

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

Portage Metropolitan Housing Authority

5-Year Plan for Fiscal Years 2006 - 2010
Annual Plan for Fiscal Year 2006

Approved by PMHA Board: September 29, 2005

Approved by HUD:

**PHA Plan
Agency Identification**

PHA Name: Portage Metropolitan Housing Authority

PHA Number: OH031

PHA Fiscal Year Beginning: 01/2006

Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2006 - 2010
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is.* The Portage Metropolitan Housing Authority is dedicated to meeting the housing needs of low-income families and individuals of Portage County by developing, managing and supporting decent affordable housing in partnership with community agencies.

B. Goals

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

Portage MHA's Agency Goals and 5 Year Objectives are following the HUD goals.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:

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

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

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

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

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

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

Other PHA Goals and Objectives: (list below)

PMHA AGENCY GOALS

1. Efficiently, effectively operate agency-housing programs, while being sensitive to the needs and concerns of participants, landlords, and the community.
2. Respond to local housing needs by developing new affordable housing opportunities for low-income households and improving resource utilization.
3. Enhance the quality of life of the PMHA's residents, with particular emphasis upon promotion of family self-sufficiency.

5 YEAR OBJECTIVES

1. **Efficiently, effectively operate agency housing programs, while being sensitive to the needs and concerns of participants, landlords, and the community.**
 - A. Ensure efficient, effective, responsive Section 8 administration
 1. Achieve and maintain SEMAP High Performer status
 2. Maximize the effectiveness of the program for applicants and participants
 3. Maximize the efficiency of the program
 4. Recruit new landlords
 - B. Ensure efficient, effective, responsive public housing administration
 1. Maintain PHAS High Performer status
 2. Maximize the efficiency and effectiveness of housing management
 3. Maximize the efficiency of maintenance
 - C. Ensure efficient and accurate financial operations

2. Respond to local housing needs by developing new affordable housing opportunities for low-income households and improving resource utilization.

- A. Develop affordable housing using HUD and non-HUD sources
 - 1. Expand the supply of permanent, affordable housing, for the low-to moderate-income population in a variety of geographic areas.
 - 2. Preserve the inventory of privately owned permanent, affordable rental housing for the general low-income population.
 - 3. Develop affordable housing with supportive services for special needs populations.
 - 4. Sponsor homeownership opportunities for current participants as a means to freeing more rental subsidies for use by waiting list households.

- B. Use Public Housing and Section 8 resources to meet local identified housing needs
 - 1. Maximize Section 8 lease-up rate.
 - 2. Monitor Tenant Preference Policy to meet identified housing needs.
 - 3. Identify alternative uses for developments having marketing issues.
 - 4. Analyze alternative programs, uses and financing for Public Housing units

3. Enhance the quality of life of the PMHA's residents, with particular emphasis upon promotion of family self-sufficiency.

- A. Increase self-sufficiency rate in public housing.
 - 1. Ensure policies encourage and support family responsibility.
 - 2. Encourage on-site supportive services.
 - 3. Use housing as an incentive for self-sufficiency progress.
 - 4. Seek out and pursue appropriate grant opportunities.

- B. Increase employment rate of Section 8 and public housing families.
 - 1. Provide incentives for tenants to generate higher income.
 - 2. Provide job training and work through PMHA maintenance/construction needs.

Annual strategies are located in "Statement of Housing Needs," part C, "Strategy for Addressing Needs"

Annual PHA Plan PHA Fiscal Year 2006

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Note, although PMHA has prepared a Streamlined Plan, information regarding sections omitted from this Plan, including maintenance procedures, housing management procedures, grievance procedures, and resident programs, is on display in PMHA's central repository and available for public inspection.

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Portage Metropolitan Housing Authority (PMHA) Annual Plan format is guided by the Moving To Work (MTW) designation awarded to Portage Metropolitan Housing Authority in 1999. The MTW agreement, which was to have ended December 31, 2005, was extended by HUD through December 2006. As a result, the Section 8 and Public Housing programs will continue to follow MTW guidelines through 2006. The MTW features cited in the Annual Plan do not deviate from prior years in terms of practices and policies, with two exceptions.

The first change pertains to a current MTW feature that stipulates a 5-year time limit on scattered site public housing homes and duplexes. Staff analysis and comments from residents indicate that the time limit stipulation is making it difficult to market these units to tenants and is causing unnecessary time delays in filling the units. Apparently due to the time limit stipulation, the scattered site units lose enough perceived value for residents that the units do not serve as the incentive that was hoped in the original MTW plan. Therefore, the staff recommends foregoing this feature at this time.

The second change follows an action taken by the PMHA Board in July 2005. Based on a recommendation from the finance staff, the Board approved a motion authorizing the Director to submit to HUD a request for an amendment to the MTW agreement designating the PMHA as a Block Grant agency for funding purposes. The PMHA is awaiting official word on this, although the verbal response has indicated that this request will probably need to wait until new MTW agreements are signed following the anticipated permanent extension of the MTW program by Congress. Whenever the opportunity does arise, the PMHA intends to pursue this designation.

Some significant changes to MTW policies could take place during 2006 if major funding reductions occur. However, as Congress and HUD have not yet finalized the appropriations bill for 2006, at this time it is premature to speculate on any other MTW policy changes the PMHA may consider in 2006.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)] Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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*Not applicable due to High Performer Status	

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

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

List of Attachments:

- A: Deconcentration Policy**
- B: 2006 Capital Fund Annual Statement & Five-Year Capital Fund Plan**
- C: Progress in Meeting 5-Year Plan Mission and Goals**
- D: Resident Advisory Board Comments**
- E: Membership of the Resident Advisory Board**
- F: Resident Membership of the PHA Governing Board**
- G: RASS Follow-Up Plan**
- H: Voluntary Conversion Initial Assessment**
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- L: 501-04PE**
- M: 502-03PE**
- N: 60002-501-03**
- O: 60002-501.04**
- P: 60002-502.03**
- Q: 60002-Operating**

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and	Annual Plan: Eligibility, Selection, and Admissions Policies
X	2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Determination
N/A Per Moving to Work Contract	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Attachment To Plan	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other	Annual Plan: Community

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	resident services grant) grant program reports	Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Moving To Work Plan	MTW Implementation Plan
X	Pet Policy for Seniors and Pet Policy for Families	Supporting Documents Binder
X	Maintenance Procedures and Tenant Charges	Annual Plan: Operations/Management
X	PMHA Descriptive Information	Supporting Documents Binder
X	Resident Program Descriptions and Partnership Agreements	Annual Plan: Self-Sufficiency
X	Resident Satisfaction Survey Follow-up Plan	Supporting Documents Binder
X	Most Current Public Housing Assessment System Report	Supporting Documents Binder

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	4,132	5	5	5	2	3	3
Income >30% but <=50% of AMI	3,021	4	5	5	2	3	3
Income >50% but <80% of AMI	3,704	2	3	4	2	3	3
Elderly	1,875	3	3	3	2	1	3
Families with Disabilities	1,006	3	3	4	4	2	4
Black non-Hispanic	733	4	5	5	2	3	3
Hispanic	95	4	5	5	2	3	3
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources:

Portage County Community Housing Improvement Strategy, HUD CHAS Table 1C for Portage County and Portage County Regional Planning Commission interpolation of 1990 Census data, adjusted per Community 2020 Projections for 2002

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover #Notified 08/04-07/05
Waiting list total	1,052		1163notified
Extremely low income <=30% AMI	901	85.6%	
Very low income (>30% but <=50% AMI)	150	14.3%	
Low income (>50% but <80% AMI)	1	0.1%	
Families with children	801	76.1%	
Elderly families	46	4.4%	
Families with Disabilities	97	9.2%	
White	672	63.9%	
African American	356	33.8%	
Hispanic	7	0.7%	
Asian/Pacific Islander	2	0.2%	
American Indian	4	0.4%	

Housing Needs of Families on the Waiting List

Other	11	1.0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover # Notified 08/04-07/05
Waiting list total	1,571		469 notified
Extremely low income <=30% AMI	1,387	88.3%	
Very low income (>30% but <=50% AMI)	176	11.2%	
Low income (>50% but <80% AMI)	8	0.5%	
Families with children	1,400	89.1%	
Elderly families	46	2.9%	
Families with Disabilities	162	10.3%	
White	1,102	70.1%	
African American	435	27.7%	
Hispanic	8	0.5%	
Asian/Pacific Islander	9	0.6%	
American Indian	2	0.1%	
Other	15	1.0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	187	11.9%	18
2 BR	895	57.0%	258
3 BR	434	27.6%	128
4 BR	51	3.2%	65
5 BR	0	0.0%	NA
5+ BR	4	0.3%	NA

Housing Needs of Families on the Waiting List

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

If yes:

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.

YEAR 2006 STRATEGY

I. Efficiently, effectively operate agency housing programs, while being sensitive to the needs and concerns of participants, landlords, and the community.

A. Ensure efficient, effective, responsive Section 8 administration

1. Maintain SEMAP High Performer status
2. Maximize the effectiveness of the program for applicants and participants
 - a. Hold more frequent Coordinating Committee meetings, with the intent to strengthen PMHA's referral system
 - b. Reduce number of households reporting zero-income by conducting face-to-face interviews for zero-income families
 - c. Expand homeownership program, especially by working with NDS to develop programs to support households who need budgeting and credit-repair assistance in order to become mortgage-ready
 - d. Reopen the opportunity for non-profit owners of housing for clients with special needs and those sponsoring homeownership programs to apply for project-based Section 8 vouchers if funding permits
3. Maximize efficiency of program operations
 - a. Increase staff's familiarity with the tools available within the Visual MCS system and expand knowledge base of staff in connection with Microsoft Office package
 - b. Continue focusing on training, continued education/development in conjunction with bi-weekly staff meetings and possibly a "team-building" session
 - c. Complete cross training between Section 8 and Finance departments in order to make monthly closing process more cohesive.

- d. Reduce errors by: refining quality control system, implementing self-audit system that promotes staff accountability and error reduction, analyzing and implementing a work assignment system based on specialized tasks, and continuing emphasis on staff training
 - e. Work with vendor to ensure staff is fully utilizing capabilities of the Visual MCS system.
 - f. Replace antiquated processing procedures with more up-to-date methods.
4. Continue recruitment of new landlords
- a. Continue to improve Section 8 Possible Rentals publication to make it more user-friendly.
 - b. Increase landlord outreach efforts and keep them up-to-date on the future of the MTW program.

B. Ensure efficient, effective, responsive Public Housing administration

1. Maintain PHAS High Performer status
- a. Maximize communications between Public Housing and maintenance departments regarding inspections and vacancies of multi-family sites to address PMHA and preventative needs as soon as identified
 - b. Maximize the efficiency and effectiveness of housing management
 - c. Examine the need for vehicle registration system and database
 - d. Continue to refine collection of balances owed by vacated tenants
 - e. Continue to refine the community service requirement implementation
 - f. Assess and address staff training needs
 - g. Reevaluate current forms to ensure their effectiveness for information gathering
 - h. Develop training manual for new/current staff
 - i. Work with owner of Summit Gardens to bring property files and leasing procedures and policies into compliance
 - j. Forego MTW time limits to improve unit turn-around time

C. Maximize the efficiency of maintenance operations

1. Maintain PHAS High Performer status
- a. Maximize communications between Assistance Maintenance Manager, Assistant Operations Manager, PH Manager and contractors for efficient vacancy turnovers.
 - b. Implement a monthly maintenance inspection of exterior of sites and common areas.
2. Develop overhead drawings for each public housing unit for the purpose of developing modernization specifications and standardizing products.
- a. Drawings would include floor layout, style and model number of all plumbing parts, shingle, siding, paint and trim colors, appliance make, model and color.
3. Continue developing and implementing Preventative Maintenance Programs.
- a. Prepare monitoring log for all mechanicals (air conditioners blower motors, circulating motors, etc.).

4. Conduct a time study of all Maintenance Department positions
 - a. Analyze job duties, employee productivity and efficiency
5. Implement additional safety procedures.
 - a. Perform a daily safety check of all PMHA vehicles.
 - b. Conduct a safety check of all lawn equipment prior to use.
6. Continue to improve customer service.
 - a. Include on agenda for all Maintenance Department meetings.
7. Expand and encourage educational opportunities for maintenance field workers.
 - a. Utilize vendors willing to provide free training.
 - b. Provide training seminars utilizing Workers Compensation tapes
 - c. Continue to offer opportunity to obtain skilled training provided by Maplewood Vocational School.

D. Maximize the efficiency of financial operations

1. Continue to strive toward keeping High Performer status in FASS (Financial Assessment Subsystem) for yearly REAC Reporting.
2. Reduce number of hand typed/retro checks issued each month
 - a. Move forward with use of laser jet for check printing and eliminate hand typed checks for major programs
 - b. Establish two (2) Section 8 HAP check runs in a month to reduce hand checks and retro payments and improve VMS reporting
3. Enhance current computer software system for more accurate, up-to-minute information;
 - a. If funding allows, upgrade current computer software package to more modern package for truer real time information, more efficient General Ledger, adaptation to Project-Based Accounting, reduction of reports currently done with other programs, free up time for all employees for more important areas, replace antiquated procedures, and enhance accurate reporting for Voucher Management System (VMS).
 - b. If funding disallows, work with MCS to convert Visual MCS to PHA-Web and train staff on new PHA-Web when programs come available.
4. Maximize efficiency of the department;
 - a. Increase staff's knowledge of the tools available within Visual MCS system and Microsoft Office programs.
 - b. Cross-train between Finance & Section 8 departments to make monthly processing more interrelated.
 - c. Cross-train between Finance, Public Housing, and Section 8 departments on the newly selected Collection Agency.
5. Redesign CFP (Capital Fund Programs) procedures to improve efficiency
6. Modification of Fixed Assets/Depreciation program and related reporting;

- a. Work with Project Manager on improving communications with Finance on purchases of Fixed Assts;
 - b. Work with Project Manager and Intellitrack on fixing program issues that have caused problems in the past with the calculation of depreciation and related reports;
 - c. Reconcile General Ledger Fixed Assets/Depreciation with subsidiary ledger monthly.
7. Set up the ability to have ACH (Automated Clearing House) transfers to Section 8 landlords and PMHA Employees for direct deposits.
8. Minimize number of bank accounts.
- a. Close all unnecessary bank accounts to reduce banking fees, such as Security Deposit bank account
9. Revamp billing statements to residents for work order and excess utility charges.

II. Respond to local housing needs by developing new affordable housing opportunities for low-income households and improving resources utilization.

A. Develop affordable housing using HUD and non-HUD sources

- 1. Expand the supply of permanent, affordable housing, for the low-to-moderate income population in a variety of geographic areas.
 - a. Analyze opportunities for acquisition or new construction that come to the attention of the Portage Metropolitan Housing Authority
 - b. Keep up-to-date on financing resources, particularly loans/grants offered by Ohio Dept. of Development and Low-Income Tax Credit Program
 - c. Develop affordable housing by pursuing the purchase of existing rental properties that are offered for sale, when it is financially sound to do so.
- 2. Preserve the inventory of permanent, affordable rental housing for the general low-income population.
 - a. Monitor HUD contracts with private owners that are expiring, and keep in contact with owners about future plans
 - b. Administer Section 8 Enhanced Vouchers received to support private project-based subsidized properties having pre-paid HUD mortgages
 - c. If financially feasible, pursue the purchase of Summit Gardens or other project-based subsidized properties in Portage County to preserve them as affordable housing
 - d. Use County CDBG funds to initiate a home acquisition/rehab program in cooperation with Neighborhood Development Services

3. Support the development of affordable housing for specific populations.
 - a. Seek out and/or support opportunities to assist in the development of affordable housing opportunities for the disabled population
 - b. Seek out and/or support opportunities to assist in the development of affordable housing opportunities for the homeless population
4. Sponsor homeownership opportunities for current participants as a means to freeing more rental subsidies for use by waiting list households.

