

PHA Plans
Streamlined Annual
Version

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

OMB No.
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(exp. 05/31/2006)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan
for Fiscal Year: 2004

PHA Name:

Perry Metropolitan Housing Authority

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: Perry Metropolitan Housing Authority

PHA Number: OH034

PHA Fiscal Year Beginning: (mm/yyyy) 01/2004

PHA Programs Administered:

Public Housing and Section 8

Section 8 Only

Public Housing Only

Number of public housing units:

Number of S8 units:

Number of public housing units:

Number of S8 units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

Name: Carole Sowards, Executive Director

Phone: (740) 982-5991

TDD:

Email (if available):

carolepmha@rrohio.com

Public Access to Information

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

PHA's main administrative office
offices

PHA's development management

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

Main administrative office of the PHA

PHA development management offices

Main administrative office of the local, county or 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)

Streamlined Annual PHA Plan

Fiscal Year 2004

[24 CFR Part 903.12(c)]

Table of Contents

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

1. Site-Based Waiting List Policies

903.7(b)(2) Policies on Eligibility, Selection, and Admissions

2. Capital Improvement Needs

903.7(g) Statement of Capital Improvements Needed

3. Section 8(y) Homeownership

903.7(k)(1)(i) Statement of Homeownership Programs

4. Project-Based Voucher Programs

5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.

6. Supporting Documents Available for Review

a. Operating Budgets

- b. Public Housing Admissions and Continued Occupancy Policy
- c. Section 8 Housing Choice Voucher Administrative Plan
- d. Homeownership Plan
- e. Pet Policy
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan* identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA’s principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, *Certification for a Drug-Free Workplace*; _

Form HUD-50071, *Certification of Payments to Influence Federal Transactions*; and

Form SF-LLL &SF-LLLa, *Disclosure of Lobbying Activities*.

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year?
If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number,	Date Initiated	Initial mix of Racial, Ethnic or Disability	Current mix of Racial, Ethnic or Disability	Percent change between initial

location)		Demographics	Demographics since Initiation of SBWL	and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ___ .
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

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 next component.

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

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.

2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability: 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.

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).

1. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
	Revitalization Plan under development
	Revitalization Plan submitted, pending approval

Revitalization Plan approved
Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:
4. Yes No: 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:
5. Yes No: 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:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)
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, what is the maximum number of participants this fiscal year?03
- 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:

- Be a S/8 Voucher participant for no less than one full year
- Be in good standing in the S/8 Housing Choice Voucher Program
- Have no indebtedness to the S/8 Housing Choice Voucher Program or any other subsidized housing program

c. What actions will the PHA undertake to implement the program this year (list)? Have entered into a Memorandum of Understanding with U.S. Dept. of HUD for Homeownership, attended HUD-provided Homeownership Training, have obtained assistance for participant training from local financial institutions and realtors; first Homeownership Class started 9/23/2003

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.

Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):

Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

low utilization rate for vouchers due to lack of suitable rental units
access to neighborhoods outside of high poverty areas

other (describe below:)

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)

Perry 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 on its waiting lists on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

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

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

PHAs are to 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	Related Plan Component
x	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
x	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
x	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
x	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
x	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility,

x		Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public housing rent determination policies, including the method for setting public housing flat rents. Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development. Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
x	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
x	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
x	Any policies governing any Section 8 special housing types Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures. Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
x	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
x	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	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, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing

	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
x	Policies governing any Section 8 Homeownership program (Section XL of the Section 8 Administrative Plan)	Annual Plan: Homeownership
x	Public Housing Community Service Policy/Programs Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
x	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
x	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
x	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
x	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
x	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part

PHA Name: Perry Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16-PO34-5 Replacement Housing Factor Grant No:
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost	
		Original	Revised
1	Total non-CFP Funds		
2	1406 Operations		
3	1408 Management Improvements	2,780	
4	1410 Administration	17,444	
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs	10,500	
8	1440 Site Acquisition		
9	1450 Site Improvement	13,000	
10	1460 Dwelling Structures	17,000	
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Nondwelling Structures	113,720	
13	1475 Nondwelling Equipment		

