

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2003

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: 04/2003

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
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website:
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below): **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 & 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 & 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 & 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% Low Income (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%.**
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 2003
[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, non-profit 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 third 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 housing-related 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 Low-Income 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 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, income-skipping, 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.

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 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 there from will help the SMHA stand out as a leader in affordable housing throughout Stark County.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

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

Required Attachments:

- J** Admissions Policy for Deconcentration (**OH018j04**)
- A** FY 2003 Capital Fund Program Annual Statement (Comp Grant Annual Stmt) (**OH018a04**)
- 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 (**OH018c04**)

- B FY 2003 Capital Fund Program 5 Year Action Plan (Comp Grant Action Plan) **(OH018b04)**
 Public Housing Drug Elimination Program (PHDEP) Plan
 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 **(OH018e04)**
F Community Service Requirement Plan **(OH018f04)**
G Pet Policy **(OH018g04)**
H Progress Report – Year One **(OH018h04)**
I Resident Board Member and Resident Advisory Board Members **(OH018i04)**
K Voluntary Conversion **(OH018k04)**
L Section 8 PHA Project Based Vouchers **(OH018l04)**

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"/>	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
<input checked="" type="checkbox"/>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection & Admissions Policies

Applicable & On Display	Supporting Document	Applicable Plan Component
<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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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	
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)	
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	
N/A	Approved or submitted applications for demolition and/or disposition of public housing	
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
<input checked="" type="checkbox"/>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

Applicable & On Display	Supporting Document	Applicable Plan Component
☑	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
☑	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	
☑	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
☑	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
☑	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, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the Overall Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	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</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	1,036		558
Extremely low income <=30% AMI	698	67%	
Very low income (>30% but <=50% AMI)	281	27%	
Low income (>50% but <80% AMI)	57	6%	
Families with children	782	75%	
Elderly families	84	9%	
Families with Disabilities	149	14%	
Race/ethnicity (white)	630	61%	
Race/ethnicity (Black)	363	35%	
Race/ethnicity (Other)	43	4%	

Characteristics by Bedroom Size (Public Housing Only)	# of families	% of total families	Annual Turnover
1BR	450	43%	107
2 BR	368	36%	250
3 BR	175	17%	79
4 BR and 5BR	43	4%	15
TOTAL	1,036	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)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub-jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1,795		200
Extremely low income <=30% AMI	1,216	68%	
Very low income (>30% but <=50% AMI)	488	27%	

	# of families	% of total families	Annual Turnover
Low income (>50% but <80% AMI)	91	5%	
Families with children	1,432	80%	
Elderly families	109	6%	
Families with Disabilities	233	13%	
Race/ethnicity (White)	990	55%	
Race/ethnicity (Black)	720	40%	
Race/ethnicity (Other)	85	5%	

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 September, 2001 to 110% of the Success Rate Section 8 Fair Market Rents. (50th percentile 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

- 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.

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	12/30/01
	Evaluate and allocate internal sources of funding	9/01
	Develop funding proposals for external sources	Year 3
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 required resources	Identify strategic partners for housing planning and development	Year 3
	Consult with potential partners to determine basic approach to housing development	Year 3
	Identify and investigate financing vehicles available for housing development	Year 3
	Identify areas to be targeted for development	Year 3
	Draft long range development plan	Year 4

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 4
	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 4
	Select locations for development	Year 4
	Develop design criteria & design concepts	
	Prepare development plan(s)	

Objective	Activity	End Date
Through networking and direct presentation, obtain support for housing development proposal from governmental officials, housing finance agencies and, where necessary, the local community.	Tasks to be determined at a later date	Year 5
Acquire capital, sites and regulatory approvals for development.	Tasks to be determined at a later date	Year 5
Develop 50 units in years 4 through 5.	Tasks to be determined at a later date	Year 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	Years 2 & 3
	Enter discussions to determine roles of partners	
	Formalize relationships through MOAs/MOUs	

Objective	Activity	End Date
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	Years 2 & 3
	Select locations for development	Years 2 to 4
	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 4 & 5
Develop 50 units of elderly housing in years 3 through 5.	Tasks to be determined at a later date	Years 3 to 5

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	

Objective	Activity	End Date
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 2
	Initiate the buyer counseling and assistance program	
Acquire, rehabilitate, and/or newly construct homes for lease-purchase by lower income families	Tasks to be determined at a later date	Years 2 to 5

