

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: Zanesville Metropolitan Housing Authority PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing PHA Fiscal Year Beginning: (MM/YYYY): 07/2009 PHA Code: OH009 <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8)				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 674 Number of HCV units: 909				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. Note: See Attachment oh009a01 for information concerning Section 5.0 through 10.0.				
5.1	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 for the next five years:				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.				
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i>				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.				
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.				
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.				
8.3	Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.				
9.0	Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.				

9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <ul style="list-style-type: none"> (a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY

FY2009 AGENCY PLAN ANNUAL UPDATE

SECTION 5.0 THROUGH 10.0

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5.0 Five-Year Plan

5.1 Mission Statement

The mission of the *Zanesville Metropolitan Housing Authority* is to be a leader in providing affordable housing for very-low, low and moderate-income persons through effective management and wise stewardship of public funds and partnerships with our residents and others to enhance the quality of life in our communities.

5.2 Goals and Objectives

Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Continue efforts to maintain existing occupancy levels.

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:

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:

Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ZMHA will investigate opportunities to serve the needs of its residents to include hard to house options and the possibility of extended care services, or other business opportunities.

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.

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:

6.0 PHA Plan Update

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.**

No plan elements have been revised since the FY2008 Agency Plan submission.

- (b) Identify where the 5-Year and Annual Plan may be obtained by the public.**

The FY2009 Agency Plan will be available for review during the 45-day Public Hearing Notice period at the Zanesville Metropolitan Housing Authority's Main Office which is located at 407 Pershing Road.

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures

Public Housing

Eligibility

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

- When families are within a certain number of being offered a unit:
(state number)
- When families are within a certain time of being offered a unit: (state
time)
- Other: (describe)

Eligibility verification takes place once an application has been fully
completed by a prospective tenant including all required forms and
documentation

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

- 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)

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)

Maple Terrace Apartments

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 the Assignment section.

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

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? 2

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)

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?

Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

Modernization

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)?

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)

Elderly or Disabled/Near-Elderly over Single People

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.

2 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 1 Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 1 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
- 1 Other preference(s) (list below)

Elderly or Disabled/Near-Elderly over Single People

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

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)

- 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)

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:

Section 8

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 (describe below)
- Provide the family's prior and/or current address
Provide the name and address of current or past landlord

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)

Thompkins Child and Adolescent Services
Muskingum County Children Services
Help Me Grow
Six County, Inc.
Muskingum Behavioral Health

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:

If the Housing Authority believes there is a reasonable possibility the applicant will find a suitable unit with additional time. Also, problems related to the ability to locate an accessible unit for qualified handicapped applicants will be taken into consideration.

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)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Families of Federally declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction.

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.

2 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 1 Veterans and veterans’ families
- 1 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
- 1 Other preference(s) (list below)

Families of Federally declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction.

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

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)

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

- Through published notices
- Other (list below)

Meetings with various community and social agencies

2. Financial Resources

The table below lists the Zanesville Metropolitan Housing Authority’s anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Authority, as well as tenant rents and other income available to support public housing and Section 8 in Fiscal Year 2009. The Capital Fund amount for FY2008 is the unobligated amount as of 12/31/2008.

Funding Source	Amount	Use
FY2009 PH Operating Fund	\$1,796,494	Operations
FY2009 Capital Fund Program	\$1,239,956	Modernization
FY2008 Capital Fund Program	\$294,335	Modernization
Section 8 Housing Choice Voucher	\$3,674,513	Modernization
Public Housing Dwelling Rent	\$1,325,891	Operations
Excess Utilities	\$23,060	Utilities
Interest	\$134,815	Operations
Other Income	\$52,470	Operations
Total	\$8,541,534	

3. Rent Determination

Public Housing

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).

---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:

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:

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

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

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. 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)
\$400
- Other (list below)

- f. 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?

Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

Section 8

Payment Standards

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- 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)

Minimum Rent

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

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

The minimum rent for families with \$0 income is \$0.

- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

4. Operation and Management

PHA Management Structure

An organization chart showing the ZMHA’s management structure and organization is included at attachment oh009g01.

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	674	120
Section 8 Vouchers	909	150
Other Federal Programs(list individually)		
N/A	N/A	N/A

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)

- Admissions and Continued Occupancy Policy
- Pet Policy
- Grievance Policy
- Personnel Policy

Maintenance Policy
 Procurement Policy
 Dwelling Lease
 Community Service Policy

(2) Section 8 Management: (list below)

Administrative Plan
 Informal Hearing Policy

5. Grievance Procedures

The Housing Authority's Grievance Procedures for Public Housing and Informal Hearing Procedures for the Section 8 Program are included with attachment oh009h01.

6. Designated Housing for Elderly and Disabled Families

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?

Designation of Public Housing Activity Description
1a. Development name: Maple Terrace Apartments 1b. Development (project) number: OH009-002
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 checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(06/06/02)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan

<input type="checkbox"/>	Revision of a previously-approved Designation Plan?
6.	Number of units affected: 100
7.	Coverage of action (select one)
<input type="checkbox"/>	Part of the development
<input checked="" type="checkbox"/>	Total development

7. Community Service and Self-Sufficiency

Two of the Zanesville Metropolitan Housing Authority’s resident programs are the Youth Employment Services Program and the Elderly Services Program. Information about each program is listed below.

Youth Employment Services Program (YES)

Zanesville Metropolitan Housing Authority developed the Youth Employment Services Program (YES) in 2001 to provide comprehensive approach to ensure that the community’s most at-risk youth are provided with an opportunity to become self-sufficient. The YES Program utilizes funds from the Workforce Investment Act (WIA).