14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1499 Development Activities			
19	1501 Collateralization or Debt Service			
20	1502 Contingency			
21	Amount of Annual Grant: (sum of lines 2 – 20)			
22	Amount of line 21 Related to LBP Activities			
23	Amount of line 21 Related to Section 504 compliance			
24	Amount of line 21 Related to Security – Soft Costs			
25	Amount of Line 21 Related to Security – Hard Costs	7,800		
26	Amount of line 21 Related to Energy Conservation Measures			

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

PHA Name: Perry Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-PO34-501-03 Replacement Housing Factor Grant No:			Federal F	
Development Number ame/HA-Wid Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		To
				Original	Revised	
OH034-001	Replace landscaping	1450		6,000		
	Replace emergency lights in Pods A & B & common areas	1460		2,500		
	Replace interior/exterior door locks and master keyed	1460		5,300		
	Enclose courtyard in Pod A to include resident storage area, activity room and meeting room	1470		113,720		
OH034-002	Replace landscaping	1450		7,000		
	Replace washer hook-ups	1460		5,000		
	Exterior hydrants on 10 dwelling buildings	1460		4,200		
OH034-PHA Wide	Management Improvements	1408		2,780		

	Administration	1410		17,444		
	Fees and Costs	1430		10,500		

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

PHA Name: Perry Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: OH16-PO34-501-03 Replacement Housing Factor No:					Federal
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason
	Original	Revised	Actual	Original	Revised	Actual	
OH034-001/002/PHA Wide	3/31/2005			12/31/2005			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Perry Metropolitan Housing Authority					Original 5-Year Revision No:
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2001 PHA FY: 2001	Work Statement for Year 3 FFY Grant: 2002 PHA FY: 2002	Work Statem for Year FFY Grant: 200 PHA FY: 2003	
OH034-001	Annual Statement	74,771.58	108,487.00	127,520.00	
OH034-002		126,378.21	50,528.00	16,200.00	
OH034-PHA Wide		21,605.21	53,000.00	30,724.00	
CFP Funds Listed for 5-year planning		222,755.00	212,015.00	174,444.00	
Replacement Housing Factor Funds					

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Perry Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16-PO34-501-01 Replacement Housing Factor Grant No:	Federal FY of Grant 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	15,755.00	7,104.95	7,104.95	7,104.95
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	175,000.00	200,749.80	200,749.80	200,749.80
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	32,000.00	14,900.25	14,900.25	14,900.25
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Maintenance, Work, Demolition				

22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Perry Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH16-PO34-501-02 Replacement Housing Factor Grant No:	Federal FY of Grant 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)

Performance and Evaluation Report for Period Ending: 07/31/2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements		5,000.00	450.00	450.00
4	1410 Administration	15,515.00	18,000.00	7,799.19	4,359.05
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	12,000.00	50,000.00	450.00	450.00
10	1460 Dwelling Structures	184,500.00	109,015.00	87,749.60	43,529.89
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Perry Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16-P34-501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Sta V
				Original	Revised	Funds Obligated	Funds Expended	
OH034-001	Replace landscaping	1450		12,000.00	4,470.00			
	Purchase spreader for ground work	1450			450.00	450.00	450.00	1
	Replace outdoor emergency lights @ 1 BR apt. bldg.	1450			3,000.00			
	Replace tubs, surrounds, vanities in 23 SF units	1460		46,000.00	38,604.00	38,604.00	30,667.50	1
	Replace exterior/interior door locks	1460			5,300.00			
	Emergency call system 1 BR apts.	1460		50,000.00	56,663.00			
OH034-002	Replace closet doors, interior and front/rear entrance doors	1460		87,500.00	3,448.00	3,448.00	3,448.00	1
	Replace outside hydrants	1450			4,100.00			
	Resurface parking areas between bldgs. 4 & 5	1450			37,980.00			
	Replace washer hook-ups	1460			5,000.00			

