u>	
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)

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

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

A. Public Housing

1. _Yes ___ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z4). (If "No", skip to component 11B; if "Yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

___ Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description	
PHASE I	
1a. Development name:	<i><u>Scattered Sites Homeownership I</u></i>
1b. Development (project) number:	<i><u>OH-18-43</u></i>
2. Federal Program authority:	
___	HOPE I
<input checked="" type="checkbox"/>	5(h)
___	Turnkey III
___	Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>APPROVED</u> <u>09/06/1995</u>
5. Number of units affected: <u>25</u> 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Public Housing Homeownership Activity Description PHASE II
1a. Development name: <u>Scattered Sites Homeownership II</u> 1b. Development (project) number: <u>OH 18-45</u>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" 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 checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>APPROVED 09/06/1995</u>
5. Number of units affected: <u>20</u> 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Public Housing Homeownership Activity Description PHASE III
1a. Development name: <u>Scattered Sites Homeownership III</u> 1b. Development (project) number: <u>OH- 18 - 20, 21, 22, 23, 24, 25, 28, 29, 31 -39</u>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h)

_____ Turnkey III _____ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program _____ Submitted, pending approval _____ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <i>APPROVED 09/06/1995</i>
5. Number of units affected: <u>30</u> 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development _____ 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:

1. Head and/or spouse must have been continually employed fulltime during the prior 12-month period.
2. Prohibition against short-term (5 years or less) balloon mortgages
3. Minimum family equity of 3% of purchase price
4. A minimum of 1% of purchase price for the downpayment from family's own resources

12. PHA Community Service and Self-sufficiency Programs [24 CFR Part 903.7 9 (1)]

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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If "Yes", what was the date that agreement was signed?DD/MM/YY

The agreement was signed 11/08/1997

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

- Client referrals
Specifically for the Jobs Now and REAP programs along with standard SMHA housing programs.
- 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
Annual Employment Workshops
Welfare to work type initiatives

___ 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)

Transfer Policy - Use of transfers to scattered site housing as an incentive for sustained work.

Personnel Policy - Preference for hiring SMHA residents.

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size (# participants)	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)
Crime Watch	754	Open participation	SMHA development offices and Canton Police Department	Residents of neighborhoods with public housing and Section 8 PBA
Sr. Olympics	15	Open participation	SMHA development offices and Central Office	Senior and disabled PH residents
Field Trips	1,116	Open participation	SMHA development offices and Central Office	Elderly and disabled PH residents and PH youth
Computer Labs	458	Specific criteria	SMHA family developments	PH and Section 8 residents
Services and Programs, continued				

Program Name & Description (including location, if appropriate)	Estimated Size (# participants)	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)
Tutoring	351	Specific criteria	SMHA family developments	Public housing residents
Adult Literacy	not avail.	Open enrollment	SMHA family developments	PH and Section 8 residents
Nutrition	291	Open participation	SMHA senior developments	Senior and disabled PH residents
Health & Fitness	495	Open participation	SMHA senior developments	Senior and disabled PH residents
Scouts	29	Open participation	SMHA family developments	PH and community youth
Summer Lunch	312	Open participation	SMHA family developments and community recreation areas	PH and community youth
Performing Arts	33	Open participation		PH youth
Economic Dev.	not avail.	Specific criteria	SMHA developments and main office	PH and Section 8 residents
Homemaker Service	100	Specific criteria	SMHA developments	Elderly and disabled PH residents
Congregate Meals	22,675 meals served	Specific criteria	SMHA senior developments	Elderly and disabled PH residents
Youth Programming	935	Open participation	SMHA developments and community recreation areas	PH youth
Services and Programs, <i>continued</i>				
Program Name & Description (including location, if appropriate)	Estimated Size (# participants)	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)

		selection/specific criteria/other)		
Organized Sports Leagues	485	Specific criteria	SMHA developments and community recreation areas	PH and neighborhood youth
Jobs Development, Training and Placement	95	Specific criteria	SMHA developments, SMHA central office	PH and Section 8 residents
Drug Education & Prevention	324	Open participation	SMHA developments & neighborhoods	PH and neighborhood residents

(2) Family Self Sufficiency Programs

a. Participation Description **NOT APPLICABLE**

Family Self Sufficiency (FSS) Participation (<i>NOT APPLICABLE</i>)		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b. ___ Yes ___ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? **NOT APPLICABLE**
 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. Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937 – see attachment OH018

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 overtime 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)

Washington Rehab - Multiple SMHA Public Housing Projects
Jackson/Sherrick - Project OH-18-01, 02, 04, 26

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
 - a. SMHA has its own security force funded with PHDEP grants to provide routine security at its housing developments.
 - b. SMHA contracts with the Canton Police Department and Stark County Sheriff's Office for the use of off-duty police perform security services in its housing developments.
- Crime Prevention Through Environmental Design
 - A number of improvements have been made including, but not limited to improved lighting, enhanced entry doors, more secure windows, and restricted access to the properties with the use of street closings.
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
 - SMHA developments and their immediate neighborhoods have official crime watch programs.
- ___ Other (describe below)

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

- Jackson/Sherrick (projects OH-18-1, 2, 4, 26)
- Northeast Canton (projects OH-18-8, 10, 13)
- Washington Rehab Area (multiple SMHA projects)

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)

Jackson/Sherrick (projects OH-18-1, 2, 4, 26)

Northeast Canton (projects OH-18-8, 10, 13)

Washington Rehab Area (multiple SMHA projects)

D. Additional information as required by PHDEP/PHDEP Plan

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

Yes ___ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes ___ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes ___ No: This PHDEP Plan is an Attachment.
(Attachment Filename: SMHA-PHDEP)

14. PET POLICY – see Attachment OH018g02

[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))?

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?

ITEMS 4 AND 5 ARE NOT APPLICABLE

4. ___ Yes ___ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ___

6. ___ 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, reha
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)
SMHA will continue to make capital improvements to bring properties to a level of parity with the private market. (See Capital Fund Plan that is an attachment to this Annual Plan.)
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:
 - a. **Residents of family housing expressed some negative concerns regarding the HUD rule requiring PHAs to allow pets in family housing. Their concerns focused on health and safety related to tenants' control of pets and where pets would be exercised.**

b. **The Resident Advisory Board indicated that designation of housing for the elderly is a desirable goal.**

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.

a. **The SMHA agrees with these concerns and will address them in a future revision to the Pet Policy as mandated by HUD.**

b. **The designation of a public housing development as elderly housing is proposed as an element of this Agency Plan.**

___ 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.)

NOT APPLICABLE

Ohio Law requires that 5 persons serve on the SMHA Board of Commissioners. Appointments to the board are directed to be made as follows:

Judge of the Common Pleas Court -1 appointment

Judge of the Probate Court - 1 appointment

Mayor of the largest city - 2 appointments

County Commissioners - 1 appointment

The SMHA will abide by the spirit of the tenant participation requirements and recommendations by requesting that the local appointing authorities appoint a resident to the Board of Commissioners. Upon the expiration of the terms of current

commissioners and until a resident has been appointed to the Board, the Board of Commissioners will submit the name and qualifications of the resident it recommends to the appropriate appointing authority for consideration as a potential appointee to the SMHA Board of Commissioners. The individual recommended for appointment shall be either a bona-fide resident of Public Housing or a bona-fide resident assisted by the Section 8 program.