The YES Program Coordinator provides individual case management to out-of-school youth ages 16 to 21 years of age that lack the necessary skills to become independent. These youth will pursue career training programs, college courses, GED instruction, and alternative educations while learning job skills through workshops, leadership training, and job shadowing while working throughout the community.

The following Supportive Services are provided through the YES Program:

- Transportation
- Child care
- Referral to Community Agencies
- Academic Referrals
- Mental Health Referrals
- Skilled training leading to a Certificate related to career goals
- Uniforms
- Other Supportive Services to youth on a as needed basis

Elderly Services Program

The Elderly Service Program is provided for all the senior citizen residents that live at Coopermill Manor and the Maple Terrace Hi-Rise.

Lunches are served Monday through Friday at the James Singer Activity Center Nutrition Site and the Maple Terrace Hi Rise Nutrition Site.

The following activities are provided for the senior citizen residents on a weekly basis:

- Grocery Bingo
- Armchair Volleyball
- Bowling
- Transportation to the Grocery Store, Bank, and Pharmacy

The Authority also provides transportation for a monthly trip. The following is a list of the trips taken in the past:

- Dinner & a Movie
- The Wilds
- The Homestead
- Oglebay Park
- Amish Country
- Muskingum County Fair & Flea Markets

Family Self – Sufficiency Program (FSS)

The Family Self-Sufficiency Program (FSS) was designed to promote employment and increase savings among families living in Public Housing. The primary objective of the program is to enable eligible families to obtain employment that will allow them to achieve economic independence and self-sufficiency.

The overall goal of Zanesville Metropolitan Housing Authority's Family Self-Sufficiency Program is to assist Public Housing families to become economically independent of any type of public and/or housing assistance. As a participant in FSS you may benefit in various ways. Examples are skill development, education, and seeking and maintaining employment.

FSS participants are eligible to earn escrow funds when they increase their employment earnings from the time they enter FSS. Generally, ZMHA will set aside a portion of the monthly rental increase which occurs when there is an increase in earned income. The funds are escrowed for the family until the contract is complete.

Resident Opportunities & Supportive Services Program (ROSS)

The Resident Opportunities & Supportive Services for families in Public Housing is designed to help you obtain or maintain employment. Residents are assisted with resumes, job leads, transportation for job searching, and college forms. Referrals are made for counseling and day care providers.

We have two Technology Centers located at our Coopermill Manor site and our Bonifield Court Center. The Centers are available to our residents Monday through Friday. The Technology Centers provide computers with internet access and typing programs.

The following programs are offered at our Technology centers weekly:

- Job Skill Classes
- GED classes
- After School Tutoring
- REACH Program

Youth Programs

The James Singer Activity Center, a community center for youth in Muskingum County, that provides a safe and drug free environment. We provide after school programs for ages 7 thru 19. A list of the programs provided is provided below.

4-H

4-H is designed to instill self respect for other adults and as well for themselves. The program calls for field trips, community service projects, county fair projects, and crafts.

Pride

PRIDE Youth Programs stands for (Parent Resource Drug Elimination). This is a nationally known program that gives the youth of today the information and skills to reach out and educate on a peer to peer bases. The program is set up with drama, dance, skits, and education. These are all different and fun ways that youth learn and listen to get messages of being drug free and living a healthy life style.

Health Fair

This is an annual event for adults and youth of all ages to help start healthy eating and hygiene habits. Local agency's come to the James Singer Activity Center and provides information about eating the right food, effects of smoking on the body, and many other important issues on leading a healthier life.

Summer Lunch Program

We work together with the City of Zanesville Ohio to provide lunches to all Zanesville Metropolitan Housing Residents from 0-18 years of age. These are lunches that are prepared by Zanesville city schools; each child receives a lunch that is the same as the city schools lunch schedule. This program provides a healthy and full lunch thru out the summer during the school break; which will provide each child with a lunch all year round.

Activity Center

This center is designed for youth ages 7-19, to have a safe environment. The center is open Monday thru Friday; here is a list of activities we provide:

***Countywide basketball-** Free to all of Muskingum County

***Tutoring-** A fun and interactive program held at the James Singer Center

***Open Gym-**

Pool Tables - Air Hockey

Foosball - Computers

Ping Pong - Play station

Basketball - After school snacks

To comply with Federal Regulations, the Authority has adopted a Community Service Requirement for those public housing residents who are able to work but are not currently employed. The Community Service Policy is included with attachment oh009h01.

8. Safety and Crime Prevention

Need for measures to ensure the safety of public housing residents

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

Coopermill Manor

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 (describe below)

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

Coopermill Manor

Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

Coopermill Manor

9. Pets

The Authority has adopted a Pet Policy which outlines the rules and regulations to owning a pet in public housing. The Pet Policy is included with attachment oh009h01.

10. Civil Rights

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

11. Fiscal Audit

The Fiscal Audit for the Year ended June 30, 2007 is attached to the Agency Plan as attachment oh009i01. The Fiscal Audit for the Year ended June 30, 2008 is in the process of being completed.

12. Asset Management

- 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?

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)

13. Violence Against Women Act

The Zanesville Metropolitan Housing Authority is striving to fully comply with all requirements of the Violence Against Women Act (VAWA).

First, the Authority will not deny admission to an applicant who has been a victim of domestic violence, dating violence, or stalking. The applicant must comply with all other admission requirements.

Also, the Authority will not terminate the assistance to a victim of domestic violence, dating violence, or stalking based solely on an incident or threat of such activity. The Authority still retains the right to terminate assistance for other criminal activity or good cause.