8. Capital Fund Program Five-Year Action Plan

8. Capital Fund Program Five-Year Action Plan

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2001 PHA FY: 2001			Activities for Year: <u>3</u> FFY Grant: 2002 PHA FY: 2002	
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories
See	OH034-001	Office Equipment	399.99	OH034-001	Lawn equipment
Annual		Kitchen cabinets	74,371.59		Lighting
Statement	<i>Subtotal:</i>		74,771.58		Bathrooms
					Door locks
	OH034-PHA Wide	Administration	6,704.96		ER Call system
		Truck	14,900.25	<i>Subtotal:</i>	
	<i>Subtotal:</i>		21,605.21	OH16-PO34-002	Interior doors
					Exterior hydrants
					Asphalt resurfacing
					Washer hook-ups
				<i>Subtotal:</i>	
				OH034-PHA Wide	Mngmnt. Imprvmnts
					Administration
					Truck
				<i>Subtotal:</i>	
Total CFP Estimated Cost			\$		

8. Capital Fund Program Five-Year Action Plan

Activities for Year : 4 _ _ FFY Grant: 2003 PHA FY: 2004			Activities for Year: 5 FFY Grant: 2004 PHA FY: 2004		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	
OH034-001	Landscaping	6,000.00	OH034-001	Ranges/refrigs.	
	Lighting	2,500.00		Lighting	
	Door locks	5,300.00		Washers/dryers	
	Enclose courtyard	113,720.00		Zonelines	
Subtotal:		127,520.00		Playground	
			Subtotal:		
OH034-002	Landscaping	7,000.00			
	Washer hookups	5,000.00	OH034-002	Lighting	
	Exterior hydrants	4,200.00		Exhaust fans	
Subtotal:		16,200.00		Asphalting	
				Washers/dryers	
OH034-PHA Wide	Mngmnt Improve.	2,780.00		Playgrounds	
	Administration	17,444.00		Com Rm. Carpet	
	Fees & Costs	10500.00	Subtotal:		
Subtotal:		30,724.00			
			OH034-PHA Wide	Mngmnt Improve.	
				Administration	
				Mowing Equip	
			Subtotal:		
Total CFP Estimated Cost		\$ 174,444.00			\$

The Annual Plan

EXECUTIVE SUMMARY

FYE 12/31/2004

1. **Housing Needs:** The Perry Metropolitan Housing Authority has determined that the housing needs for low-income and very-low income families (including families with disabilities and elderly families) within its jurisdiction, the surrounding area and on the waiting list are as follows:

- a. Housing that is decent, safe, sanitary and affordable
- b. Housing for working families: very-low, low and moderate income families need affordable housing within reasonable proximity to their employment, schools, child-care, etc.

Current Waiting List Data (as of 9/3/03)

<u>Bedroom Size</u>	<u>Public Housing</u>		<u>Section 8</u>
<i>One Bedroom</i>		12	19
<i>Two Bedroom</i>	21		36
<i>Three Bedroom</i>	11	17	
<i>Four Bedroom</i>		3	N/A
TOTAL APPLICANTS		47	72

c. Annual recap of characteristics of families (10/1/2002 – 9/3/2003):

<i>AFDC</i>	18%	15%
<i>Non-elderly</i>	76%	66%
<i>Elderly</i>	24%	34%
<i>Female Head of Household</i>	71%	84%
<i>Minority Group: Caucasian</i>	98%	94%
<i>Black</i>	2%	2%
<i>Hispanic</i>	%	2%
<i>Am Ind Asn/Pac Is</i>	%	1%
<i>Other</i>	%	1%
<i>Income Ranges (MFI = \$45,700)</i>		
<i>30% of median</i>	75%	14%
<i>Very low income</i>	18%	
<i>Low income</i>	7%	
<i>Over 80%</i>		86%

d. The most recent *Community Housing Improvement Strategy Update (2001-2003)* for Perry County,

Ohio denotes that persons most in need of housing are the working poor, first time homebuyers and the elderly. It was also noted that the most successful housing programs in the county were *CHIP Down Payment Assistance and Rehabilitation*. Perry Metropolitan Housing Authority's housing programs also ranked high. The Housing Advisory Committee identified the lack of decent, yet affordable housing throughout the county as the number one need in the housing market.