3. Description of Resident Election Process **(Not Applicable)**

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: (provide name here)

- A. City of Canton, Ohio**
B. Stark County, Ohio

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- ☑ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☑ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☑ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

A. City of Canton, Ohio

- *Affordable housing preservation*
- *Increasing supply of affordable housing*
- *Upgrading existing housing stock*
- *Provision of special needs housing*
- *Improvements to public housing*
- *De-concentration*
- *Supportive services to help families achieve economic self sufficiency and to transition from welfare to work*

- *Stark County, Ohio*
 - *Affordable housing preservation*
 - *Increasing supply of affordable housing*
 - *Upgrading existing housing stock*
 - *Provision of special needs housing*
 - *Improvements to public housing*
 - *De-concentration*
 - *Supportive services to help families achieve economic self sufficiency and to transition from welfare to work*
- ___ Other: (list below)

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

A. City of Canton, Ohio

1. *Acquisition of real property to facilitate development of low income housing* (not allocated specifically for SMHA activities)

B. Stark County, Ohio

1. *Direct homeownership assistance for low-income purchasers with downpayments* (not allocated specifically for SMHA activities)
2. *County CDBG grant of 150,000 for water and sewer system serving area of scattered site public housing*

D. Other Information Required by HUD

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

1. Deviations From And Modifications To The Agency Plan

The Agency Plan is a living document which shall serve to guide SMHA operations and resource management. In the event that circumstances or priorities necessitate actions which would represent a substantial departure from the goals, objectives, timetables or policies as set forth in the plan, the SMHA will invite resident review and input prior to taking actions that would implement such substantial changes.

Development of subsequent Annual Plans shall be vehicle through which updates and minor or routine modifications to the Agency Plan are made. On an annual basis the SMHA will review its progress toward the achievement of its goals and objectives as set forth in the Agency Plan. It will also evaluate whether the remaining goals and objectives, and the existing policies and procedures, adequately address the needs of its constituents, stakeholders and the agency. To the extent that those needs are not met by the elements of the existing Agency Plan, the subsequent Annual Plan shall be written to reflect changes to goals, objectives, policies and procedures to address those needs.

In the event that the elements of the subsequent annual plan represent a significant departure from those of the existing Agency Plan, a Significant Amendment or Modification to the Agency Plan will be undertaken. Under these circumstances, a full and participatory planning process will be used to obtain resident and stakeholder input. A draft of the substantially modified Agency Plan will be subject to the public review, comment, and hearing process.

Substantial Deviation is defined as any action that:

- a. Is contrary to explicitly stated elements of the Agency Plan; or
- b. Changes the allocation of resources to any activity by more than 25%; or
- c. Extends the timetable for completion of an activity by 12 months or more; or
- d. Nullifies an existing goal or results in null action toward achievement of the goal

Significant Amendment or Modification is any change to the Agency Plan that:

- a. Addition of new goals
- b. Deletion of existing goals
- c. Revision of timetables by 18 months or more
- d. Change in the SMHA mission
- e. Re-allocation of 25% of overall resources of the agency

Attachments

Use this section to provide any additional attachment

Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number OH12P01850101 FFY of Grant Approval:(2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	679,525
4	1410 Administration	451,407
5	1411 Audit	1,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	200,000
8	1440 Site Acquisition	
9	1450 Site Improvement	100,000
10	1460 Dwelling Structures	3,657,168
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	75,000

14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	10,000
18	1498 Mod Used for Development	
19	1502 Contingency	5,046
20	Amount of Annual Grant (Sum of lines 2-19)	5,179,146
21	Amount of line 20 Related to LBP Activities	1,000,000
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	261,000
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
18-3	Replace Locks & Door Closers	1460	50,000
18-9	Interior Doors & Trim	1460	881,733
18-9	Geothermal	1460	264,435
18-12	Replace Locks	1460	21,000
18-14	Interior Renovation	1460	750,000

18-14	Siding & Windows	1460	600,000
18-15	Replace Locks	1460	22,000
18-16	Replace Locks	1460	22,000
18-24	Replace Locks	1460	11,000
18-27	Replace Locks	1460	11,000
18-30	Replace Locks	1460	24,000
PHA-Wide	Reduce Time to Lease Units	1408	24,100
PHA-Wide	Drug Prevention	1408	15,000
PHA-Wide	Inventory/Work Orders	1408	31,500
PHA-Wide	Resident Participation	1408	303,425
PHA-Wide	Youth Sports	1408	131,000
PHA-Wide	Security	1408	100,000
PHA-Wide	Health/Safety	1408	38,000
PHA-Wide	Family Advocacy	1408	36,500
PHA-Wide	Salaries & Fringes	1410	448,886
PHA-Wide	Advertising	1410	521
PHA-Wide	Telephone	1410	1,000
PHA-Wide	Training	1410	1,000
PHA-Wide	Audit	1411	1,000
PHA-Wide	Architect/Engineer Fees	1430	200,000
PHA-Wide	Site Work	1450	100,000
PHA-Wide	LBP Abatement/Rehab	1460	1,000,000
PHA-Wide	Maintenance Equipment	1475	5,000
PHA-Wide	Office Equipment	1475	10,000
PHA-Wide	Automotive Equipment	1475	60,000
PHA-Wide	Relocation	1495	10,000
PHA-Wide	Contingency	1502	5,046

Table Library

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
18-3	3-31-03	3-31-04
18-9	3-31-03	3-31-04
18-12	3-31-03	3-31-04
18-14	3-31-03	3-31-04
18-15	3-31-03	3-31-04
18-16	3-31-03	3-31-04
18-24	3-31-03	3-31-04
18-27	3-31-03	3-31-04
18-30	3-31-03	3-31-04
PHA-Wide	3-31-03	3-31-04

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHAwide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-9	Metropolitan Arms			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Geothermal			253,915	2002
Geothermal			243,395	2003
Geothermal			232,875	2004
Geothermal			447,355	2005
Total estimated cost over next 5 years			1,177,540	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	PHA-Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Reduce Time To Lease Units		24,100	2002
Inventory/Work Orders		31,500	2002
Resident Participation		303,425	2002
Drug Prevention		15,000	2002
Youth Sports		131,000	2002
Security		100,000	2002
Health/Safety		38,000	2002
Family Advocacy		36,500	2002
Architect/Engineer Fees		200,000	2002
Site Work		100,000	2002
LBP Abatement/Rehab		1,000,000	2002
Office Equipment		35,000	2002
Automotive Equipment		15,000	2002
Replacement Reserve		130,000	2002
Total estimated cost over next 5 years		2,159,525	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHAwide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	PHA-Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Reduce Time To Lease Units		24,100	2003
Inventory/Work Orders		31,500	2003
Resident Participation		303,425	2003
Drug Prevention		15,000	2003
Youth Sports		131,000	2003
Security		100,000	2003
Health/Safety		38,000	2003
Family Advocacy		36,500	2003
Architect/Engineer Fees		200,000	2003
Site Work		100,000	2003
LBP Abatement/Rehab		1,163,000	2003
Office Equipment		40,000	2003
Automotive Equipment		67,000	2003
Replacement Reserve		275,000	2003
Total estimated cost over next 5 years		2,524,525	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHAwide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-12	Plaza Terrace			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Floor Covering			89,000	2002
Total estimated cost over next 5 years			89,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-15	W.L. Hart Apartments			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Floor Covering			126,500	2002
Total estimated cost over next 5 years			126,500	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHAwide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
18-16	Lincoln Apartments			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Floor Covering			126,500	2002
Total estimated cost over next 5 years			126,500	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
18-24	Witmer Arms/Indian Run		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Windows		17,000	2002
Replace Floor Covering		66,000	2003
Total estimated cost over next 5 years		83,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHAwide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
18-27	Constitution Hall		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Windows		10,000	2002
Replace Floor Covering		55,000	2003
Total estimated cost over next 5 years		65,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
18-7	Kimberle/Roselane		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Electrical Upgrade		200,000	2002
Total estimated cost over next 5 years		200,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHAwide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
18-14	Pike/Mahoning/Garfield		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Renovation		1,300,000	2002
Renovation		250,000	2003
Total estimated cost over next 5 years		1,550,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
18-26	Sunset Homes		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Roof		35,000	2003
Replace Windows		25,000	2003
Total estimated cost over next 5 years		60,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	PHA-Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Reduce Time To Lease Units		24,100	2004
Inventory/Work Orders		31,500	2004
Resident Participation		303,425	2004
Drug Prevention		15,000	2004
Youth Sports		131,000	2004
Security		100,000	2004
Health/Safety		38,000	2004
Family Advocacy		36,500	2004
Architect/Engineer Fees		200,000	2004
Site Work		50,000	2004
LBP Abatement/Rehab		1,750,000	2004
Office Equipment		20,000	2004
Maintenance Equipment		5,000	2004
Replacement Reserve		250,000	2004
Total estimated cost over next 5 years		2,954,525	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHAwide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note:PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	PHA-Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Reduce Time To Lease Units		24,100	2005
Inventory/Work Orders		31,500	2005
Resident Participation		303,425	2005
Drug Prevention		15,000	2005
Youth Sports		131,000	2005
Security		100,000	2005
Health/Safety		38,000	2005
Family Advocacy		36,500	2005
Architect/Engineer Fees		200,000	2005
Site Work		100,000	2005
LBP Abatement/Rehab		2,525,000	2005
Office Equipment		50,000	2005
Automotive Equipment		30,000	2005
Replacement Reserve		694,859	2005
Total estimated cost over next 5 years		4,279,384	