B. Use Public Housing and Section 8 resources to meet identified housing needs.

1. Monitor Tenant Preference Policy to meet identified housing needs.
 - a. Work with local social service agencies to refine tenant selection preferences to meet local needs as well as maximizing utilization of resources
 - b. If Section 8 funding decreases, thereby jeopardizing the number of Section 8 units that can be leased, seek input from the public, including social service agencies, suggesting ways to reduce program costs and allocate program resources as part of the process of amending the Section 8 Cost Containment Plan
2. Identify alternative uses for developments having marketing issues.
 - a. Continue to monitor vacancy rates and alternatives for Etna House, particularly as an assisted living facility using the newly-enacted Medicaid waiver process
 - b. Develop and implement plan to improve occupancy rate at Westside Apartments
3. Use Section 8 resources to assist housing owned by non-profits.
 - a. If Section 8 resources permit, and provided that the Moving To Work features are available, continue to market Section 8 project-based program for non-profit owners serving special needs clients
 - b. At the end of the Moving To Work program, seek HUD approval to continue the MTW feature that permits the acceptance of proposals from non-profit owners wishing to house special needs populations or potential homeowners

4. Analyze alternative programs, uses and financing for public housing units in order to assure financial viability and effective uses in meeting local needs.

III. Enhance the quality of life of the PMHA's residents, with particular emphasis upon promotion of family self-sufficiency.

- A. Increase the self-sufficiency and employment rate of Public Housing and Section 8 families.
 1. Ensure policies encourage family responsibility.
 - a. Have a face-to-face meeting with each household that reports zero income for a time period longer than 60 consecutive days
 - b. Continue to analyze rent policy for Section 8 and Public Housing
 2. Encourage partnerships with local social service agencies.
 - a. Continue to provide office space to PATH, Maplewood Career Center, and other local agencies offering resident self-sufficiency services or activities in return for usage of space as long as it is financially feasible
 - b. Hold periodic staff development series for Section 8 and property management staff so that social service agencies can educate staff on programs available for participant referral
 3. Use housing as an incentive for self-sufficiency progress.
 - a. Coordinate with Neighborhood Development Services and Neighbor Works to expand Section 8 homeownership program
 - b. Continue to seek ways under the MTW program to connect housing resources to incentives for economic improvement
 - c. Analyze impact of time limits under Section 8 program
 4. Seek out and pursue grant opportunities and activities that support the mission of the PMHA, particularly those that support resident upward mobility.
 - a. Seek funding for self-sufficiency activities for PMHA participants, particularly Public Housing families
 - b. Seek new partnerships with local agencies agreeing to offer services to PMHA participants
 - c. Continue the Maintenance/Construction Job Training Program and seek more outside work in order to reduce the reliance upon grant funding

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below) **Pursue opportunities to preserve existing, privately-owned subsidized housing**

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

X **Conduct outreach to expand elderly waiting list**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants		
a) Public Housing Operating Fund	\$559,380	
b) Public Housing Capital Fund	0	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,818,136	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	83,333	FY 2006
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
Section 8 Moderate Rehab	1,359,084	Rental assistance
Section 8 FSS Coordinator	36,596	Service referral
2. Prior Year Federal grants (unboligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Capital Fund		Capital improvements
501-04	65,000	
501-05	519,955	
3. Public Housing Dwelling Rental Income	530,000	PH operations
Public housing excess utilities	11,000	
4. Other income (list below)		
Laundry income	4,000	PH operations
Investment income	65,000	PH & Sec. 8 operations
5. Non-federal sources (list below)		
Commercial rental income	18,130	Supports learning center
Kent rental properties	105,000	Property operations
Total resources	\$9,174,614	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (20-30 households)
- When families are within a certain time of being offered a unit: (30-60 days)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history (landlord references; court records)
- Housekeeping
- Other (**credit check**)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

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

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
 Sub-jurisdictional lists
 Site-based waiting lists
 Other (describe)

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

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

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

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

None

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

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

(3) Assignment

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

- One

- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (relocate to be closer to work, school and/or day care)
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) ***Moving To Work Agreement***

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

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

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

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

B. Section 8

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

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

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

- Criminal or drug-related activity
 Other (no information is shared)

(2) Waiting List Organization

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

- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)

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

- PHA main administrative office
 Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: **Applicant must show proof of an active search in the form of a completed landlord contact sheet.**

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

1. Homeless referrals- families and individuals (consistent with HUD's occupancy priorities for single individuals) referred from Portage County shelters or transitional housing programs providing written confirmation that they will be receiving follow-up supportive services from the referral agency. Agencies will be limited to two referrals per month.
2. Disabled referrals- mentally and physically disabled individuals and families referred by a Portage County social service agency providing written confirmation that they will be receiving follow-up housing and supportive services from the referral agency. Agencies will be limited to two referrals per month.
3. Landlord referral of in-place families suffering recent financial setback Families referred by their current landlord because the family has recently lost employment, and intend to staying place. This preference will only be implemented if the PMHA's Section 8 lease-up rate is 97% or below. Each participating landlord will be restricted to a maximum of two referrals per year.

In addition, applicants whose names have come to the top of the waiting list, but must postpone acceptance of Section 8 assistance, may be placed back at the top of the waiting list at a later date. This preference is intended to avoid penalizing tenants, who are residing in housing having a rental lease or program component with a specific time limit or expiration date, whose names have risen to the top of the Section 8 waiting list. Frequently, tenants under these circumstances, are not able to utilize the Section 8 subsidy at the time their name appears at the top of the waiting list due to the time commitments they are required to comply with. In order to discourage affected tenants to prematurely terminate their existing housing commitments, if after notification, the applicants wish to postpone the acceptance of the Section 8 subsidy, they may do so. These tenants would then be given the next available Section 8 subsidy upon completion of their housing commitment. These applicants include those tenants:

- a. Residing in Section 8 Moderate Rehab units who have resided there for less than one year
- b. Residing in group homes or similar supportive, congregate housing and are less than 6 months from being able to live independently
- c. Residing at a supportive services public housing site who have not fulfilled the terms of their family development plan and wish to remain on site until the completion of their plan
- d. Tenants verifying that they are bound by the terms of an existing rental lease until a specific expiration date that is less than 6 months from the date their name appeared at the top of the waiting list

All other Section 8 waiting list households would be ranked by order of date of application, with preference given to the following:

Local residency - Local residents are those who:

- a. live in Portage County, or
- b. are employed in Portage County or are notified that they are hired to work in Portage County

Applicants having only the local residency preference will be selected based on a first-come, first-served basis. Those without any preference will fall after all applicants having the local residency preference. They will also be placed in first-come, first served order, based on date of application.

Ten percent (10%) of each group of applicants selected/notified from the waiting list will be applicants designated as "Other Single".

Ten percent (10%) of each group of applicants selected/notified from the waiting list will be applicants who are out-of-county residents. Out of county residents are those who do not live or work in Portage County.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability

- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preferences:
 - X Disabled
 - X Households without children up to 10% of each notification round

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

N/A The PMHA does not administer Special Purpose Section 8

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below: ***Reviewed on a case by case basis through the grievance procedures; however, N/A due to \$0 minimum rent.***

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below: ***As part of the Moving To Work demonstration, PMHA uses 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:

\$500 deduction for full-time employment and/or full time education per the MTW contract

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
 For other family members
 For transportation expenses
 For the non-reimbursed medical expenses of non-disabled or non-elderly families
 Other: Overtime and bonus income are excluded as well as interest from bank assets per MTW contract.

e. Ceiling rents

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

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

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

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

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

- Market comparability study
 Fair market rents (FMR)
 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)_____
 - Other (list below) **The PMHA will process a rent adjustment when decreases in income last longer than 30 days.**
- 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 *N/A per Moving to Work contract*

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- At or above 90% but below 100% of FMR (for 0 & 3 Bedroom Units)
 - 100% of FMR (for 2 Bedroom Units)
 - Above 100% but at or below 110% of FMR (for 1,4, & 5 Bedroom Units)
 - Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: **Note: The PMHA may consider adopting a minimum rent during 2006, depending upon Section 8 funding levels, which have yet to be determined.**

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

Portage MHA is a high-performing PHA

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

Portage MHA is a high performing PHA

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-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 B**
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway
- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved): <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application	

(date submitted or approved:)

Units addressed in a pending or approved HOPE VI Revitalization Plan
(date submitted or approved:)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description: **PMHA has a Section 8 homeownership program under MTW.**

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

Portage MHA is a high performing PHA

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
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?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

Portage MHA is a high performing PHA

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

3. Which developments are most affected?

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other Capital improvements to enhance security

2. Which developments are most affected?

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?

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2004 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment.
(Attachment Filename: N/A)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

Portage MHA is a high performing PHA

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at **Attachment D**
- Provided below:

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

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

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **City of Kent, Ohio**

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 1. **Portage MHA will continue to provide transitional housing at Renaissance Place**
 2. **Expand use of Section 8 assistance to persons with disabilities**
 3. **Continue to provide development assistance to agencies serving persons with disabilities**
 4. **Continue to provide Section 8 assistance to large family households**
 5. **Through MTW, continue homeownership program**
- Other: Consolidated Plan jurisdiction: **Portage County, Ohio-State of Ohio**

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: *On-going communication, active involvement in the Portage County Housing Services Council, provision of demographic information, provision of CDBG funds for fair housing activities and CDBG funding for social agencies partnering with PMHA at public housing developments*

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Portage MHA will continue to provide transitional housing at Renaissance Place*
 - Expand use of Section 8 assistance to persons with disabilities*
 - Continue to provide development assistance to agencies serving persons with disabilities*
 - Continue to provide Section 8 assistance to large family households*
 - Through Portage HOPES, continue homeownership program for Public Housing tenants*
 - Market Section 8 program to attract new landlords and expand housing choice*

6. The consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: **See number 4 above**

D. Other Information Required by HUD

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

19. Definition of "Substantial Deviation" and "Significant Amendment or Modification"

24 CFR Part 903.79 (r)

Significant amendments or significant modifications to the 5 Year or Annual Plan will be subject to the requirements pertaining to input of the Participant Advisory Committee, Consolidated Plan consistency, and public comment process. "Significant amendments" or "significant modifications" are defined as discretionary changes that:

- a) Fundamentally change the PMHA's mission statement, goals or objectives, or
- b) Fundamentally change PMHA plans or policies in a manner that is inconsistent with the existing mission, goals or objectives, and require formal approval of the Board of Commissioners.

Attachments

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

- A. *Deconcentration Policy***
- B. *2006 Capital Fund Annual Statement & Five-Year Capital Fund Plan***
- C. *Progress in Meeting 5-Year Plan Mission and Goals***
- D. *Resident Advisory Board Comments***
- E. *Membership of the Resident Advisory Board***
- F. *Resident Membership of the PHA Governing Board***
- H. *Voluntary Conversion Initial Assessment***
- I. *501-01PE***
- J. *501-02PE***
- K. *501-03PE***
- L. *501-04PE***
- M. *502-03PE***
- N. *60002-501.03***
- O. *60002-501-04***
- P. *60002-502-03***
- Q. *60002-Operating***

Attachment A Year 2005 Income Deconcentration Analysis

Under the provisions of the Quality Housing and Work Responsibility Act, housing authorities must analyze their public housing for concentrations of poverty in their developments. The following summarizes the results and methodology of PMHA's analysis, using data from May 2005.

Moving To Work Exclusions

The PMHA's Moving To Work program has two objectives that impact upon the income deconcentration goal of the QHWRA. The two MTW objectives that impact the deconcentration goal include the objectives that call for: a) provision of self-sufficiency supportive services on site at two public housing locations and b) the use of housing with more amenities as an incentive for self-sufficiency.

The first objective involves the provision of services coordinated by PATH at Community Estates and Renaissance Place. The MTW waivers incorporate the PATH program requirement that new admissions under the PATH program at these two sites be restricted to the homeless. Consequently, the in-coming PATH participants are coming from an unstable situation, and frequently, their incomes are lower. Thus, it would be expected that newly admitted tenants at these two developments would have income relatively lower than the incomes for tenants occupying the other PMHA developments.

Secondly, the objective involving the use of more desirable housing as an incentive, involves the deliberate designation of scattered site units for those tenants having higher incomes. In order to reward families' progress toward economic self-sufficiency, the scattered site units are reserved for those families meeting certain criteria, which include meeting a required minimum income level. Thus, over time, as this feature is implemented, the scattered site projects will reflect a higher income level.

Therefore, based on the MTW waivers granted to the PMHA for supportive services and transfers to scattered sites, the following projects will not be covered by the PMHA's annual deconcentration analysis in the future:

31-01 Community Estates	31-02 Scattered site - Rehab
31-15 Renaissance Place	31-10 Scattered site - New construction

Analysis

Two methods were utilized in this analysis of the incomes of residents at the four subject developments:

31-01 Athena Gardens	31-03 Harvest Woods
31-05 Town Square Villas	31-09 Heritage Knolls

The first analysis involved assigning each family to one of three income categories: extremely low-income, very low-income, and low-income. As can be

seen on the following table, the majority (76%) of units at these developments fall within the extremely low-income category:

Table I
Income Distribution at Multi-Family Sites
Based on May 2005 Data

Total # of occupied units-110	Extremely Low-Income		Very Low-Income		Low Income		Over Income	
	# Units	Percent	# Units	Percent	#Units	Percent	#	%
Athena Gardens	19	79%	3	13%	2	8%	0	
Harvest Woods	22	79%	4	14%	2	7%	0	
Town Square	19	68%	9	32%	0	0%	0	
Heritage Knolls	24	80%	4	13%	0	0%	2	7%
Total 2005	84	76%	20	18%	4	4%	2	2%
<i>Total 2004 (111 units)</i>	<i>82</i>	<i>74%</i>	<i>19</i>	<i>17%</i>	<i>8</i>	<i>7%</i>	<i>2</i>	<i>2%</i>

Definition of Income Ranges

Family Size	Extremely Low Income (below 30% median)	Very Low Income (31%-50% median)	Low Income (51%-80% of median)
	(\$)	(\$)	(\$)
1	12,750	21,250	34,000
2	14,550	24,300	38,850
3	16,400	27,300	43,700
4	18,200	30,350	48,550
5	19,650	32,800	52,450
6	21,100	35,200	56,350

Based on 2000 data, 93% of units at these developments fell within the Extremely Low-Income range compared to 64% in 2001; 66% in 2002; 71% in 2003; 74% in 2004; and 76% in 2005.

The Very Low-Income range comparisons include 34 households in 2001; 27 in 2002; 25 in 2003; 19 in 2004 and 20 in 2005. There were zero households falling within this category in 2000.

The number of households falling in the Low-Income range steadily increased between 2000 and 2002. In 2000, there were 3 families in this category compared to 7 in 2001 and 10 in April 2002. However, the number decreased to 6 families in 2003, while 2004 showed a gain of 2 families, or a total of 8. 2005 data shows a decrease to 4 families.

A second method of comparison consisted of calculating the average income for each development and then comparing each to the average income for all four developments. Between 2004 and 2005, the average income increased from \$11,524 to \$12,099. The average 2005 income for all four (\$12,099) served as the basis for the Established Income Range. Each average income per development falls within the Established Income Range (85%-115% of the average income for all noted developments). Average incomes are as follows:

2005 Established Income Range

Average income for all sites: \$12,099

<i>Site:</i>	<i>Average Income</i>	<i>Percent of Average</i>
Harvest Drive	\$11,216	93%
Heritage Knolls	\$11,339	94%
Townsquare Villas	\$12,633	104%
Athena Drive	\$13,457	111%

Conclusion

The PMHA developments fall within the Established Income Range of Average Income - \$12,099 based on 2005 data. Therefore, the staff recommends that no revisions be made to the public housing admissions policy at this time.