2. **Financial Resources:** Estimated and actual financial resources available to support the Public Housing and Section 8 housing programs administered by Perry Metropolitan Housing Authority are defined as follows and attached:

a. *Public Housing Operations* (estimated - FYE 12/31/2004):

Operating Receipts:

Subsidy - \$248,850

Dwelling Rent - \$239,860

Excess Utility - \$1,560

Operating Reserve - \$352,716

Operating Expenditures:

Administration - \$145,814

Tenant Services - \$6,000

Utilities - \$101,670

Maintenance - \$132,370

General Expenses - \$88,330

Non-Routine Expenses - \$11,450

b. *Modernization:*

Capital Fund OH16-PO34-501-01: Total Grant Award: \$222,755

Total Obligated Funds: \$222,755

Total Expended Funds: \$222,755

Capital Fund OH16-PO34-501-02: Total Grant Award: \$212,015

Total Obligated Funds (through 8/31/2003): \$99,663.73

Total Expended Funds (through 8/31/2003): \$56,271.88

Capital Fund OH16-PO34-501-03: Total Grant Award: \$174,444

Total Obligated Funds: \$--

Total Expended Funds: \$--

Capital Fund OH16-PO34-501-01 was cost certified and submitted to the U.S. Department of Housing and Urban Development on August 14, 2003. Major expenditures under this grant included:

Project OH034-001: kitchen cabinet/counter top replacement in one bedroom apartments

Project OH034-002: carpet replacement in the second story of two, three and four bedroom apartments and interior door replacement

Project OH034-PHA Wide: Accounting services (GAAP and year-end reports), wages/benefits, purchase 2003 Ford pick-up

Capital Fund OH16-PO34-501-02: Major expenditures include:

Project OH034-001: Replace bathroom tubs, surrounds and vanities, replace exterior/interior door locks, upgrade emergency call system (one bedroom apartment building)

OH034-002: Complete replacement of interior doors and front/rear entrance doors, replace washer hook-ups

OH034-003: Replace laundry room doors

OH034-PHA Wide: Wages/benefits, replace 1992 F-150 truck

c. *McKinney Act Refunding Agreement:*

As a result of entering into a Refunding Agreement dated 12/1/98 with the U.S. Department of Housing and

Urban Development, acting through the New Lexington Housing Development Corporation as its instrumentality, proceeds from the issuance of refunding bonds was approved for Perry MHA. The total amount received to date equals \$70,234.13; expenditures to date equal \$66,343.36. The last funding increment is being used to acquire playground equipment, storage facility and items for common areas.

d. *Section 8 Housing Choice Voucher Program* (estimated funding FYE 12/31/2004)”

Operating Receipts:

Annual HUD Contributions - \$1,015,941

Interest - \$2,000

Other Income - \$1,500

Operating Expenses:

Housing Assistance Payments - \$900,624

Administration - \$110,317

Hard-to-House - \$3,000

Audit - \$2,000

3. Services to Assisted Families:

1. Nutrition Program for elderly and disabled
2. Summer Youth Nutrition Program
3. County recycling program
4. Summer Youth Training Employment Program
5. “One Stop” Program
6. Local Ministerial Association
7. Local community recreation centers
8. County Extension Office
9. “AA” Meeting site
10. Disaster Planning
11. County Food Bank/Commodities
12. Dare Program
13. Family Self-Sufficiency Program (Section 8)
14. Homeownership (Section 8)
15. County Health Department Immunization Program
16. Wellness Programs

