

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

Portage Metropolitan Housing Authority

5-Year Plan for Fiscal Years 2007 - 2011

Annual Plan for Fiscal Year 2007

Approved by PMHA Board: September 28, 2006

Approved by HUD:

**PHA Plan
Agency Identification**

PHA Name: Portage Metropolitan Housing Authority

PHA Number: OH031

PHA Fiscal Year Beginning: 01/2007

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 2007 - 2011
[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.

- C. Assist victims of domestic violence, sexual assault and stalking
 - 1. Ensure policies and practices do not discriminate against victims of domestic violence, sexual assault or stalking.
 - 2. Promote prevention of domestic violence, sexual assault and stalking.
 - 3. Pursue grant opportunities for prevention and outreach to victims of domestic violence living in assisted housing
 - 4. Refer victims of domestic violence, sexual assault and stalking to appropriate service providers.

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

Annual PHA Plan PHA Fiscal Year 2007

[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 was extended in 2006 and will continue as the major regulatory document for the agency. As a result, the Section 8 and Public Housing programs will continue to follow MTW guidelines through 2009. Two major changes are anticipated for 2007.

The first and most major change anticipated for 2007 is the restructuring of the Public Housing program to ensure compliance with new asset management and project-based accounting requirements being instituted by HUD. These requirements will lead to more management activity being conducted at each of the multi-family properties owned by PMHA, but as a cost for converting operations and accounting systems.

The second change follows an action taken by the PMHA Board in 2006. Under the Moving to Work Demonstration program, PMHA's board and previous director requested authorization from HUD to convert to a "block grant" agency. As a block grant agency, PMHA will receive funding for Section 8 vouchers, Public Housing operating funds and Capital Fund as a single allocation, with funding fungible between the various approved uses.

Some significant changes to MTW policies could take place during 2007 if major funding reductions occur. However, as Congress and HUD have not yet finalized the appropriations bill for 2007, at this time it is premature to speculate on any other MTW policy changes the PMHA may consider in 2007.

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 2007 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: 2007 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**
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- J: 501-04PE**
- K: 502-03PE**
- L: 60002-501-04**
- M: 60002-502-03**
- N: 6002-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 methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent 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 |

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| 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 resident services grant) grant program reports | Annual Plan: Community 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 |

| List of Supporting Documents Available for Review | | |
|--|---|------------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| 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: 2005
- 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 08/05-07/06 |
| Waiting list total | 1,948 | | 1104 notified |
| Extremely low income <=30% AMI | 1,723 | 88.4% | |
| Very low income (>30% but <=50% AMI) | 207 | 10.6% | |
| Low income (>50% but <80% AMI) | 18 | 1% | |
| Families with children | 1,251 | 64.2% | |
| Elderly families | 63 | 3.2% | |
| Families with Disabilities | 410 | 21% | |
| White | 1,277 | 66% | |
| African American | 622 | 32% | |
| Hispanic | 17 | 0.8% | |
| Asian/Pacific Islander | 1 | .05% | |
| American Indian | 6 | 0.3% | |
| Other | 25 | 1% | |
| 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 | | | |

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

| | # of families | % of total families | Annual Turnover # Notified 08/05-07/06 |
|---|---------------|---------------------|---|
| Waiting list total | 1,824 | | 578 notified |
| Extremely low income <=30% AMI | 1,653 | 90.6% | |
| Very low income (>30% but <=50% AMI) | 162 | 8.9% | |
| Low income (>50% but <80% AMI) | 9 | 0.5% | |
| Families with children | 1,543 | 84.1% | |
| Elderly families | 83 | 4.6% | |
| Families with Disabilities | 291 | 16% | |
| White | 1,206 | 66.1% | |
| African American | 581 | 31.9% | |
| Hispanic | 15 | 0.8% | |
| Asian/Pacific Islander | 1 | 0.1% | |
| American Indian | 6 | 0.3% | |
| Other | 15 | 0.8% | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 256 | 14% | 47 |
| 2 BR | 924 | 50.6% | 327 |
| 3 BR | 532 | 29.2% | 200 |
| 4 BR | 108 | 5.9% | 4 |
| 5 BR | 1 | 0.1% | NA |
| 5+ BR | 3 | 0.2% | NA |

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 2007 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. Achieve and maintain SEMAP High Performer status
 - a. Maintain "unofficial" high performer status under SEMAP, since the agency is not scored due to Moving To Work status
2. Maximize the effectiveness of the program for applicants and participants
 - a. Reduce number of households reporting extremely low or zero income
 - b. Review Moving To Work provisions for their usefulness in promoting successful program participation
 - c. Expand the homeownership program to a goal of 10 closings for 2007
 - d. Utilize the PMHA web site to provide general program information to applicants and participants and reduce the need for phone calls and drop-in-traffic
 - e. Develop alternate means of marketing units available to Section 8 voucher holders
 - f. Ensure that all aspects of the Violence Against Women Act are being implemented properly
 - g. Obtain speakers and training from various local agencies to enhance staff knowledge of community social and human services
3. Maximize efficiency of program operations
 - a. Train staff on new software systems to get the best use from program features
 - b. Provide training and continuing education and development through weekly staff meetings
 - c. Implement a team-building training for department employees
 - d. Fully computerize HAP processing procedures
 - e. Survey landlords on program strengths and weaknesses
4. Recruit new landlords
 - a. Develop alternate means of marketing available Section 89 units to program participants
 - b. Review new landlord packet materials and examine feasibility of joining local landlord association(s)
 - c. Remove or reduce aspects of the program that serve as impediments to landlord participation without compromising tenant benefits or rights

B. Ensure efficient, effective, responsive Public Housing administration

1. Maintain PHAS High Performer status

- a. Maximize communications among Public Housing and Maintenance departments to reinforce "one department" philosophy to address preventative needs and minor lease/PHAS violations
- b. Maximize the efficiency and effectiveness of housing management by reviewing/revising admission standards for persons with criminal backgrounds and policies for existing residents when new criminal charges occur
- c. Develop "Last Chance" policies and procedures for residents who accumulate a series of minor lease violations over the course of time
- d. Improve network with local law enforcement entities
- e. Develop Re-Certification Power Point presentation and materials to reinforce lease provisions, including Community Service Requirement, housekeeping and PHAS standards, and the importance of reporting income changes
- f. Assess and address staff training needs especially during transition to Asset Management and with respect to Violence Against Women Act
- g. Revise Admissions and Occupancy Standards to reflect compliance with Violence Against Women Act
- h. Promote prevention of domestic violence, sexual assault and stalking
- i. Develop informational packet for residents who are victims of domestic violence, sexual assault and stalking
- j. Reevaluate current forms to ensure their effectiveness for information gathering
- k. Develop training manual for new/current staff
- l. Continue to work with owner of Summit Gardens to bring files and leasing procedures and policies into compliance

C. Maximize the efficiency of maintenance operations

1. Maintain PHAS High Performer status

- a. Continue to maximize communications between PMHA staff and contractors for efficient vacancy turnovers
- b. Continue monthly maintenance inspections of site exteriors, common areas, mechanical systems and semi-annual inspections of dwelling units.

2. Complete overhead drawings and cataloging for each public housing site for the purpose of developing modernization specifications and standardizing products

3. Implement additional safety procedures

- a. Safety checklist for all company owned vehicles

4. Continue to reduce number of after-hours calls and resident complaints

- a. Continue monthly preventative maintenance programs

- b. Review resident complaint log for monitoring purposes and follow-up
 - c. Implement a system of customer satisfaction information collection to determine resident satisfaction with work performed
- 5. Develop and implement a purchasing system, which maximizes efficiency and is in compliance with asset management
 - a. Establish an annual minimum quantity purchase commitment for larger inventory items
 - b. Develop a competitive quantity purchase of small inventory items
 - c. Develop and implement a purchasing policy for small non-stock items at projects
- 6. Develop plan to implement division of maintenance personnel and equipment for conversion to asset management
 - a. Establish warehouse and maintenance operations centers for each of the two Public Housing groupings

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. Complete elimination of hand typed checks for all programs
- 3. Incorporate asset management finances to be in compliance with new HUD regulations
 - a. Integrate our existing project base ledger accounts to asset managed project ledgers
 - b. Split out non-project based accounts such as Cash, Fixed Assets, Deferred Revenue/Expenses and Equity to proper existing projects and proper asset management properties
- 4. Reconstruct CFP (Capital Fund Programs) procedures, ensuring compliance with new asset management requirements and maximizing the value of new software recording CFP activities
- 5. Modification of Fixed Assets/Depreciation program and related reporting
 - a. Create a "double check" system to make sure items that are posted in the General Ledgers are included in the Fixed Asset subsidiary with proper depreciation calculations. These will be monitored on a monthly basis once new software is incorporated.
- 6. Set up the ability to have ACH (Automated Clearing House) transfers to Section 8 Landlords and PMHA Employees for direct deposits
- 7. Revamp billing statements to residents for work order and excess utility charges
- 8. Implementation of new computer software. Goal for go live is April 1, 2007.

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 of affordable housing
 - b. Improve knowledge of an access to financing resources, particularly loans/grants offered by Ohio Department of Development and Low-Income Tax Credit Program
 - c. Develop affordable housing by pursuing the purchase of existing and financially viable rental properties that are offered for sale
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
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, Community Estates and Renaissance Place
 - 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, continue to market Section 8 project-based program for non-profit owners serving special needs clients
- 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 residents
 - 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)
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 | \$597,410 | |
| 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 | \$ 9,950,685 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 0 | |
| g) Resident Opportunity and Self-Sufficiency Grants | \$86,000 | FY 2007 |
| h) Community Development Block Grant | 0 | |
| i) HOME | 0 | |
| Other Federal Grants (list below) | | |
| Section 8 Moderate Rehab | \$1,035,914 | Rental assistance |
| Section 8 FSS Coordinator | \$20,000 | Service referral |
| 2. Prior Year Federal grants (unobligated funds only) (list below) | | |
| Capital Fund | | Capital improvements |
| 501-05 | \$149,097 | |
| 501-06 | \$194,053 | |
| 3. Public Housing Dwelling Rental Income | | |
| Public housing excess utilities | \$5,000 | PH operations |
| 4. Other income (list below) | | |
| Laundry income | \$4,000 | PH operations |
| Investment income | \$128,000 | PH & Sec. 8 operations |
| 5. Non-federal sources (list below) | | |
| Commercial rental income | \$40,660 | Supports learning center |
| Kent rental properties | \$154,500 | Property operations |
| Maintenance revenue | \$60,000 | Property operations |
| Total Resources | \$12,998,141 | |

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
- Over-housed
- Under-housed
- 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 that 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

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) *Agency brochures and inter-agency meetings*

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 2007, 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: (DD/MM/YY) |
| 5. Number of units affected: |
| 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development |
| 7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: |

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

| 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: (DD/MM/YY) | |
| 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: | |

| |
|--|
| <p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p> |
| <p>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.)</p> |
| <p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p> |
| <p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p> |

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. *De-concentration Policy***
- B. *2007 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. *501-05PE***
- J. *501-04PE***
- K. *502-03PE***
- L. *60002-501-04***
- M. *60002-502-03***
- N. *6002-Operating***

Attachment A Year 2006 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 2006.