All information provided by an applicant or tenant regarding VAWA will be held in strict confidence and will not be shared with any other parties, unless required by law.

The Housing Authority has also established an admissions preference for victims of domestic violence. This preference allows a victim of domestic violence to move to the top of the waiting list for housing. The applicant has to meet all other eligibility criteria.

To make sure all applicants are aware of the Violence Against Women Act, the Housing Authority notifies all applicants of the information included in the Act during the application process.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-Based Vouchers

(a) Hope VI or Mixed Finance Modernization or Development

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:

(b) Demolition and/or Disposition

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?

(c) **Conversion of Public Housing**

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?

(d) **Homeownership**

Public Housing

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).

Section 8 Tenant Based Assistance

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?

Program Description:

a. **Size of Program**

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

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

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

b. **PHA-established eligibility criteria**

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

If yes, list criteria below:

Employment income equal to or exceeding \$12,000 annually.
At least one (1) year participation in the Section 8 Program.

(e) Project-Based Vouchers

ZMHA does not plan to use the project-based voucher program in FY2009.

8.0 Capital Improvements

8.1 Capital Fund Annual Statement/Performance and Evaluation Report

See attachments:

oh009b01 – FY2009 CFP Annual Statement
oh009d01 – FY2008 CFP Performance and Evaluation Report
oh009e01 – FY2007 CFP Performance and Evaluation Report
oh009f01 – FY2006 CFP Performance and Evaluation Report

8.2 Capital Fund Program Five-Year Plan

See attachment:

oh009c01 – FY2009-2013 CFP Five-Year Plan

8.3 Capital Fund Financing Program (CFFP)

At this time, ZMHA has no plans to use the Capital Fund Financing Program.

9.0 Housing Needs

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	936	5	5	5	4	3	3
Income >30% but <=50% of AMI	471	4	4	4	4	3	3
Income >50% but <80% of AMI	181	3	3	3	3	3	3
Elderly	319	4	4	4	4	3	3
Families with Disabilities	448	3	3	3	5	3	3
Black	212	3	3	3	3	3	3
White	1,327	3	3	3	3	3	3
Hispanic	14	3	3	3	3	3	3

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

9.1 Strategy for Addressing Housing Needs

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:

- 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
- 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

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

- 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)

Zanesville Housing Corporation

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

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

- 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
- Adopt rent policies to support and encourage work

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

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

- Adopt rent policies to support and encourage work

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to 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

Strategy 2: Conduct activities to affirmatively further fair housing

- 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

Reasons for Selecting Strategies

- Funding constraints
- Staffing constraints
- 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

10.0 Additional Information

(a) Progress in Meeting Goals and Objectives

The Zanesville Metropolitan Housing Authority performance on meeting prior year goals and objectives are as follows:

- The Authority has applied for additional rental vouchers.
- The Authority has made an effort to reduce vacancies.
- The Authority achieved High Performer status on the Public housing Assessment System and Section 8 Management Assessment Program with scores of 93 and 96, respectively.
- The Authority has made an effort to increase customer satisfaction by the renovating playgrounds, building additional parking, increasing security, continuing to renovate units and aggressively attempting to keep all grounds in a neat, cut and trimmed condition.

(b) Significant Amendment and Substantial Deviation/Modification

A “Substantial Deviation” from the 5-Year Plan is an overall change in the direction of the Authority pertaining to the Authority’s Goals and Objectives. This includes changing the Authority’s Goals and Objectives.

A “Significant Amendment or Modification” to the Annual Plan is a change in a policy or policies pertaining to the operation of the Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items in excess of 10% of total Capital Fund Program budget(items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

(c) Memorandum of Agreement

The Housing Authority does not have a Memorandum of Agreement with the United States Department of Housing and Urban Development at this time.

Part I: Summary					
PHA Name: Zanesville Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16P00950109 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2009 FFY of Grant Approval: 2009
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	\$247,991.00			
3	1408 Management Improvements	\$247,991.00			
4	1410 Administration (may not exceed 10% of line 21)	\$123,995.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$235,000.00			
10	1460 Dwelling Structures	\$209,479.00			
11	1465.1 Dwelling Equipment - Nonexpendable	\$92,500.00			
12	1470 Nondwelling Structures	\$10,000.00			
13	1475 Nondwelling Equipment	\$48,000.00			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of line 2- 19)	\$1,239,956.00			
21	Amount of Line 20 Related to LBP Activities				
22	Amount of Line 20 Related to Section 504 Activities				
23	Amount of Line 20 Related to Security - Soft Costs				
24	Amount of Line 20 Related to Security - Hard Costs				
25	Amount of Line 20 Related to Energy Conservation Measures				

Part I: Summary					
PHA Name: Zanesville Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16P00950109 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2009 FFY of Grant Approval: 2009
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
	Signature of Executive Director	Date		Signature of Public Housing Director	Date

¹ To be completed for the Performance and Evaluation Report
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Zanesville Metropolitan Housing Authority			Grant Type and Number Capital Fund Program Grant No: OH16P00950109 CFFP (Yes/No): N Replacement Housing Factor Grant No:			Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	<u>Operations</u>							
COOC	Operations	1406	LS	\$247,991.00				
	Subtotal 1406			\$247,991.00				
	<u>Management Improvements</u>							
COCC	Management Improvements	1408	LS	\$247,991.00				
	Subtotal 1408			\$247,991.00				
	<u>Administration</u>							
COCC	Administration fees related to the CFP	1410	LS	\$123,995.00				
	Subtotal 1410			\$123,995.00				
	<u>Fees and Costs</u>							
AMPs 1, 2, and 3	A and E Fees related to CFP	1430	LS	\$25,000.00				
	Subtotal 1430			\$25,000.00				