Component 3, (6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 15% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments				
Development Name:	Number of Units	Explanation (if any) [see step 4 at 903.2(c) (1)(iv)]		Deconcentration policy (if no explanation) [see step 5 at 903.29c)(1)(v)]

Capital Fund Program Five-Year Action Plan

Part I: Summary

HA Name:						<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Revision No: _____
Portage Metropolitan Housing Authority							
Development Nmbcr/Name/Ha-Wide	Year 1 FFY: 2006	Work Statement for Year 2 FFY Grant: 2007 PHA	Work Statement for Year 3 FFY Grant: 2008 PHA	Work Statement for Year 4 FFY Grant: 2009 PHA	Work Statement for year 5 FFY Grant: 2010 PHA		
OH31-01 Athena Gardens		0.00	90,000.00	65,000.00	0.00		
OH31-01 Community Estates		0.00	103,000.00	30,000.00	15,000.00		
OH31-02 Scattered Sites		102,300.00	126,000.00	14,000.00	0.00		
OH31-03 Ravenna Woods		0.00	0.00	89,285.00	0.00		
OH31-04 Eastowne Manor		10,000.00	0.00	91,450.00	23,000.00		
OH31-05 Town Square Villas	See	22,000.00	0.00	0.00	30,000.00		
OH31-06 Etna House		4,500.00	0.00	37,180.00	42,000.00		
OH31-09 Heritage Knolls	Annual	95,000.00	0.00	0.00	30,000.00		
OH31-10 Ravenna Scattered		35,000.00	0.00	0.00	0.00		
OH31-11 Washington Group	Statement	0.00	0.00	0.00	8,000.00		
OH31-15 Acquisition Rehab		14,000.00	0.00	0.00	142,000.00		
		282,800.00	319,000.00	326,915.00	290,000.00		
PHA Wide-Operations		30,010.00	19,260.00	15,392.00	32,446.00		
PHA Wide-Management		112,550.00	110,200.00	95,153.00	117,014.00		
PHA Wide-Administrative		51,995.00	51,995.00	51,995.00	51,995.00		
Audit		3,000.00	3,000.00	3,000.00	3,000.00		
Fees & Costs		600.00	500.00	500.00	500.00		
Non-Dwelling Equipment		39,000.00	16,000.00	27,000.00	25,000.00		
CFP Funds for 5-year Plan		519,955.00	519,955.00	519,955.00	519,955.00		

Capital Fund Program F

Part I: Summary

PHA Name					Original 5-Year Plan Revision No:	
Development Number/Name/HA- Wide	Year 1 2006	Work Statement for Year 2 FFY Grant:2006 PHA FY:2007	Work Statement for Year 3 FFY Grant:2006 PHA FY:2008	Work Statement for Year 4 FFY Grant:2006 PHA FY:2009	Work Statement for Year 5 FFY Grant:2006 PHA FY:2010	
	Annual Statement					
PHA Wide - Operations		30,010.00	19,260.00	15,392.00	32,446.00	
PHA Wide - Management		112,550.00	110,200.00	95,153.00	117,014.00	
PHA Wide - Administration		51,995.00	51,995.00	51,995.00	51,995.00	
Audit		3,000.00	3,000.00	3,000.00	3,000.00	
Fees & Cost		600.00	500.00	500.00	500.00	
Nondwelling Equipment						
Computers		4,500.00			25,000.00	
Office Equip/Furniture						
Snow Blowers		3,500.00				
Floor Scrubber		3,200.00				
Mowers			16,000.00			
Public Housing Vehicle		25,000.00		27,000.00		
Power Lift Tailgate						
Key Stamper		1,000.00				
Key Duplicator		1,800.00				
CFP Funds Listed for 5-year planning						

Replacement Housing
Factor Funds

Capital Fund Program Tables

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages- Work Activities

Activities for Year 1 2006	Activities for year: 2 FFY Grant: ### PHA FY: 2006			Activities for Year: 3 FFY Grant: PHA FY:			
	Development Number/Name	Major Work Categories	Estimated Cost	Development Number/Name	Major Wor Categories	Estimated Cost	
See Annual Statement	OH31-02 Scattered Sites 820 - 822 Mechanic Street	Repl interior/exterior doors Kitchen cabinets/Bath Counter tops/sinks/faucets Replace Furnaces	18,000.00	OH31-01 Athena Gardens	Tubs/surrounds/cabinets/ counters/sinks/fixtures	90,000.00	
	227 Walnut Street	Replace Windows Replace Interior Doors Replace Exterior Doors	60,000.00	OH31-01 Community Estates	Tubs/surrounds/cabinets/ counters/sinks/fixtures	103,000.00	
	514 Harris Street	Kitchen/Bath cabinets Counter tops/sinks/faucets Tub surround/kit/bath floor Repl interior/exterior doors	7,000.00	OH31-02 Scattered Sites As Needed	Repl carpet/roofs/gutters/ downspouts/drainage	70,000.00	
	1066 Williams Street	Kitchen/Bath cabinets Counter tops/sinks/faucets Repl interior/exterior doors	7,800.00	220, 222, 226, & 228 W. Elm St. 4325, 4327, 4333, & 4339 Marks Avenue	Repl tubs/surrounds/sinks vanities & fixtures	16,000.00	
	301 Ohio Avenue	Kitchen/Bath cabinets Counter tops/sinks/faucets Repl windows dining rm and basement Repl exterior doors	9,500.00	OH31-03 Ravenna Woods	Repl kitchen/bath/cabinets sinks/counter tops/fixtures tubs/surrounds/vanities Repl front porch/sidewalk	40,000.00	
	OH31-03 Ravenna Woods			OH31-04 Eastowne Manor			
	OH31-04 Eastowne Manor	Front Dr w/keyless Entry	10,000.00	OH31-05 Town Square Villas			
	OH31-05 Town Square Villas	Replace Retaining Wall	22,000.00	OH31-06 Etna House			
	OH31-06 Etna House	Exterior Doors	4,500.00	31-09 Heritage Knolls			
	OH31-09 Heritage Knolls	Kitchen/Bath Cabinets Countertops/sinks/faucets Shed Doors/Thresholds	95,000.00	31-10 Ravenna Single Homes			
	OH31-10 Ravenna Single Homes	Bath vanity/sink/faucet cabinets and tubs	35,000.00	31-11 Washington Group Home			
	OH31-11 Washington Group Home			31-15 Renaissance Place and Acquisition Rehab			
	OH31-15 Acquisition Rehab. Renaissance Place	Complete Retention Pond	14,000.00				
		Subtotal of Estimated Cost		282,800.00	total of Estimated Cost		319,000.00

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages- Work Activities

Activities for Year 1	Activities for year: 4 FFY Grant:2009 PHA FY:2006			Activities for Year: 5 FFY Grant:2010 PHA FY:2006			
2006	Development Number/Name	Major Wrok Category	Estimated Cost	Development Number/Name	Major Work Category	Estimated Cost	
See Annual Statement	OH31-1 Athena Gardens	Concrete Sidewalks & Slabs Privacy Fences	65,000.00	OH31-0 Athena Gardens			
	OH31-01 Community Estates	Concrete Sidewalks & Slabs	30,000.00	OH31-1 Community Estates	Drainage problems-SW side	15,000.00	
	OH31-02 Scattered Sites	Hardwire Smoke Det	14,000.00	OH31-2 Scattered Sites			
	OH31-03 Ravenna Woods	Concrete work Repl Trash enclosures Repl doors & thresholds Replace carpet & tile Replace utility doors	89,285.00	OH31-03 Ravenna Woods			
	OH31-04 Eastowne Manor	1-Handicapped Shower and Commodes Replace Carpet Replace Appliances	91,450.00	OH31-04 Eastowne Manor	Replace Heaters in vestibule Repl back maintenance drs Tree & stump removal	3,000.00 2,000.00 18,000.00	
	OH31-05 Town Square Villas			OH31-05 Town Square Villas	Replace gas lines	30,000.00	
	OH31-06 Etna House	Replace Carpet & Tile Appliances	37,180.00	OH31-06 Etna House	Restore Copula/gutters/dnspouts Lobby windows fogged	30,000.00 12,000.00	
	OH31-09 Heritage Knolls			OH31-09 Heritage Knolls	Replace gas lines	30,000.00	
	OH31-10 Ravenna Single Homes			OH31-10 Ravenna Single Homes			
	OH31-11 Washington Group Home			OH31-11 Washington Group	Replace fire system-dry	8,000.00	
	OH31-15 Renaissance Place			OH31-15 Acquisition Rehab	Replace appliances Replace flooring Replace furnaces	4,500.00 15,000.00 6,500.00	
					OH31-15 Renaissance Place	Asphalt Driveway	116,000.00
		Total for Non-Dwelling Equipment:		0.00	Total for Non-Dwelling Equipment:		0.00
		Total CFP Estimated Cost		326,915.00	Total CFP Estimated Cost		290,000.00

Five-Year Action Plan
Part III: Supporting Pages

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

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

Capital Funding Program (CFP)

Work Statement for Year 1 FFY: 2006	Work Statement for Year: 2 FFY: 2007			Work Statement for Year: 3 FFY: 2008		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Operations		30,010.00	Operations		19,260.00
	Resident Security		5,050.00	Resident Security		5,200.00
	Resident Job Training Program, Business Development Prog, MTW		64,000.00	Resident Job Training Program, Business Development Prog, MTW		59,500.00
	Coordinator of Social Service for Drug Elimination		43,500.00	Coordinator of Social Service for Drug Elimination		45,500.00
	Administration Salaries		35,040.00	Administration Salaries		35,040.00
	Administration Fringes		16,000.00	Administration Fringes		16,000.00
	Advertising		955.00	Advertising		955.00
	Audit		3,000.00	Audit		3,000.00
	Fees & Costs		600.00	Fees & Costs		500.00
	Nondwelling Equipment		14,000.00	Nondwelling Equipment-mowers		16,000.00
	PMHA Vehicle		25,000.00			
	Subtotal of Estimated Cost		237,155.00	Subtotal of Estimated Cost		200,955.00

Five-Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
 Capital Funding Program (CFP)

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

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

Work Statement for Year 1 FFY: 2006	Work Statement for Year: 4 FFY: 2009			Work Statement for Year: 5 FFY: 2010		
	General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	Operations		15,392.00	Operations		32,446.00
	Resident Security		5,050.00	Resident Security		5,200.00
	Resident Jobs Training Program, Business Development Prog and MTW		43,603.00	Resident Jobs Training Program, Business Development Prog and MTW		63,514.00
	Coordinator of Social Service for Drug Elimination		46,500.00	Coordinator of Social Service for Drug Elimination		48,300.00
	Administration Salaries		35,040.00	Administration Salaries		35,040.00
	Administration Fringes		16,000.00	Administration Fringes		16,000.00
	Advertising		955.00	Advertising		955.00
	Audit		3,000.00	Audit		3,000.00
	Fees & Costs		500.00	Fees & Costs		500.00
	Nondwelling Equipment		27,000.00	Nondwelling Equipment		25,000.00
	Subtotal of Estimated Cost		193,040.00	Subtotal of Estimated Cost		229,955.00

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

HA Name: Portage Metropolitan Housing Authority	Grant Type and Number: OH12PO3150106 Capital Fund Program Grant No: 2006 Replacement Housing Factor Grant No. 2006 Federal FY of Grant: <div style="text-align: right;">2006</div>
---------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual statement/Revision Number _____
 Performance and Evaluation report for Program Year Ending _____
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	20,000.00	0.00	0.00	0.00
3	1408 Management Improvements	77,550.00	0.00	0.00	0.00
4	1410 Administration	51,995.00	0.00	0.00	0.00
5	1411 Audit	2,500.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	1,000.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	14,000.00	0.00	0.00	0.00
10	1460 Dwelling Structures	276,410.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment - Nonexpendable	16,500.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	10,000.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	35,000.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	15,000.00	0.00	0.00	0.00
21	Amount of Annual Grant (Sum of Lines 2-20)	519,955.00	0.00	0.00	0.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 Compliance	12,000.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security - Soft Costs	5,050.00	0.00	0.00	0.00
25	Amount of line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

, Director September 23, 2004

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

PHA Name: Portage Metropolitan Housing Authority		Grant Type and Number:OH12PO3150106 Capital Fnd Program Grant No: 2006 Replacement Housing Factor Grant No: 2006			Federal FY of Grant: 2006			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Operations	1406		20,000.00	0.00	0.00	0.00	
HA-Wide	Management Improvements	1408						
	Resident Security			5,050.00	0.00			
	Develop Job Training & Business							
	Develop Programs	1408.7		28,000.00	0.00			
	Coordinator of Social Services for Drug Elimination			42,000.00	0.00			
	Administrative/Management Improvements	1408.9		2,500.00				
	Total for Management Improvements			77,550.00	0.00	0.00	0.00	
HA-Wide	Administration	1410						
	a. Salaries	1410.1		35,040.00	0.00			
	b. Fringe Benefits	1410.9		16,000.00	0.00			
	c. Advertising	1410.19		955.00	0.00			
	Total for Administration			51,995.00	0.00	0.00	0.00	
HA-Wide	Fees & Costs	1430						
	a. Architect			500.00	0.00			
	b. Planning Fees			500.00				
	Total for Fees & Costs			1,000.00	0.00	0.00	0.00	
HA-Wide	Nondwelling Structures	1470						
	Total for Nondwelling Structures			0.00	0.00	0.00	0.00	
HA-Wide	Nondwelling Equipment	1475						
	a. Office/Maintenance Equipment			10,000.00	0.00			
	Total for Nondwelling Equipment			10,000.00	0.00	0.00	0.00	
HA-Wide	Relocation Cost	1495.1		0.00	0.00	0.00	0.00	
HA-Wide	Contingency	1502		15,000.00	0.00	0.00	0.00	

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

PHA Name: Portage Metropolitan Housing Authority		Grant Type and Number:OH12PO3150106 Capital Fnd Program Grant No: 2006 Replacement Housing Factor Grant No: 2006			Federal FY of Grant: 2006			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised	Funds Obligated	Funds Expended	
OH31-15 Acquisition Rehab 3038 Polly 3147 Denny	Replace Well Replace Well Total for Site Improvement	1450	1 1	7,000.00 7,000.00 14,000.00	0.00	0.00	0.00	Emergency - Completed
OH31-1 Athena Gardens	Repl Kitchen Cabinets/Counter tops/sinks/faucets Replace Cold Air Returns	1460	25 all	52,410.00 10,000.00				
OH31-1 Community Estates	Repl Kit/Cabinets/Counter top/sink/faucet Replace Cold Air Returns		29 all	55,000.00 15,000.00				
OH31-3 Ravenna Woods	Repl Kit/Bath Cabinets/Counter tops/sinks/faucets		28	72,500.00				
OH31-5 Town Square Villas	Repl Kit/Bath Cabinets/Counter tops/sinks/faucets Shed Doors/Thresholds		30 30	42,000.00 13,000.00				
OH31-15 Acquisition Rehab 3086Polly 3138Polly 3147 Denny	Install Water Softner Install Water Softner Install Water Softner		1 1 1	1,500.00 1,500.00 1,500.00				
OH31-4 Eastowne Manor	Handicapped Bathroom		1	12,000.00				
	Total for Dwelling Structures			276,410.00	0.00	0.00	0.00	
OH31-3 Harvest Woods	Replace Appliances Total for Dwelling Equipment-Nonexp.	1465		16,500.00 16,500.00	0.00	0.00	0.00	
	Total for Nondwelling Structures	1470		0.00	0.00	0.00	0.00	
						0.00	0.00	

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
OH31-01 Athena Gardens	09/30/06			06/30/07			
OH31-01 Community Estates	09/30/06			06/30/07			
OH31-02 Scattered Sites	09/30/06			06/30/07			
OH31-03 Ravenna Woods	09/30/06			06/30/07			
OH31-04 Eastowne Manor	09/30/06			06/30/07			
OH31-05 Town Square	09/30/06			06/30/07			
OH31-06 Etna House							
OH31-09 Heritage Knolls							
HA-Wide Physical Improvements							
HA-Wide Mgmt. Impr. Administration	12/31/06			03/31/08			
Fees & Costs	12/31/06			03/31/08			
Contingency	12/31/06			03/31/08			

Signature of Executive Director & Date:

X

23-Sep-04

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

Progress in Meeting 5-Year Plan Mission and Goals

1. **Efficiently, effectively operate agency housing programs, while being sensitive to the needs and concerns of participants, landlords, and the community.**
 - A. Ensure efficient, effective, responsive Section 8 administration
 1. Achieve SEMAP High Performer status
 - a. Refine internal compliance reviews
Implemented quality control system utilizing the Section 8 assistant manager as the lead internal monitor/reviewer. Developed self-audit forms to enhance compliance by staff members administering program.
 2. Maximize the effectiveness of the program for applicants and participants
 - a. Enhance interim reporting requirement and processing procedures for zero-income participants
Implemented in-office interim recertification for MTW families reporting 0-income. Staff conducts interim recertifications of families claiming 0-income every sixty (60) days. Incorporated extensive questionnaire into interim recertification process for families claiming 0-income.
 - b. Reduce number of households reporting zero-income
In June 2005, 113 MTW families were reporting 0-income. As of 7/6/05, 51 MTW families were reporting 0-income.
 - c. Expand number of participants in MTW homeownership program
Currently there have been 21 homeownership closings; three of which occurred in 2005.
 - d. Expand services offered to homeownership participants through ROSS grant
Services include, referral service for families in need of repairs; inspection service that provides homeowners with an assessment of maintenance issues; down payment assistance; hands-on training in areas such as landscaping, electrical, painting; distribution of tool kits and manuals on homeowner repair.
 - e. Increase activity and effectiveness of FSS Coordinating Committee
FSS Coordinator updated list of committee members.
 - f. Increase tenant comment efforts (especially related to expiration of MTW agreement and transition plan)
Distributed survey to program participants with August 2004 newsletter.
 3. Maximize efficiency of the program
 - a. Promote ongoing training for staff on Visual MCS and Microsoft Office Systems
Trained new staff on use of Visual MCS and Microsoft Office Systems. provided periodic updates to all staff members.
 - b. Increase staff development efforts through periodic in-service meetings

Ongoing staff development completed in conjunction with bi-weekly staff meetings.