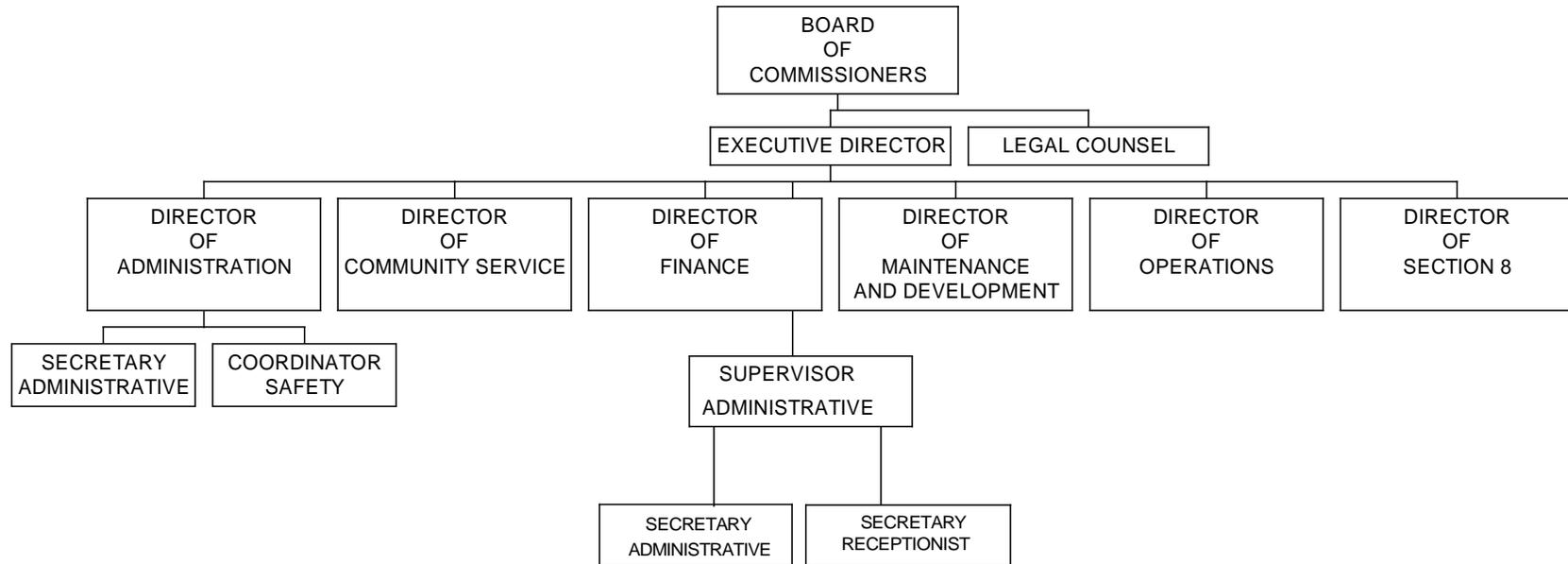
Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHAwide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

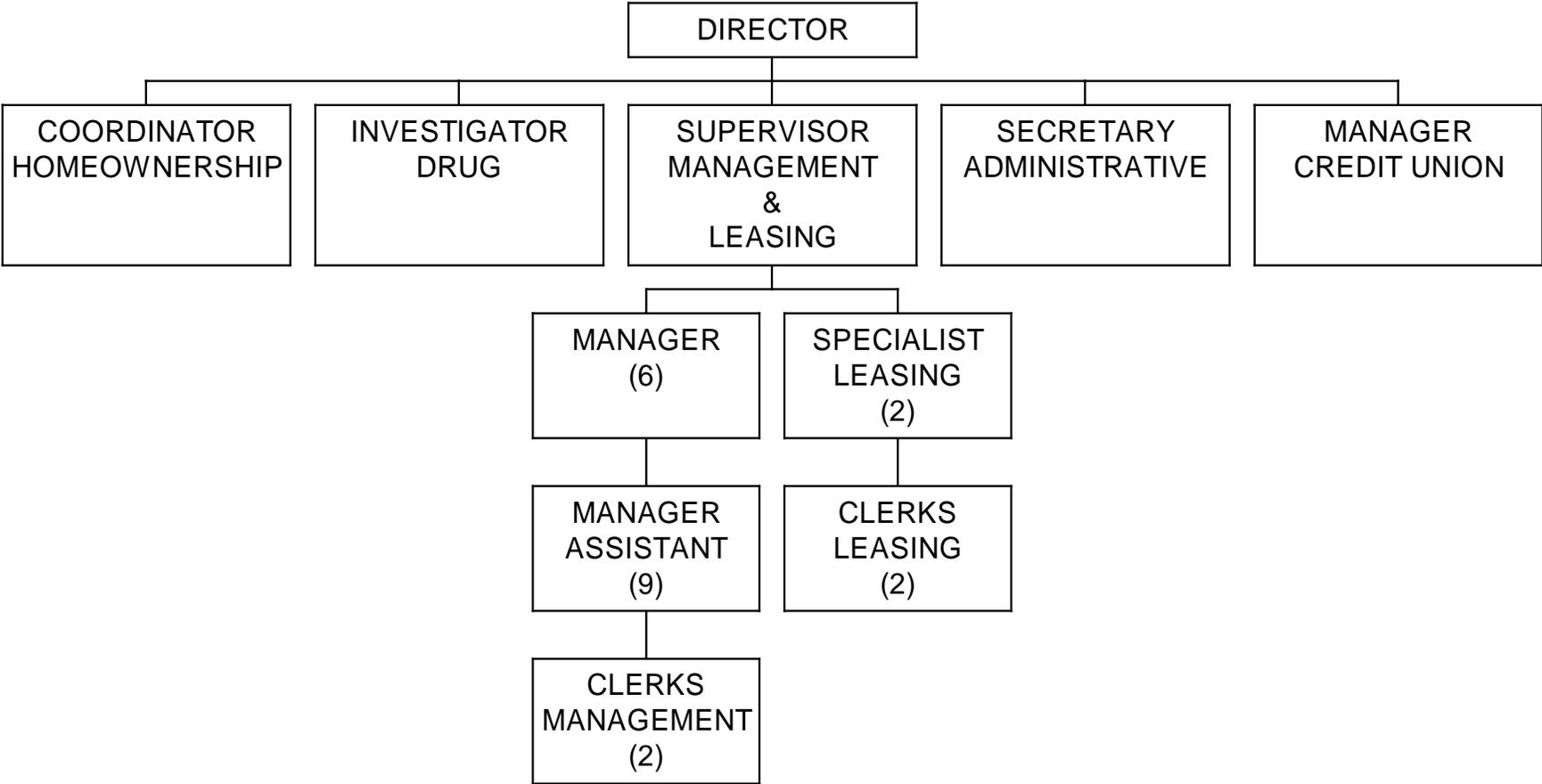
Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
18-10	Ellisdale/Gage		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Renovation		444,299	2002
Renovation		1,527,819	2003
Renovation		1,539,339	2004
Total estimated cost over next 5 years		3,511,457	