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

Part II: Supporting Pages								
PHA Name: Zanesville Metropolitan Housing Authority			Grant Type and Number Capital Fund Program Grant No: OH16P00950109 CFFP (Yes/No): N Replacement Housing Factor Grant No:			Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	<u>Site Improvements</u>							
AMP 1	General site improvements including sidewalk repair, paving, and landscaping	1450	LS	\$20,000.00				
AMP 2	General site improvements including sidewalk repair, paving, and landscaping	1450	LS	\$20,000.00				
AMP 3	General site improvements including sidewalk repair, paving, and landscaping	1450	LS	\$20,000.00				
AMP 3	Install new playground equipment	1450	LS	\$150,000.00				
AMP 3	Replace backstop and add 6' fence along north side of property	1450	LS	\$5,000.00				
AMP 3	Remove and replace privacy screens	1450	LS	\$20,000.00				
	Subtotal 1450			\$235,000.00				
	<u>Dwelling Structures</u>							
AMP 1	Exterior painting	1460	LS	\$30,000.00				
AMP 2	Replace carpet	1460	5 units	\$2,500.00				
AMP 3	Replace exterior storage room metal doors	1460	50 each	\$50,000.00				
(continued on the next page)								

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

Part II: Supporting Pages								
PHA Name: Zanesville Metropolitan Housing Authority			Grant Type and Number Capital Fund Program Grant No: OH16P00950109 CFFP (Yes/No): N Replacement Housing Factor Grant No:			Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	<u>Dwelling Structures (cont.)</u>							
AMP 3	Interior door replacement	1460	10 units	\$26,979.00				
AMP 3	Exterior renovations including roofs, front porches, siding, and windows (Phase 1)	1460	5 units	\$100,000.00				
	Subtotal 1460			\$209,479.00				
	<u>Dwelling Equipment</u>							
AMP 3	Replace natural gas ranges	1465.1	50 each	\$15,000.00				
AMP 3	Replace electric ranges	1465.1	200 each	\$60,000.00				
AMP 3	Replace refrigerators	1465.1	50 each	\$17,500.00				
	Subtotal 1465.1			\$92,500.00				
	<u>Non-Dwelling Structures</u>							
COCC	Non-Dwelling Structures	1470	LS	\$10,000.00				
	Subtotal 1470			\$10,000.00				

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

Part II: Supporting Pages								
PHA Name: Zanesville Metropolitan Housing Authority			Grant Type and Number Capital Fund Program Grant No: OH16P00950109 CFFP (Yes/No): N Replacement Housing Factor Grant No:			Federal FY of Grant: 2009		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	<u>Non-Dwelling Equipment</u>							
COCC	Upgrade phone system	1475	LS	\$18,000.00				
COCC	Purchase computer equipment	1475	LS	\$20,000.00				
COCC	Upgrade security equipment	1475	LS	\$10,000.00				
	Subtotal 1475			\$48,000.00				
	Total CFP			\$1,239,956.00				

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

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary						
PHA Name/Number: Zanesville, OH/OH009		Locality (Zanesville/Muskingum Co., Ohio)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010	Work Statement for Year 3 FFY 2011	Work Statement for Year 4 FFY 2012	Work Statement for Year 5 FFY 2013
B.	Physical Improvements Subtotal	Annual Statement	\$569,979.00	\$594,979.00	\$594,979.00	\$594,979.00
C.	Management Improvements		\$247,991.00	\$247,991.00	\$247,991.00	\$247,991.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$25,000.00	\$0.00	\$0.00	\$0.00
E.	Administration		\$123,995.00	\$123,995.00	\$123,995.00	\$123,995.00
F.	Other		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
G.	Operations		\$247,991.00	\$247,991.00	\$247,991.00	\$247,991.00
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capital Fund Financing – Debt Service		\$0.00	\$0.00	\$0.00	\$0.00
K.	Total CFP Funds		\$1,239,956.00	\$1,239,956.00	\$1,239,956.00	\$1,239,956.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$1,239,956.00	\$1,239,956.00	\$1,239,956.00	\$1,239,956.00