- c. Streamline workload distribution system to promote greater specialization among staff
Re-assigned processing of new admissions to the MTW and voucher program to one staff member. Assigned project-based voucher program to one team of housing specialists and S+C to the other team. Assigned portability to Section 8 Assistant Manager. Created new Section 8 Assistant Manager position with quality control/internal file review as primary duty.
 - d. Improve existing computerized rent calculator
Attempted to correct deficiencies in existing rent calculator. Developed new rent calculators for Mod Rehab & MTW programs in July 2005.
 - e. Increase utilization of computerized rent calculator, following enhancements
Staff relied heavily on hand calculations until new calculator was refined. New tool is being implemented.
 - f. Improve communication between Section 8 and Finance departments
Meeting periodically with Finance Manager regarding monthly processing, request for additional funding, portability, administrative fees, etc. Participate in ongoing discussions with Finance Manager and Finance Clerk regarding HAP processing.
 - g. Seek guidance on methods of enhancing teamwork within the department
Did not obtain training due to high demands on training budget that forced spending priorities to focus on training on basic nuts and bolts of Section 8.
 - h. Upgrade monthly HAP processing procedures
Modified monthly HAP processing procedures to include weekly processing and extended monthly dates for closing to within several business days of end of calendar month.
4. Continue recruitment of new landlords
- a. Develop new tool for marketing available Section 8 units
Developed new listing of available Section 8 rentals that includes a breakdown by bedroom size and lists unit type.
 - b. Increase landlord outreach efforts (especially related to expiration of MTW agreement and transition plan)
Included information in newsletters regarding program.
- B. Ensure efficient, effective, responsive Public Housing administration**
- 1. Maintain PHAS High Performer status
 - a. Maximize communications between Public Housing and maintenance departments regarding inspections and vacancies of multi-family sites to address PHAS and preventative needs as soon as identified
Weekly meetings between Public Housing and the maintenance department

are held to review upcoming and current vacancies as well as inspections. Potential or actual lease violators are identified at the meetings and strategies for bringing residents into compliance are discussed, or when necessary, lease terminations are initiated.

During 2005, a report was designed to track the vacancy turnover rates and the number of leasing days at least on a monthly basis. Thus, Public Housing and the Maintenance Department are now able to determine the effectiveness of their efforts to maintain a PHAS High Performer status and the necessity to adopt new strategies as needed.

2. Maximize the efficiency and effectiveness of housing management

- a. Continue to improve efforts to relocate sole remaining family members who are overhoused

Sole remaining family members are kept on the front burner as part of good property management practices. Both the Property Manager and Assistant Property Manager work with these individuals to transfer them to smaller public housing units or to Section 8. Encouragement to relocate to private housing or the PMHA's ROSS Homeownership program is provided when feasible. During the first half of 2005, a total of five sole remaining family members were relocated. Two transferred to other public housing units and three received Section 8 vouchers.

- b. Target zero-income participants for integrity checks and referrals

Monthly Tenant Statistical Detail Reports are used to identify zero-income residents. Residents having no income for three consecutive months are scheduled to meet with the Housing Specialist. A zero-income worksheet is completed, which is then reviewed with the resident by the Housing Specialist. When no income is confirmed, residents who did not exceed the state's time limit requirement are referred to the Portage County Job and Family Services for cash assistance. Income is then calculated on the Imputed monthly cash assistance award. Residents must inform the Housing Specialist if they actually begin to receive cash assistance.

During the first six month of 2005, the Housing Specialist interviewed 12 residents reporting zero-income for at least 90 days. Of the 12, four were determined as having an income resulting from worksheet findings; three were subject to the imputed income process, four are pending third-party verification of status, and one moved.

- c. Develop and implement standard housekeeping policy

A policy was developed and implemented based upon decent, safe, and sanitary housekeeping practices. It has proven to be the most effective guideline for staff to use along with a printed checklist when performing housekeeping inspections.

- d. Examine need for vehicle registration system and database

This goal is still in process, and will carryover during 2006.

- e. Improve tenant screening by utilizing more resources, such as NCIC records and internet resources
Screening has improved largely due to the refinement and availability of public access to court records among Portage and the surrounding counties. The PMHA still utilizes a national screening resource, which has been instrumental in identifying former addresses and evictions not listed by applicants.
- During 2005, the PMHA release of information form was expanded to include additional organizations and computer matching programs that may release information about the tenant. As a result, public housing staff uncovered several cases of fraud or unreported sources of income.***
- f. Continue to refine collection of occupancy related charges other than rent
Each month, the Property Manager, Assistant Property Manager and the Housing and Special Projects Manager meet to review Tenant Account information. As a group, decisions are made as to the type of action that will be taken per delinquent account. By reviewing each delinquent tenant account monthly, the public housing staff is able to keep abreast of the progress or lack of progress of each household. In addition, a Debt and Repayment Policy was developed and adopted by the PMHA Board. The policy has been instrumental in defining the obligations and expectations of tenants and has defined the parameters for staff in the debt collection process.
- g. Continue to refine collection of balances owed by vacated tenants through greater outreach and other methods
This goal is still in progress and will carryover to 2006.
- h. Examine the feasibility to file small claim court cases for judgments for minor debts
It was determined that at this time, it is not feasible to file small claim court cases for minor debts.
- i. Continue to refine the implementation of the community service requirement
The Public Housing staff continues to spend a larger than expected portion of their time on the implementation of the community service requirement. Discussion is ongoing about refining the implementation process, however, Community Service requirements appear to be cumbersome and time consuming by the nature of the law itself.
- Two staff members attended the training sessions in Cleveland regarding implementation of the Community Service requirement and found it useful.***
- This goal will continue during 2006 especially since some residents may be in jeopardy of losing their housing as a result of non compliance with this requirement.***
- j. Assess and address staff training needs

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The identification of staff training needs continues to be of paramount importance. HUD continues to issue regulations that require training to ensure that policies are implemented accurately. An example during 2005 was the recent Medicare Prescription Drug Cards and Transitional Assistance notice. This goal will be continued during 2006.

- k. Incorporate staff training into weekly staff meetings
Staff training is incorporated into weekly staff meetings. However, in order to ensure that adequate time is devoted to training, specific dates and times will be identified for training during 2006.
 - l. Revise and update policies that require change due to ending of MTW status
This goal is not applicable at this time as MTW is continuing.
3. Maximize the efficiency of maintenance
- a. Develop and implement Preventative Maintenance Programs for all building mechanicals at every site
The Senior Maintenance Mechanic performs a monthly check on fire pump systems, safety backup lights and regular exit lights at two elderly sites. He also conducts a monthly safety checks at all PMHA garages and maintenance rooms.
 - b. Improve purchasing process through bulk cost comparisons and use of the bar-coding system
Bulk cost comparisons are not feasible because local vendors will not commit to a fixed dollar amount per order based on an annual purchase commitment from the PMHA. Individual price comparisons are cost effective for the PMHA

As of July 2005, 80% of all maintenance material inventory has been bar coded. The Assistant Operations Manager is in the process of inventorying the materials located on the maintenance vehicles, in PMHA garages and maintenance rooms. The bar-coding process will be complete by September 1, 2005.
 - c. Better standardize the major appliances and fixtures at all sites
A standardized product list has been compiled. As items are in need of replacement, the standardized product list is utilized for purchasing.
 - d. Continue to improve customer service
Importance of good customer service is an on-going topic at all maintenance meetings. Complaints received regarding maintenance personnel have decreased by approximately 50%.
 - e. Maintain high performance status for vacancy turnovers
Maintained high performance status for vacancy turnovers in 2005.
 - f. Expand ability to provide maintenance services to other government and non-profit owners of rental properties

In 2005, the PMHA has entered into two maintenance service agreements with non-profit owners of rental properties.

- g. Expand and encourage educational opportunities for maintenance field workers
Maintenance staff have been offered the opportunity to attend home repair training sessions provided to homeowners under the PMHA 2003 Ross Grant. This goal is still in progress and will carryover to 2006.

2. Respond to local housing needs by developing new affordable housing opportunities for low-income households and improving resource utilization.

- A. Develop affordable housing using HUD and non-HUD sources
 - 1. Expand the supply of permanent, affordable housing, for the low-to-moderate income population in a variety of geographic areas.
 - a. Analyze opportunities for acquisition or new construction that come to the attention of PMHA
The Director and Board considered several potential acquisitions, but turned down the opportunities.
 - b. Keep up-to-date on financing resources, particularly loans/grants offered by Ohio Dept. of Development and Low-Income Tax Credit Program
The Director has kept informed of financing resources and attended training sponsored by Ohio Housing Finance Agency.
 - c. Develop affordable housing by pursuing the purchase of existing rental properties that are offered for sale, when it is financially sound to do so.
The Director regularly researches the internet for rental housing listed for sale and the newspaper for foreclosures advertised. No opportunity was deemed viable during this year.
 - 2. Preserve the inventory of permanent, affordable rental housing for the general low income population
 - a. Monitor HUD contracts with private owners that are expiring, and keep in contact with owners about future plans
Using HUD's web site, a listing of contract expirations for local subsidized properties was prepared. The Section 8 Manager also maintains regular contact with the Cleveland HUD field rep regarding owners' plans for prepayment.
 - b. Administer new Section 8 vouchers received to support private project-based subsidized properties having pre-paid HUD mortgages
PMHA received and implemented Enhanced Vouchers for Indian Valley apartments in Kent.
 - c. If financially feasible, pursue the purchase of Summit Gardens or other project-based subsidized properties in Portage County
The Director and the consultant from Ohio Capital Corporation for Housing continue to maintain contact with the owner of Summit Gardens. Inspections

are planned to enable the PMHA to develop a renovation cost estimate in order to firm the purchase offer.

3. Support the development of affordable housing for specific populations.
 - a. Seek out and/or support opportunities to assist in the development of affordable housing opportunities for the disabled population.

Section 8 Manager is working with the local mental health provider to subsidize some of the units they own and lease to disabled clients in order to subsidize the units as SRO (single-room occupancy) units.
 - b. Seek out and/or support opportunities to assist in the development of affordable housing opportunities for the homeless population
PMHA maintained its tenant selection preference for the homeless and continues to be an active member of the local homeless housing council but was not involved in any new activities for the homeless.
- B. Use Public Housing and Section 8 resources to meet identified housing needs
 1. Monitor Tenant Preference Policy to meet identified housing needs
 - a. Work with local social service agencies to refine tenant selection preferences to meet local needs as well as maximizing utilization of resources
So far during 2005, no changes have been made to tenant selection preferences, however, if Section 8 funding continues to decline, it will become necessary to examine the impact of existing preferences on the cost of Section 8 subsidies.
 - b. If the number of Section 8 units is decreased, seek input from the public, including social service agencies, suggesting ways to reduce program costs and allocate program resources.
In the spring of 2005, the PMHA adopted a Section 8 Cost Containment Plan and the staff took steps to reduce the average HAP cost. As these steps have proven to reduce costs only minimally, additional more drastic steps may need to be implemented and this objective will remain as part of the 2006 strategy. Input has been offered by members of the Portage County Housing Services Council.
 2. Identify alternative uses for developments having marketing issues
 - a. Continue to monitor vacancy rates and alternatives for Etna House
The vacancy rate for Etna House was stable during 2005. However, the difficulty in filling units will continue to be monitored. If an ongoing occupancy problem persists, staff will analyze the feasibility of converting the property to assisted living as provided by the recently adopted state Medicaid Waiver legislation.
 3. Use Section 8 resources to assist housing owned by non-profits
 - a. If Section 8 resources permit, and provided that the Moving To Work features are available, continue to market Section 8 project-based program for non-profit owners serving special needs clients.

Due to the anticipated expiration of the MTW program at the end of 2005, the project-based feature was not made available. However, given HUD's extension of MTW through 2006, the PMHA will consider reopening this opportunity, provided Section 8 units are available for lease.

- b. At the end of the Moving To Work program, seek HUD approval to continue the MTW feature that permits the acceptance of proposals from non-profit owners wishing to house special needs populations or potential homeowners.
A MTW Transition Plan was developed in spring of 2005 and submitted to HUD. The Plan specified the features the PMHA wishes to continue following the expiration of MTW. As MTW has been extended through 2006, this task does not need follow-up at this time.

3. Enhance the quality of life of the PMHA's residents, with particular emphasis upon promotion of family self-sufficiency.

- A. Increase self-sufficiency rate in public housing
 1. Ensure policies encourage family responsibility
 - a. Refine tracking method for HUD's Community Service Requirement
Based on HUD training, the PMHA's tracking system is adequate for monitoring the implementation of this requirement. Housing Management staff continues to provide residents with ideas on how they can volunteer their time locally.
 2. Encourage on-site supportive services
 - a. Continue to support non-profit partners providing supportive services to public housing residents, as long as it is financially feasible
Using ROSS grant funds, PMHA implemented individual case management services to Public Housing residents requesting assistance. The program is known as Helping Hands and is provided under contract by Family and Community Services. In addition, PMHA continues to provide marketing and space to local agencies providing summer lunch programs for children.
 3. Use housing as an incentive for self-sufficiency progress
 - a. Coordinate with Neighborhood Development Services and Neighbor Works to expand the Section 8 homeownership program
The homeownership program has continued, although the number of families served is below expectation. A meeting is scheduled with staff of NDS in order to request that they work more closely with marginal families, rather than working exclusively with mortgage ready families.
 - b. Provide office space to PATH, Maplewood Career Center, and other local agencies offering resident self-sufficiency services or activities in return for usage of space if funding permits
PMHA has continued to provide space at Renaissance Place and Community Estates to PATH for self-sufficiency activities and individual counseling. Space has also been provided to Maplewood for computer classes and at the PMHA's Opportunity Resource Center for adult education and GED classes.

The PMHA office has also been used four times for classes offered under the ROSS grant that pertain to a variety of home upkeep activities.