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 (92%) of units at these developments fall within the extremely low-income category:

Table I
Income Distribution at Multi-Family Sites
Based on May 2006 Data

| Total # of occupied units-110 | Extremely Low-Income | | Very Low-Income | | Low Income | | Over Income | |
|-------------------------------|----------------------|------------|-----------------|------------|------------|-----------|-------------|-----------|
| | # Units | Percent | # Units | Percent | #Units | Percent | # | % |
| Athena Gardens | 24 | 96% | 1 | 4% | 0 | 0% | 0 | |
| Harvest Woods | 26 | 100% | 0 | 0% | 0 | 0% | 0 | |
| Town Square | 26 | 90% | 3 | 10% | 0 | 0% | 0 | |
| Heritage Knolls | 25 | 83% | 4 | 13% | 0 | 0% | 1 | 4% |
| Total 2006 | 101 | 92% | 8 | 7% | 0 | 0% | 1 | 1% |
| <i>Total 2005 (110 units)</i> | <i>84</i> | <i>76%</i> | <i>20</i> | <i>18%</i> | <i>4</i> | <i>4%</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 | 12,900 | 21,450 | 34,350 |
| 2 | 14,700 | 24,500 | 39,250 |
| 3 | 16,550 | 27,600 | 44,150 |
| 4 | 18,400 | 30,650 | 49,050 |
| 5 | 19,850 | 33,100 | 56,900 |
| 6 | 21,350 | 35,500 | 60,800 |

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; 76% in 2005 and 92% in 2006.

The Very Low-Income range comparisons include 34 households in 2001; 27 in 2002; 25 in 2003; 19 in 2004; 20 in 2005 and 8 in 2006. 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 showed 4 families while 2006 data has zero families listed in this category.

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 2005 and 2006, the average income increased from \$12,099 to \$13,213. The average 2006 income for all four (\$13,213) 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:

2006 Established Income Range

Average income for all sites: \$13,213

| <i>Site:</i> | <i>Average Income</i> | <i>Percent of Average</i> |
|---------------------|------------------------------|----------------------------------|
| Harvest Drive | \$11,444 | 87% |
| Athena Drive | \$12,923 | 98% |
| Townsquare Villas | \$13,441 | 102% |
| Heritage Knolls | \$13,826 | 105% |

Conclusion

The PMHA developments fall within the Established Income Range of Average Income - \$13,213 based on 2006 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 Number/Name/Ha-Wide | Year 1 FFY: 2007 | Work Statement for Year 2 FFY Grant: 2007 PHA 2008 | Work Statement for Year 3 FFY Grant: 2007 PHA 2009 | Work Statement for Year 4 FFY Grant: 2007 PHA 2010 | Work Statement for year 5 FFY Grant: 2007 PHA 2011 | | |
| OH31-01 Athena Gardens | | 78,500.00 | 95,000.00 | 0.00 | 0.00 | | |
| OH31-01 Community Estates | | 93,000.00 | 0.00 | 0.00 | 87,500.00 | | |
| OH31-02 Scattered Sites | | 128,184.00 | 0.00 | 0.00 | 0.00 | | |
| OH31-03 Ravenna Woods | | 0.00 | 95,287.00 | 18,002.00 | 0.00 | | |
| OH31-04 Eastowne Manor | | 0.00 | 69,181.00 | 23,000.00 | 30,406.00 | | |
| OH31-05 Town Square Villas | See | 0.00 | 0.00 | 30,000.00 | 24,500.00 | | |
| OH31-06 Etna House | | 0.00 | 33,110.00 | 23,742.00 | 0.00 | | |
| OH31-09 Heritage Knolls | Annual | 0.00 | 0.00 | 30,000.00 | 76,000.00 | | |
| OH31-10 Ravenna Scattered | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| OH31-11 Washington Group | Statement | 0.00 | 0.00 | 8,000.00 | 0.00 | | |
| OH31-15 Acquisition Rehab | | 0.00 | 0.00 | 142,000.00 | 0.00 | | |
| | | 299,684.00 | 292,578.00 | 274,744.00 | 218,406.00 | | |
| PHA Wide-Operations | | 19,260.00 | 15,392.00 | 32,446.00 | 25,500.00 | | |
| PHA Wide-Management | | 76,000.00 | 75,974.00 | 78,754.00 | 81,072.00 | | |
| PHA Wide-Administrative | | 45,993.00 | 45,993.00 | 45,993.00 | 45,993.00 | | |
| Audit | | 3,000.00 | 3,000.00 | 3,000.00 | 3,200.00 | | |
| Fees & Costs | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Non-Dwelling Equipment | | 16,000.00 | 27,000.00 | 25,000.00 | 85,766.00 | | |
| CFP Funds for 5-year Plan | | 459,937.00 | 459,937.00 | 459,937.00 | 459,937.00 | | |

Capital Fund Program F

Part I: Summary

| PHA Name Portage Metropolitan Housing Authority | | <input checked="" type="checkbox"/> Original 5-Year Plan Revision No: | | | |
|--|-----------------------------|--|--|--|--|
| Development Number/Name/HA- Wide | Year 1 2007 | Work Statement for Year 2 FFY Grant:2007 PHA FY:2008 | Work Statement for Year 3 FFY Grant:2007 PHA FY:2009 | Work Statement for Year 4 FFY Grant:2007 PHA FY:2010 | Work Statement for Year 5 FFY Grant:2007 PHA FY:2011 |
| | Annual Statement | | | | |
| PHA Wide - Operations | | 19,260.00 | 15,392.00 | 32,446.00 | 25,500.00 |
| PHA Wide - Management | | 76,000.00 | 75,974.00 | 78,754.00 | 81,072.00 |
| PHA Wide - Administration | | 45,993.00 | 45,993.00 | 45,993.00 | 45,993.00 |
| Audit | | 3,000.00 | 3,000.00 | 3,000.00 | 3,200.00 |
| Fees & Cost | | 500.00 | 500.00 | 500.00 | 500.00 |
| Nondwelling Equipment | | | | | |
| Computers | | | | 25,000.00 | |
| Floor Equipment | | 16,000.00 | | | |
| Public Housing Vehicle | | | 27,000.00 | | |
| Resident H/C Van | | | | | 55,766.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 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 2007 | Activities for year: 2 FFY Grant: 2007 PHA FY: 2008 | | | Activities for Year: 3 FFY Grant: 2007 PHA FY: 2009 | | |
|-------------------------------|---|--|-----------------------|---|---|----------------|
| | Development Number/Name | Major Work Categories | Estimated Cost | Development Number/Name | Major Work Categories | Estimated Cost |
| See Annual Statement | OH31-01 Athena Gardens | Repl Kitchen Cabinets/counter tops/ Sinks/faucets Replace Cold Air Returns | 72,000.00 6,500.00 | OH31-01 Athena Gardens | Concrete Sidewalks & Slabs Privacy Fences | 95,000.00 |
| | OH31-01 Community Estates | Repl Kitchen Cabinets/counter tops/ Sinks/faucets Replace Cold Air Returns | 85,000.00 8,000.00 | | | |
| | OH31-02 Scattered Sites As Needed | Repl carpet/roofs/ gutters/downspouts/ drainage | 79,000.00 | OH31-02 Scattered Sites | | |
| | 220, 222, 226 & 228 W. Elm St | Repl tubs/surrounds/ sinks/fixtures/vanities | 20,000.00 | OH31-03 Ravenna Woods | Repl Trash enclosures Repl doors & thresholds Replace carpet & tile Replace utility doors Concrete work | 95,287.00 |
| | 4325, 4327, 4333, & 4339 Marks Avenue | Repl front porch/sidewalk Replace windows | 29,184.00 | OH31-04 Eastowne Manor | Replace Carpet Replace Appliances 1-Handicapped Shower and Commodes | 69,181.00 |
| | OH31-03 Ravenna Woods | | | | | |
| | OH31-04 Eastowne Manor | | | | | |
| | OH31-05 Town Square Villas | Replace Shed Doors/thresholds | 55,000.00 | OH31-05 Town Square Villas | | |
| | OH31-06 Etna House | | | OH31-06 Etna House | Replace Carpet & Tile | 33,110.00 |
| | 31-09 Heritage Knolls | | | 31-09 Heritage Knolls | | |
| | 31-10 Ravenna Single Homes | | | 31-10 Ravenna Single Homes | | |
| | 31-11 Washington Group Home | | | 31-11 Washington Group Home | | |
| | 31-15 Renaissance Place and Acquisition Rehab | | | 31-15 Renaissance Place and Acquisition Rehab | | |
| | Subtotal of Estimated Cost | | | 354,684.00 | Subtotal of Estimated Cost | |