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	
Administer Tenant-Based Vouchers for persons displaced by expired use restrictions.	Determine the properties for which replacement vouchers will be necessary	Year 2 to 5
	Inform HUD of SMHA's desire to administer the vouchers	Year 2 to 5
	Formally apply for voucher allocation	Year 2 to 5
	Issue vouchers and provide program management services	
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 of these properties as low-income housing.	Identify and select development partners	Year 3 to 5
	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

Objective	Activity	End Date
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 4 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.	Assigned to Executive Director and Deputy Director	4/1/01
Identify the primary corporate and public targets for awareness enhancement.	Determine current perceptions, knowledge and attitudes regarding affordable housing	3/31/02
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	3/31/02
	Develop public relations and information policy	3/31/02
	Identify the programs and activities requiring a revised approach to PR and PI	Year 3
	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 3
	Identify and allocate sources of funds for anticipated expenses	
	Identify sources of in-kind services and obtain commitments	Year 3
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	Years 3 to 4
	Determine additional information required and format for that information	Years 3 to 4
	Prepare additional information for inclusion	Years 3 to 4
	Secure services of web site designer and update web site	Years 3 to 4

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	3/31/02
	Determine housing availability in those identified tracts	3/31/02
	Identify those selected census tracts with adequate availability of rental housing as targets for marketing	3/31/02

Objective	Activity	End Date
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
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	Years 2 to 3
	Distribute/disseminate information to owners of properties in the targeted areas	Years 2 to 3

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

Objective	Activity	End Date
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 3
	Develop written and other visual materials to educate and inform	Year 3
	Incorporate information to residents and beneficiaries in meetings with program participants, briefings, orientations, and handouts.	Year 3
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 3 and 4

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	9/30/01
	Compare property-specific income mix with income characteristics of neighborhood	9/30/01
	Identify properties whose income mix is considerably different than that of neighborhood	9/30/01

Objective	Activity	End Date
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	4/1/01
	Change ACOP to include preference for households that contribute to meeting income goals (broad range of incomes)	4/1/01
	Change ACOP to allow for income-skipping to achieve more appropriate income mix in targeted developments	4/1/01
Develop and implement incentives to attract and retain higher-income residents.	Implement flat rents	9/30/01
	Install air conditioners, carpeting and other market-comparable amenities in targeted properties	Years 1 to 5
Establish and utilize systems to monitor impact and effect of policies and incentives.	Revise software to include income group as a distinguishing tenant characteristic	12/31/01
	Track admissions and property occupancy by income group	12/31/01
	Determine trend of income groups within targeted properties and for all new admissions	Years 3 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	4/1/01
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	Years 2 to 5
	Refer these identified families to the appropriate job placement agency or service partner	Years 2 to 5

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	4/1/01
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	9/30/01
	Evaluate potential and actual effectiveness of existing programs in light of needs of residents	3/31/02
	Determine if any program modifications or additional services are needed	3/31/02
	Modify partnership agreements, service agreements and/or programs to increase level of success	Years 3 to 5
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	9/30/01
	Identify families that are ready for job placement	Years 3 to 5
	Refer these identified families to the appropriate job placement agency or service partners	Years 3 to 5
<u>Enforce the community service requirement for adult public housing residents that meet the standard.</u>	Include community service provision in the lease	4/1/01
	Assign staff responsibility for administration of resident community service requirement	4/1/01
	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	9/30/01
	Enter into referral and service agreement with identified agencies	9/30/01

	Develop and implement community service tracking and monitoring mechanism	9/30/01
	Identify residents with community service obligations and assess their work skills	9/30/01
	Based on the skills assessment, refer residents to the appropriate training program or community agency to utilize their labor	Years 2 to 5

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	Years 2 to 5
	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	Years 2 to 5
	Track the progress of the participants	

Objective	Activity	End Date
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	Years 2 to 5
	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	

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	3/31/02
	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 3

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 comprehensive physical needs assessment to identify improvements needed to correct deficiencies and to achieve market standards.	Improve SMHA Physical Inspection protocol	3/31/01
	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	Years 2 to 5
	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 the physical conditions and amenities of existing public housing.	Engage in standard process for designer selection, design, bidding and construction	Years 2 to 5

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 neighborhood is less than 50%.