4. Seek out and pursue appropriate grant opportunities
 - a. Seek funding for self-sufficiency activities for PMHA participants
PMHA applied for a HUD ROSS grant for small engine repair training, but was not successful in receiving funding. The PMHA's Section 8 Family Self-Sufficiency grant was funded, permitting the continuation of this successful activity.
 - b. Seek new partnerships with local agencies agreeing to offer services to PMHA participants
The Helping Hands program in cooperation with Family and Community Services was the only new partnership executed during 2005. Local agencies are experiencing severe funding reductions, and are greatly restricted in their ability to engage in new activities and partnerships.
 - c. Seek out grants for playground equipment at multi-family sites
No funding sources were identified for this activity.
- B. Increase employment rate of Section 8 and public housing families.
 1. Provide incentives for tenants to generate higher income
 - a. Continue to analyze public housing rent policy in conjunction with MTW
This analysis was not undertaken during early 2005 as the expiration of the MTW program was anticipated. However, now with the knowledge that MTW is continuing, both Section 8 and Public Housing departments will begin analyzing rent policy for refinement and to balance the needs of residents and the agency in light of potential funding reductions to both programs. Discussions of rent policy with Public Housing residents is taking place during the resident meetings convened as part of the Agency Plan process.
 - b. Scrutinize and monitor households reporting zero income
As noted previously, both Section 8 and Public Housing departments have implemented forms and procedures intended to better monitor residents reporting zero income. This efforts have resulted in a decrease in the number of zero income families during 2005 in both programs.
 2. Provide on-the job work opportunities that address PMHA maintenance/construction needs
 - a. Continue the maintenance/construction job training program and seek more outside work in order to reduce the reliance upon grant funding
This undertaking has been very successful, as the PMHA has executed agreements with Neighborhood Development Services for ongoing maintenance services at Prospect House and periodic rehabilitation work under separate contracts for single-family homes acquired by NDS for sale under its homeownership program. In addition, an agreement was executed with Family and Community services for ongoing maintenance services of its 24 multi-family units.

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- b. Expand number of participants utilizing the NetWork Force Program
Graduates of the Maintenance/Construction Job Training program have continued to provide labor to the PMHA by successfully bidding on cleaning and painting contracts offered by the PMHA. Five residents have provided contract services to PMHA thus far during 2005.

Attachment D Resident Comments

PUBLIC HEARING **October 11, 2005**

Agenda

- I. Purpose of Agency Plan and Overview of Plan
- II. 2006 Strategy and Future of Moving To Work
- III. Proposed 2006 Changes:
 - Block Grant Funding
 - Suspension of Scattered Site Time Limits
- IV. 2005 Accomplishments
- V. Planned Capital Improvements

Director Christie Anderson represented the PMHA. The sole attendee was JoAnn Sahl, a legal aide attorney from Akron. As Ms. Sahl attended last year's public hearing and is very familiar with the agency plan process, the first agenda topic was not discussed.

Ms. Anderson explained the status of the proposed legislation that would make the Moving To Work demonstration permanent. She then explained the two MTW proposed changes, which include a request to become a block grant funded agency and a request to suspend the time limits placed on the Public Housing scattered site homes. Ms. Anderson provided a handout to Ms. Sahl explaining the time limit feature and status in more detail. Ms. Sahl was receptive to both changes.

Ms. Sahl inquired about the consumer credit repair services offered to prospective homebuyers and offered to provide PMHA participants with a one-hour credit repair presentation. She also inquired about the agency's new debt collection policy, and Ms. Anderson agreed to provide Ms. Sahl with a copy.

Ms. Anderson explained the new Section 8 Payment Standard and the analysis that was recently conducted. In response to an inquiry by Ms. Sahl, Ms. Anderson explained the imputed minimum income rent policy. The meeting concluded at 6:30 with Ms. Sahl asking to be informed of the date and time of next year's public hearing.

RESIDENT MEETINGS

The agenda presented at each resident meeting follows:

Agenda

- I. HUD Funding Cuts (Ideas for Cost-Saving Measures)
- II. Safety/Security
- III. Maintenance (Ideas for Capital Funds)
- IV. Up-Date on ROSS Grants
- V. Other Matters
- VI. Adjournment

October 10, 2005

A resident meeting was held at Eastowne Manor at 2:00 p.m. Romaine Chritton represented the PMHA. Residents in attendance were Donna Chinn, Rita Eichler, Florence Davis, Thelma Rice, and Betty Henderson. In addition to the above agenda, the HUD Resident Service and Satisfaction Survey was discussed. Comments included:

HUD Funding Cuts (Ideas for Cost-Saving Measures)

Residents felt that lighting every other light in halls could reduce utility bills. Also, by posting information on bulletin boards, the need for individual flyers could be reduced. However, it was pointed out that some residents do not read bulletin boards and some are homebound and do not leave their apartments often. Postings may be considered when information requires elective or optional participation.

Safety/Security

Overall, residents feel safe. A suggestion was made to have residents place ribbons on their doors on a daily basis to let others know they are ok. A recommendation was made to have the Resident Council explore ways a "Buddy Check" program can be implemented.

Maintenance (Ideas for Capital Funds)

Residents requested that new blinds be installed in the meeting room; new tiles be installed in the elevator; re-fresh painting be done every so many years in the apartments of long-time residents; and the height of the curb in front of the door be lowered. Routine maintenance requests/complaints were forwarded to the Director in a separate memo for review.

The meeting was adjourned at 3:00 p.m.

August 22, 2005

A resident meeting was held at Townsquare Villas. Melissa Johnston was in attendance and Romaine Chritton represented the PMHA. Ms. Johnston indicated that she felt very safe at Townsquare. She did not offer any other input. The meeting was adjourned at 6:30 p.m.

August 16, 2005

A resident meeting was held at Athena Gardens. Residents attending were Sacha Parson, Monkisha McDermott and Jamie Bell. Romaine Chritton represented the PMHA. Input included:

HUD Funding Cuts

No ideas for cost-saving measures were offered.

Safety/Security

All in attendance feel safe. They felt the new lighting was very helpful, but indicated that additional lighting would increase their feelings of safety. Safety issues discussed were the need for a playground; the necessity of dismantling of the sandbox (cats use it) and the need for "Children At Play" signs to remind residents to slow down when driving.

Maintenance (Ideas for Capital Funds)

Those in attendance felt that lawn care could be improved. They suggested mowing and trimming be done more often. They also felt that maintenance could improve its services by finishing a job without delays. For example, the time between wall patching and wall painting could be shortened.

Up-Date on ROSS Grants

Two of those in attendance felt that ROSS funds should pay for any job-related training in addition to computer and PMHA Job Training classes. A barrier to taking job-related classes is childcare. Daycare centers do not generally operate during evening hours, and unless residents have relatives or neighbors to watch their children, attending training is not possible. Residents were told that this need would be addressed in future ROSS applications.

The meeting was adjourned at 7:15 p.m.

August 9, 2005

A resident meeting was held at the PMHA Office for Scattered-Sites and Section 8 participants. Residents attending were Eva Crane and Phillip Freeman, both Section 8 tenants and participants in the Homeownership Supportive Services Program. Romaine Chritton represented the PMHA. Comments included:

HUD Funding Cuts

Suggestions were made to reduce assistance levels to Section 8 tenants and reduce PMHA administrative spending. Other suggestions were to research alternative funding sources and seek community volunteers to help with taking care of developments, office grounds, etc.

Up-Date on ROSS Grants

It was felt that ROSS grants help the local economy and create jobs for residents. No improvements to the Homeownership Supportive Services program were offered. Participants were pleased with the program.

Other Matters

One Section 8 participant commented favorably on the phased-in rent feature of the Moving-To-Work program. She felt that gradual rent increases promoted self-sufficiency and enables families to participate in homeownership programs.

The meeting was adjourned at 6:30 p.m.

July 21, 2005

A resident meeting was held at Community Estates. Residents providing input were Davida Slates, Cheryl Brown, Thereasa Brown, Erin Carson and Zina Creque. Romaine Chritton represented the PMHA. Comments included:

HUD Funding Cuts

A suggestion was made to make residents of Community Estates cut their own grass rather than having PMHA staff mow. Also, children could be given large trash bags and fill them with trash. The children could then be given pencils, school supplies, etc. as a reward for participating in the clean-up effort. Organize specific clean-up days/times for both children and adults to participate.

Another suggestion included having Maintenance staff follow-up without delay on work orders to prevent further and more extensive damage.

Safety/Security

While several residents felt safe, others felt improvements could add to safety. Ideas to increase security included adding additional lighting in the back units of the development; posting lower speed limits than the current 25 miles per hour; enclosing patios to prevent thefts; improve the quality of current doors and windows which a few residents felt could be easily broken into; and organize a Neighborhood Watch.

Maintenance (Ideas for Capital Funds)

Suggestions to add a basketball court and a new tot lot with fence were forthcoming. Also, replacing the flowerbed wood and dirt was suggested.

Up-Date on ROSS Grants

Residents felt that enough free computer classes are available within the community, and suggested that mediation classes may be of benefit to help residents get along with each other. Another suggestion was to add home repair and other on-hands training materials to the PMHA Resident Library. Actual tools could be added as well for lending purposes. Auto repair information/tools could also be included as part of the Resident Library.

The meeting was adjourned at 7:15 p.m.

July 18, 2005

A resident meeting was held at 6:00 p.m. at Renaissance Place. Romaine Chritton represented the PMHA. Residents attending were Angela Hixon and Carrie Signoretti. Input included:

HUD Funding Cuts

Those in attendance felt that involving residents in site clean-up and maintenance on an on-going basis would save PMHA money as well as strengthen the feeling of community at the site.

Safety/Security

Residents suggested installing additional lighting and raising rents. Overall, they felt safe at the site.

Maintenance (Ideas for Capital Funds)

Suggestions were made to improve the playground equipment and add recreation equipment for older children such as a basketball court.

No other comments were provided and the meeting adjourned at 7:00 p.m.

July 14, 2005

A resident meeting was scheduled at Harvest Drive. No residents attended. Romaine Chritton represented the PMHA.

July 11, 2005

A resident meeting was held 6:00 p.m. at Heritage Knolls. Residents providing input were Amy Groff, Holly Shaffer, Tanya Gavel and Taura Laughton. Romaine Chritton represented the PMHA. Comments/suggestions include:

Safety/Security

Residents felt crime was not a problem, and they feel safe. However, two residents feel the merry-go-round is unsafe for children. They were informed that new playground equipment is scheduled for installation within the next few months. Residents felt that speed-limit signs would remind residents/guests to drive slower.

Maintenance (Ideas for Capital Funds)

One resident felt that splatter guards in back of stoves would help keep walls free of grease, or a better grade of paint that can withstand washing should be purchased. Other ideas included allowing residents to have ceiling fans. It was felt that the maintenance charge of \$20 for air conditioner installation is too high.

Another resident requested that downstairs flooring be tile or other washable surface as opposed to carpeting. It was felt that the extensive foot traffic in the downstairs areas results in dirty carpeting.

A suggestion to power wash the siding was offered.

Up-Date on ROSS Grants

The residents felt that the Homeownership Supportive Services program has effective outreach, and no suggestions to improve the program were offered.

Other Matters

Heritage Knolls has a problem with stray cats. Unfortunately, the City of Kent can only accept a limited number of strays. No solutions were offered.

The meeting was adjourned at 6:45 p.m.

June 7, 2005

The resident meeting was held 6:00 p.m. in the PMHA office. Romaine Chritton represented the PMHA. LuAnn Krapinski, a Harvest Drive resident, attended. Ms. Krapinski offered her comments/suggestions on the following:

Safety/Security

Ms. Krapinski likes the new lighting and feels better having it at the development.

Maintenance (Ideas for Capital Funds)

Ms. Krapinski suggested new siding and gutters be installed at Harvest Drive.

Up-date on ROSS Grants

Ms. Krapinski feels the current training programs are effective in promoting self-sufficiency, and the homeownership supportive services program is especially valuable to residents.

Meeting was adjourned at 7:00 p.m.

May 9, 2005

A resident meeting was held at Etna House on May 9, 2005. Romaine Chritton, Housing and Special Projects Manager and Cindy Blevins represented the PMHA. Residents in attendance include Clara London, Joanne Bacy, Katheryn Rock, Maurice and Linda Near, Doris Wade, Ruby Earley, Clarence and Gladys Longstreth, Ellen Elkins, Evelyn Horvatic, Carolyn McElwain, Mary Schumaker, Lois Kennedy, Sharon Hall and Frances Hallock.

HUD Funding Cuts (Ideas for Cost-Saving Measures)

Ideas for saving costs included providing each household with a decorative flyer reminding residents to conserve energy and list ways for doing so. For example, residents should turn off lights in rooms when unoccupied and conserve hot water. In the Community Room, signs could be posted to remind residents to turn off the light when the last one leaving the room, and not to adjust the thermostat. Another suggestion was to replace standard bulbs with florescent.

Safety/Security

Residents suggested that handrails be installed on both sides of the halls.

Maintenance (Ideas for Capital Funds)

New drapes and carpeting were requested for apartments. Also, maintenance may want to investigate why some refrigerators run often and if replacement is necessary.

Other Matters

Several residents indicated a desire to use Resident Participation Funds to sponsor a safety-training seminar during the last quarter of 2005.

The meeting was adjourned at 3:10 p.m.

Attachment E Resident Advisory Committee Members

Melissa Johnston	Townsquare Villas
Sacha Parson	Athena Gardens
Monkisha McDermott	Athena Gardens
Jamie Bell	Athena Gardens
Eva Crane	Section 8
Phillip Freeman	Section 8
Dauida Slates	Community Estates
Cheryl Brown	Community Estates
Tereasa Brown	Community Estates
Erin Carson	Community Estates
Zina Creque	Community Estates
Angela Hixon	Renaissance Place
Carrie Signoretti	Renaissance Place
Amy Groff	Heritage Knolls
Holly Shaffer	Heritage Knolls
Tanya Gavel	Heritage Knolls
Taura Laughton	Heritage Knolls
LuAnn Krapinski	Harvest Drive
Clara London	Etna House
Joanne Bacy	Etna House
Katheryn Rock	Etna House
Maurice Near	Etna House
Linda Near	Etna House
Doris Wade	Etna House
Ruby Earley	Etna House
Clarence Longstreth	Etna House
Gladys Longstreth	Etna House
Ellen Elkins	Etna House
Evelyn Horvatic	Etna House
Carolyn McEElwain	Etna House
Mary Schumaker	Etna House
Lois Kennedy	Etna House
Sharon Hall	Etna House
Frances Hallock	Etna House
Donna Chinn	Eastowne Manor
Rita Eichler	Eastowne Manor
Florence Davis	Eastowne Manor
Thelma Rice	Eastowne Manor
Betty Henderson	

Attachment F
Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Teresa Carr

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires): October 31, 2006

D.

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

B. Date of next term expiration of a governing board member:

October 2005

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Judge Thomas Carnes
Portage County Probate Court
Portage County Courthouse
203 West Main Street
Ravenna, OH 44266

Attachment G

Resident Satisfaction Survey
Follow-Up Plan

No follow-up plan is required.

Attachment H

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments? 7
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? 3
- c. How many Assessments were conducted for the PHA's covered developments? 5 multi-family general occupancy and 2 elderly
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
N/A	

- e. If the PHA has not completed the Required Initial Assessments, describe the Status of these assessments. Assessments have not yet been completed for the 2 scattered site developments, as an attempt is being made to identify the projects' expenses by individual property.

Summary of Assessment

An analysis of the cost incurred by HUD in operating the PMHA's Section 8 program compared to the public housing program was conducted, based on PMHA's anticipated costs for year 2005.

The PUM cost of operating a public housing multi-family unit in 2005 was \$471. This figure includes the 2005 amount awarded for capital improvements. The revenues combined to pay for these expenses include: tenant rents, HUD Operating Subsidy, HUD Capital Grant funds, interest and tenant excess utility charges. HUD's portion of the Public Housing expenses for subsidy and capital funds totals \$293 PUM.

Under the Section 8 program, the per unit monthly cost is \$642, which is comprised of the tenant rent, HUD HAP subsidy and administrative fee. The tenant rent portion averages \$131 PUM and the HUD portion equals \$511 PUM. Obviously the government PUM cost of \$511 for the Section 8 program far exceeds the \$293 PUM cost to operate Public Housing. The Conversion of PMHA's Public Housing units to Section 8 vouchers would be an excessive cost to the government.