ORGANIZATIONAL CHART

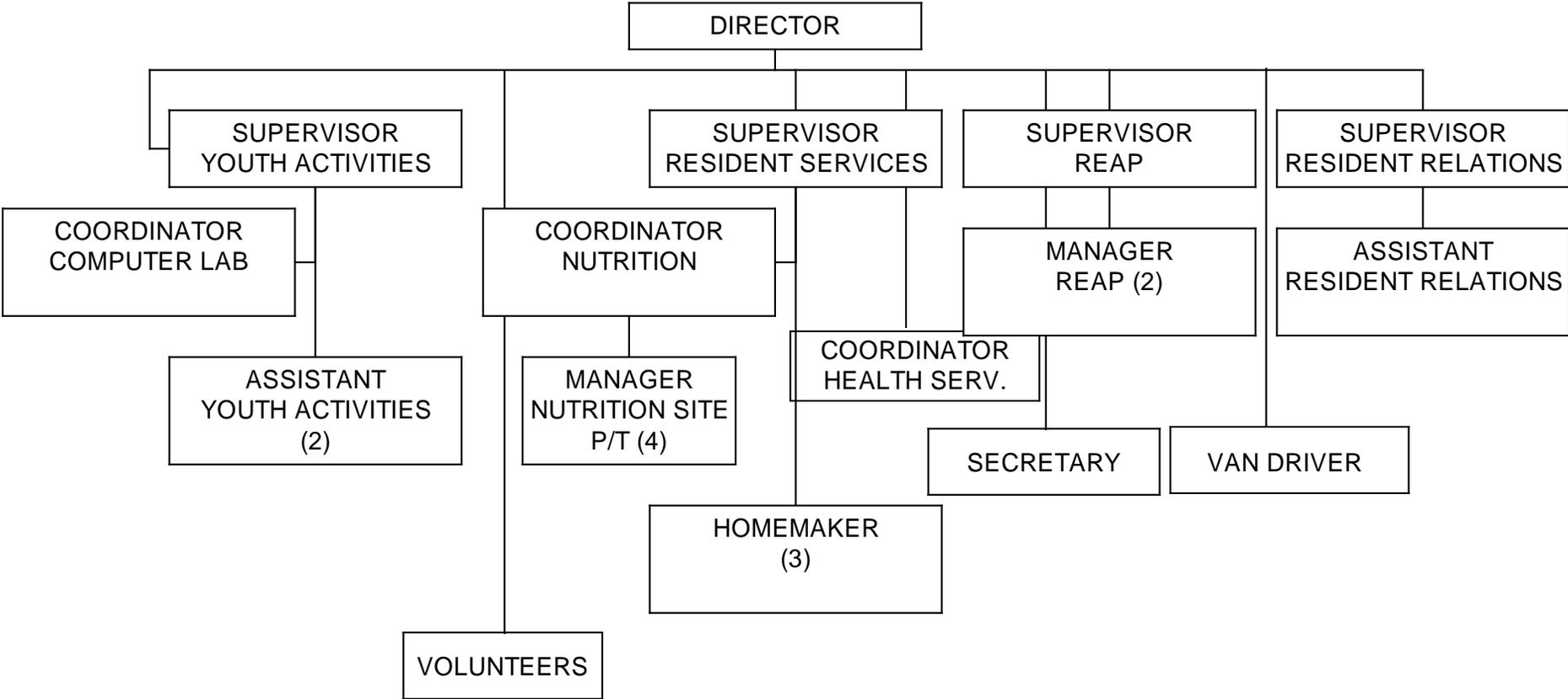
STARK METROPOLITAN HOUSING AUTHORITY



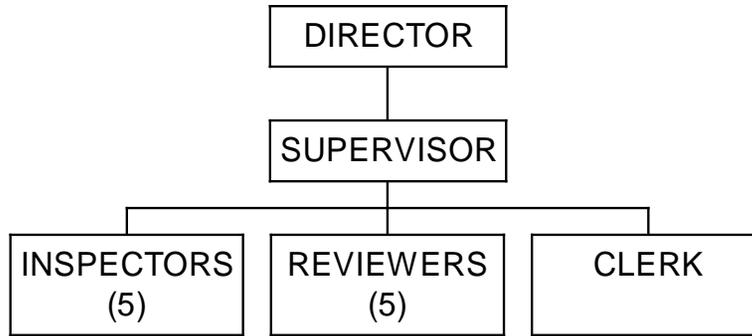
OPERATIONS



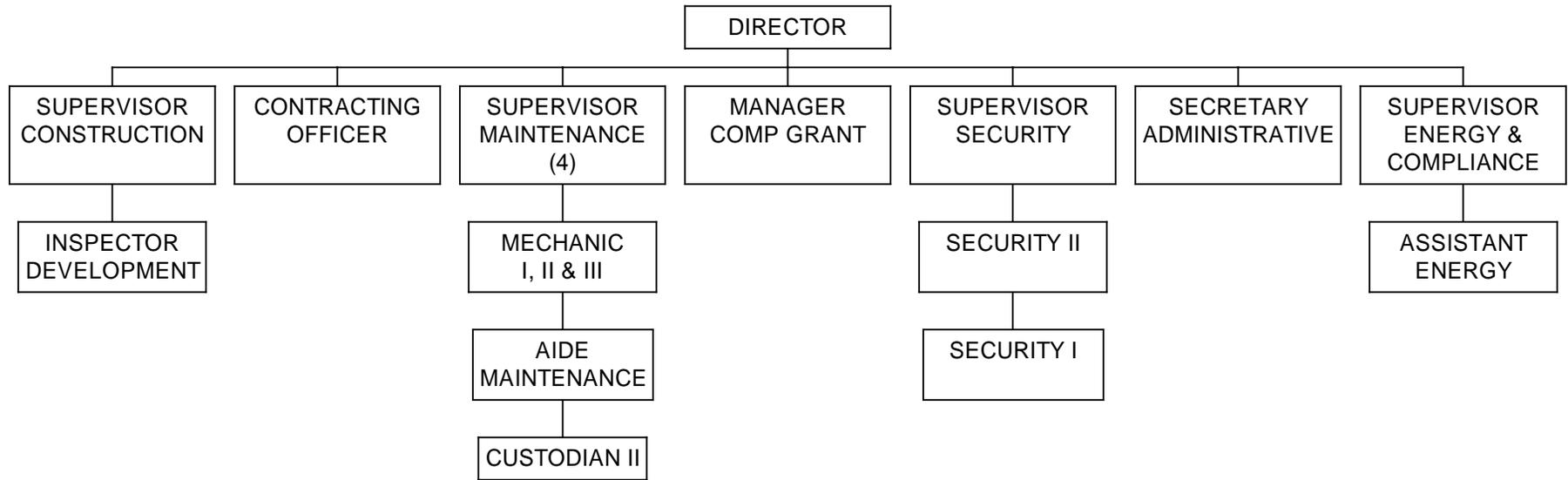
COMMUNITY SERVICES



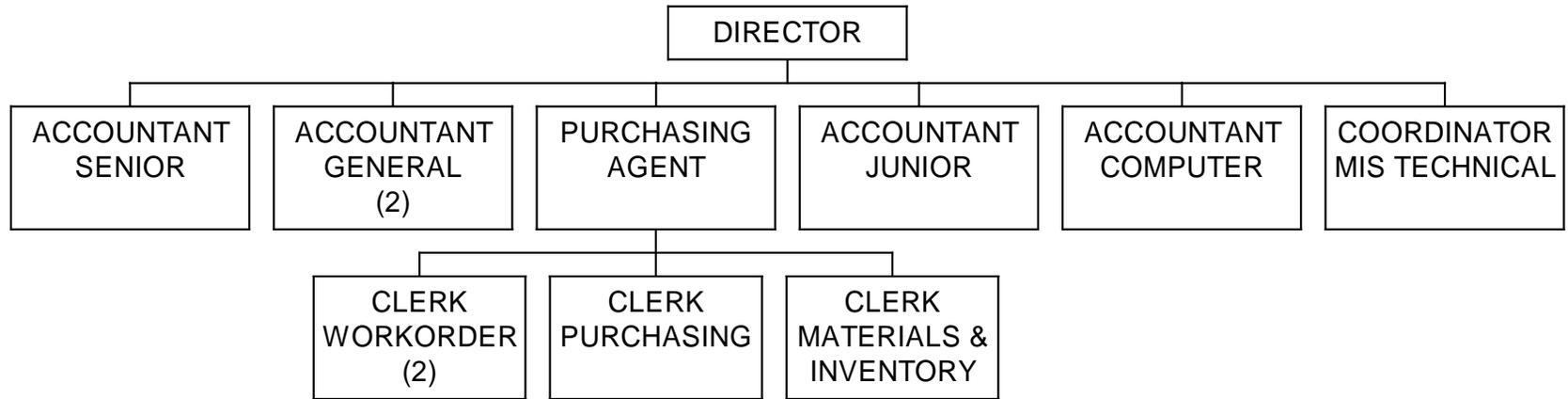
SECTION 8



MAINTENANCE & DEVELOPMENT



FINANCE



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 \$594,000

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

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)

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** _____ **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					
FY 1996					
FY 1997					
FY 1998					
FY 1999					

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.

B. PHDEP Budget Summary

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

FY _____ PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	

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: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Seved	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol						Total PHDEP Funding: \$	
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$		
------------------------------	--	--	--	--	--------------------------------	--	--

Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

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				
9130				
9140				
9150				
9160				
9170				
9180				
9190				
TOTAL		\$		\$

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.”

**2001 ANNUAL PLAN
STARK METROPOLITAN HOUSING AUTHORITY
OH018**

ATTACHMENT E

**SECTION 8 HOMEOWNERSHIP PROGRAM CAPACITY
STATEMENT**

The Stark MHA is in the process of developing a Section 8 homeownership plan that will be completed prior to the next fiscal year beginning 4/1/01.

The plan will have provisions requiring participants to do the following:

The buyer must have a downpayment of at least 3% of the purchase price of which at least 1% must come from the family's own resources.

The buyer must secure financing that is provided, insured or guaranteed by the state or Federal government; comply with the secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

The authority has had a 5H homeownership program in place since 9/6/95 and have sold 55 homes to date. This experience will lend itself to the development and implementation of a Section 8 homeownership program.

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**ATTACHMENT F
COMMUNITY SERVICE REQUIREMENT PLAN**

The authority has outlined a plan to implement the community service requirement. There are approximately 130 residents that will be affected by this requirement. The authority has several case managers that work with residents on self-sufficiency. These staff members can work with these residents to assess their skills, evaluate barriers to employment, set goals for personal development and use current networks to secure resources, etc. The top priority will be to involve the resident in 8 hours of a self sufficiency activity each month. In lieu of that, work assignments will be developed at the housing authority and in other agencies including the Department of Human Services.

The Resident Advisory Board will be working on the specifics of the plan during the months of November and December 2000. The general requirement is already stated in the ACOP. This ACOP and a new lease agreement will be revised, posted, etc. and implemented by 4/1/2001.

The authority has a memorandum of understanding with the Department of Human Services regarding another resident self-sufficiency program. The Department has been contacted to revise the memorandum. This will be completed by 4/1/2001 also.

Pet Rules and Regulations

POLICY

The Stark Metropolitan Housing Authority (SMHA) does comply with Federal regulations and will permit a common household pet in accordance with this policy. Common household pets as authorized by this policy means a domesticated animal such as a dog, cat, fish, birds, and rodents that are traditionally kept in the home for pleasure rather than commercial purposes. Any animals not permitted in residential units by state or local laws may not be kept by SMHA residents, including exotic or wild animal or snakes.

Residents of elderly or designated handicapped units are permitted small birds, caged animals, fish, cats, or dogs. Individuals with a documented disability requiring service animals, not residing in any of the above type units or not meeting other requirements (i.e. size/type of animal) must request specific modifications of this policy.