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary (Continuation)						
PHA Name/Number: Zanesville, OH/OH009		Locality (Zanesville/Muskingum Co./Ohio)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010	Work Statement for Year 3 FFY 2011	Work Statement for Year 4 FFY 2012	Work Statement for Year 5 FFY 2013
	COCC	Annual Statement	\$654,977.00	\$644,977.00	\$644,977.00	\$644,977.00
	AMP 1		\$147,479.00	\$170,000.00	\$20,000.00	\$254,979.00
	AMP 2		\$115,000.00	\$25,000.00	\$25,000.00	\$20,000.00
	AMP 3		\$322,500.00	\$399,979.00	\$549,979.00	\$320,000.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010			Work Statement for Year 3 FFY 2011		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<u>Operations/COCC</u>			<u>Operations/COCC</u>		
	Operations	LS	\$247,991.00	Operations	LS	\$247,991.00
	Subtotal 1406		\$247,991.00	Subtotal 1406		\$247,991.00
See						
Annual Statement	<u>Management Improvements/COCC</u>			<u>Management Improvements/COCC</u>		
	Management improvements	LS	\$247,991.00	Management improvements	LS	\$247,991.00
	Subtotal 1408		\$247,991.00	Subtotal 1408		\$247,991.00
	<u>Administration/COCC</u>			<u>Administration/COCC</u>		
	A and E Fees related to the CFP	LS	\$123,995.00	A and E Fees related to the CFP	LS	\$123,995.00
	Subtotal 1410		\$123,995.00	Subtotal 1410		\$123,995.00
	<u>Fees and Costs/COCC</u>			<u>Fees and Costs/COCC</u>		
	A and E Fees related to the CFP	LS	\$25,000.00	A and E Fees related to the CFP	LS	\$25,000.00
	Subtotal 1430		\$25,000.00	Subtotal 1430		\$25,000.00
	<u>Site Improvements</u>			<u>Site Improvements</u>		
	General site improvements at AMP 1		\$20,000.00	General site improvements at AMP 1		\$20,000.00
	Add lighting at new ball field at AMP 1		\$11,000.00	Upgrade playgrounds (Phase 2) at AMP 1		\$150,000.00
	Upgrade playgrounds (Phase 1) at AMP 1		\$101,479.00	General site improvements at AMP 2		\$20,000.00
	General site improvements at AMP 2		\$20,000.00	Correct drainage issue at Michael Drive (AMP 3)		\$5,000.00
	Relocate entrance at Larzelle and Luck Streets (AMP 3)		\$25,000.00	General site improvements at AMP 3		\$20,000.00
	General site improvements at AMP 3		\$20,000.00	Subtotal 1450		\$215,000.00
	Subtotal 1450		\$197,479.00			
	Subtotal of Estimated Cost		See next page	Subtotal of Estimated Cost		See next page

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010			Work Statement for Year 3 FFY 2011		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<u>Dwelling Structures</u>			<u>Dwelling Structures</u>		
	Replace wood shelves in closets in AMP 2		\$30,000.00	Replace carpet in AMP 2		\$5,000.00
	Replace carpet in AMP 2		\$5,000.00	Replace roofs at Bonifield Ct. (AMP 3)		\$150,000.00
See	Exterior renovations including roofs, front porches, siding, and windows at AMP 3 (Phase 2)		\$200,000.00	Exterior renovations including roofs, front porches, siding, and windows at AMP 3 (Phase 3)		\$224,979.00
Annual Statement	Replace basement heaters in AMP 3		\$40,000.00	Subtotal 1460		\$379,979.00
	Replace crawl space doors		\$37,500.00			
	Subtotal 1460		\$312,500.00			
	<u>Dwelling Equipment</u>					
	Replace refrigerators		\$35,000.00			
	Replace ranges		\$25,000.00			
	Subtotal 1465.1		\$60,000.00			
	<u>Non-Dwelling Structures</u>					
	Replace siding and doors on garage at AMP 1		\$15,000.00			
	Subtotal 1470		\$15,000.00			
	<u>Non-Dwelling Equipment</u>					
	Non-Dwelling Equipment		\$10,000.00			
	Subtotal 1475		\$10,000.00			
	Subtotal of Estimated Cost		\$1,239,956.00	Subtotal of Estimated Cost		\$1,239,956.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2009	Work Statement for Year 4 FFY 2012			Work Statement for Year 5 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<u>Operations/COCC</u>			<u>Operations/COCC</u>		
	Operations	LS	\$247,991.00	Operations	LS	\$247,991.00
	Subtotal 1406		\$247,991.00	Subtotal 1406		\$247,991.00
See						
Annual Statement	<u>Management Improvements/COCC</u>			<u>Management Improvements/COCC</u>		
	Management improvements	LS	\$247,991.00	Management improvements	LS	\$247,991.00
	Subtotal 1408		\$247,991.00	Subtotal 1408		\$247,991.00
	<u>Administration/COCC</u>			<u>Administration/COCC</u>		
	A and E Fees related to the CFP	LS	\$123,995.00	A and E Fees related to the CFP	LS	\$123,995.00
	Subtotal 1410		\$123,995.00	Subtotal 1410		\$123,995.00
	<u>Fees and Costs/COCC</u>			<u>Fees and Costs/COCC</u>		
	A and E Fees related to the CFP	LS	\$25,000.00	A and E Fees related to the CFP	LS	\$25,000.00
	Subtotal 1430		\$25,000.00	Subtotal 1430		\$25,000.00
	<u>Site Improvements</u>			<u>Site Improvements</u>		
	General site improvements at AMP 1		\$20,000.00	General site improvements at AMP 1		\$20,000.00
	General site improvements at AMP 2		\$20,000.00	General site improvements at AMP 2		\$20,000.00
	Install retaining walls and sidewalks for better access to 411 Bonifield Ct. (AMP 3)		\$230,000.00	General site improvements at AMP 3		\$20,000.00
	General site improvements at AMP 3		\$20,000.00	Subtotal 1450		\$60,000.00
	Subtotal 1450		\$290,000.00			
	Subtotal of Estimated Cost		See next page	Subtotal of Estimated Cost		See next page

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: _____	
				FFY of Grant: _____ FFY of Grant Approval: _____	
Type of Grant					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: _____)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part I: Summary				
PHA Name:		Grant Type and Number Capital Fund Program Grant No: _____ Replacement Housing Factor Grant No: _____ Date of CFFP: _____		FFY of Grant: _____ FFY of Grant Approval: _____
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹
		Original	Revised ²	Obligated Expended
Signature of Executive Director		Date	Signature of Public Housing Director	Date

Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: _____	
				FFY of Grant: _____ FFY of Grant Approval: _____	
Type of Grant					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: _____)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

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² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