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages- Work Activities

| Activities for Year 1 | Activities for year: 4 FFY Grant: 2007 PHA FY:2010 | | | Activities for Year: 5 FFY Grant: 2007 PHA FY:2011 | | |
|-----------------------------|--|---|-----------------------------------|--|--|------------------------|
| 2007 | Development Number/Name | Major Work Category | Estimated Cost | Development Number/Name | Major Work Category | Estimated Cost |
| See Annual Statement | OH31-01 Athena Gardens | | | OH31-01 Athena Gardens | | |
| | OH31-1 Community Estates | | | OH31-1 Community Estates | Windows | 87,500.00 |
| | OH31-2 Scattered Sites | | | OH31-2 Scattered Sites | | |
| | OH31-03 Ravenna Woods | Install clean outs | 18,002.00 | OH31-03 Ravenna Woods | | |
| | OH31-04 Eastowne Manor | Replace Heaters in vestibule Repl back maintenance drs Tree & stump removal | 3,000.00 2,000.00 18,000.00 | OH31-04 Eastowne Manor | Concrete Work | 30,406.00 |
| | OH31-05 Town Square Villas | Replace gas lines | 30,000.00 | OH31-05 Town Square Villas | Replace Flooring Replace Appliances | 53,000.00 24,500.00 |
| | OH31-06 Etna House | Restore Copula/gutters/dnspouts | 23,742.00 | OH31-06 Etna House | | |
| | OH31-09 Heritage Knolls | Replace gas lines | 30,000.00 | OH31-09 Heritage Knolls | Replace Appliances Replace flooring | 23,000.00 53,000.00 |
| | OH31-10 Ravenna Single Homes | | | OH31-10 Ravenna Single Homes | | |
| | OH31-11 Washington Group Home | Replace fire system-dry | 8,000.00 | OH31-11 Washington Group | | |
| | OH31-15 Acquisition Rehab | Replace appliances Replace flooring Replace furnaces | 4,500.00 15,000.00 6,500.00 | OH31-15 Acquisition Rehab | Renaissance Place | |
| | Renaissance Place | Asphalt Driveway | 116,000.00 | | | |
| | | | | | | 0.00 |
| | Total CAP Estimated Cost | | 274,744.00 | Total CAP Estimated Cost | | 271,406.00 |

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

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

OMB Approval No. 2577-0157

| Work Statement for Year 1 FFY: 2007 | Work Statement for Year: 2 FFY: 2008 | | | Work Statement for Year: 3 FFY: 2009 | | |
|--|---|----------|----------------|---|----------|----------------|
| | General Description of Major Work Categories | Quantity | Estimated Cost | General Description of Major Work Categories | Quantity | Estimated Cost |
| See Annual Statement | Operations | | 19,260.00 | Operations | | 15,392.00 |
| | Resident Security | | 3,000.00 | Resident Security | | 3,000.00 |
| | Resident Job Training Program, Business Development Prog, MTW | | 27,500.00 | Resident Job Training Program, Business Development Prog, MTW | | 26,474.00 |
| | Coordinator of Social Service for Drug Elimination | | 45,500.00 | Coordinator of Social Service for Drug Elimination | | 46,500.00 |
| | Administration Salaries | | 32,199.00 | Administration Salaries | | 32,199.00 |
| | Administration Fringes | | 12,839.00 | Administration Fringes | | 12,839.00 |
| | Advertising | | 955.00 | Advertising | | 955.00 |
| | Audit | | 3,000.00 | Audit | | 3,000.00 |
| | Fees & Costs | | 0.00 | Fees & Costs | | 0.00 |
| | Nondwelling Floor Equipment - | | 16,000.00 | Nondwelling Equipment PMHA Vehicle | | 27,000.00 |
| | Subtotal of Estimated Cost | | 160,253.00 | Subtotal of Estimated Cost | | 167,359.00 |

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

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

OMB Approval No. 2577-0157

| Work Statement for Year 1 FFY: 2007 | Work Statement for Year: 4 FFY: 2010 | | | Work Statement for Year: 5 FFY: 2011 | | | |
|--|---|----------|----------------|---|----------|------------------------|------------|
| | General Description of Major Work Categories | Quantity | Estimated Cost | General Description of Major Work Categories | Quantity | Estimated Cost | |
| See Annual Statement | Operations | | 32,446.00 | Operations | | 25,500.00 | |
| | Resident Security | | 3,200.00 | Resident Security | | 3,200.00 | |
| | Resident Jobs Training Program, Business Development Prog and MTW | | 27,254.00 | Resident Jobs Training Program, Business Development Prog and MTW | | 28,072.00 | |
| | Coordinator of Social Service for Drug Elimination | | 48,300.00 | Coordinator of Social Service for Drug Elimination | | 49,800.00 | |
| | Administration Salaries | | 32,199.00 | Administration Salaries | | 32,199.00 | |
| | Administration Fringes | | 12,839.00 | Administration Fringes | | 12,839.00 | |
| | Advertising | | 955.00 | Advertising | | 955.00 | |
| | Audit | | 3,000.00 | Audit | | 3,200.00 | |
| | Fees & Costs | | 0.00 | Fees & Costs | | 0.00 | |
| | Nondwelling Equipment | | 25,000.00 | Nondwelling Equipment New Handicapped Van - Eastowne Storage Building for PMHA Office | | 55,766.00 30,000.00 | |
| Subtotal of Estimated Cost | | | 185,193.00 | Subtotal of Estimated Cost | | | 241,531.00 |

**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: OH12PO3150107 Capital Fund Program Grant No: 2007 Replacement Housing Factor Grant No. 2007 | Federal FY of Grant: 2007 |
|---|--|---|

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 | 30,010.00 | 0.00 | 0.00 | 0.00 |
| 3 | 1408 Management Improvements | 77,000.00 | 0.00 | 0.00 | 0.00 |
| 4 | 1410 Administration | 45,993.00 | 0.00 | 0.00 | 0.00 |
| 5 | 1411 Audit | 3,000.00 | 0.00 | 0.00 | 0.00 |
| 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 | 15,000.00 | 0.00 | 0.00 | 0.00 |
| 10 | 1460 Dwelling Structures | 246,532.00 | 0.00 | 0.00 | 0.00 |
| 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 | 30,400.00 | 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 | 12,002.00 | 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 Collaterization 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) | 459,937.00 | 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 | 14,000.00 | 0.00 | 0.00 | 0.00 |
| 24 | Amount of line 21 Related to Security - Soft Costs | 3,000.00 | 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 September , 2006

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:OH12PO3150107 Capital Fnd Program Grant No: 2007 Replacement Housing Factor Grant No: 2007 | | | Federal FY of Grant: 2007 | | | |
|---|---|--|----------|----------------------|---------------------------|---------------------|--------------------|-------------------------|
| 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 | | 30,010.00 | 0.00 | 0.00 | 0.00 | |
| HA-Wide | Management Improvements | 1408 | | | | | | |
| | Resident Security | | | 3,000.00 | 0.00 | | | |
| | Develop Job Training & Business | | | | | | | |
| | Develop Programs | 1408.7 | | 25,000.00 | 0.00 | | | |
| | Coordinator of Social Services for Drug Elimination | | | 43,500.00 | 0.00 | | | |
| | Administrative/Management Improvements | 1408.9 | | 5,500.00 | | | | |
| | Total for Management Improvements | | | 77,000.00 | 0.00 | 0.00 | 0.00 | |
| HA-Wide | Administration | 1410 | | | | | | |
| | a. Salaries | 1410.1 | | 32,199.00 | 0.00 | | | |
| | b. Fringe Benefits | 1410.9 | | 12,839.00 | 0.00 | | | |
| | c. Advertising | 1410.19 | | 955.00 | 0.00 | | | |
| | Total for Administration | | | 45,993.00 | 0.00 | 0.00 | 0.00 | |
| HA-Wide | Fees & Costs | 1430 | | | | | | |
| | a. Architect | | | 0.00 | 0.00 | | | |
| | b. Planning Fees | | | 0.00 | | | | |
| | 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 | 1475 | | | | | | |
| | a. Office/Maintenance Equipment | | | 10,400.00 | 0.00 | | | |
| | b. Vehicle | | | 20,000.00 | | | | |
| | Total for Nondwelling Equipment | | | 30,400.00 | 0.00 | 0.00 | 0.00 | |
| HA-Wide | Relocation Cost | 1495.1 | | 0.00 | 0.00 | 0.00 | 0.00 | |
| HA-Wide | Contingency | 1502 | | 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:OH12PO3150107 Capital Fnd Program Grant No: 2007 Replacement Housing Factor Grant No: 2007 | | | Federal FY of Grant: 2007 | | | |
|---|---|--|----------|------------------------|---------------------------|-------------------|----------------|-----------------------------|
| 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 Renaissance Place | Complete Retention Pond | 1450 | | 15,000.00 | | | | |
| | Total for Site Improvement | | | 15,000.00 | 0.00 | 0.00 | 0.00 | |
| OH31-02 Scattered Sites | | 1460 | | | | | | |
| 820 - 822 Mechanic St. | Repl interior/exterior doors Kitchen & bath cabinets/counter tops/sinks/faucets Replace bathtubs & furnaces | | | 20,000.00 | | | | |
| 227 S. Walnut St. | Replace interior doors Replace Windows Replace exterior doors | | 6 | 60,000.00 | | | | |
| 514 Harris Street | Kitchen/bath cabinets/counter tops/sinks/ faucets/flooring/ repl interior & exterior doors | | | 8,200.00 | | | | |
| 1066 Williams St. | Kitchen/bath cabinets/counter tops/sinks/ faucets/flooring/ repl interior & exterior doors | | | 9,500.00 | | | | |
| 301 Ohio Avenue | Kitchen/bath cabinets/counter tops/sinks/ faucets/replace exterior doors/replace windows | | | 10,000.00 | | | | |
| OH31-03 Harvest Drive | | | | | | | | |
| OH31-04 Eastowne Manor | Handicapped Bathroom Electrical wiring in hallways | | 1 1 | 14,000.00 10,000.00 | | | | |
| OH31-05 Town Square Villas | | | | | | | | |
| OH31-06 Etna House | Replace Exterior Doors | | 2 | 4,500.00 | | | | |
| OH31-09 Heritage Knolls | Kitchen/bath cabinets/counter tops/sinks/ faucets/shed door/thresholds | | | 95,000.00 | | | | |
| OH31-10 Ravenna Single Homes | Bath vanity/sink/faucet/cabinets/ and tubs | | | 15,332.00 | | | | |
| OH31-11 Washington Group Home | | | | | | | | |
| | Total for Dwelling Structures | | | 246,532.00 | 0.00 | 0.00 | 0.00 | |
| | | 1465 | | | | | | |
| | | 1470 | | | | | | |
| | Total for Nondwelling Structures | | | 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 | | | | | | | |
| OH31-01 Community Estates | | | | | | | |
| OH31-02 Scattered Sites | 09/30/09 | | | 12/31/11 | | | |
| OH31-03 Ravenna Woods | | | | | | | |
| OH31-04 Eastowne Manor | 09/30/09 | | | 12/31/11 | | | |
| OH31-05 Town Square | 09/30/09 | | | 12/31/11 | | | |
| OH31-06 Etna House | 09/30/09 | | | | | | |
| OH31-09 Heritage Knolls | 09/30/09 | | | 12/31/11 | | | |
| HA-Wide Physical Improvements | 12/31/09 | | | 01/31/12 | | | |
| HA-Wide Mgmt. Impr. | 12/31/09 | | | 01/31/12 | | | |
| Administration | 12/31/09 | | | 01/31/12 | | | |
| Fees & Costs | 12/31/09 | | | 01/31/12 | | | |
| Contingency | 12/31/09 | | | 01/31/12 | | | |