Objective	Activity	End Date
Define the neighborhood boundaries and establish baseline of community perception of an satisfaction with physical and social conditions.	Assign SMHA staff to participate in the neighborhood planning effort	Year 4
	In consultation with City and County Planning Departments, define neighborhoods	Year 4
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	Year 4
	Invite such entities to participate in a formal neighborhood planning process	Year 4
	Help facilitate the organization of these groups and encourage the creation of a governing structure	Year 4
	Encourage and participate in the development of a neighborhood survey instrument and methodology	Year 4
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.	Assist in the conduct neighborhood survey, tabulate and evaluate survey results	Year 4
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 4
	Participate a series of planning sessions to identify challenges, opportunities and improvement strategies	Year 4
	Help synthesize the decisions of planning sessions into a neighborhood improvement plan	Year 4
	Participate in identification of resources and responsible parties to implement the improvement strategies	Year 4

Objective	Activity	End Date
Work cooperatively with the group to secure the required resources and to implement the improvement initiatives.	Assist in the preparation of proposals for funding, in-kind services and donations	Years 4 to 5
	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
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	5/31/02
	Determine if any program modifications or additional services are needed	5/31/02
	Modify partnership agreements, service agreements and/or programs to increase level of effectiveness and elderly resident satisfaction	Year 3
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 2
	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	Years 2 to 5
	Engage in standard process for designer selection, design, bidding and construction	Years 2 to 5

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	Years 2 to 5
	Complete capital improvements related to energy conservation	Years 2 to 5
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)	
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 4 to 5
	Create housing finance mechanisms that generate financing fees for the SMHA	Years 3 to 5
	Develop Capacity to obtain funding through grant sources	Years 2 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.	Conduct comprehensive review of the structure of the organization in light of the mission, goals and objectives of the SMHA	3/31/02
	Develop revised table of organization and redistribute work to achieve greater organizational efficiency and effectiveness	Years 2 to 3
	Develop process to revise job descriptions	Years 1 to 3
Revise job descriptions and performance evaluation criteria to increase employee awareness of their individual productivity and job performance.	Review existing job descriptions for conformity with current and proposed duties	Years 2 to 3
	Revise descriptions to reflect duties they are expected to perform	Years 2 to 3
	Revise evaluation tool to reflect the modified portfolio of duties	Years 2 to 3
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 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2002 grants)		
a) Public Housing Operating Fund	5,270,319	
b) Public Housing Capital Fund	4,999,427	
c) HOPE VI Revitalization	-----	
d) HOPE VI Demolition	-----	
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,948,241	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-----	
g) Resident Opportunity and Self-Sufficiency Grants	-----	
h) Section 8 Site-Based Contract Administration	1,662,398	
i) HOME		469,000
Other Federal Grants (list below)		
Shelter Plus Care	513,840	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
PHDEP <i>remaining from previous grants</i>	480,940	Public Housing Safety and Security
Resident Opportunity & Self Sufficiency Grant (ROSS) <i>remaining from previous grants</i>	359,314	Resident Self-Sufficiency

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Shelter Plus Care <i>remaining from previous grants</i>	230,250	
3. Public Housing Dwelling Rental Income	4,807,270	Public Housing Operations
4. Other income (list below)		
Interest and Other Income	247,014	Public Housing Operations
5. Non-federal sources (list below)		
Area Agency on Aging <i>Senior Nutrition Program</i>	100,899	Public Housing Supportive Services
Total Resources:	24,619,921	

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
 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

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

None

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
 If yes, how many lists?

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

4. Where can interested persons obtain more information about and sign up to be on the site-based

waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
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.

3 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:
 - Employing new admission preferences at targeted developments
If selected, list targeted developments below:
 - Other (list policies and developments targeted below)
 - Preferences for working families
 - Preferences for families enrolled in educational, training or upward mobility programs.
- 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)

Work with other agencies to facilitate activities that promote resident education and employment.

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:
(See attachment J)

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
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)
 - **Owes SMHA money**
 - **Screening for prior eviction from other assisted housing under U.S. Housing Act**
 - **Prior termination from Section 8 for program violations**

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
- 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

(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, for hard-to-house families, and as an accommodation for persons with disabilities.