Residents who own pets under previous policies may continue to have the pets that they currently own. Any time that they request have a new pet, this request must be in compliance with the rule in effect at that time.

I. APPROVAL

A. Criteria

Request for permission to have a pet must be submitted prior to bringing a pet into the unit. The pet owner and the landlord (SMHA) must enter into a "Pet Agreement" (Appendix 2). In addition, the pet owner must provide proof of the pet's good health and suitability under the standards set forth in these rules and regulations. For dogs and cats, proof must be given (and renewed at the

time of resident's re-examination) of the animal's licensing and vaccination record, etc. Cats and dogs must be neutered or spayed. Proof of spaying or neutering must also be submitted. If the pet being registered is under-age for spaying and neutering, proof that this procedure has been undertaken must be presented to the authority at a designated time. Cats are required to have front paws declawed. All licenses and tags must be current.

Prior to admittance of a pet into the facility, residents will be required to complete the following forms:

1. Pet Policy Certification (see Appendix 1)
2. Pet Agreement (see Appendix 2)
3. Veterinarian's Certification (see Appendix 3)

B. Vaccination Requirements

Dogs and cats must have the proper inoculations required by law, and certified by a veterinarian licensed to practice in the State of Ohio.

II. DEFINITIONS

A common household pet is a domesticated animal, including dog, cat, bird, fish or rodent such as a gerbil or hamster.

A "service animal" is an animal which has been trained and certified to provide services to an individual with a disability.

A service animal will be permitted once proper documentation is submitted. However, animal control and veterinary practices will still be enforced.

A "common area" is any area to which all residents have access, and is not under the direct control of any individual resident.

"Management" refers to any employee or representative of the Stark Metropolitan Housing Authority.

III. PET DENSITY

Only one of the following is acceptable.

- A. No more than one dog or one cat may be kept in any unit.
- B. No more than two, small caged birds may be kept in any unit.
- C. An aquarium for fish may not exceed twenty (20) gallons.
- D. NO more than two (2) small animals, i.e. mice, gerbil, or hamster or one guinea pig or one rabbit may be kept in any unit. Small animals must be kept in a cage. (Cage sizes outlined in Exhibit B).

IV. SIZE/BREEDS

Cats and dogs shall be limited to small breeds where adult height at the shoulder shall not exceed twelve (15) inches. The size limitations do not apply to service animals.

Pitbulls and rotweilers are prohibited. In all other cases, local ordinances will apply.



V. DAMAGES/PET DEPOSIT

- A. The resident is responsible for reasonable expenses incurred by Stark MHA as a result of damages directly attributable to the presence of the pet, including cleaning and related waste removal, the cost of repairs and replacements to the dwelling unit and fumigation of the dwelling unit. If the resident is in occupancy when such costs occur, the resident will be billed for such costs as a current charge. No deposit will be charged for service animals.
- B. A pet deposit of \$250 will be charged for each dwelling unit where a dog or cat resides. The deposit may be paid as a \$50 initial payment, with the remainder to be paid in agreed upon consecutive monthly payments until the \$250 is reached. SMHA reserves the right to change this deposit amount at any time, consistent with Federal guidelines.
- C. Resident's liability for damages caused by his/her pet is not limited to the amount of the pet deposit and the resident will be required to reimburse SMHA for the real cost of any and all damages by his/her pet where they exceed the amount of the pet deposit.
- D. Upon move-out, units occupied by a cat or dog will be inspected by the housing manager for any infestation or other damage resulting from the pet. If the unit is found to be infested, the extermination charge will be the responsibility of the pet owner. The pet deposit will be returned at any time the pet no longer resides in the unit, minus any charges for damage caused by the pet. The resident is permitted, and encouraged, to be present for any and all inspections.