Signature of Executive Director & Date:
X

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

Progress in Meeting 5-Year Plan Mission and Goals

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
Due to MTW status, HUD does not provide SEMAP scoring however, the internal review completed in connection with SEMAP certification would be consistent with 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
FSS Coordinator holds semiannual coordinating committee meetings.
 - b. Reduce number of households reporting zero-income
Staff utilizes a special questionnaire for families reporting zero-income in an attempt to uncover unreported income and non-cash contributions in connection with the interview process. In June 2005, 113 MTW families were reporting 0-income. As of July 2006, 105 MTW families were reporting 0-income.
 - 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
Since January of 2006 NDS has conducted financial fitness, budgeting and credit workshops for families interested in homeownership. The classes are held in partnership with Sky Bank. Two levels of classes are offered; one for families needing more individualized/intensive assistance with credit and budgeting and one for those with minor credit/budgeting issues. This has allowed us to expand the services offered to families deemed long-term 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
Correspondence was sent to local non-profits lifting the suspension on applications for the project-based voucher program on February 6, 2006.
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
Department discussed and utilized customized reports and other tools available through MCS. Also, met with and selected another software vendor that provides a product that better meets the needs of the agency. The new software will minimize the need to utilize

other computer programs including those available in the Microsoft Office package.

- b. Continue focusing on training, continued education/development in conjunction with bi-weekly staff meetings and possibly a "team-building" session
Weekly staff meetings were held; various issues relating to staff development, program rules and policies were discussed. One staff member attended Nan McKay rent calculation training. Although team building was focused upon, no team-building session was held. A staff training on Fair Housing Laws is set for August 9, 2006.
 - c. Complete cross training between Section 8 and Finance departments in order to make monthly closing process more cohesive
Section 8 Assistant Manager worked closely with the Finance clerk, Finance Assistant and Finance Manager. Section 8 Assistant Manager and Finance Clerk coordinate on an ongoing basis to ensure that the monthly closing process is completed efficiently.
 - 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
Housing Specialists and the Housing Clerk complete self-audits of their work. Each staff member is responsible for completing a quality control review of processing completed by a co-worker. Cases were assigned to staff based upon an alpha-breakdown. This system promotes greater accountability.
 - e. Work with vendor to ensure staff is fully utilizing capabilities of the Visual MCS system
Determined that staff was fully utilizing the system and that gaps existed between the needs of staff and the capabilities of the system. As a result, a new software vendor was selected. Transition to new system is expected to be by the end of the year.
 - f. Replace antiquated processing procedures with more up-to-date methods
Assistant Manager has slightly modified closing process but still relies primarily on manual methods of reconciling monthly HAP expenditures.
4. Continue recruitment of new landlords
- a. Continue to improve Section 8 Possible Rentals publication to make it more user-friendly
Available units are broken-down by unit size. Listing information now includes additional information (type of unit, amenities, price, etc.)
 - b. Increase landlord outreach efforts and keep them up-to-date on the future of the MTW program.

Periodic updates are provided to landlords along with HAP check mailings. Landlord training on HQS was held on June 16, 2006. Fair Housing Laws training was held on September 15, 2006.

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
Weekly vacancy meetings are held between Public Housing and Maintenance to review upcoming and current vacancies as well as inspections. Additionally, joint staff meetings are held at least monthly (or more frequently if needed) to educate staff about PHAS criteria and PMHA rules so violations of such could be identified during inspections. Procedures of addressing lease violations are also reviewed.

The Vacancy Report, designed to track turnover and leasing days, is provided on a monthly basis to both Public Housing and Maintenance Departments in order to monitor performance. Strategies are adopted, if needed, to maintain High Performer status.

- b. Maximize the efficiency and effectiveness of housing management
Weekly Public Housing staff meetings are held to discuss ways to increase efficiency and effectiveness of housing management. One strategy adopted during 2006 includes performing background checks on residents who are processing for their annual interims. Through review of public records, the PMHA is able to identify criminal charges (occurring during the period between annual re-certifications) that may conflict with lease provisions.

Additionally, Admissions and Continued Occupancy Procedures are regularly referred to at staff meetings. Reviews and revisions are made/proposed to ensure clarity, fairness, and compliance.

- c. Examine the need for vehicle registration system and database
The need for vehicle registration system and database was reviewed during 2006. It was felt that the need is not critical. It was also felt that the implementation of such a system and database would be difficult at this time due to the changing nature of residents, their guests, and vehicles. However, towing signs, complying with State regulations, have been installed at developments, and to date 2 vehicles have been towed. On a regular basis staff tickets vehicles with expired tags and the appearance of being inoperable and abandoned. As a result, residents have taken the appropriate action to avoid towing.
- d. Continue to refine collection of balances owed by vacated tenants
Progress has been made in this area. Debt Collections Procedures for Vacated Tenants have been adopted as part of the ACOP. The Housing Coordinator is responsible for the day-to-day collections.

Additionally, the PMHA now uses a collection agency to aid in this process.

- e. Continue to refine the community service requirement implementation
The monitoring of residents having to perform community service has been divided among Public Housing staff in order to avoid a substantial increase in workload for one staff person. Unfortunately, the number of residents required to perform Community Service has increased from the time of the initial implementation of this regulation. During 2006, the definition of " Work Activity" used by the Portage County Department of Job and Family Services was adopted, in order to promote consistency and a unified understanding of the term within the County.
- f. Assess and address staff training needs
Staff training is a work-in-progress. During 2006, 4 staff persons attended formal training. During Public Housing staff meetings, any new regulations or ACOP changes are reviewed and discussed to ensure that staff has a working knowledge of them.
- g. Reevaluate current forms to ensure their effectiveness for information gathering
Public Housing staff reevaluated and revised various forms including verification form of public assistance with the Portage County Job and Family Services; Prescription and Medical verification forms for providers; Pension and Annuity Verification forms for providers; Post Office form for address verifications; and student status forms for documentation of grants and tuition reimbursements.
- h. Develop training manual for new/current staff
A training manual is in progress. However, this goal will be continued during 2007 to incorporate Property Based Management principles.
- i. Work with owner of Summit Gardens to bring property files and leasing procedures and policies into compliance
The annual on-site review and follow-up reviews has shown remarkable progress within the Summit Gardens management. The owner has signed-off on an action plan, which will continue to be monitored by Public Housing staff. This goal will continue in 2007.
- j. Forego MTW time limits to improve unit turn-around time
This goal has been accomplished. Residency at scattered housing no longer requires time limits. As a result, tenancy has been extended to allow for progressive progress toward self-sufficiency among residents.

C. Maximize the efficiency of maintenance operations

3. Maximize the efficiency of maintenance operations

1. Maintain PHAS High Performer status
 - a. Maximize communications between Assistant Maintenance Manager, Assistant Operations Manager, PH Management and contractors for efficient vacancy turnovers
Procedures for vacancy turnovers have been updated to maximize communications. Weekly staff vacancy meetings have been continued and a weekly managers' meeting has been implemented.
 - b. Implement a monthly maintenance inspection of exterior condition of sites and common areas
Initially, the Assistant Maintenance Manager position conducted monthly exterior site and common area inspections. With the elimination of this position, the Operations Manager conducts monthly site inspections. Work orders are generated as a result of these inspections to correct deficiencies noted and a monthly preventative maintenance schedule is created per site.
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 of all plumbing parts, shingle, siding, paint and trim colors, appliance make, model and color
Overhead drawings have been completed for the elderly sites-Eastowne Manor and Etna House. Drawings for two (2) family sites are near completion
3. Continue developing and implementing Preventative Maintenance Programs.
 - a. Prepare monitoring log for all mechanicals (air conditioners blower motors, circulating motors, etc.)
Monthly monitoring logs are now in place for air conditioners and circulating motors. An annual monitoring log has also been implemented for blower motors.
4. Conduct a time study of all Maintenance Department positions
 - a. Analyze job duties, employee productivity and efficiency
All maintenance field staff members now complete a daily productivity log. Operations Manager reviews logs to determine need for training, discipline, mileage efficiency, and tenant charges.
5. Implement additional safety procedures
 - a. Perform a daily safety check of all PMHA vehicles

Each morning maintenance field staff are required to conduct a daily visual safety check of their maintenance vehicles

- b. Conduct a safety check of all lawn equipment prior to use
Procedures have been implemented for the daily check of all lawn equipment

- 6. Continue to improve customer service
 - a. Agenda item for all Maintenance Department meetings
The importance of and the need to continually improve customer service are discussed at all maintenance meetings. Despite staff turnover and continually being understaffed, the Maintenance Department has maintained semi-annual inspections to address the physical needs of residents. A resident complaint log has been implemented to monitor customer satisfaction.

- 7. Expand and encourage educational opportunities for maintenance field workers.
 - a. Utilize vendors willing to provide free training.
PMHA has a written agreement with Greer Heating for free furnace installation training

 - b. Provide training seminars utilizing Workers Compensation Tapes
The PMHA Safety Committee is scheduling quarterly training seminars utilizing Workers Compensation tapes

 - c. Continue to offer opportunity to obtain skilled training provided by Maplewood Vocational School
Opportunity for training courses at Maplewood Vocational School was not utilized in 2006 due to staff turnover, budget constraints, and courses offered

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
PMHA's FYE 2005 Unaudited FASS score shows PMHA has continued high performer status. Scoring for tenant accounts receivables decreased, but a request to HUD was made in 2006 to address the issue through a Moving To Work request to deduct utility allowance payments from tenant payables.