4. Policies Regarding Eligibility, Selection and Admissions: The following policies are incorporated into the PHA’s Annual Plan as attachments:

1. *Admission and Continued Occupancy Policy* (attachment OH034g04)
2. *Waiting List* (attachment OH034h04)
3. *Deconcentration* (attachment OH034i04)

5. Rent Determination Policies:

a. *Public Housing:*

1. Minimum Rent: \$50.00/month in Public Housing; family cannot be evicted if unable to pay the minimum rent if actual hardship is proven to exist.
2. Utility Allowance: data provided by gas and electric providers on consumption and cost for each dwelling unit reviewed annually; allowance is changed accordingly if increase or decrease is five percent (5%) or more.
3. Flat Rent: current flat rent = \$355.00/month regardless of bedroom size; based upon current financial

statement data (per unit month operating expenses), Fair Market Rent and rent reasonableness data.

4 Ceiling Rent: defined the same as Fair Market Rent

5. Income Based Rent: additional allowances recognized in determining base rent:

- a. Paying Child Support: \$480.00/annum/child
- b. Working Family or Student: \$480.00/annum/family; student must be enrolled in an accredited program (college, university, technical or vocational)
- c. Family Medical: un-reimbursed medical expenses; allowance is calculated in same manner as elderly or disabled person
- d. Spousal Support: up to \$550.00/annum

b. *Section 8 Housing Choice Voucher:*

1. Minimum rent: \$25.00/month; family cannot be terminated if unable to pay minimum rent if actual hardship is proven to exist
2. Family medical: un-reimbursed medical expenses; allowance is calculated in the same manner as elderly or disabled person
3. Payment Standard: is based upon current *Fair Market Rent* as well as the Housing Authority's data on average HAP and tenant payments per bedroom size; payment standards are reviewed on an annual basis.
4. Utility Allowance: data on rates for utility companies providing the utility in the jurisdiction of the PHA is reviewed annually; an adjustment to the utility allowance is made based on that data. An allowance is provided for both one and two story dwellings.

6. Operation and Maintenance: not required to respond (high performer + small PHA).

7. Grievance Procedure: not required to respond (high performer + small PHA).

8. Capital Improvements Needed: The capital improvements deemed necessary to ensure the long-term physical and social viability of our housing communities have been completed or are in the process of being completed. The following *Comprehensive Improvement Assistance Program (CIAP)* grants have been received, expended and cost certified:

- CIAP OH16-P034-905-85: \$59,500
- CIAP OH16-P034-906/907-91/92: \$355,600
- CIAP OH16-P034-908-93: \$520,000
- CIAP OH16-P034-909-94: \$226,000
- CIAP OH16-P034-910-95: \$151,845
- CIAP OH16-P034-911-96: \$222,583
- CIAP OH16-P034-912-97: \$240,000
- CIAP OH16-P034-913-98: \$240,000
- CIAP OH16-P034-914-99: \$187,558

The following *Capital Fund (CF)* program grant has been received, expended and cost certified:

- CF OH16-P034-501-00: \$219,190

The following *Capital Fund (CF)* program grants have been received and have/are being expended:

- CF OH16-P034-501-01: \$222,755 (Cost Certificate submitted and awaiting HUD approval)
- CF OH16-P034-501-02: \$212,015
- CF OH16-P034-501-03: \$174,444

9. Demolition and Disposition: The PHA has no immediate plans to request approval of demolition or deposition of any property; current housing stock is twenty-eight (28) years old or less. Capital improvement grants have afforded us the opportunity to make necessary repairs/replacements and the overall condition of our properties is good.

10. Property Designated as Housing for Elderly or Disabled: The PHA received approval from the U.S. Department of Housing and Urban Development August 20, 2001 to designate 26 one bedroom apartments for elderly and disabled persons, development number OH034-001, *James L. Brown Terrace Heights*. 21 units are designated for elderly and 5 are designated for disabled persons. There are no immediate plans to request any additional designated housing.