VI. PET RULES

A. Dogs and Cats

1. Dogs will not be permitted at the following family housing developments:
 - Jackson-Sherrick
 - Sunset Homes
 - Linwood Acres
 - Mahoning Manor
 - Gage Gardens
 - Ellisdale Homes
 - Willow Homes
 - Underhill Homes
 - Franklin Homes
 - Neal Court
 - Leshdale
2. Dogs and cats shall be quartered within the resident pet owner's unit. When dogs or cats are outside of the unit, they must be kept on a leash no longer than six (6) feet and under control, led by a reasonable person at all times. Under no circumstances shall any dog or cat be permitted to run loose in any common area. Dogs and cats will not be permitted to be quartered outside of the unit.
3. The unit must be kept free of odors and maintained in a clean and sanitary condition. All animal waste or litter from a catlitter box must be removed daily. Obnoxious odors can cause health problems and will not be tolerated.
 - a. Wastes must be placed in a plastic bag, tightly secured and deposited in a trash dumpster. Poorly disposed of waste will not be tolerated. At no time will pet waste be placed in trash chutes or in the unit.
 - b. Residents are not permitted to exercise their pet or permit their pet to excrete waste in interior common areas of the development premises.
4. Resident pet owners agree to be responsible for immediately cleaning up any waste, dirt, etc. caused by their pet in a common area. Resident pet owners shall also be responsible for immediately removing and properly disposing of any pet excreta, feces, urine, etc.
5. If management has to remove any pet waste, a twenty five-dollar (\$25) charge will be made. Repeated violations (three) will necessitate the owner removing the pet permanently from the premises. Failure to comply may result in termination of the resident's Dwelling Lease.
6. When a resident who owns a cat or dog calls in a work order, he/she must inform the work order clerk that he/she owns the pet. The resident is then responsible for securing the pet in the unit, before the staff will complete the work order.
7. SMHA and its staff are not responsible for any action, injuries or damages caused by any resident's pet. A pet is the sole responsibility and liability of the pet owner. **ANY PET, WHICH CAUSES BODILY INJURY TO ANY RESIDENT, GUEST OR STAFF MEMBER, SHALL**

BE IMMEDIATELY REMOVED FROM THE PREMISES WITHOUT PRIOR NOTIFICATION. (POSSIBLY PERMANENTLY).

8. Resident pet owners agree to control the noise of their pet such that it does not constitute a nuisance to any residents. Failure to control pet noise may result in the removal of the pet from the premises.
9. No dog or cat shall be left unattended in any unit for longer than twelve (12) hours. All other animals shall not be left unattended for more than twenty-four (24) hours.
10. All resident pet owners shall provide adequate care, nutrition, exercise and medical attention for their pets. Pets which appear to be poorly cared for or which are left unattended for longer than limits indicated in #7 above will be reported to the appropriate authority and removed from the premises at the pet owner's expense.
11. The pet owner will submit to the development office the names, addresses and telephone number of two responsible parties (not at the same address) who will care for the pet if the pet owner, for any reason, is unable to care for the pet. If the person is unable or unwilling to accept the responsibility, the pet owner authorizes management to contact state or local authorities to enter the apartment and remove the pet for a period not to exceed thirty (30) days. SMHA will not be responsible for the well being of the pet or any cost incurred during the thirty (30) day period. If there is no resolution regarding the care of the pet at the end of this period, the pet and the expenses incurred become the sole responsibility of the pet owner.
12. In the event of the death of the pet, it is agreed by the owner that management shall have discretion to dispose of the pet consistent with Federal guidelines if the main caretakers are unwilling to take responsibility, or if written instructions with respect to such disposal are not provided to the development office in advance by the resident. Cost of pet removal and subsequent fees will be charged to the resident. Under no circumstances are pets to be buried or disposed of on the premises or in trash containers or dumpsters.
 - a. Information regarding providers of pet disposal services is provided on Exhibit A.
13. Resident pet owners acknowledge that other residents may have chemical sensitivities or allergies related to pets and/or are easily frightened by such pets. The resident, therefore, agrees to exercise common sense and common courtesy with respect to the other residents' right to peaceful and quiet enjoyment of the premises. If using common laundry facilities, it is strongly recommended that the pet owner run an additional wash cycle and clean out all filters before leaving the wash room.
14. After proper written notification (Appendix 4), management may require the removal of the pet from the premises on a permanent or temporary basis for the following causes:
 - a. Excessive pet noise or odor after being advised by management.
 - b. Unruly or dangerous behavior.
 - c. Excessive damage of the resident's apartment.
 - d. Repeated problems with the pet or any infestations.
 - e. Failure of the resident to provide for adequate care of his/her pet.
 - f. Leaving a pet unattended for more than the allotted time period.

- g. Failure of the resident to provide adequate and appropriate vaccination of the pet.
- h. Tenant's death, serious illness and/or refusal or inability to care for the pet.

The resident will be given an additional notice to remove the pet that shall contain a brief statement defining the violation of the pet rules, a requirement that the resident must remove the pet within forty-eight (48) hours of the notice and a statement that failure to remove the pet will result in the initiation of termination of the lease agreement.

- 15. In the event of an emergency, the pet owner gives permission for the removal of the pet from the premises immediately for serious problems including, but not limited to, the following:
 - a. Pet becomes vicious.
 - b. Pet displays symptoms of serious illness.
 - c. Pet demonstrates other behavior that constitutes an immediate threat to the health and safety of a resident, guest, staff member or other authorized person.
- 16. Pets not owned by the resident are strictly prohibited with the exception of specially trained service animals that assist persons having a disability. These pets are not required to meet the limitations as to size or number. However, all other aspects of these rules and regulations will apply.
- 17. "Pet sitting" is not permitted for any pet not already within the same development.
- 18. Residents will not feed or water stray or wild animals.

B. Birds

- 1. Birds must be kept caged within the resident's unit at all times.
- 2. Cages must be cleaned not less than twice a week. Waste must be disposed of in sealed trash bags and placed in the trash dumpster. Litter cannot be flushed down the toilet.



C. Fish

- 1. The aquarium shall not exceed twenty (20) gallons and shall be placed on a management-



approved stand in a safe location within the unit.

2. Water damage to walls, carpets, flooring or the ceiling of the unit below caused by breakage or spillage of or from the aquarium shall be the responsibility of the tenant who shall be billed for repair costs, as required.

D. Other Animals

1. Animals of the rodent family (i.e. mice, hamsters, gerbils or a guinea pig, or a rabbit) must be kept caged at all times.
2. Cages must be kept clean. A thorough cleaning, not less than twice a week is recommended.
3. Any other issues such as noise, odor and behavior apply the same as for dogs and cats.



VII. NOTIFICATION POLICY

In the event that any pet owner violates these pet rules, management shall provide written notice of such violations as follows (Appendix 4):

A. Creation of a Nuisance

The owner of any pet which creates a nuisance upon the grounds or causes excessive noise, odor or unruly behavior shall be notified of such nuisance in writing by management and shall be given five (5) calendar days to correct such nuisance. Failure to comply may result in requiring the removal of the pet and/or termination of the pet owner's Dwelling Lease.

B. Dangerous Behavior

1. Any pet which physically threatens a resident, guest, staff member or other authorized persons within or on the development grounds shall be considered dangerous. SMHA shall provide written notification to the pet owner of the dangerous behavior and the pet owner shall have five (5) calendar days to correct the animal's behavior. It is the responsibility of the pet owner to correct the violation. Failure to comply may result in the removal of the pet and/or termination of the pet owner's Dwelling Lease. If the resident disagrees, they may request a formal hearing in accordance with the SMHA Grievance Procedure.
2. Any pet which causes physical harm to any resident, guest or other authorized person present upon the development grounds shall be immediately removed from the premises by management with written notice.

VIII. INSPECTION POLICY

A. Management is given permission to enter the pet owner's unit for the purpose of inspecting if a signed written complaint is received by management, or if management feels conduct or condition of the pet or pet owner warrants same. The inspection will be made during reasonable hours, after proper notice has been given to the pet owner (48 hours' notice). In an emergency situation, entry will be made immediately. Notice will be given to the pet owner at such emergency entry, giving the reason for such entry.