(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; (3) HOME Program; (4) Section 8 Moderate Rehab; (5) SRO Homeless Program. Of these programs, only the Mainstream Program is funded through the Section 8 Program.

a. How does the PHA announce the availability of any special-purpose 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 sub-component 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 sub-component (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 \$1,000.00 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:

\$1,000.00 earned income per family.

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 familie

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 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?

(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 non-impacted 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	2,555	450
Section 8 Vouchers	1,500	240
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	267	60
Section 8 SRO	36	10
Program Name	Units or Families	Expected

	Served at Year Beginning	Turnover <i>includes turnover and expected use of vacant units or unused assistance</i>
Special Purpose Section 8 Certificates/Vouchers (list individually)	<i>Shelter+ Care</i> 30 <i>Homeless</i> 25 <i>Mainstream</i> 100 Total 191	10 8 <u>25</u> 43
Public Housing Drug Elimination Program (PHDEP)	1,493	0
Other Federal Programs(list individually)		
ROSS	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

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 long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

Fund)

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

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

- 1. Development name:
- 2. Development (project) number:
- 3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

The SMHA will continue to develop 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. In partnership with 2 nonprofits, SMHA will construct 28 units of elderly housing using Section 202 funds.

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: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

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 <i>NOT APPLICABLE</i>
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.)
Conversion of Public Housing Activity Description cont. <i>NOT APPLICABLE</i>
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

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. 1437z-4). (If "No", skip to component 11B; if "Yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

Public Housing Homeownership Activity Description PHASE I	
1a. Development name:	<u><i>Scattered Sites Homeownership I</i></u>
1b. Development (project) number:	<u><i>OH-18-43</i></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><i>APPROVED</i></u> <u><i>09/06/1995</i></u>
5. Number of units affected:	<u><i>25</i></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><i>Scattered Sites Homeownership II</i></u>
1b. Development (project) number:	<u><i>OH 18-45</i></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)	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) <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>12</u>
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8

homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If "Yes", list criteria below:

1. Prohibition against balloon mortgages.
2. Minimum family equity of 3% of purchase price, with 1% coming from personal resources.
3. Post purchase counseling is required.
4. The family must be a participant in the Section 8 Tenant Based Program.
5. Seller financing prohibited.
6. If family defaults on loan, they must reapply for rental assistance.

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)

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)
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
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
Computer Labs	458	Specific criteria	SMHA family developments	PH and Section 8 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
Services and Programs cont.				
Program Name &	Estimated Size	Allocation	Access	Eligibility

Description (including location, if appropriate)	(# participants)	Method (waiting list/random selection/specific criteria/other)	(development office / PHA main office / other provider name)	(public housing or section 8 participants or both)
Youth Programming	935	Open participation	SMHA developments and community recreation areas	PH youth
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

(2) Family Self Sufficiency Programs

a. Participation Description **NOT APPLICABLE**

Family Self Sufficiency (FSS) Participation (<u>NOT APPLICABLE</u>)		
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

- 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

reevaluation.

- 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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed in & 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

Franklin Homes - Project OH-18-11

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. Security will be funded with other resources when the grant expires.

b. SMHA contracts with the Canton Police Department, Massillon Police Department and Alliance Police Department 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

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)

Franklin Homes (project OH18-11)

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)
Franklin Homes (project OH18-11)

14. PET POLICY – see Attachment OH018g03

[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? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

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

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?

On November 1, 2002 all residents received notification that the plan would be posted beginning November 6, 2002. The notice also informed residents that public hearings would be held on December 11 and December 12 at three locations. A similar notice was placed in three local newspapers.

Copies of the draft plan were given to all resident association presidents at the senior buildings and to the president of the resident advisory board.

Comments were due back by December 18, 2002. No comments were received.

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

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

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

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

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

1. Yes No: Does the PHA meet the exemption criteria provided section

2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

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

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

Upon the expiration of the term of a commissioner, the Board of Commissioners submitted the name and qualifications of the resident it recommended to the appropriate appointing authority for consideration as a potential appointee to the SMHA Board of Commissioners. The individual recommended for appointment was appointed to the Board effective February 1, 2000.

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)
2. ***HOME funds allocated for SMHA to purchase property under preservation objective.***

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 108,000 to purchase house for homeownership program*

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