- 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
Rental Properties and ETNA Development began using laser checks in first half of 2006. Section 8 and Payroll is to

begin Sept 2006. Remainder of the PMHA accounts will switch to laser checks as printed check stock is consumed.

- b. Establish two (2) Section 8 HAP check runs in a month to reduce hand checks and retro payments and improve VMS reporting
This has not been incorporated as of yet. Beginning Sept 2006, we are going to laser checks for Section 8 and implementation is expected soon after.
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)
The Board of Directors at their June 2006 meeting approved selection of new software package. Implementation is to begin once new servers are purchased in September 2006.
4. If funding disallows, work with MCS to convert Visual MCS to PHA-Web and train staff on new PHA-Web when programs come available.
Funding permitted the purchase of new software. As a result, PMHA will not convert to Visual MCS.
5. Maximize efficiency of the department
Increase staff's knowledge of the tools available within Visual MCS system and Microsoft Office programs
Taught staff entering family compositions that if they update HAP/TAR that would alleviate extra work in updating the areas manually. PMHA is beginning to MTW 50058 submissions to be in compliance with new HUD requirements. Trained some staff members short cut procedures used in Office to expedite reports faster and utilize their time more efficiently.
 - a. Cross-train between Finance & Section 8 departments to make monthly processing more interrelated
Pat Norris, Finance Clerk, really stepped up this past year to help Section 8 with the monthly processing, improving cut off date timing from around the 19th of each month to a few days prior to the end of the month. Still need to get staff to understand how their coding of HAP retro's, damages, etc. effect the general ledger and VMS reporting that in turn effect our subsidy.
 - b. Cross-train between Finance, Public Housing, and Section 8 departments on the newly selected Collection Agency

Trained departments on how to submit accounts for collections, post transactions when monies are received. Now keep track of the accounts that are turned over so we do not receive payments on outstanding balances for those residents.

5. Redesign CFP (Capital Fund Programs) procedures to improve efficiency
This has not commenced. New procedures will be designed around the capabilities and features of the new software
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.
Improvements have been made where the Project Manager is getting all copies of checks for fixed asset purchases. Further work will continue in this function.
 - b. Work with Project Manager and Intellitrac on fixing program issues that have caused problems in the past with the calculation of depreciation and related reports.
Annual costs and service problems involving Intellitrac has led us to the decision to cancel our contract with them and continue to use an excel spreadsheet that Finance set up for calculating depreciation until the new software system is implemented
 - c. Reconcile General Ledger Fixed Assets/Depreciation with subsidiary ledger monthly
This will be implemented with the new software. Currently it is difficult in that the Program Manager is responsible for the Fixed Assets and her duties have increased. Also is the ongoing problem of MCS software not being a true real time general ledger.
7. Set up the ability to have ACH (Automated Clearing House) transfers to Section 8 landlords and PMHA Employees for direct deposits
Implementation of direct deposit payments for landlords and payroll will occur after installation of the new software. Investigation into any associated fees and need for adjusting any procedures related to those fees will continue with existing banks.
8. Minimize number of bank accounts.
 - a. Close all unnecessary bank accounts to reduce banking fees, such as Security Deposit bank account
Closed out the security deposit bank accounts for Rental Properties and Public Housing and deposited the monies into the General Fund for each.
9. Revamp billing statements to residents for work order and excess utility charges.
Billing statements will be revised based on new software functions and format

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.
 - o *Administered enhanced vouchers in connection with past housing conversion actions.*
 - o *Discussed possibility of applying for additional Shelter Plus Care funding with Coleman Professional Services.*
 - o *Continued to expand homeownership program. Efforts included periodic (mass mailings) and regular (postings in PMHA lobby and at NDS) to current Section 8 and Public Housing program participants.*
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
Periodically met with local social service agencies regarding affordable housing, selection preferences, etc. to ensure that our preferences were reflective of local needs. No changes made to selection preferences or cost containment plan.
 - 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
MTW extended through 3/31/2009. Sent marketing material regarding project-based voucher program to local non-profits.
 - 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

The Public Housing staff meets regularly with each household that reports zero income and requires the completion of a survey tool to determine any unreported sources of income.

- b. Continue to analyze rent policy for Section 8 and Public Housing

This goal will be extended during 2007.

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

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 and GED classes and at the PMHA's Opportunity Resource Center for adult education and GED classes. The PMHA office has been used for classes offered to residents under the ROSS 2002 & 2003 grants that pertain to goal setting and a variety of home upkeep activities. Also, credit repair workshops, presented by Joann Sahl, Esq., from Community Legal Aid, were held at the PMHA office.

- 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
Applications were submitted for ROSS 2006 Family and Homeownership and Family Self-Sufficiency programs.
 - b. Seek new partnerships with local agencies agreeing to offer services to PMHA participants
PMHA has agreed to partnership with Habitat for Humanity to assist in the recruitment of residents who may qualify for such housing.
 - c. Continue the Maintenance/Construction Job Training Program and seek more outside work in order to reduce the reliance upon grant funding
ROSS 2002 grant ended July 2006. The Maintenance/Construction Job Training Program continues. This goal has been met.

Attachment D Resident Comments

PUBLIC HEARING

The Public Hearing was held October 20, 2006, at 5:00 P.M. in the PMHA office located at 2832 State Route 59, Ravenna, Ohio. Representing the PMHA was Fred Zawilinski, Director, and Romaine Chritton, Housing and Special Projects Manager. Attending the meeting were Joan Sahl, Esq., Shawn Blain and Cal Brant.

Mr. Zawilinski provided an overview of the 2007 Agency Plan and the challenges for 2007. He provided insight to the reorganization that will come with Asset Management and discussed the proposed Kent and Ravenna groupings. He also the financial concerns that may arise as the PMHA migrates to a private-sector model of operation.

Mr. Zawilinski discussed the closing of the Section 8 Waiting List. He said that about 20 individuals/families leave the program each month, and the PMHA has approximately 1,700 households on the waiting list. He does not foresee opening the waiting list in the near future.

He also discussed the Moving-To-Work contract that will renew the program for 10 years and the potential changes that may be made to the annual planning process. He did inform those in attendance that public hearings and meetings would occur before the PMHA Board and HUD approve changes.

Ms. Sahl recommended that the PMHA reconsider implementing Earned Income Disallowance instead of the MTW Phased-In Rent feature. She felt that EID allows for more financial benefits to the residents. She also said that the PMHA may sent residents to her office (Legal Services) to have records expunged, which may help residents obtain employment or homeownership.

A discussion about expanding housing resources occurred. Mr. Zawilinski stated that the PMHA would like to do so to help maximize affordable housing in Portage County.

Ms. Blain inquired about home visits and inspections to residents. Mr. Zawilinski explained that public housing residents receive at least three visits by staff during the year. He also stated that Section 8 staff does not visit participants on a regular basis or without notice. He did stress, however, staff will make home visits as an accommodation for tenants unable to come to the office for certification purposes.

The meeting ended at 6:25 P.M.

RESIDENT MEETINGS

The agenda presented at each resident meeting follows:

Agenda

- I. HUD Funding Cuts (Ideas for Cost-Saving Measures)
- II. Safety and Security Concerns
- III. Maintenance (Ideas for Capital Funds)
- IV. Percentage of Income (Rent Calculations)
- V. Up-Date on ROSS Grants
- VI. Other Matters
- VII. Adjournment

October 10, 2006

A meeting was held at 8:30 a.m. at the PMHA Office, 2832 State Route 59, Ravenna. Representing the PMHA was Romaine Chritton. Residents in attendance were Tami Floody, Tiana Ligon, Doug Slates, Cheryl Brown, and Shannon Victor.

HUD Funding Cuts (Ideas for Cost-Saving Measures)

A suggestion was offered to examine staffing patterns to see if they are most effective. Another suggestion was to educate residents about maintenance issues such as pressing the importance of calling maintenance earlier when a problem occurs rather than later when a problem worsens.

Safety and Security Concerns

Residents felt that community service workers should not have access to any type of resident information, which may be accessible if assigned to filing duties. (It should be noted that this is not a practice within PMHA departments). Job trainees felt that Community Estates would benefit from more lighting and security cameras.

Maintenance (Ideas for Capital Funds)

The residents in attendance from Community Estates felt that their development was in good shape.

Percentage of Income (Rent Calculations)

Two residents felt that using 24% for wage income and no deductions would benefit those families that worked. They felt that this type of computation would be compatible with the Moving-To-Work philosophy.

Up-date on ROSS Grants

Residents felt that ROSS opportunities should be extended to Section 8 participants. Training topics suggested included respect for others, rewards of being employed, and teaching residents how to take care of their apartments.

The meeting was adjourned at 9:15 a.m.

September 11, 2006

A meeting was held at Town Square Villas at 5:00 p.m. Romaine Chritton represented the PMHA. Sabrina Heeter was the sole resident in attendance.

No suggestions for cost-saving measures were offered.

Safety and Security Concerns

Over all, Ms. Heeter feels safe. She mentioned that the exterior light was out for three weeks, and suggested that additional lighting be installed. She also felt that better safety could be gained by cutting down trees in wooded areas on site.

Maintenance (Ideas for Capital Funds)

Ms. Heeter felt that dead trees and the old volleyball court blocks should be removed. New carpeting for the development was recommended.

Percentage of Income (Rent Calculations)

Ms. Heeter feels rent calculations are fair.

Up-date on ROSS Grants

Ms. Heeter did not feel that residents of Town Square experience any significant barriers to achieving self-sufficiency. She said that folks are able to walk to potential places of employment.

The meeting was adjourned at 5:30 p.m.

September 6, 2006

A meeting was held at Community Estates at 5:00 p.m. Representing the PMHA was Romaine Chritton. Residents in attendance were Erin Carson, Melissa Heeter, Melissa Belknap, and Jesse Heeter.

No suggestions for cost-saving measures were offered.

Safety and Security Concerns

Residents feel that the Sheriff's Officers do not do anything when called. They suggested that the PMHA employs a Rent-A-Cop, installs security cameras, enforces curfews, provides parenting-skills classes, and reduces the current speed limit. The perception of the types of crimes committed includes children taking things from patios, assaults, BB gun shootings, curfew violations and fighting among residents. They indicated that a lot of the discord at the site results from unacceptable behaviors among the children.