11. Conversion of Housing to Tenant-Based Assistance: The PHA has no immediate plans to convert any property to tenant-based assistance nor is any property covered by the mandatory conversion requirement at this time.

12. Homeownership Program: The PHA entered into a *Memorandum of Understanding* with the U.S. Department of Housing and Urban Development June 24, 2003 which is a mutual commitment to enhance homeownership opportunities for participants of the *Homebuyer Education Learning Program (HELP)*. This homeownership program will be funded through the Section 8 Housing Choice Voucher funding. The PHA will begin the first class September 23, 2003. Our Homeownership Policy states we will issue a total of three (3) voucher certificates to eligible participants per calendar year for homeownership and will continue to add three (3) per calendar year thereafter for a period of ten (10) years; maximum number of homeownership participants will be limited to thirty (30). The PHA has collaborated with local financial institutions and realtors to assist with the *HELP* Program.

13. Community Service and Self-Sufficiency Programs:

a. *Family Self-Sufficiency Program (Section 8 Housing Choice Voucher):* This program has been provided for

a number of years with success to those families completing the terms of the contract. The *FSS* Coordinator encourages eligible Voucher holders to enter into a *Contract of Participation* and develops an individual service plan for each participant. They are lined to available services, as needed, with continued follow-up. The PHA has entered into agreements with various County agencies under *Cooperative Agreements* whereby an ongoing collaborative working report can be maintained between the agencies and clients. Available services, programmatic changes and efforts to maximize available resources are measurable highlights of the agreements.

b. *Treatment of Income Changes Resulting from Welfare Program Requirements:* The *Admission and Continued Occupancy Policy* and *Section 8 Administrative Plan* include the provision that the rent paid by a family will not be reduced if the household income is decreased as a result of their failure to comply with welfare program requirements to participate in employment or self-sufficiency programs. Rent paid by the family will not be reduced if household income decreases due to a welfare sanction imposed as a result of fraud committed by the family.

c. *Community Service:* Each adult member of the household is required to spend eight (8) hours each month engaged in community service or participate in a self-sufficiency program. Compliance is determined thirty (30) days before the end of each lease term. Those exempt from this requirement: 62 years of age or older, blind and/or disabled and their caretakers, employed persons, persons exempt from state work programs including welfare-to-work programs, person in compliance with and receiving assistance from a state-funded work program including welfare-to-work. The dwelling lease is not renewed if the required community service has not been completed to the satisfaction of the PHA. Community service requirements do not apply to the Section 8 Housing Choice Voucher Program.

14. Policies and Rules for Ownership of Pets: A Pet Policy has been established that provides guidelines that govern the ownership of pets in the public housing communities of Perry MHA.

15. Civil Rights Certification: Perry Metropolitan Housing Authority does not discriminate with respect to housing, employment, disability, race, religion, creed or color.

16. Fiscal Year Audit: The financial audit for the period ending 12/31/2002 has been completed and approved. The report is on file with the U.S. Department of Housing and Urban Development, the Auditor of State's Office, the auditing firm of Jones, Cochenour and Company (Lancaster, Ohio) and in the administrative office of the PHA. No audit findings or recommendations were noted for this audit period.

17. Management and Maintenance: The PHA has been designated a *High Performer* as a result of the scores attained in the *Public Housing Assessment Program (PHAS)* and *Section 8 Management Assessment Program (SEMAP)* for the period ending 12/31/2002. The PHA received the following scores:

- *PHAS:* one hundred percent (100%)
- SEMAP:* ninety-six percent (96%)

18. Executive Summary: The Annual Plan submitted for Perry Metropolitan Housing Authority for the period ended 12/31/2004 is summarized as follows:

1. Housing needs of Perry County, Ohio
2. Financial resources: Operating budgets for Public Housing, Section 8 Housing Choice Voucher program and modernization; all include their proposed use for continuum of current housing programs and improvements.
3. Policies:
 - *Admission and Continued Occupancy Policy*
Waiting List
Deconcentration
4. Rent Determination: Policies for Public Housing and Section 8 Housing Choice Voucher Programs which define the procedures regarding proper calculation of dwelling rent for each assisted family.
5. Capital Improvements: All *Capital Fund* Program funds are included in the Plan. Proper receipt and expenditure of grant monies demonstrate the PHA's initiative, capability, progress and continued eligibility for improvement funds. The PHA staff and the Board of Directors strive to assure that proper management and maintenance of its housing programs continues at a high standard of performance.
6. Demolition and Disposition: No immediate plans are being considered for any demolition or disposition of current PHA dwellings and/or buildings. All are considered to be in above average condition.
7. Conversion of Housing to Tenant-Based Assistance: No immediate plans are in place to convert any property to tenant-based assistance nor does the PHA own any property that might be subject to the mandatory conversion.
8. Homeownership: Initiated in September, 2003 in the Section 8 Housing Choice Voucher Program
9. Community Service and Self-Sufficiency Programs: The Annual Plan includes an overview of both the Section 8 FSS Program and Community Service.
10. Pet Ownership: The PHA enforces its Pet Ownership Policy in compliance with current housing program regulations. It has proven to be effective, for the most part, in controlling pets not to be a nuisance or threat to other persons in the housing developments.
11. Civil Rights Certification: The certification is incorporated into the *Admissions and Continued Occupancy Policy* and employment policies.
12. Fiscal Year Audit: The audit for the period ending 12/31/2002 has been completed and approved by the required governing officials with no findings or recommendations.

The missions, goals and objectives of the *Annual Plan* and *Five-Year Plan* are as follows:

1. Provide decent, safe, sanitary and affordable rental housing:
 - a. Continue to manage and maintain PHA properties consistent with current law and standards of high performance
 - b. Continue to manage and enforce program regulations for the Section 8 Housing Choice Voucher Program
2. Promote economic opportunity and self-sufficiency:
 - a. Maintain cooperative agreements with local entities that provide the needed services that will further assist each family
 - b. Participate in and/or research programs that promote economic opportunity and self-sufficiency
3. Endure equal opportunity housing:
 - a. Provide housing opportunities regardless of race, religion, creed or color
4. Promote adequate, affordable housing opportunities and increase those opportunities with available resources:
 - a. Provide local preferences to encourage working families to apply and be admitted to housing programs
 - b. Provide local preferences to encourage working families currently housed to remain in place
 - c. Permit a *broad range of income* in each housing development
 - d. Continue with modernization programs
 - e. Research and apply for programs, grants, etc. that will improve current housing stock, services and/or housing opportunities.
5. Continue with sound financial management for housing programs, marketing/outreach, and good public relations and maintain the status and integrity of a *high performer*

**SUBSTANTIAAL DEVIATION and SIGNIFICANT AMENDMENT
or
MODIFICATION**

(Attachment OH034e01)

Definition of Substantial Deviation:

Substantial deviation to the PHA Plan will include any of the following:

1. Changes to the *Admissions and Continued Occupancy Policy*
2. Changes to the *Section 8 Housing Choice Voucher Program Administrative Plan*

Definition of Significant Amendment:

Significant amendment to the PHA Plan will include any of the following:

1. Changes to the *Admissions and Continued Occupancy Policy*
2. Changes to the *Section 8 Housing Choice Voucher Program Administrative Plan*

Definition of Modification:

Modification to the PHA Plan will include any of the following:

1. Changes to the *Admissions and Continued Occupancy Policy*
2. Changes to the *Section 8 Housing Choice Voucher Program Administrative Plan*

CIVIL RIGHTS CERTIFICATION

Attachment OH034f01

Perry Metropolitan Housing Authority does not discriminate with respect to housing and/or employment based on any of the following:

- Disability
- Race
- Disability

Race

Religion

creed

color