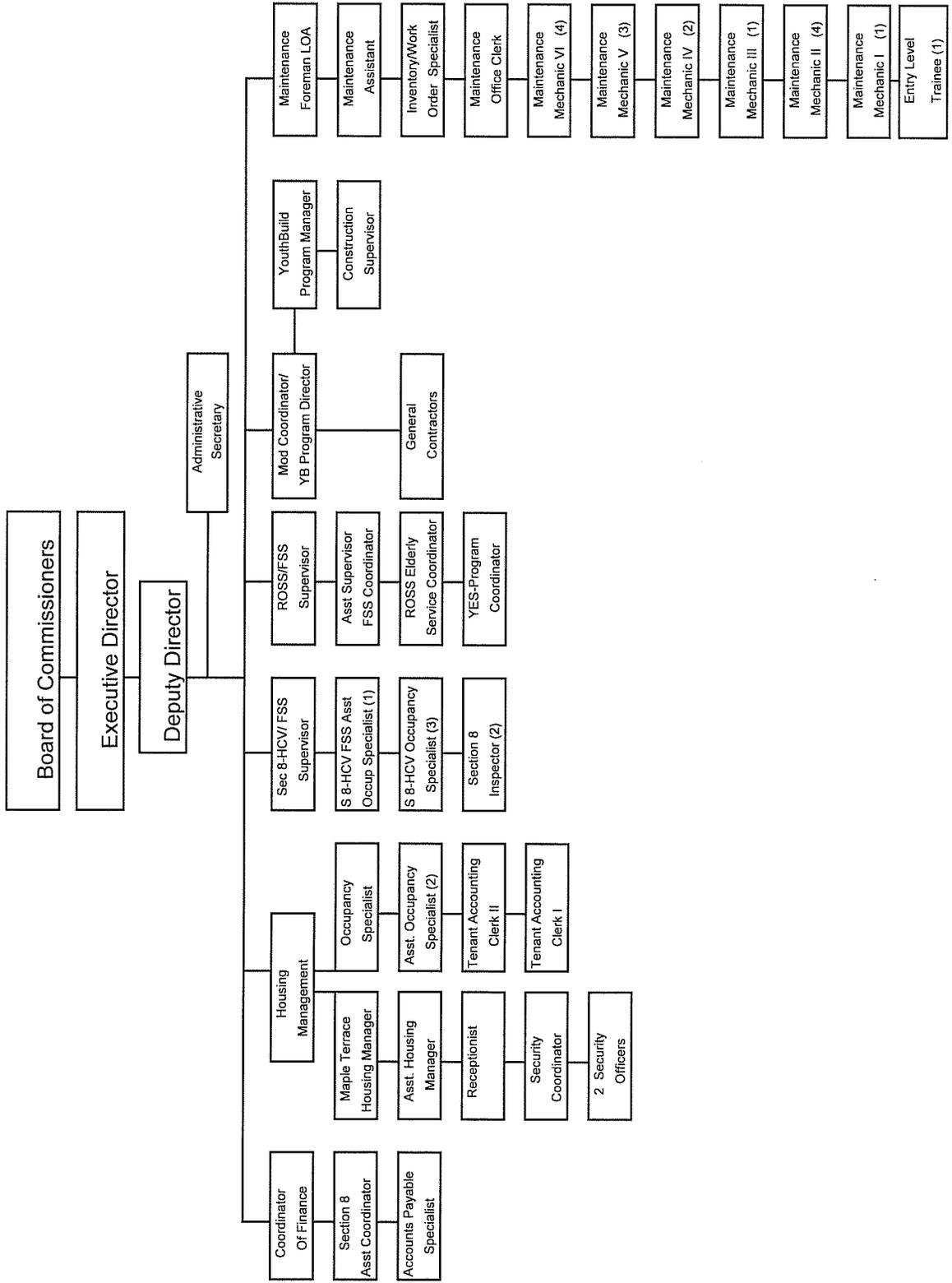
Part I: Summary				
PHA Name:		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: _____ FFY of Grant: _____ FFY of Grant Approval: _____
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: _____) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹
		Original	Revised ²	Obligated Expended
Signature of Executive Director		Date	Signature of Public Housing Director	
			Date	

Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: _____ Date of CFFP: _____		Replacement Housing Factor Grant No: _____	
				FFY of Grant: _____ FFY of Grant Approval: _____	
Type of Grant					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: _____)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)				
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part I: Summary				
PHA Name:		Grant Type and Number Capital Fund Program Grant No: _____ Replacement Housing Factor Grant No: _____ Date of CFFP: _____		FFY of Grant: _____ FFY of Grant Approval: _____
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report				
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹
		Original	Revised ²	Obligated Expended
Signature of Executive Director		Date	Signature of Public Housing Director	
			Date	

Zanesville Metropolitan Housing Authority Organization Chart



ZANESVILLE METROPOLITAN HOUSING AUTHORITY

GRIEVANCE PROCEDURE

I. PURPOSE

This grievance procedure has been adopted to provide a forum and procedure for residents to seek the just, effective and efficient settlement of grievances against the Zanesville Metropolitan Housing Authority (ZMHA or the HA).

II. GOVERNING LAW

The law governing this grievance procedure is section 6(k) of the U.S. Housing Act of 1937 (42 U.S.C. sec. 1437d (k) and subpart B of 24 CFR part 966 (24 CFR secs. 966.50 - 966.57).