PET RULES AND REGULATIONS

AFFIDAVIT

I have read and understand the Pet Rules and Regulations of the Stark Metropolitan Housing Authority and agree to comply fully with their provisions. I understand that failure to comply may constitute reason for removal of my pet. Where required by management to remove my pet from the premises, I agree to effect such removal and understand that my failure to do so constitutes grounds for eviction.

_____ Unit Number _____
Resident (Print Name)

_____ Address _____ City _____ State _____ Zip _____

Resident's Signature

The above-named resident read and signed the Pet Rules and Regulations in my presence.

STARK METROPOLITAN HOUSING AUTHORITY

Print Name

Signature

Title

Date

APPENDIX 1
Pet Policy Certification – Dog/Cat

This document, completely filled out, must be submitted to management before the pet is permitted on the premises.

Name of Owner(s)_____

Address_____

Telephone Number (Work)_____ (Home)_____

Pet Description: Name_____

Breed_____

Age_____

When Full-Grown: Weight_____ Markings_____

License No._____ Tag info:_____

Flea Collar: Yes_____ No_____

Picture of Pet: Yes_____ No_____

If your pet is a cat, has it been declawed? Yes_____ No_____

Veterinarian's Name_____

Address_____

Telephone Number_____

Parties to assume responsibility for pet if you are unable to do so:

(1)Name(s)_____

Address_____

Telephone Number (Work)_____ (Home)_____

(2)Name(s)_____

Address_____

Telephone Number (Work)_____ (Home)_____

APPENDIX 2

Pet Agreement

The agreement entered into this ___ day of _____, 20___, by and between Stark Metropolitan Housing Authority and _____ (Resident). In consideration of their mutual promises, the parties agree as follows:

1. Resident desires and has received permission from SMHA to keep the pet named _____

and described as _____

2. This Agreement is an Addendum to and part of the Dwelling Lease between the SMHA and Resident, executed on _____, 20___. In the event of default by Resident of any of the terms of this Agreement and all succeeding leases, the resident agrees upon proper written notice of default from SMHA, to cure the default, remove the pet or vacate the premises. Resident agrees that SMHA may revoke the permission to keep said pet on the premises by giving Resident proper written notice.

3. As a special deposit for cats and dogs, Resident agrees to pay SMHA the sum of \$250, which shall be paid in an initial payment of \$_____ and _____ monthly payments of \$_____. When the resident vacates the property, SMHA may use this deposit as is reasonably necessary to take care of any damages or cleaning caused by or in connection with said pet. At the termination of this Agreement, any balance shall be refunded to the Resident within thirty (30) days. Resident agrees to pay SMHA for any damages caused by the pet in excess of this deposit and the security deposit on demand by SMHA. Damages, cleaning, etc. that occur while the resident lives in the unit will be billed as current charges.

4. Resident agrees to comply with:

- a. The Pet Policy
- b. All other applicable government laws and regulations such as, but not limited to, licensing, etc.

5. Resident represents that the pet is quiet and housebroken, and will not cause any damage or annoy other residents.

6. Resident agrees that the pet will not be permitted outside the Resident's unit unless restrained by a leash. Use of the grounds or premises of SMHA for sanitary purposes is prohibited.

7. Resident shall not permit the pet to cause any damage, discomfort, annoyance or nuisance, or in any way to inconvenience or cause complaints from any other resident. Any soiling created by the pet shall be immediately cleaned up by the Resident. If management has to remove any waste left by any pet, a twenty-five dollar (\$25) charge will be made. Repeated violations (three) will necessitate removal of the pet permanently from the premises for failure to comply and may result in termination of the Dwelling Lease.

8. Resident agrees to remedy any emergency situations involving their pet (e.g. attack by pet on staff members, another resident or a guest) immediately and any nuisance or dangerous behavior within five (5) days.

9. Resident will be financially responsible for any infestation of fleas or other insects that affects his/her own unit or any adjacent unit as a result of his/her pet.

10. Any pet left unattended for twelve (12) hours or more or whose health is jeopardized due to mistreatment or inappropriate care will be removed. The pet owner will be reported to the appropriately deemed authority to remove the pet at the expense of the Resident.

11. Resident agrees to maintain their pet in a healthy condition and to update the Veterinarian's Certification (Appendix 3) at the time of the annual re-examination.

12. Resident agrees that SMHA is in no way responsible nor liable for any action, injuries or damages caused by the resident's pet. A pet is the sole responsibility and liability of the pet owner. Nor is SMHA responsible for the safekeeping or well-being of the pet.

13. Resident has read and agrees to comply with this Pet Policy and agrees to comply with any rules and regulations that may be reasonably adopted in the future.

SMHA

Resident

Resident

Date

APPENDIX 3
Veterinarian's Certification

Pet Owner's Name _____

Veterinarian's Name _____

Address _____

Telephone Number _____

ANIMAL TYPE _____

BREED: _____

COLOR: _____

AGE: _____

WEIGHT: _____

MARKING: _____

LICENSE NO. _____

ISSUED: _____

DATE

TREATMENT:

Parvovirus _____

Distemper _____

Rabies _____

Heartworm _____

Spay/Neuter _____

Other _____

COMMENTS: _____

Next routine office visit: _____

Purpose: _____

Veterinarian's Signature

Date

APPENDIX 4
Pet Policy Rules Violation Notice

Date: _____

Time: (If delivered) _____ A.M./P.M.

To: _____

Name of Resident: _____
Street Address: _____
City, State, Zip Code: _____

Pet Name or Type: _____

This notice hereby informs you of the following pet rule violation:

Factual Basis for Determination of Violation:

As the pet owner, you have five (5) calendar days from the date shown on this notice (date notice delivered or mailed) in which to correct the violation or make a written request for a meeting to discuss the violation.

As the pet owner, you are entitled to be accompanied by another person of your choice at the meeting.

Failure to correct the violation, to request a meeting, or to appear at the requested meeting may result in initiation of procedures to terminate your tenancy.

SMHA Representative

EXHIBIT A

Pet Disposal Service Providers

- Check with your veterinarian on the service provider they use, options, pricing, and location.
- Stark County Humane Society
5100 Peach Street N.E.
(330) 453-5529
Drop off pet (dog or cat), price depends on size, below based on 25 lb. pet
\$25.00 fee without ashes
\$75.00 fee with ashes returned
- Stark County Animal Control – Dog Warden

1701 Mahoning Road N.E.
(330) 451-2343
Drop off dogs only - \$20.00 fee for disposal
Pick up dogs only - \$30.00 fee for disposal

- Boston Hills Pet Memorial Park
7005 Walters Road
Hudson, Ohio
(330) 653-6457

Inform veterinarian of service provider and option, drop off pet to veterinarian and pay fee. Pick up fee determined by service area. Service choices are communal burial or cremation with price varying according to pet size (approx. \$45 for small pet and \$80 for large pets)

- Woodside Pet Cemetery Inc.
6450 Shepler Church Ave.
(330) 484-1997

Dedicated land endowment care fund/caskets/headstones/urns/individual burials/individual cremations – all dependent on pet size
21” length approx. \$296.33 for burial service

- **UNDER NO CIRCUMSTANCES ARE PETS TO BE BURIED OR DISPOSED OF ON THE PREMISES OR TRASH CONTAINERS OR DUMPSTER.**

EXHIBIT B

Small Animal Cage Information

Mice: 12” starter kit - \$30

Gerbils/Hamsters: 16”x12”x12” starter kit -\$35
16”x24” 2 story - \$45
single (13”x10”x8”), 2 (13”x14”x10”), or 3 (13”x21”x10”) story range \$16-27

All of the above need lids and can be put into 10 gal. (20”x10 1/4”x12”) tanks

Guinea Pig: 2’x2’x2’ space recommended and flat bottom
24” or 36” \$45

Rabbit: grated bottom
24” or 30” \$34.99-50
30” starter kit \$50 60
25”x16”x15” starter kit \$58.70

**2001 ANNUAL PLAN
STARK METROPOLITAN HOUSING AUTHORITY
OH018**

ATTACHMENT H

PROGRESS REPORT

Planning area I – Increase the availability of decent, safe and affordable housing in the community

A. Create the capacity to develop and operate a range of housing programs.

The non-profit corporation is fully established and operational. Staff has been hired to manage the activities of the corporation. The budget will be determined and funding sources will be evaluated before the end of the fiscal year.