At this time, the PMHA has determined that a voluntary conversion of its multi-family public housing stock to vouchers is inappropriate, as removal of the multi-family developments would not meet the necessary conditions for voluntary conversion.

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

HA Name:
 Portage Metropolitan Housing Authority

Grant Type and Number: OH12PO3150101
 Capital Fund Program Grant No: 2001
 Replacement Housing Factor Grant No. CFP of Grant Approval:
 OH12PO3150101 2001 2001

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual statement/Revision Number _____
 Performance and Evaluation report for Program Year Ending _____ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	0.00	0.00	0.00	0.00
2	1406 Operations (May not exceed 20% of line 19)	7,742.00	49,968.78	49,968.78	49,968.78
3	1408 Management Improvements	77,930.00	90,375.32	90,375.32	90,375.32
4	1410 Administration	63,410.00	58,070.96	58,070.96	58,070.96
5	1411 Audit	1,500.00	2,000.00	2,000.00	2,000.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	707.10	707.10	707.10
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	88,000.00	136,592.69	136,592.69	136,592.69
10	1460 Dwelling Structures	244,700.00	194,817.29	194,817.29	194,817.29
11	1465.1 Dwelling Equipment - Nonexpendable	4,250.00	2,398.00	2,398.00	2,398.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	0.00	27,758.39	27,758.39	27,758.39
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	20,000.00	33,096.47	33,096.47	33,096.47
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1498 Mod used for Development	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	4,475.00	0.00	0.00	0.00
20	Amount of Annual Grant (Sum of Lines 2-19)	512,007.00	595,785.00	595,785.00	595,785.00
21	Amount of line 19 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 19 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
23	Amount of line 19 Related to Security	5,000.00	5,000.00	0.00	0.00
24	Amount of line 19 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director & Date:
X **Director, June 30, 2005**

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:
X

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

form HUD-52837 (10/96)
 ref Handbook 7485.3

Annual Statement/Performance and Evaluation Report
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFRHF)

Part II: Supporting Pages

Development Number/Name		General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
HA-Wide Activities	Original				Revised (1)	Funds Obligated (2)	Funds Expended (2)		
PHA Name:		Grant Type and Number OH12PO3150101 Capital Fund Program Grant No. 2001 Replacement Housing Factor Grant No. 2001			Federal FY of Grant: 2001				
HA-Wide		Operations	1406		7,742.00	49,968.78	49,968.78	49,968.78	
HA-Wide		Management Improvements	1408						
		Resident Security			5,000.00	3,924.34	3,924.34	3,924.34	
		Develop Job Training & Business							
		Develop Programs			35,000.00	33,341.62	33,341.62	33,341.62	
		Coordinator of Social Services for Drug Elimination			37,930.00	39,785.28	39,785.28	39,785.28	
		Administrative Management Improvements				13,324.08	13,324.08	13,324.08	
		Total for Management Improvements			77,930.00	90,375.32	90,375.32	90,375.32	
HA-Wide		Administration	1410						
		a. Salaries	1410.1		46,130.00	44,051.67	44,051.67	44,051.67	
		b. Fringe Benefits	1410.9		15,930.00	13,071.62	13,071.62	13,071.62	
		c. Advertising	1410.19		1,350.00	947.67	947.67	947.67	
		Total for Administration			63,410.00	58,070.96	58,070.96	58,070.96	
HA-Wide		Fees & Costs	1430						
		a. Architect			0.00	707.10	707.10	707.10	
		Total for Fees & Costs			0.00	707.10	707.10	707.10	
HA-Wide		Nondwelling Structures	1470						
		Total for Nondwelling Structures			0.00	0.00	0.00	0.00	
HA-Wide		Nondwelling Equipment	1475						
		a. Office Equipment				27,758.39	27,758.39	27,758.39	
		Total for Nondwelling Equipment			0.00	27,758.39	27,758.39	27,758.39	
HA-Wide		Relocation Cost	1495.1		0.00	0.00	0.00	0.00	
HA-Wide		Contingency	1502		4,475.00	0.00	0.00	0.00	
Signature of Executive Director & Date:					Signature of Public Housing Director/Office of Native American programs Administrator & Date:				
Director, June 30, 2005					X				

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

Development Number/Name HA-Wide Activities		General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
					Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH31-01 Athena Gardens		Site Improvement	1450						
		Total for Site Improvement			0.00	0.00	0.00	0.00	
		Dwelling Structures	1460						
		Replace Front and Back Entrance Doors and Shed Doors	1460.21	75	42,400.00	30,286.00	30,286.00	30,286.00	
		Willmar - deadbolts & latches				732.90	732.90	732.90	
		Chad - hole covers for doors				57.64	57.64	57.64	
		Total for Dwelling Structures			42,400.00	31,076.54	31,076.54	31,076.54	
		Dwelling Equipment - Nonexpendable	1465.1						
		Total for Dwelling Equipment - Nonexp.			0.00	0.00	0.00	0.00	
		Nondwelling Structures	1470						
		Total for Nondwelling Structures			0.00	0.00	0.00	0.00	
		Nondwelling Equipment	1475						
		Total for Nondwelling Equipment			0.00	0.00	0.00	0.00	
Signature of Executive Director & Date:					Signature of Public Housing Director/Office of Native American programs Administrator & Date:				
Director, June 30, 2005					X				

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

PHA Name:		Grant Type and Number OH12PO3150101 Capital Fund Program Grant No. 2001 Replacement Housing Factor Grant No. 2001				Federal FY of Grant: 2001			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
OH31-01 Community Estates	Site Improvement	1450							
	Replace Fiber in Sandbox	1450.14	250 SF	5,000.00	1,976.00	1,976.00	1,976.00		
	Install Retaining Wall	1450.11	250 LF	25,000.00	7,150.00	7,150.00	7,150.00		
	Install Security Fence	1450.11	300 LF	10,000.00	2,500.00	2,500.00	2,500.00		
	Replace patio pads & fencing				77,120.82	77,120.82	77,120.82		
	Clean out drains				4,190.00	4,190.00	4,190.00		
	Total for Site Improvement			40,000.00	92,936.82	92,936.82	92,936.82		
	Dwelling Structures	1460							
	Install Security Screens in Kitchen	1460.19	28	12,000.00	0.00	0.00	0.00		
	Install Security Screens in Bedroom	1460.19	29	12,000.00	0.00	0.00	0.00		
	Replace Front Storm Doors	1460.21	29	12,000.00	11,341.40	11,341.40	11,341.40		
	Replace Medicine Cabinets	1460.12	19	3,500.00	1,044.07	1,044.07	1,044.07		
	Replace Front, Back & Shed Doors	1460.21	87		39,039.12	39,039.12	39,039.12		
	Willmar - deadbolts & latches				1,114.66	1,114.66	1,114.66		
	Chad - hole covers for doors				86.71	86.71	86.71		
	Total for Dwelling Structures			39,500.00	52,625.96	52,625.96	52,625.96		
	Dwelling Equipment - Nonexpendable	1465.1							
	Total for Dwelling Equipment - Nonexp.				0.00	0.00	0.00	0.00	
	Nondwelling Structures	1470							
	Total for Nondwelling Structures				0.00	0.00	0.00	0.00	
	Nondwelling Equipment	1475							
Total for Nondwelling Equipment				0.00	0.00	0.00	0.00		

Signature of Executive Director & Date:

Director, June 30, 2005

Signature of Public Housing Director/Office of Native American programs Administrator & Date:

X

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

PHA Name: Grant Type and Number OH12PO3150101 Federal FY of Grant: 2001
 Capital Fund Program Grant No. 2001
 Replacement Housing Factor Grant No. 2001

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Site Improvement		1450						
OH31-02 Scattered Sites 224 W. Highland St Rt 183	Replace Main Sewer Line Foundation Waterproofing	1450.13	150 LF	16,500.00	0.00 12,175.00	12,175.00	12,175.00	Line item not needed Moved up from 501-02 to obligate savings
Total for Site Improvement				16,500.00	12,175.00	12,175.00	12,175.00	
Dwelling Structures		1460						
213 S. Willow	Replace Kitchen	1460.11	All	12,000.00	0.00	0.00	0.00	
W Elm St.	Replace Roof	1460.18	2	35,000.00	8,800.00	8,800.00	8,800.00	
1339 Franklin	Replace Side Doors	1460.21	2	1,000.00	791.56	791.56	791.56	
227 S. Walnut	Rehab Kitchen	1460.21			7,905.00	7,905.00	7,905.00	
Total for Dwelling Structures				48,000.00	17,496.56	17,496.56	17,496.56	
Dwelling Equipment - Nonexpendable		1465.1						
Total for Dwelling Equipment - Nonexp.				0.00	0.00	0.00	0.00	
Nondwelling Structures		1470						
Total for Nondwelling Structures				0.00	0.00	0.00	0.00	
Nondwelling Equipment		1475						
Total for Nondwelling Equipment				0.00	0.00	0.00	0.00	

Signature of Executive Director & Date: **Director, June 30, 2005** Signature of Public Housing Director/Office of Native American programs Administrator & Date: **Page 4 of 9**

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

PHA Name:		Grant Type and Number OH12PO3150101 Replacement Housing Factor Grant No. 2001			Federal FY of Grant: 2001			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH31-04 Eastowne Manor	Site Improvement	1450						
	Total for Site Improvement			0.00	0.00	0.00	0.00	
	Dwelling Structures	1460						
	Replace Unit Door Locks	1460.19	50	10,000.00	9,632.00	9,632.00	9,632.00	
	Replace Unit Doors & Peepholes	1460.21	50		15,793.00	15,793.00	15,793.00	
	Total for Dwelling Structures			10,000.00	25,425.00	25,425.00	25,425.00	
	Dwelling Equipment - Nonexpendable	1465.1						
	Total for Dwelling Equipment - Nonexp.			0.00	0.00	0.00	0.00	
	Nondwelling Structures	1470						
	Total for Nondwelling Structures			0.00	0.00	0.00	0.00	
Nondwelling Equipment	1475							
Total for Nondwelling Equipment				0.00	0.00	0.00	0.00	

Signature of Executive Director & Date:

Director, June 30, 2005

Signature of Public Housing Director/Office of Native American programs Administrator & Date:

X

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

PHA Name:		Grant Type and Number OH12PO3150101 Replacement Housing Factor Grant No. 2001			Federal FY of Grant: 2001				
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)	
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)		
OH31-05 Town Square	Site Improvement	1450							
	Additional Concrete Work/Pads	1450.14	10	16,500.00	0.00			Moved to 50102	
	Total for Site Improvement			16,500.00	0.00	0.00	0.00		
	Dwelling Structures	1460							
	Replace Medicine Cabinets	1460.12	30	5,000.00	2,805.00	2,805.00	2,805.00	Moved to 50100	
	Replace Windows	1460.14	210	83,800.00	0.00				
	Total for Dwelling Structures			88,800.00	2,805.00	2,805.00	2,805.00		
	Dwelling Equipment - Nonexpendable	1465.1							
	Total for Dwelling Equipment - Nonexp.				0.00	0.00	0.00	0.00	
	Nondwelling Structures	1470							
Total for Nondwelling Structures				0.00	0.00	0.00	0.00		
Nondwelling Equipment	1475								
Total for Nondwelling Equipment				0.00	0.00	0.00	0.00		

Signature of Executive Director & Date:

Director, June 30, 2005

Signature of Public Housing Director/Office of Native American programs Administrator & Date:

X

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

PHA Name:		Grant Type and Number OH12PO3150101 Replacement Housing Factor Grant No. 2001			Federal FY of Grant: 2001			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
	Site Improvement	1450						
OH31-9 Heritage Knolls	Concrete Pads by Units	1450.14	7	5,000.00	5,150.00	5,150.00	5,150.00	
	Concrete Work - Sidewalks	1450.14	As Needed	10,000.00	7,012.87	7,012.87	7,012.87	
	Total for Site Improvement			15,000.00	12,162.87	12,162.87	12,162.87	
	Dwelling Structures	1460						
	Convert Garage to Training Space	1460.21	75 SF	6,000.00	4,950.23	4,950.23	4,950.23	
	Replace Downspouts & Gutters	1460.14	As Needed	10,000.00	15,225.00	15,225.00	15,225.00	
	Total for Dwelling Structures			16,000.00	20,175.23	20,175.23	20,175.23	
	Dwelling Equipment - Nonexpendable	1465.1						
	Total for Dwelling Equipment - Nonexp.			0.00	0.00	0.00	0.00	
	Nondwelling Structures	1470						
	Total for Nondwelling Structures			0.00	0.00	0.00	0.00	
	Nondwelling Equipment	1475						
	Total for Nondwelling Equipment			0.00	0.00	0.00	0.00	

Signature of Executive Director & Date:

Director, June 30, 2005

Signature of Public Housing Director/Office of Native American programs Administrator & Date:

X

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

form HUD-52837 (10/96)

(2) To be completed for the Performance and Evaluation Report.

ref Handbook 7485.3

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement HOUSING Factor (CFP/CFRHF)**

Part II. Supporting Pages

PHA Name: Grant Type and Number OH12PO3150101 Federal FY of Grant: 2001
Replacement Housing Factor Grant No. 2001

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
OH31-11 Washington Group Home	Site Improvement	1450						
	Total for Site Improvement			0.00	0.00	0.00	0.00	
	Dwelling Structures	1460						
	Total for Dwelling Structures			0.00	0.00	0.00	0.00	
	Dwelling Equipment - Nonexpendable	1465.1						
	Replace Heating and A/C unit	1465.13	1	4,250.00	2,398.00	2,398.00	2,398.00	
	Total for Dwelling Equipment - Nonexp.			4,250.00	2,398.00	2,398.00	2,398.00	
	Nondwelling Structures	1470						
	Total for Nondwelling Structures			0.00	0.00	0.00	0.00	
	Nondwelling Equipment	1475						
Total for Nondwelling Equipment				0.00	0.00	0.00	0.00	

Signature of Executive Director & Date:

Director, June 30, 2005

Signature of Public Housing Director/Office of Native American programs Administrator & Date:

X

Annual Statement/Performance and Evaluation Report

Part III: Supporting Pages

PHA Name:

Grant Type and Number OH12PO3150101
Replacement Housing Factor Grant No. 2001

Federal FY of Grant: 2001

Development Number/Name HA-Wide	General Description of Major Work Categories	Development Account	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
Activities		Number						
OH31-03 Ravenna Woods	Site Improvement	1450						
	Underground Water Conductors				2,227.00	2,227.00	2,227.00	Moved up from 501-02
	Catch basin and drainage to road				14,991.00	14,991.00	14,991.00	
	Easement				2,100.00	2,100.00	2,100.00	
	Total for Site Improvement			0.00	19,318.00	19,318.00	19,318.00	to obligate savings
	Dwelling Structures	1460						
	Foundation Work					45,213.00	45,213.00	Moved up from 501-02
	Total for Dwelling Structures				0.00	45,213.00	45,213.00	to obligate savings
	Dwelling Equipment - Nonexpendable	1465.1						
	Total for Dwelling Equipment - Nonexp.				0.00	0.00	0.00	0.00
Nondwelling Structures	1470							
Total for Nondwelling Structures				0.00	0.00	0.00	0.00	
Nondwelling Equipment	1475							
Total for Nondwelling Equipment				0.00	0.00	0.00	0.00	

Director, June 30, 2005

Signature of Public Housing Director/Office of Native American programs Administrator & Date:

REVISED IMPLEMENTATION SCHEDULE

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRF) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
OH31-01 Athena Gardens	03/30/03			06/30/03	12/31/04		
OH31-01 Community Estates	03/30/03			06/30/03	12/31/04		
OH31-02 S Willow	06/30/03			09/30/03	12/31/04		
Franklin Ave.	06/30/03			09/30/03	12/31/04		
W. Elm St.	06/30/03			09/30/03	12/31/04		
OH31-03 Harvest Drive		01/31/02			12/31/04		
OH31-04 Eastowne Manor	06/30/03			09/30/03	12/31/04		
OH31-05 Town Square Villas	06/30/03			09/30/03	12/31/04		
OH31-09 Heritage Knolls	09/30/03			06/30/03	12/31/04		
OH31-11 Washington Group Home	06/30/03			09/30/03	12/31/04		
HA-Wide Physical Improvements							
HA-Wide Mgmt. Impr.	12/30/03			09/30/03	06/30/05		
Administration	12/30/03			09/30/03	06/30/05		
Fees & Costs	12/30/03			09/30/03	06/30/05		
Contingency	12/30/03			09/30/03	06/30/05		

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

Director, June 30, 2005

X

(2) To be completed for the Performance and Evaluation Report.

ref Handbook 7485.3

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

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

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

X

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

(2) To be completed for the Performance and Evaluation Report.