III. APPLICABILITY

In accordance with applicable federal regulations, this grievance procedure shall be applicable to all individual grievances (as defined in Section IV below) between resident and the HA with the following two (2) exceptions:

- A. This grievance procedure is not applicable to disputes between residents not involving the HA, or to class grievances involving groups of residents. Also, this grievance procedure is not intended as a forum for initiating or negotiating policy changes between residents, or groups of residents, and the HA's Board of Commissioners.
- B. HUD has issued a due process determination that the law of the State of Ohio requires that residents be given the opportunity for a hearing in court which provides the basic elements of due process (as defined in Section IV below) before eviction from a dwelling unit. Therefore, the HA has elected to determine that this grievance procedure shall not be applicable to any termination of tenancy or eviction that involves:
 - (1) Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of the PHA;
 - (2) Any violent or drug-related criminal activity on or off such premises; or
 - (3) Any criminal activity that resulted in felony conviction of a household member.

IV. DEFINITIONS

The following definitions of terms shall be applicable to this grievance procedure:

- A. **Grievance:** Any dispute which a resident may have with respect to an action or a failure to act by the HA in accordance with the individual resident's lease or HA regulations, which adversely affects the individual resident's rights, duties, welfare, or status.

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- B. **CFR:** The code of federal regulations which contains the federal regulation governing this grievance procedure.
- C. **Complainant:** Any resident (as defined in this section below) whose grievance is presented to the Central Office of the HA, Address, in accordance with the requirements set forth in this procedure.
- D. **Drug-related criminal activity:** The illegal manufacture, sale, distribution, use or possession with intent to manufacture, sale, distribute, or use of a controlled substance as defined in sec. 102 of the Controlled Substances Act (21 U.S.C. sec 802), as from time to time amended.
- E. **HA or "Authority":** The Housing Authority, a body corporate organized and existing under the laws of the State of Ohio.
- F. **Elements of due process:** The following procedural safeguards are required to be followed in an eviction action or a termination of tenancy in a state or local court:
- (1) Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
 - (2) Right of the resident to be represented by counsel;
 - (3) Opportunity for the resident to refute the evidence presented by the HA, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have;
 - (4) A decision on the merits.
- G. **Hearing Officer:** An impartial person selected in accordance with 24 CFR sec 966.55 and this grievance procedure to hear grievances and render decisions with respect thereto.
- H. **Hearing Panel:** A three-member panel composed of impartial persons, selected in accordance with 24 CFR sec. 966.55 and this procedure to hear grievances and render decisions with respect thereto.
- I. **HUD:** The United States Department of Housing and Urban Development.
- J. **Notice:** As used herein, the term notice shall, unless otherwise specifically provided, mean written notice.
- K. **The "Regulations":** The HUD regulations contained in subpart B of 24 CFR part 966.
- L. **Resident Organization:** An organization of residents, which includes any resident management corporation and specifically includes the Resident Organization.
- M. **Resident:** The adult person (or persons) other than a live-in aid:
- (1) Who resides in the unit and who executed the lease with the HA as lessee of the dwelling unit, or, if no such person resides in the unit
 - (2) The person who resides in the unit and who is the remaining head of the household of the resident family residing in the dwelling unit.
- N. **Business Days:** Monday through Friday of each week, except for legal holidays recognized by the federal government.

V. INCORPORATION IN LEASES

This grievance procedure shall be incorporated by reference in all public housing dwelling leases between residents and the HA, whether or not so specifically provided in such leases.

VI. INFORMAL SETTLEMENT OF GRIEVANCES

- A. **Initial Presentation.** Any grievance must be presented personally, either orally or in writing to the ZMHA's main office, 407 Pershing Road, within five (5) business days after the occurrence of the event giving rise to the grievance.
- B. **Informal Settlement Conference.** If the grievance is not determined by ZMHA to fall within one of the two exclusions mentioned in Section III B (1 and 2) above, then the HA shall, within five (5) business days after the initial presentation of the grievance, informally discuss the grievance with the complainant or his representatives in an attempt to settle the grievance without the necessity of a formal hearing. If the informal settlement conference cannot occur at the time the grievance is initially presented by the complainant, then the complainant shall be promptly notified in writing of the time and place for the informal settlement conference.
- C. **Written Summary.** Within five (5) business days after the informal settlement conference, a summary of the informal discussion shall be prepared by ZMHA and a copy thereof shall be provided to the complainant. The summary shall be in writing and shall specify the names of the participants in the discussion, the date of the discussion, the nature of the proposed disposition of the grievance, and the specific reasons for such disposition. This written summary shall also specify the procedures by which the complainant may obtain a formal hearing if not satisfied by the proposed disposition of the grievance. A copy of the written summary shall also be placed in complainant's file.

VII. FORMAL GRIEVANCE HEARING

The following procedures apply to the request for a formal grievance hearing under this grievance procedure:

- A. **Request for Hearing:** If the complainant is not satisfied with the results of the informal settlement conference, the complainant must submit a written request for a formal hearing to ZMHA's Central Office, 407 Pershing Road, no later than five (5) business days after the date complainant receives the summary of discussion delivered as required under Section VI above.

Complainant's written request for a formal hearing must specify:

- (1) The reasons for the grievance;
- (2) The action or relief sought by the complainant; and
- (3) If the complainant so desires, a statement setting forth the times at which the complainant shall be available for a hearing during the next ten (10) business days;
- (4) If the complainant has failed to attend an informal discussion conference, a request that the hearing officer waive this requirement.

- B. **Failure to Request Hearing:** If the complainant fails to request a hearing within five (5) business days after receiving the written summary of the informal settlement conference, the HA's decision rendered at the informal hearing becomes final and the HA is not thereafter obligated to offer the complainant a formal hearing.