Goals B,C, D – all are scheduled to begin in year two. There has been some preliminary investigation of possible funding sources, available land, etc.

E. Preserve the affordable nature of 200 units of subsidized housing that are currently at risk from expired/expiring restrictions for use as low-income housing.

The Section 8 Director has been assigned to track expiring contracts and to take action to develop alternatives. The authority has recently assumed the responsibility for contract oversight for all such properties in the county under the supervision of the Section 8 Director. Therefore, she will have an increased awareness of these issues and be better able to devise alternatives.

Planning Area II – Ensure Equal Opportunity in Housing for All Americans

A. Increase public and corporate awareness and acceptance of the need for affordable housing in all communities

At this time, budget constraints preclude the hiring of a staff member to do this job. A public relations plan will be developed with duties assigned to current staff members.

- B. Achieve a 20% increase in the use of tenant based assistance in areas where incomes are above 50% of median.

No work has begun on this goal. These items will be completed by the end of the fiscal year.

- C. Reduce transportation-related barriers to occupancy of affordable units in non-impacted areas by 15%

The survey instrument is being developed and the survey will be conducted during the next 6 months.

- D. Deconcentrate existing public housing developments to achieve an occupancy that is 40% extremely low income, 35% very low income and 25% low income.

The deconcentration policy is included in general terms in the revised ACOP. Specifics will be addressed when new rules are issued. The authority has been evaluating software packages that will have the capacity to track information to implement policies to reach this goal.

Planning Area III – Promote Self Sufficiency and asset development of families and individuals

- A. Reduce the number of housing assistance beneficiaries receiving TANF by 70%.

The ACOP will be revised and implemented by 4/1/01. The changes will include preferences for applicants who are participating in education, training, etc. The Resident Economic Advancement Program and Drug Elimination programs (Young Moms) have ongoing programs to evaluate resident needs and assist them in setting and attaining goals.

- B. Decrease unemployment of able-bodied adults in public housing to a maximum of 10%

The ACOP and lease agreement will be revised and implemented by 4/1/01. The Resident Advisory Board is currently developing a draft of the policy for the resident community service requirement policy.

- C. Enable 75 beneficiaries of housing assistance program (public housing residents and Section 8 Tenant-Based Assistance recipients) to become homeowners

Since the beginning of the fiscal year, 10 public housing residents have purchased homes through the authority's 5H homeownership program.

The Section 8 Final Rule has been reviewed and a team of staff has been formed to begin writing a plan to be completed by January 2001. The resident advisory board will also participate in the development of the plan.

Rather than partnering with other agencies to conduct homeownership training, an SMHA employee has been certified by HUD to conduct homeownership training. To date, two training courses (12 hours) have been completed by 50 participants. Another session is scheduled for January 2001.

- D. Enable 100 families receiving tenant-based assistance to end their dependence on federal or state cash assistance.

The Resident Economic Advancement Program (REAP) has continued to enroll participants and to assist residents in securing employment and training. The authority applied for a ROSS grant to continue the program, but was not funded. The authority is in the process of securing alternative funding for the program.

Planning Area IV – Improve the quality of life and economic viability

- A. Improve the physical condition of existing SMHA-owned or SMHA managed housing units to achieve a minimum of 90% rent comparability with standard quality housing in the local private housing market.

An RFP has been published to select a consultant to do the market survey. The selection should be made by 12/1/00. Rather than hiring a consultant to complete the physical needs assessment, the authority created two PHA inspector positions. Their responsibilities include completing the annual physical inspection of the property as well as compiling information to develop a physical needs assessment.

- B. Increase the level of community satisfaction with services and with physical and social conditions in neighborhoods containing public housing where the current level of satisfaction with such neighborhoods is less than 50%.

To date, no work has started on this program. Staff will be assigned, etc. in January 2001.

- C. Increase by 25% the level of elderly resident satisfaction with their housing, services and programs.

Staff has been assigned to devise the survey instrument and methodology. Staff has been assigned to begin the process of applying for elderly only designation for Metropolitan Arms.

- D. Increase the economic viability of the SMHA by reducing the need by 5% for HUD funding for operations.

To date, no progress has been made on this goal. Staff will be assigned, etc. in January 2001 and expenditures, etc. will be evaluated when preparing the 2001 annual budget.

- E. Increase the ability of the SMHA to provide quality services by improving employee performance, productivity and customer service.

Staff training has begun. All supervisors attended a course on Leadership Skills. All office staff are taking tutorial classes to improve basic computer skills. Plans are underway to devise a maintenance training course. No work has begun on revising the organizational structure or job descriptions. A consultant has been hired to network our computer systems and to do an assessment of the hardware needs. Several software vendors have been contacted to do demonstrations of their products and the evaluation of their products is ongoing.

**2001 ANNUAL PLAN
STARK METROPOLITAN HOUSING AUTHORITY
OH018**

**ATTACHMENT J – RESIDENT BOARD MEMBER AND RESIDENT
ADVISORY BOARD**

Resident Board Member

The newly appointed resident board member is Linda Bell. She served as the resident representative to the board starting in September 1998. She was then appointed as a voting member of the board effective February 1, 2000. Ms. Bell has been a resident of the public housing program since 1977. She worked at the authority in the Energy Department in a job work experience placement with the Department of Human Services for several years and has since secured employment at a local social service agency.

Resident Advisory Board – Membership List

Officers:

Mark Stevenson – President
Betty Jackson – Vice-President
Tracy Stephens – Secretary/Treasurer
Sarah Mathis – Communications
Tina Taylor – Policy Committee

Members at large:

Sue Abel	Orena Green
Clarence Abel	Laura Griffin-White
Linda Abraham	Willie Grinter
Bill Accettola	Linda Hinson-Morgan
Yushanna Adams	Ruth Huntsman
Erdis Allen	Arthur James
Constance Alston	Antoinette Jensen
Lucille Anthony	William Jeter Jr.
William Armstrong	Clarence Johnson
DeWarn Bell	Tammy Johnson
Linda Bell	Karen Kanney
Deloris Berry	Robert Kline
Anita Bias	Shirley Lamacchia
Beatrice Boggs	Carol Lee
Harriette Boswell	Ruth Linder
Roye Brewer	Loreatha Linder
Mary Broulis	Christine May
Cecil Brown	Angela Mayle
Wanda Campbell	Lynn McIntyre
Jillion Camper	Jennie McPherson
Glen Cobbs	Kindrea Middleton
Karen Comisa	Dorothy Miller
Gretchen Dedrick	John Mitchell
Jane Donaldson	Veronica Morgan
Fannie Drake	Stacie Morgan
Tatyana Dzhilyayeva	Melvin Morgan
Joel Felder	Mareda Morris
Tiffany Foster	Pat Musisca
Debbie Green	Jenny Musisca

Margaret Overstreet
Janet Patterson
Lawrence Porter
Ethel Robinson
Valerie Royer
John Rushin
Sylvia Smith
Vivian Smith
Regina Smitherman
Wilette Stanford
Dorothy Stasky
Jerry Stuver
Timika Swint
Sophia Talarico
Diane Thomas
Christina Thompson
Norman Tillman
Angela Toe
Shirley Walker
LaTonia Ware
Tracy West
Charnale Williams
Cynthia Williams
Bessie Woods
Jackie Young
Salley Zimmerman
Laura Zinn