Maintenance (Ideas for Capital Funds)

One resident would like to see the fire pole removed from the playground. She feels that it is not safe. Residents felt that the maintenance staff does not do a thorough job. Examples sited included leaving power tools in apartments, using

resident's vacuum for cleanup, and taking a long time to complete a job. Residents do not feel it is fair to be charged for damages when their units are broken into.

Percentage of Income (Rent Calculations)

Residents feel the current rent structure is fair and do not see a need for change.

Up-Date on ROSS Grants

Self-sufficiency was discussed. Residents feel that help with training costs (tuitions, books, supplies, etc.) would be very helpful.

The meeting was adjourned at 6:00 p.m.

September 5, 2006

A meeting was held at 5:00 p.m. at Athena Gardens. Representing the PMHA was Romaine Chritton. Residents attending were Allene Rucker and Brandon James.

HUD Funding Cuts (Ideas for Cost-Saving Measures)

Residents did not offer any suggestions.

Safety and Security Concerns

Residents said that they feel safe. Suggestions for increased safety included the installation of three speed bumps (one in each driveway), the installation of 5-mile per hour speed limitation signs, and brighter outside lighting.

Maintenance (Ideas for Capital Funds)

New carpeting was identified as an overall site need, however, the residents do not want in-door/out-door carpeting. Although there is a new play gym on site, a request for swings was made.

Percentage of Income (Rent Calculations)

Residents felt that a lower percentage of income for rent calculation would boost morale. They also felt that amounts paid for child support should not be counted as income.

Up-Date on ROSS Grants

Achieving self-sufficiency was discussed. Residents felt that having a PARTA bus stop at Athena Gardens would help residents stabilize their employment.

Other Matters

A suggestion was made to have residents in each of the three areas of the development take turns picking-up litter.

The meeting was adjourned at 6:00 p.m.

August 14, 2006

A meeting was held at 10:30 a.m. at Etna House. Representing the PMHA was Romaine Chritton. Residents in attendance were Ruby Malone; Doris Wade; Ruby Earley; Joanne Bacy and Clara London.

This meeting provided an opportunity for residents who could not make the July 26th meeting to provide input into the 2007 Agency Plan.

Additional ideas included a request for new draperies in the Community Room as well as in apartments.

Residents said they had no complaints about their safety.

The meeting adjourned 11:00 a.m.

August 9, 2006

A meeting was held 2:00 p.m. at the PMHA office, 2832 State Route 59, Ravenna. Two staff persons, Margaret Ames and Mary Newman, from Washington Group Home attended on behalf of its residents. Romaine Chritton represented the PMHA. Neither had suggestions relating to cost-saving measures or safety/security issues.

Maintenance (Ideas for Capital Funds)

Both Margaret and Mary said that Steve Wolfe, PMHA Operations Manager, responds to their needs quickly, and the Maintenance staff are very respectful when on site. They are very satisfied with maintenance services. Ideas offered for this agenda item included resealing of driveway, repair of cracks in concrete (side entrance off driveway), installation of sky or ceiling lights in living room, refresh stucco which is showing its age, and tighten and paint railing on side patio.

Suggestions for Capital Funds include the installation of bathtubs that will need modifications to meet the needs of its aging, disabled residents. Also, they felt the installation of one sink and the removal of the current two sinks would free-up floor space for residents.

No other comments were offered.

The meeting ended at 2:30 p.m.

July 27, 2006

A meeting was held at Harvest Drive at 6:00 p.m. Romaine Chritton represented the PMHA. Kandi Switzer, resident, attended. Ms. Switzer did not offer suggestions for cost-saving measures.

Safety and Security Concerns

Ms. Switzer said that she feels very safe living at Harvest Drive and her neighbors are wonderful. However, she said that speeding cars are occasional problems.

Maintenance (Ideas for Capital Funds)

New carpeting was suggested.

Percentage of Income (Rent Calculations)

Ms. Switzer felt that employed residents with 2 or more children would benefit most by using a flat percentage of income for rent calculations. She said it is a difficult issue to address.

Up-Date on ROSS Grants

Ms. Switzer and Ms. Chritton discussed self-sufficiency barriers facing residents. Lack of babysitters during non-traditional work hours and lack of transportation topped the list.

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

July 26, 2006

A meeting was held at Etna House at 2:00 p.m. Representing the PMHA were Romaine Chritton; Cindy Blevins, Property Manager; Steve Wolfe, Operations Manager; and Shirley Anderson, Assistant Director. Residents attending were: Rosemary Ferrell; Joanne Bacy; Olga Kitzmiller; Sherry Simons; Linda Near; Clara Landon; Marie Shumaker; Carolyn McElwain; Evelyn Horvatic; Doris Wade; Gladys Longstreth; Katheryn Rock; Marie Elkins; Lan Elkins; Clarence Longstreth; Maurice Near; Cheryl Hughley; and Sharon Hall.

HUD Funding Cuts (Ideas for Cost-Saving Measures)

Suggestions included restricting use of laundry room to "only tenants" to save money on water and utilities; provide energy-saving tips to residents; add more energy efficient washers and dryers; and raise thermostat controlling air conditioning in community room.

Safety and Security Concerns

Overall, residents feel safe. Concerns included residents letting unknown people in building when entry buzzer is pressed and intercom system has static, which makes it hard to hear the person buzzing.

Maintenance Ideas for Capital Funds

Suggestions included new carpeting for apartments and common areas; new draperies; hall railings on both sides of walls; security cameras, and repair rear outside door.

Other Matters

A discussion about the recent fire drill was held. Residents identified a common area to meet after leaving the building should a fire occur. Fire safety information was distributed.

Ms. Chritton presented Miss Kenzi from Townhall II. Kenzi offered to provide mediation services to residents who have disputes with each other.

Mr. Wolfe discussed the Keyless Entry system, which is scheduled for installation in the coming months.

Ms. Blevins discussed actions that violate lease provisions.

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

July 18, 2006

A meeting was held at Heritage Knolls at 6:00 p.m. Romaine Chritton represented the PMHA. Residents attending included Angelica Padilla, Marguerite Grabski, Amy Groff and Taura Laughton.

HUD Funding Cuts (Ideas for Cost-Saving Measures)

Residents felt that better screening of residents could result in "better" residents, which in turn would lower the damage costs to units, especially when damage results from domestic violence incidents.

Safety and Security Concerns

All in attendance felt that speed limit signs and bumps would help to reduce the speed of moving vehicles. Recommendations were made to install signs reminding residents to lower the volume of car stereos and of curfew times. Also, residents felt that lighting in the playground area would make it safer.

Maintenance (Ideas for Capital Funds)

Ideas included ceiling fans, new carpeting and repainting of lines in the parking lot. Residents also felt that mowing and trimming could be done better and more frequently. They also noted that the development sign should be replaced.

Percentage of Income (Rent Calculations)

No responses were forthcoming.

Up-Date on ROSS Grants

Residents in attendance felt that opportunities in grants do not motivate residents to work. General consensus was that, "If people are going to work, then they will."

Meeting was adjourned at 6:45 p.m.

July 10, 2006

A resident meeting was held at the PMHA Office, 2832 State Route 59, Ravenna, at 5:30 p.m. Romaine Chritton represented the PMHA. Rebecca Stuntz, Section 8 tenant, attended the meeting. Ms. Stuntz resides at 221 Spaulding Avenue, Kent, which is owned by the PMHA.

HUD Funding Cuts (Ideas for Cost-Saving Measures)

Suggestions included making sure thermostats are lowered in common areas and vacant units.

Safety/Security

Ms. Stuntz suggested tenants be trained to check smoke alarms on a regular basis. Ms. Chritton informed her that smoke alarms are checked at least annually, however, it is a good idea to talk with residents about the importance of having a working smoke detector at all times.

Maintenance (Ideas for Capital Funds)

No suggestions were offered.

Percentage of Income (Rent Calculations)

Ms. Stuntz said that she did not know how a fixed percentage of income would affect family rents; however, she felt that such would help individuals who do not have medical deductions.

Up-Date on ROSS Grants

Ms. Stuntz believes that ROSS grants should be open to Section 8 tenants, since self-sufficiency is a common goal for both public housing and Section 8 tenants.

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

June 22, 2006

A resident meeting was held at Renaissance Place at 10:00 a.m. Romaine Chritton represented the PMHA. Residents in attendance were Josephine Willis, Sherri Dolin, Virale Dolin, Tina Carey, Melissa Murphy, Michelle Ruby, and Gretchen Dourm.

HUD Funding Cuts (Ideas for Cost-Saving Measures)

No suggestions were offered.

Safety/Security

One resident felt that the PMHA should implement better screening of residents prior to admission. Residents stated that the playground fence needs repairs. Currently, children can get out. A general concern expressed dealt with things being taken off patios and lack of parental supervision. Overall, residents feel safe at Renaissance Place.

Maintenance (Ideas for Capital Funds)

It was felt that a new playground for older children would benefit the development. Other suggestions included replacement of carpeting and repair or replacement of windows (do not properly lock and are drafty according to residents). They also felt a community garden would look nice and add curb appeal to the site.

Percentage of Income (Rent Calculations)

Residents felt that using 24% of wage income and 28% of all other income was better than the current 30% of income used for rent determination. One resident said that the system is setup to "keep you where you can't get ahead", because rent generally increases as income increases. Ms. Chritton discussed the advantages of the Moving-To-Work program and emphasized that greater income can lead to self-sufficiency.

Up-Date on ROSS Grants

Ms. Chritton discussed the ROSS 2006 application and asked for input. Services that could help residents achieve self-sufficiency include transportation, childcare, credit counseling, budgeting, and training that leads to jobs paying more than fast food.

Other Matters

Residents would like to see additional tenant meetings. *Note: This information will be passed on to the PATH staff. Public Housing staff will lend its time and support to this effort.*

The meeting was adjourned at 11:00 a.m.

June 5, 2006

A resident meeting was held at Eastowne Manor at 2:00 p.m. Romaine Chritton; Cindy Blevins, Property Manager; and Steve Wolfe, Operations Manager, represented the PMHA. Also in attendance were Shirley Anderson, Assistant Director, and Jackie Bell, Housing Programs Manager. Residents in attendance were Mary Peterson, Lillian Orum, Betty Samay, Rita Eichler, Roselia Lane, Florence Davis, John Haba, Wanda Love, Curtis Heritage, Grace Lengs, Thelma Rice, and Fran Cooley. In addition to the above agenda, Officer Dustin from the Ravenna Police Department offered safety tips to residents.