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

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

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

X

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

(2) To be completed for the Performance and Evaluation Report.

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

HA Name: Portage Metropolitan Housing Authority	Grant Type and Number: OH12PO50102 Capital Fund Program Grant No: 2002 Replacement Housing Factor Grant No. 2002 Federal FY of Grant: <div style="text-align: right;">2002</div>
---------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual statement/Revision Number _____
 Performance and Evaluation report for Program Year Ending _____
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	67,156.56	67,156.56	67,156.56
3	1408 Management Improvements	72,600.00	74,774.78	74,774.78	74,774.78
4	1410 Administration	51,200.00	56,840.00	56,840.00	56,840.00
5	1411 Audit	1,500.00	1,500.00	1,500.00	1,500.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	15,000.00	4,647.05	4,647.05	4,647.05
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	42,000.00	97,001.00	97,001.00	97,001.00
10	1460 Dwelling Structures	299,946.00	228,505.00	228,505.00	228,505.00
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	5,500.00	10,948.95	10,948.95	10,948.95
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	27,030.66	27,030.66	27,030.66
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collaterization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	24,261.00	0.00	0.00	0.00
21	Amount of Annual Grant (Sum of Lines 2-20)	512,007.00	568,404.00	568,404.00	568,404.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security - Soft Costs	6,400.00	0.00	0.00	0.00
25	Amount of line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

Signature of Executive Director & Date: _____ Signature of Public Housing Director/Office of Native American Programs Administrator & Date _____

Director, June 30, 2005

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

PHA Name: Portage Metropolitan Housing Authority		Grant Type and Number:OH12PO50102 Capital Fnd Program Grant No: 2002 Replacement Housing Factor Grant No: 2002			Federal FY of Grant: 2002			Status of Proposed Work
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No. Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Operations	1406		0.00	67,156.56	67,156.56	67,156.56	
HA-Wide	Management Improvements	1408						
	Resident Security			6,400.00	892.85	892.85	892.85	
	Develop Job Training & Business			28,700.00	24,079.36	24,079.36	24,079.36	
	Develop Programs			37,500.00	41,441.08	41,441.08	41,441.08	
	Coordinator of Social Services for Drug Elimination				8,361.49	8,361.49	8,361.49	
	Management/Admin Improvements	1408.9						
	Total for Management Improvements			72,600.00	74,774.78	74,774.78	74,774.78	
HA-Wide	Administration	1410						
	a. Salaries	1410.1		36,050.00	43,225.00	43,225.00	43,225.00	
	b. Fringe Benefits	1410.9		14,050.00	13,145.00	13,145.00	13,145.00	
	c. Advertising	1410.19		1,100.00	470.00	470.00	470.00	
	Total for Administration			51,200.00	56,840.00	56,840.00	56,840.00	
HA-Wide	Fees & Costs	1430						
	a. Architect/Fees			15,000.00	4,647.05	4,647.05	4,647.05	
	Total for Fees & Costs			15,000.00	4,647.05	4,647.05	4,647.05	
HA-Wide	Nondwelling Structures	1470						
	Total for Nondwelling Structures			0.00	0.00	0.00	0.00	
HA-Wide	Nondwelling Equipment	1475						
	a. writer/office Equipment			5,500.00	10,948.95	10,948.95	10,948.95	
	Total for Nondwelling Equipment			5,500.00	10,948.95	10,948.95	10,948.95	
HA-Wide	Relocation Cost	1495.1		0.00	0.00	0.00	0.00	
HA-Wide	Contingency	1502		24,261.00	0.00	0.00	0.00	

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

PHA Name: Portage Metropolitan Housing Authority		Grant Type and Number:OH12PO50102 Capital Fnd Program Grant No: 2002 Replacement Housing Factor Grant No: 2002			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		Status of Proposed Work (2)
				Original	Revised	Funds Obligated	Funds Expended	
OH31-05 Town Square Villas	Drainage Fences Replace Trees Landscaping Concrete Work Replace Patio Fences	1450	400 LF	10,000.00 6,000.00 2,000.00 4,000.00 20,000.00	14,890.00 0.00 0.00 0.00 25,000.00 40,000.00	14,890.00 25,000.00 40,000.00	14,890.00 25,000.00 40,000.00	
OH31-02 State Route 183	Foundations and Waterproofing				0.00			
OH31-03 Ravenna Woods	Drainage				0.00			
OH31-01 Athena Gardens	Concrete Work				17,111.00	17,111.00	17,111.00	
Total for Site Improvement				42,000.00	97,001.00	97,001.00	97,001.00	
OH31-01 Athena Gardens	Replace Siding, Gutters, Downspouts and Shutters	1460	All	104,650.00	64,555.00	64,555.00	64,555.00	
OH31-01 Community Estates	Repl Siding, shutters, Gutters, Downspouts Doors	1460	all	151,400.00 43,896.00	75,500.00	75,500.00	75,500.00	
OH31-03 Ravenna Woods	Foundation and Drainage Work	1460	as needed		0.00			501-01 to obligate savings
OH31-05 Town Square Villas	Replace Downspouts & gutters				8,000.00	8,000.00	8,000.00	
OH31-09 Heritage Knolls	Replace Windows				80,450.00	80,450.00	80,450.00	
Total for Dwelling Structures				299,946.00	228,505.00	228,505.00	228,505.00	
				0.00				
				0.00	0.00	0.00	0.00	
				0.00	0.00	0.00	0.00	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHG) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
OH31-01 Athena Gardens	03/31/03			06/30/04			
OH31-01 Community Estates	03/31/03			06/30/04			
OH31-05 Town Square	09/30/03			06/30/04			
HA-Wide Physical Improvements							
HA-Wide Mgmt. Impr.	09/30/03			12/31/05		06/30/05	
Administration	09/30/03			12/31/05		06/30/05	
Fees & Costs	09/30/03			12/31/05		06/30/05	
Contingency	09/30/03			12/31/05		06/30/05	

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

Director, June 30, 2005

X

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

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

X

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

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

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

X

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

(2) To be completed for the Performance and Evaluation Report.

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

Grant Type and Number: OH12PO3150103
 Capital Fund Program Grant No: 2003
 Replacement Housing Factor Grant No. 2003 | Federal FY of Grant:
2003

Portage Metropolitan Housing Authority

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual statement/Revision Number _____
 Performance and Evaluation report for Program Year Ending 6/30/2005 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	0.00	0.00	0.00	0.00
2	1406 Operations	51,757.00	26,331.05	9,561.05	9,561.05
3	1408 Management Improvements	113,000.00	68,145.68	68,145.68	68,145.68
4	1410 Administrative Improvements	51,200.00	46,767.00	46,767.00	46,767.00
5	1411 Audit	1,500.00	1,500.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	7,000.00	525.96	525.96	525.96
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	312,400.00	269,900.96	269,900.96	269,900.96
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	15,667.00	15,667.00	15,667.00
12	1470 Nondwelling Structures	9,000.00	0.00	0.00	0.00
13	1475 Nondwelling Equipment	15,000.00	3,837.35	3,837.35	3,837.35
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	35,000.00	35,000.00	35,000.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	7,547.00	0.00	0.00	0.00
21	Amount of Annual Grant (Sum of Lines 2-20)	568,404.00	467,675.00	449,405.00	449,405.00
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security - Soft Costs	6,200.00	6,200.00	0.00	0.00
25	Amount of line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

, Director June 30, 2005

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

PHA Name: Portage Metropolitan Housing Authority		Grant Type and Number:OH12PO3150103 Capital Fnd Program Grant No: 2003 Replacement Housing Factor Grant No: 2003			Federal FY of Grant: 2003			Status of Proposed Work
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No. Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Operations	1406		51,757.00	26,331.05	9,561.05	9,561.05	
HA-Wide	Management Improvements	1408						
	Resident Security			6,200.00	2,073.64	2,073.64	2,073.64	
	Develop Job Training & Business							
	Develop Programs			69,100.00	20,034.18	20,034.18	20,034.18	
	Coordinator of Social Services for Drug Elimination			37,700.00	42,437.86	42,437.86	42,437.86	
	Administrative/Management Improvements	1408.9			3,600.00	3,600.00	3,600.00	
	Total for Management Improvements			113,000.00	68,145.68	68,145.68	68,145.68	
HA-Wide	Administration	1410						
	a. Salaries	1410.1		36,050.00	34,050.00	34,050.00	34,050.00	
	b. Fringe Benefits	1410.9		14,050.00	12,117.00	12,117.00	12,117.00	
	c. Advertising	1410.19		1,100.00	600.00	600.00	600.00	
	Total for Administration			51,200.00	46,767.00	46,767.00	46,767.00	
HA-Wide	Fees & Costs	1430						
	a. Architect/service fees			7,000.00	525.96	525.96	525.96	
	Total for Fees & Costs			7,000.00	525.96	525.96	525.96	
HA-Wide	Nondwelling Structures	1470						
	Total for Nondwelling Structures			0.00	0.00	0.00	0.00	
HA-Wide	Nondwelling Equipment	1475						
	a. Office/Maintenance Equipment			15,000.00	3,837.35	3,837.35	3,837.35	
	Total for Nondwelling Equipment			15,000.00	3,837.35	3,837.35	3,837.35	
HA-Wide	Relocation Cost	1495.1		0.00	0.00	0.00	0.00	
HA-Wide	Contingency	1502		7,547.00	0.00	0.00	0.00	

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

PHA Name: Portage Metropolitan Housing Authority		Grant Type and Number:OH12PO3150103 Capital Fnd Program Grant No: 2003 Replacement Housing Factor Grant No: 2003			Federal FY of Grant: 2003			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised	Funds Obligated	Funds Expended	
	Total for Site Improvement	1450		0.00	0.00	0.00	0.00	
OH31-01 Athena Gardens	Replace flooring Replace Interior Doors Replace Interior Trim Replace all door knobs except closets	1460		50,000.00 26,250.00 9,000.00	29,686.00 31,915.00 18,500.00 1,604.20	29,686.00 31,915.00 18,500.00 1,604.20	29,686.00 31,915.00 18,500.00 1,604.20	
OH31-01 Community Estates	Replace flooring replace Interior doors Replace Interior trim Replace all door knobs except closets		174 6525LF	68,000.00 30,450.00 10,000.00	57,860.00 30,262.53 9,730.00 1,519.14	57,860.00 30,262.53 9,730.00 1,519.14	57,860.00 30,262.53 9,730.00 1,519.14	
OH31-02 Scattered Sites	1339 Franklin Ave. Install Carpet LVRm, Dining & Hall 9876 & 9899 Blanton Dr. Replace closet doors All Scattered Sites Replace Kitchen Appliances 227 S. Walnut St. Replace carpet and rubber cover base Replace Kitchen Cabinets, sinks & faucets 224 Highland - Rehab unit			1,200.00 2,500.00 20,000.00 12,000.00	0.00 1,210.00 0.00 0.00 13,789.00 0.00 53,340.00	1,210.00 1,210.00 13,789.00 53,340.00	1,210.00 1,210.00 13,789.00 53,340.00	Moved from 501-04
31-04 Eastowne Manor	Repl carpet Com Rm & first floor hallway Replace Lobby & Patio Furniture		As Needed	12,000.00	5,225.00 0.00	5,225.00	5,225.00	
31-6 Etna House	Replace Lobby Furniture Install Wall Coverings Install Mini Blinds in Lobby & Units Repl carpet 2nd & 3rd floor hallways		As Needed 85	3,000.00 35,000.00 15,000.00	0.00 0.00 0.00 3,848.00	3,848.00	3,848.00	
31-05 Town Square Villas	Replace all door knobs except closets				1,644.78	1,644.78	1,644.78	material only need labor cost
31-11 Washington Group Home	Rehab Kitchen for ADA			18,000.00	9,767.31	9,767.31	9,767.31	
	Total for Dwelling Structures			312,400.00	269,900.96	269,900.96	269,900.96	
OH31-02 Scattered Sites	Replace Ranges & Refrigerators Total for Dwelling Equipment-Nonexp.	1465		0.00	15,667.00 15,667.00	15,667.00 15,667.00	15,667.00 15,667.00	
OH31-02 Scattered Sites	4325, 4327, 4333, 4399 Marks Ave. Replace Sheds	1470		4,000.00	0.00			
OH31-04 Eastowne Manor	Replace Shed			5,000.00	0.00			
	Total for Nondwelling Structures			9,000.00	0.00	0.00	0.00	
	Total for Nondwelling Equipment		Page 2 of 2	0.00	0.00	0.00	0.00	

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
OH31-01 Athena Gardens		03/31/04			09/30/05		
OH31-01 Community Estates		03/31/04			09/30/05		
OH31-02 Scattered Sites		09/30/04			12/31/05		
OH31-04 Eastowne Manor		09/30/04			12/31/05		
OH31-05 Town Square		06/30/04			12/31/05		
OH31-06 Etna House		09/30/04			12/31/05		
OH31-11 Washington Group Home		03/31/04			12/31/05		
HA-Wide Physical Improvements							
HA-Wide Mgmt. Impr.		12/31/05					
Administration		12/31/05					
Fees & Costs		12/31/05					
Contingency		12/31/05					

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

HA Name: Portage Metropolitan Housing Authority	Grant Type and Number: OH12PO3150104 Capital Fund Program Grant No: 2004 Replacement Housing Factor Grant No. 2004 Federal FY of Grant: <div style="text-align: right;">2004</div>
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual statement/Revision Number _____
<input checked="" type="checkbox"/> Performance and Evaluation report for Program Year Ending <u>6/30/2005</u>	<input type="checkbox"/> 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	0.00	0.00	0.00	0.00
2	1406 Operations	56,000.00	50,962.89	50,962.89	0.00
3	1408 Management Improvements	86,564.00	89,989.48	36,302.22	36,302.22
4	1410 Administration	56,840.00	54,161.00	29,122.49	29,122.49
5	1411 Audit	1,500.00	1,500.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	1,000.00	1,000.00	698.60	698.60
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	68,000.00	37,000.00	0.00	0.00
10	1460 Dwelling Structures	275,500.00	150,153.30	97,495.77	65,153.30
11	1465.1 Dwelling Equipment - Nonexpendable	8,000.00	6,500.00	0.00	0.00
12	1470 Nondwelling Structures	0.00	115,349.33	63,390.04	63,390.04
13	1475 Nondwelling Equipment	15,000.00	15,000.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	20,000.00	9,806.91	9,806.91
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (Sum of Lines 2-20)	568,404.00	541,616.00	287,778.92	204,473.56
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security - Soft Costs	5,000.00	0.00	0.00	0.00
25	Amount of line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

, Director June 30, 2005

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

PHA Name: Portage Metropolitan Housing Authority		Grant Type and Number:OH12PO3150104 Capital Fnd Program Grant No: 2004 Replacement Housing Factor Grant No: 2004			Federal FY of Grant: 2004			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No. Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Operations	1406		56,000.00	50,962.89	50,962.89	0.00	
HA-Wide	Management Improvements	1408						
	Resident Security			5,000.00	5,000.00	297.64	297.64	
	Develop Job Training & Business							
	Develop Programs			38,000.00	38,000.00	19,565.10	19,565.10	
	Coordinator of Social Services for Drug Elimination			38,564.00	38,564.00	7,474.00	7,474.00	
	Administrative/Management Improvements			5,000.00	8,425.48	8,965.48	8,965.48	
	Total for Management Improvements			86,564.00	89,989.48	36,302.22	36,302.22	
HA-Wide	Administration	1410						
	a. Salaries	1410.1		41,237.00	37,000.00	18,764.59	18,764.59	
	b. Fringe Benefits	1410.9		14,803.00	16,650.00	10,104.01	10,104.01	
	c. Advertising	1410.19		800.00	511.00	253.89	253.89	
	Total for Administration			56,840.00	54,161.00	29,122.49	29,122.49	
HA-Wide	Fees & Costs	1430						
	a. Architect			1,000.00	1,000.00			
	b. Planing Fees					698.60	698.60	
	Total for Fees & Costs			1,000.00	1,000.00	698.60	698.60	
HA-Wide	Nondwelling Structures	1470						
	PMHA Office Addition				115,349.33	63,390.04	63,390.04	
	Total for Nondwelling Structures			0.00	115,349.33	63,390.04	63,390.04	
HA-Wide	Nondwelling Equipment	1475						
	a. Office Equipment			15,000.00	15,000.00	1,010.00	1,010.00	
	Total for Nondwelling Equipment			15,000.00	15,000.00	1,010.00	1,010.00	
HA-Wide	Relocation Cost	1495.1		0.00	0.00	0.00	0.00	
HA-Wide	Contingency	1502			0.00	0.00	0.00	

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

PHA Name: Portage Metropolitan Housing Authority		Grant Type and Number:OH12PO3150104 Capital Fnd Program Grant No: 2004 Replacement Housing Factor Grant No: 2004			Federal FY of Grant: 2004			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised	Funds Obligated	Funds Expended	
		1450						
OH31-01 Athena Gardens	Playground Equipment			17,000.00	12,000.00			
OH31-09 Heritage Knolls	Playground Equipment			17,000.00	17,000.00			
OH31-3 Ravenna Woods	Playground Equipment			17,000.00	8,000.00			
OH31-05 Town Square Villas	Playground Equipment			17,000.00	0.00			
	Total for Site Improvement			68,000.00	37,000.00	0.00	0.00	
		1460						
OH31-02 Scattered Sites Highland Avenue Garden Court	Complete Renovation Complete Renovation			40,000.00 30,000.00	0.00 0.00 0.00			
OH31-03 Ravenna Woods	Kitchen cabinets, Counter Tops, Sinks, Faucets Replace Siding, Gutters, & Downspouts Replace windows			47,000.00	0.00 85,000.00 65,153.30	32,342.47 65,153.30	65,153.30	Moved up to obligate
OH31-04 Eastowne Manor	Replace Font Door w/keyless entry Intercom System Trash Compactor			7,000.00 30,000.00 5,000.00	0.00 0.00 0.00			
OH31-05 Town Square Villas	Kitchen cabinets, Counter Tops, Sinks, Faucets			47,000.00	0.00			
OH31-06 Etna House	Intercom System Handrails on both sides of hallways			22,500.00 0.00	0.00			
OH31-09 Heritage Knolls	Kitchen cabinets, Counter Tops, Sinks, Faucets			47,000.00	0.00			
	Total for Dwelling Structures	1460		275,500.00	150,153.30	97,495.77	65,153.30	
OH31-02 Walnut Street	Replace HVAC	1465		8,000.00	6,500.00			
	Total for Dwelling Equipment-Nonexp.			8,000.00	6,500.00	0.00	0.00	
	Total for Nondwelling Structures	1470						
				0.00	0.00	0.00	0.00	
					0.00	0.00	0.00	

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
OH31-01 Athena Gardens	09/30/05			06/30/06			
OH31-01 Community Estates							
OH31-02 Scattered Sites 227 S. Walnut	06/30/05			12/31/05			
OH31-03 Ravenna Woods	09/30/05			06/30/06			
OH31-04 Eastowne Manor							
OH31-05 Town Square							
OH31-06 Etna House							
OH31-09 Heritage Knolls							
HA-Wide Physical Improvements	03/31/05			06/30/05			
HA-Wide Mgmt. Impr.	09/30/05			06/30/06			
Administration	09/30/05			06/30/06			
Fees & Costs	09/30/05			06/30/06			
Contingency							

Signature of Executive Director & Date:

Director, August 20, 2004

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

Comprehensive Grant Program (CGP) Part III: Implementation Schedule

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

X

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

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

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	

Signature of Executive Director & Date:

Signature of Public Housing Director/Office of Native American Programs Administrator & Date:

X

X

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

(2) To be completed for the Performance and Evaluation Report.

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

Grant Type and Number: OH12PO3150203
 Capital Fund Program Grant No: 2003
 Replacement Housing Factor Grant No. 2003 Federal FY of Grant:
2003

Portage Metropolitan Housing Authority

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual statement/Revision Number _____
 Performance and Evaluation report for Program Year Ending 6/30/2005 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	0.00	0.00	0.00	0.00
2	1406 Operations	0.00	18,641.00	0.00	0.00
3	1408 Management Improvements	1,600.00	0.00	0.00	0.00
4	1410 Administrative Improvements	9,320.00	9,320.00	6,902.14	6,902.14
5	1411 Audit	700.00	700.00	700.00	700.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	1,200.00	0.00	0.00	0.00
10	1460 Dwelling Structures	59,405.00	31,155.15	25,655.15	25,655.15
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Nondwelling Structures	8,000.00	7,000.00	7,000.00	7,000.00
13	1475 Nondwelling Equipment	12,980.00	26,388.85	21,857.34	21,857.34
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1490 Replacement Reserve	0.00	0.00	0.00	0.00
16	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
17	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
18	1499 Development Activities	0.00	0.00	0.00	0.00
19	1501 Collateralization or Debt Service	0.00	0.00	0.00	0.00
20	1502 Contingency	0.00	0.00	0.00	0.00
21	Amount of Annual Grant (Sum of Lines 2-20)	93,205.00	93,205.00	62,114.63	62,114.63
22	Amount of line 21 Related to LBP Activities	0.00	0.00	0.00	0.00
23	Amount of line 21 Related to Section 504 Compliance	0.00	0.00	0.00	0.00
24	Amount of line 21 Related to Security - Soft Costs	0.00	0.00	0.00	0.00
25	Amount of line 21 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
26	Amount of line 21 Related to Energy Conservation Measures	0.00	0.00	0.00	0.00

,Director June 30, 2005

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

PHA Name: Portage Metropolitan Housing Authority		Grant Type and Number:OH12PO3150203 Capital Fnd Program Grant No: 2003 Replacement Housing Factor Grant No: 2003			Federal FY of Grant: 2003			Status of Proposed Work
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No. Number	Quantity	Total Estimated Cost		Total Actual Cost		
				Original	Revised (1)	Funds Obligated (2)	Funds Expended (2)	
HA-Wide	Operations	1406			18,641.00	0.00	0.00	
HA-Wide	Management Improvements Resident Security Develop Job Training & Business Develop Programs Coordinator of Social Services for Drug Elimination Administrative/Management Improvements	1408						
	Total for Management Improvements	1408.9		1,600.00	0.00			
	Total for Management Improvements			1,600.00	0.00	0.00	0.00	
HA-Wide	Administration a. Salaries b. Fringe Benefits c. Advertising	1410 1410.1 1410.9 1410.19		6,500.00 2,700.00 120.00	6,500.00 2,700.00 120.00	4,267.37 2,506.24 128.53	4,267.37 2,506.24 128.53	
	Total for Administration			9,320.00	9,320.00	6,902.14	6,902.14	
HA-Wide	Fees & Costs a. Architect	1430						
	Total for Fees & Costs			0.00	0.00	0.00	0.00	
HA-Wide	Nondwelling Structures	1470						
	Total for Nondwelling Structures			0.00	0.00	0.00	0.00	
HA-Wide	Nondwelling Equipment a. Office/Maintenance Equipment	1475		12,980.00	26,388.85	21,857.34	21,857.34	
	Total for Nondwelling Equipment			12,980.00	26,388.85	21,857.34	21,857.34	
HA-Wide	Relocation Cost	1495.1		0.00	0.00	0.00	0.00	
HA-Wide	Contingency	1502		0.00	0.00	0.00	0.00	

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

PHA Name: Portage Metropolitan Housing Authority		Grant Type and Number:OH12PO3150203 Capital Fnd Program Grant No: 2003 Replacement Housing Factor Grant No: 2003			Federal FY of Grant: 2003			
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (2)
				Original	Revised	Funds Obligated	Funds Expended	
OH31-2 Scattered Sites Marks Avenue	concrete pads for sheds	1450		1,200.00	0.00			
	Total for Site Improvement			1,200.00	0.00	0.00	0.00	
OH31-01 Athena Gardens		1460						
OH31-01 Community Estates								
OH31-02 Scattered Sites 128 Garden Court	Rehab unit				25,655.15	25,655.15	25,655.15	
31-04 Eastowne Manor	Replace Lobby & Patio Furniture		As Needed	12,405.00	0.00			
31-6 Etna House	Replace Lobby Furniture Install Wall Coverings Install Vertical Blinds in Lobby & Units handrails on both sides of hallways		As Needed 85	5,000.00 24,500.00 15,000.00 2,500.00	0.00 0.00 0.00 5,500.00			
31-05 Town Square Villas								
31-11 Washington Group Home								
	Total for Dwelling Structures			59,405.00	31,155.15	25,655.15	25,655.15	
OH31-02 Scattered Sites	Total for Dwelling Equipment-Nonexp.	1465		0.00	0.00	0.00	0.00	
OH31-02 Scattered Sites Marks Avenue	Replace Sheds	1470	4	8,000.00	7,000.00	7,000.00	7,000.00	
OH31-04 Eastowne Manor	Total for Nondwelling Structures			8,000.00	7,000.00	7,000.00	7,000.00	
	Total for Nondwelling Equipment			0.00	0.00	0.00	0.00	

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
OH31-01 Athena Gardens							
OH31-01 Community Estates							
OH31-02 Scattered Sites	09/30/04			06/30/05			
OH31-04 Eastowne Manor	06/30/04			03/31/05			
OH31-05 Town Square							
OH31-06 Etna House	06/30/04			03/31/05			
OH31-11 Washington Group Home							
HA-Wide Physical Improvements	12/31/05			12/31/05			
HA-Wide Mgmt. Impr.	12/31/05			12/31/05			
Administration	12/31/05			12/31/05			
Fees & Costs	12/31/05			12/31/05			
Contingency							

Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$ 285,568.00
B. Total dollar amount of contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	

2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving non-construction contracts	

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low- income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low- income residents through: local advertising media, signs prominently displayed at the project site, contracts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

Public reporting for this collection of information is estimated to average 2 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs as directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

Form HUD-60002, **Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.**

Instructions: This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **Public and Indian Housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.* A recipient of Section 3 covered assistance shall submit two copies of this report to the local HUD Field Office. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name forwarding the Section 3 report.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of HUD Program corresponding with the "Program Code" in number 8.

Part I: Employment and Training Opportunities

Column A: Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

Column B: Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column C: Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column D: Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

Column E: Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

Column F: Enter the numbers of Section 3 residents that were employed and trained in connection with this award.

Part II: Contract Opportunities

Block 1: Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Block 2: Non-Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Part III: Summary of Efforts – Self-explanatory

Submit one (1) copy of this report to the HUD Headquarters Office of Fair Housing and Equal Opportunity, at the same time the performance report is submitted to the program office. The Section 3 report is submitted by January 10. Include only contracts executed during the period specified in item 8. PHAs/IHAs are to report all contracts/subcontracts.

* The terms "low-income persons" and very low-income persons" have the same meanings given the terms in section 3 (b) (2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that

The Secretary may establish income ceiling higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income area, as determined by the Secretary with adjustments or smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per cent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$ 302,502.33
B. Total dollar amount of contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	

2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving non-construction contracts	

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low- income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low- income residents through: local advertising media, signs prominently displayed at the project site, contracts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

Public reporting for this collection of information is estimated to average 2 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs as directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

Form HUD-60002, **Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.**

Instructions: This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **Public and Indian Housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.* A recipient of Section 3 covered assistance shall submit two copies of this report to the local HUD Field Office. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name forwarding the Section 3 report.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of HUD Program corresponding with the "Program Code" in number 8.

Part I: Employment and Training Opportunities

Column A: Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

Column B: Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column C: Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column D: Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

Column E: Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

Column F: Enter the numbers of Section 3 residents that were employed and trained in connection with this award.

Part II: Contract Opportunities

Block 1: Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Block 2: Non-Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Part III: Summary of Efforts – Self-explanatory

Submit one (1) copy of this report to the HUD Headquarters Office of Fair Housing and Equal Opportunity, at the same time the performance report is submitted to the program office. The Section 3 report is submitted by January 10. Include only contracts executed during the period specified in item 8. PHAs/IHAs are to report all contracts/subcontracts.

* The terms "low-income persons" and very low-income persons" have the same meanings given the terms in section 3 (b) (2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that

The Secretary may establish income ceiling higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income area, as determined by the Secretary with adjustments or smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per cent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$ 51,958.14
B. Total dollar amount of contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	

2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving non-construction contracts	

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low- income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low- income residents through: local advertising media, signs prominently displayed at the project site, contracts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

Public reporting for this collection of information is estimated to average 2 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. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensure that employment and other economic opportunities generated by its housing and community development assistance programs as directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

Form HUD-60002, Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.

Instructions: This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **Public and Indian Housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.* A recipient of Section 3 covered assistance shall submit two copies of this report to the local HUD Field Office. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name forwarding the Section 3 report.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of HUD Program corresponding with the "Program Code" in number 8.

Part I: Employment and Training Opportunities

Column A: Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

Column B: Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column C: Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column D: Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

Column E: Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

Column F: Enter the numbers of Section 3 residents that were employed and trained in connection with this award.

Part II: Contract Opportunities

Block 1: Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Block 2: Non-Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Part III: Summary of Efforts – Self-explanatory

Submit one (1) copy of this report to the HUD Headquarters Office of Fair Housing and Equal Opportunity, at the same time the performance report is submitted to the program office. The Section 3 report is submitted by January 10. Include only contracts executed during the period specified in item 8. PHAs/IHAs are to report all contracts/subcontracts.

* The terms "low-income persons" and very low-income persons" have the same meanings given the terms in section 3 (b) (2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that

The Secretary may establish income ceiling higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income area, as determined by the Secretary with adjustments or smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per cent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Part II: Contracts Awarded

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$
B. Total dollar amount of contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	

2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$ 54,267.00
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$ 29,734.00
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	55 %
D. Total number of Section 3 businesses receiving non-construction contracts	6

Part III: Summary

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low -and very low -income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low -income residents through: local advertising media, signs prominently displayed at the project site, contracts with community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

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Form HUD-60002, **Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.**

Instructions: This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **Public and Indian Housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

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Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.* A recipient of Section 3 covered assistance shall submit two copies of this report to the local HUD Field Office. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

HUD Field Office: Enter the Field Office name forwarding the Section 3 report.

1. Recipient: Enter the name and address of the recipient submitting this report.
2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
- 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
6. Reporting Period: Indicate the time period (months and year) this report covers.
7. Date Report Submitted: Enter the appropriate date.

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
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Part I: Employment and Training Opportunities

Column A: Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

Column B: Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column C: Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

Column D: Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

Column E: Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

Column F: Enter the numbers of Section 3 residents that were employed and trained in connection with this award.

Part II: Contract Opportunities

Block 1: Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Block 2: Non-Construction Contracts

Item A: Enter the total dollar amount of all contracts awarded on the project/program.

Item B: Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

Item C: Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

Item D: Enter the number of Section 3 businesses receiving awards.

Part III: Summary of Efforts – Self-explanatory

Submit one (1) copy of this report to the HUD Headquarters Office of Fair Housing and Equal Opportunity, at the same time the performance report is submitted to the program office. The Section 3 report is submitted by January 10. Include only contracts executed during the period specified in item 8. PHAs/IHAs are to report all contracts/subcontracts.

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