HUD Funding Cuts (Ideas for Cost-Saving Measures)

Residents felt that lighting every other light in halls could reduce utility bills as well as turning off lobby lights during daylight hours. Also, providing conservation information to residents about using less water, etc. may reduce costs.

Safety/Security

Overall, residents feel safe. Mr. Wolfe provided information to residents regarding the new lock system that will be installed within the next few months. One resident suggested that bushes near first floor windows could be trimmed lower.

A recommendation was made to move the re-cycle container to a more convenient spot. Mr. Wolfe indicated that he would take care of the matter.

Maintenance (Ideas for Capital Funds)

Residents requested that apartments for long-time residents be repainted more frequently and new carpet be installed. Other requests included varnishing of the baseboards in the lobby area. A discussion about vertical window blinds took place. Some residents requested such, while others voiced dislike of having them. Several residents said that they appreciate their apartments.

Percentage of Income (Rent Calculations)

Ms. Chritton discussed the possibility of using a percentage of income (24% of earned income and 28% of income other than earned) to determine rent. Other deductions would be eliminated. Residents felt that such rent simplification would adversely affect them if medical deductions were not considered for rent determination.

Up-Date on ROSS Grants

Mrs. Chritton provided a summary of current ROSS programs and indicated that residents of Eastowne Manor may also reap benefits from these programs especially if they are still employed or intend to purchase a home. No comments were forthcoming from residents.

Other Matters

Cindy Blevins responded to efforts the public housing department was taking concerning residents who violate their lease agreements. She reviewed a memo that was sent to all residents concerning trash disposal, noise, and pets. Mrs. Blevins encouraged residents to forward tenant complaints to her.

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

Attachment E Resident Advisory Committee Members

| | |
|--------------------|-------------------------------|
| Mary Peterson | Eastowne Manor |
| Lillian Orum | Eastowne Manor |
| Betty Samay | Eastowne Manor |
| Rita Eichler | Eastowne Manor |
| Roselia Lane | Eastowne Manor |
| Florence Davis | Eastowne Manor |
| John Haba | Eastowne Manor |
| Wanda Love | Eastowne Manor |
| Curtis Heritage | Eastowne Manor |
| Grace Lengs | Eastowne Manor |
| Thelma Rice | Eastowne Manor |
| Fran Cooley | Eastowne Manor |
| Josephine Willis | Renaissance Place |
| Sherri Dolin | Renaissance Place |
| Virale Dolin | Renaissance Place |
| Tina Carey | Renaissance Place |
| Melissa Murphy | Renaissance Place |
| Michelle Ruby | Renaissance Place |
| Gretchen Dourm | Renaissance Place |
| Angelica Padilla | Heritage Knolls |
| Marguerite Grabski | Heritage Knolls |
| Amy Groff | Heritage Knolls |
| Taura Laughton | Heritage Knolls |
| Sabrina Heeter | Town Square Villas |
| Allene Rucker | Athena Drive |
| Brandon James | Athena Drive |
| Kandi Switzer | Harvest Drive |
| Margaret Ames | Washington Group Home (staff) |
| Mary Newman | Washington Group Home (staff) |
| Ruby Earley | Etna House |
| Ruby Malone | Etna House |
| Rosemary Ferrell | Etna House |
| Joanne Bacy | Etna House |
| Olga Kitzmiller | Etna House |
| Sherry Simons | Etna House |
| Linda Near | Etna House |
| Clara London | Etna House |
| Mary Shumacher | Etna House |
| Carolyn McElwain | Etna House |
| Evelyn Horvatic | Etna House |
| Doris Wade | Etna House |
| Gladys Longstreth | Etna House |

| | |
|-----------------|-------------------|
| Katheryn Rock | Etna House |
| Maurice Near | Etna House |
| Cheryl Hughley | Etna House |
| Sharon Hall | Etna House |
| Doug Slates | Community Estates |
| Cheryl Brown | Community Estates |
| Shannon Victor | Community Estates |
| Erin Carson | Community Estates |
| Melissa Heeter | Community Estates |
| Melissa Belknap | Community Estates |
| Jessie Heeter | Community Estates |
| Tami Floody | Section 8 |
| Tiana Ligon | Section 8 |
| Rebecca Stuntz | Section 8 |

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 31, 2006

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

Dave Ruller
City Manager
Kent, Ohio

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 Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

| | | |
|---|--|-------------------------------------|
| HA Name: Portage Metropolitan Housing Authority | Grant Type and Number: OH12PO3150105 Capital Fund Program Grant No: 2005 Replacement Housing Factor Grant No. 2005 | Federal FY of Grant: 2005 |
|---|--|-------------------------------------|

Original Annual Statement
 Reserve for Disasters/Emergencies
 Revised Annual statement/Revision Number _____
 Performance and Evaluation report for Program Year Ending 6/30/2006
 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 | 60,000.00 | 63,910.00 | 0.00 | 0.00 |
| 3 | 1408 Management Improvements | 89,475.00 | 92,050.00 | 3,356.16 | 3,356.16 |
| 4 | 1410 Administration | 54,161.00 | 51,995.00 | 0.00 | 0.00 |
| 5 | 1411 Audit | 2,000.00 | 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 | 1,000.00 | 1,000.00 | 0.00 | 0.00 |
| 8 | 1440 Site Acquisition | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | 1450 Site Improvement | 40,000.00 | 40,000.00 | 0.00 | 0.00 |
| 10 | 1460 Dwelling Structures | 238,350.00 | 186,000.00 | 0.00 | 0.00 |
| 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 | 36,000.00 | 36,000.00 | 14,468.80 | 14,468.80 |
| 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 | 8,630.00 | 35,000.00 | 13,237.04 | 13,237.04 |
| 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 | 12,000.00 | 12,000.00 | 0.00 | 0.00 |
| 21 | Amount of Annual Grant (Sum of Lines 2-20) | 541,616.00 | 519,955.00 | 33,062.00 | 33,062.00 |
| 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 | 42,500.00 | 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 |

NOTE: don't process until we know correct price for keyless entry
 _____, Director June 30, 2006

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:OH12PO3150105 Capital Fnd Program Grant No: 2005 Replacement Housing Factor Grant No: 2005 | | | Federal FY of Grant: 2005 | | | |
|---|---|--|----------|----------------------|---------------------------|---------------------|--------------------|-------------------------|
| 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 | | 60,000.00 | 63,910.00 | | 0.00 | |
| HA-Wide | Management Improvements | 1408 | | | | | | |
| | Resident Security | | | 5,050.00 | 5,050.00 | | | |
| | Develop Job Training & Business | | | | | | | |
| | Develop Programs | | | 39,704.00 | 40,000.00 | 222.50 | 222.50 | |
| | Coordinator of Social Services for Drug Elimination | | | 39,721.00 | 42,000.00 | 2,916.49 | 2,916.49 | |
| | Administrative/Management Improvements | | | 5,000.00 | 5,000.00 | 217.17 | 217.17 | |
| | Total for Management Improvements | | | 89,475.00 | 92,050.00 | 3,356.16 | 3,356.16 | |
| HA-Wide | Administration | 1410 | | | | | | |
| | a. Salaries | 1410.1 | | 37,000.00 | 35,040.00 | | | |
| | b. Fringe Benefits | 1410.9 | | 16,650.00 | 16,000.00 | | | |
| | c. Advertising | 1410.19 | | 511.00 | 955.00 | | | |
| | Total for Administration | | | 54,161.00 | 51,995.00 | 0.00 | 0.00 | |
| HA-Wide | Fees & Costs | 1430 | | | | | | |
| | a. Architect | | | 500.00 | 500.00 | | | |
| | b. Planing Fees | | | 500.00 | 500.00 | 0.00 | | |
| | Total for Fees & Costs | | | 1,000.00 | 1,000.00 | 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 Equipment/Maintenance Equipment | | | 12,000.00 | 12,000.00 | | | |
| | b. Vehicle | | | 24,000.00 | 24,000.00 | 14,468.80 | 14,468.80 | |
| | Total for Nondwelling Equipment | | | 36,000.00 | 36,000.00 | 14,468.80 | 14,468.80 | |
| HA-Wide | Relocation Cost | 1495.1 | | 0.00 | 0.00 | 0.00 | 0.00 | |
| HA-Wide | Contingency | 1502 | | 12,000.00 | 12,000.00 | 0.00 | 0.00 | |

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

| PHA Name: Portage Metropolitan Housing Authority | | Grant Type and Number:OH12PO3150105 Capital Fnd Program Grant No: 2005 Replacement Housing Factor Grant No: 2005 | | | Federal FY of Grant: 2005 | | | |
|---|--|--|--------------------------|--|--|-------------------|----------------|-----------------------------|
| 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 | |
| OH31-03 Ravenna Woods | Remove Trees Downspout Drainage Total for Site Improvement | 1450 | | 15,000.00 25,000.00 40,000.00 | 15,000.00 25,000.00 40,000.00 | 0.00 | 0.00 | |
| Athena Gardens Community Estates | Replace Circuit Boxes Replace Smoke Detectors Replace Circuit Boxes Replace Smoke Detectors | 1460 | all all all all | 15,000.00 8,500.00 17,500.00 9,000.00 | 19,500.00 4,000.00 20,500.00 4,500.00 | | | |
| OH31-02 Scattered Site St Rt 183 | Patio Doors Deck Replace Baseboard Heaters Replace Siding/Gutters & Downspouts | | 2 2 all all | 2,500.00 2,000.00 4,000.00 3,000.00 | 2,900.00 3,600.00 5,000.00 3,700.00 | | | |
| OH31-03 Ravenna Woods | Replace Siding/Stain/Gutters & Downspouts Replace Circuit Boxes Replace Smoke Detectors | | all 28 all | 50,000.00 16,800.00 10,000.00 | 0.00 16,800.00 10,000.00 | | | |
| OH31-04 Eastowne Manor | Replace Tub w/Handicapped Shower Replace Smoke Detectors Keyless Entry | | 2 all | 14,000.00 16,000.00 6,000.00 | 18,000.00 10,000.00 4,000.00 | | | Moved-up |
| OH31-05 Town Square Villas | Replace Smoke Detectors Replace Circuit Boxes | | all 30 1 | 10,500.00 18,000.00 | 8,000.00 24,000.00 | | | |
| OH31-06 Etna House | Replace Smoke Detectors Keyless Entry | | all | 6,500.00 | 0.00 5,000.00 2,000.00 | | | Moved-up |
| OH31-09 Heritage Knolls | Replace Smoke Detectors | | all | 10,200.00 | 9,500.00 | | | |
| OH31-11 Washington Group | Replace Smoke Detectors | | all | 16,000.00 | 12,000.00 | | | |
| OH31-15 Renaissance/ Acquisition/Rehab | Replace Smoke Detectors | | 5 | 2,850.00 | 3,000.00 | | | |
| | Total for Dwelling Structures | | | 238,350.00 | 186,000.00 | 0.00 | 0.00 | |
| | Total for Dwelling Equipment-Nonexp. | 1465 | | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total for Nondwelling Structures | 1470 | | | | | | |
| | | | | | 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 | 09/30/06 | | | 06/30/07 | | | |
| OH31-11 Washington Group | 09/30/06 | | | 06/30/07 | | | |
| HA-Wide Physical Improvements | 12/31/06 | | | 03/31/08 | | | |
| 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:

Director, July 26, 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/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: 2004 |
|---|--|---|

| | | |
|--|--|---|
| <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>6/30/2006</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 | 60,362.46 | 0.00 | 0.00 |
| 3 | 1408 Management Improvements | 88,832.56 | 90,509.13 | 90,509.13 | 90,509.13 |
| 4 | 1410 Administration | 56,840.00 | 53,855.38 | 53,855.38 | 53,855.38 |
| 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 | 1,000.00 | 2,495.60 | 2,495.60 | 2,495.60 |
| 8 | 1440 Site Acquisition | 0.00 | 0.00 | 0.00 | 0.00 |
| 9 | 1450 Site Improvement | 68,000.00 | 44,499.00 | 44,499.00 | 44,499.00 |
| 10 | 1460 Dwelling Structures | 275,500.00 | 155,173.85 | 155,173.85 | 155,173.85 |
| 11 | 1465.1 Dwelling Equipment - Nonexpendable | 8,000.00 | 3,128.00 | 3,128.00 | 3,128.00 |
| 12 | 1470 Nondwelling Structures | 0.00 | 95,092.58 | 95,092.58 | 95,092.58 |
| 13 | 1475 Nondwelling Equipment | 15,000.00 | 15,000.00 | 15,000.00 | 1,010.00 |
| 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 | 20,000.00 | 20,000.00 |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21 | Amount of Annual Grant (Sum of Lines 2-20) | 570,672.56 | 541,616.00 | 481,253.54 | 467,263.54 |
| 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, 2006

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 | 60,362.46 | | | |
| HA-Wide | Management Improvements | 1408 | | | | | | |
| | Resident Security | | | 5,000.00 | 2,554.22 | 2,554.22 | 2,554.22 | |
| | Develop Job Training & Business | | | | | | | |
| | Develop Programs | | | 38,000.00 | 37,506.87 | 37,506.87 | 37,506.87 | |
| | Coordinator of Social Services for Drug Elimination | | | 40,832.56 | 40,832.56 | 40,832.56 | 40,832.56 | |
| | Administrative/Management Improvements | | | 5,000.00 | 9,615.48 | 9,615.48 | 9,615.48 | |
| | Total for Management Improvements | | | 88,832.56 | 90,509.13 | 90,509.13 | 90,509.13 | |
| HA-Wide | Administration | 1410 | | | | | | |
| | a. Salaries | 1410.1 | | 41,237.00 | 36,989.55 | 36,989.55 | 36,989.55 | |
| | b. Fringe Benefits | 1410.9 | | 14,803.00 | 16,611.94 | 16,611.94 | 16,611.94 | |
| | c. Advertising | 1410.19 | | 800.00 | 253.89 | 253.89 | 253.89 | |
| | Total for Administration | | | 56,840.00 | 53,855.38 | 53,855.38 | 53,855.38 | |
| HA-Wide | Fees & Costs | 1430 | | | | | | |
| | a. Architect | | | 1,000.00 | 2,495.60 | 2,495.60 | 2,495.60 | |
| | b. Planing Fees | | | | | | | |
| | Total for Fees & Costs | | | 1,000.00 | 2,495.60 | 2,495.60 | 2,495.60 | |
| HA-Wide | Nondwelling Structures | 1470 | | | | | | |
| | PMHA Office Addition | | | | 95,092.58 | 95,092.58 | 95,092.58 | |
| | Total for Nondwelling Structures | | | 0.00 | 95,092.58 | 95,092.58 | 95,092.58 | |
| HA-Wide | Nondwelling Equipment | 1475 | | | | | | |
| | a. Office Equipment | | | 15,000.00 | 15,000.00 | 15,000.00 | 1,010.00 | |
| | Total for Nondwelling Equipment | | | 15,000.00 | 15,000.00 | 15,000.00 | 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 | 14,555.00 | 14,555.00 | 14,555.00 | |
| OH31-09 Heritage Knolls | Playground Equipment | | | 17,000.00 | 15,155.00 | 15,155.00 | 15,155.00 | |
| OH31-3 Ravenna Woods | Playground Equipment | | | 17,000.00 | 14,789.00 | 14,789.00 | 14,789.00 | |
| OH31-05 Town Square Villas | Playground Equipment | | | 17,000.00 | 0.00 | | | |
| | Total for Site Improvement | | | 68,000.00 | 44,499.00 | 44,499.00 | 44,499.00 | |
| | | 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 90,020.55 65,153.30 | 90,020.55 65,153.30 | 90,020.55 65,153.30 | |
| OH31-04 Eastowne Manor | Replace Front 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 | 155,173.85 | 155,173.85 | 155,173.85 | |
| OH31-02 Walnut Street | Replace HVAC | 1465 | | 8,000.00 | 3,128.00 | 3,128.00 | 3,128.00 | |
| | Total for Dwelling Equipment-Nonexp. | | | 8,000.00 | 3,128.00 | 3,128.00 | 3,128.00 | |
| | 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:

Portage Metropolitan Housing Authority

2003

Original Annual Statement Reserve for Disasters/Emergencies Revised Annual statement/Revision Number _____
 Performance and Evaluation report for Program Year Ending 6/30/2006 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 | 18,641.00 | 11,750.00 |
| 3 | 1408 Management Improvements | 1,600.00 | 0.00 | 0.00 | 0.00 |
| 4 | 1410 Administrative Improvements | 9,320.00 | 7,032.61 | 7,032.61 | 7,032.61 |
| 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 | 26,320.15 | 26,320.15 | 26,320.15 |
| 11 | 1465.1 Dwelling Equipment - Nonexpendable | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | 1470 Nondwelling Structures | 8,000.00 | 9,781.50 | 9,781.50 | 9,781.50 |
| 13 | 1475 Nondwelling Equipment | 12,980.00 | 30,729.74 | 30,719.26 | 30,719.26 |
| 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 | 93,194.52 | 86,303.52 |
| 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 June30, 2006

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. 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 | | | 18,641.00 | 18,641.00 | 11,750.00 | |
| HA-Wide | Management Improvements | 1408 | | | | | | |
| | Resident Security | | | | | | | |
| | Develop Job Training & Business | | | | | | | |
| | Develop Programs | | | | | | | |
| | Coordinator of Social Services for Drug Elimination | | | | | | | |
| | Administrative/Management Improvements | 1408.9 | | 1,600.00 | | | | |
| | Total for Management Improvements | | | 1,600.00 | 0.00 | 0.00 | 0.00 | |
| HA-Wide | Administration | 1410 | | | | | | |
| | a. Salaries | 1410.1 | | 6,500.00 | 4,455.96 | 4,455.96 | 4,455.96 | |
| | b. Fringe Benefits | 1410.9 | | 2,700.00 | 2,448.12 | 2,448.12 | 2,448.12 | |
| | c. Advertising | 1410.19 | | 120.00 | 128.53 | 128.53 | 128.53 | |
| | Total for Administration | | | 9,320.00 | 7,032.61 | 7,032.61 | 7,032.61 | |
| HA-Wide | Fees & Costs | 1430 | | | | | | |
| | a. Architect | | | | | | | |
| | 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 | 1475 | | | | | | |
| | a. Office/Maintenance Equipment | | | 12,980.00 | 30,729.74 | 30,719.26 | 30,719.26 | |
| | Total for Nondwelling Equipment | | | 12,980.00 | 30,729.74 | 30,719.26 | 30,719.26 | |
| 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 Total for Site Improvement | 1450 | | 1,200.00 | 0.00 | 0.00 | 0.00 | |
| | | | | 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 | 0.00 | 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 0.00 665.00 | 0.00 0.00 0.00 665.00 | 0.00 0.00 0.00 665.00 | |
| 31-05 Town Square Villas | | | | | | | | |
| 31-11 Washington Group Home | | | | | | | | |
| | Total for Dwelling Structures | | | 59,405.00 | 26,320.15 | 26,320.15 | 26,320.15 | |
| 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 | 9,781.50 | 9,781.50 | 9,781.50 | |
| | Total for Nondwelling Structures | | | 8,000.00 | 9,781.50 | 9,781.50 | 9,781.50 | |
| | 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 | | | 12/31/06 | | | |
| Administration | 12/31/05 | | | 12/31/06 | | | |
| Fees & Costs | 12/31/05 | | | 12/31/06 | | | |
| Contingency | | | | | | | |

Part II: Contracts Awarded

1. Construction Contracts:

| | |
|---|---------------|
| A. Total dollar amount of all contracts awarded on the project | \$ 197,893.43 |
| 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 | \$ 3,995.60 |
| 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 | \$ 32,655.15 |
| 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 | \$ 11,750.00 |
| 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 subcontracts.**

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 | \$ 42,676.00 |
| B. Total dollar amount of non-construction contracts awarded to Section 3 businesses | \$ 12,654.00 |
| C. Percentage of the total dollar amount that was awarded to Section 3 businesses | 33 % |
| D. Total number of Section 3 businesses receiving non-construction contracts | 5 |

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.

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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 subcontracts.**

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.

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