VIII. SELECTION OF HEARING OFFICER OR PANEL

All grievance hearings shall be conducted by an impartial person appointed by the HA after consultation with resident organizations, in the manner described below:

- A. The permanent appointments of persons who shall serve as hearing officers shall be governed by the following procedures:
- (1) The HA shall nominate a slate of persons to sit as permanent hearing officers. These persons may include, but shall not be necessarily limited to, members of the HA Board of Commissioners, the HA staff members, residents, or other responsible persons in the community. No persons shall be listed on the slate of members unless such person has consented to serve as a hearing officer.
 - (2) The slate of potential appointees shall be submitted to the Resident Organization for written comments. Written comments from the resident organization shall be considered by the HA before appointments are finally made. Objection to the appointment of a person as a hearing officer must be considered but is not dispositive as to the proposed appointment with respect to which objection is made.
 - (3) On final appointment, the persons appointed and the Resident Organization shall be informed in writing of the appointments. A list of all qualified hearing officers and panelists shall be kept at the Central Office of the HA and be made available for public inspection at any time.

The persons who have agreed to serve as hearing officers for grievances brought under this procedure are listed on Exhibit I attached hereto and hereby incorporated herein by reference. Additional appointments shall be made in the manner set forth in this section.

- B. The designation of hearing officers for particular grievance hearing shall be governed by the following provisions:
- (1) All hearings shall be held before a single hearing officer.
 - (2) Appointments to serve as a hearing officer with respect to a particular grievance shall be made by the HA in random order, subject to availability of the hearing officer to serve in each such case. The HA may employ any reasonable system for random order choice.
 - (3) No member of the HA Board of Commissioners or staff may be appointed as hearing officer in connection with the grievance contesting an action which was either made or approved by proposed appointee, or which was made or approved by a person under whom the proposed appointee works or serves as a subordinate.
 - (4) No person shall accept an appointment, or retain an appointment, once selected as a hearing officer, if it becomes apparent that such person is not fully capable of impartiality. Persons who are designated to serve as hearing officers must disqualify themselves from hearing grievances that involve personal friends, relatives, persons with whom they have any business relationship, or grievances in which they have some personal interest. Further, such persons are expected to disqualify themselves if the circumstances are such

that a significant perception of partiality exists and is reasonable under the circumstances. If a complainant fails to object to the designation of the hearing officer on the grounds of partiality, at the commencement or before the hearing, such objection is deemed to be waived, and may not thereafter be made.

In the event that a hearing officer fails to disqualify himself or herself as required in this grievance procedure, the HA shall remove the officer from the list of persons appointed for such purposes, invalidate the results of the grievance hearing in which such person should have, but did not, disqualify himself or herself, and schedule a new hearing with a new hearing officer.

IX. SCHEDULING OF HEARINGS

A. Hearing Prerequisites: A complainant does not have a right to a grievance hearing unless the complainant has satisfied the following prerequisites to such a hearing:

- (1) The complainant has requested a hearing in writing.
- (2) The complainant has completed the informal settlement conference procedure or has requested a waiver for good cause.
- (3) If the matter involves the amount of rent which the HA claims is due under the complainant's lease, the complainant shall have paid to the HA an amount equal to the amount due and payable as of the first of the month preceding the month in which the complained of act or failure to act took place. And, in the case of situations in which hearings are, for any reason delayed, the complainant shall thereafter, deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel. Unless waived by the HA in writing, no waiver shall be given by the HA except in cases of extreme and undue hardship to the complainant, determined in the sole and absolute discretion of the HA.

B. Time, Place, Notice

- (1) Upon complainant's compliance with the prerequisites to hearing set forth above, a hearing shall be scheduled by the hearing officer promptly for a time and place reasonably convenient to both the complainant and the HA, no later than the tenth (10th) business day after complainant has completed such compliance.
- (2) A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the complainant and the appropriate the HA official, who, unless otherwise designated, shall be the Executive Director.

X. PROCEDURES GOVERNING HEARINGS

A. Fair Hearings

The hearings shall be held before a hearing officer as directed above in Section VIII. The complainant shall be afforded a fair hearing, which shall include:

- (1) The opportunity to examine before the hearing any the HA documents, including records and regulations that are directly relevant to the hearing.

The complainant shall be allowed to copy any such document at the complainant's expense. If the HA does not make the document available for examination upon request by the complainant, the HA may not rely on such document at the grievance hearing.

- (2) The right to be represented by counsel or other person chosen as the complainant's representative and to have such person make statements on the complainant's behalf.
- (3) The right to a private hearing unless the complainant requests a public hearing. The right to present evidence and arguments in support of the complainant's complaint, to controvert evidence relied on by the HA and to confront and cross examine all witnesses upon whose testimony or information the HA or its management relies.
- (4) A decision solely and exclusively upon the facts presented at the hearing.

B. Prior Decision in Same Matter

The hearing panel or officer may render a decision without proceeding with the hearing if they determine that the issue has been previously decided in another proceeding.

C. Failure to Appear

If the complainant or the HA fails to appear at a scheduled hearing, the hearing officer may make a determination to postpone the hearing for a period not to exceed five (5) business days or may make a determination that the party failing to attend has waived the right to a hearing. In such event, the hearing officer shall notify the complainant and the HA of the determination.

The failure to attend a grievance hearing shall not constitute a waiver of any right for which the complainant may have to contest the HA's disposition of the grievance in an appropriate judicial proceeding.

D. Required Showing of Entitlement to Relief

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the HA must sustain the burden of justifying the HA's action or failure to act against which the complainant is directed.

E. Informality of Hearing

The hearing shall be conducted informally by the hearing officer, and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceeding.

F. Orderly Conduct Required

The hearing officer shall require the HA, the complainant, counsel, and other participants or spectators, to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

G. Transcript of Hearing

The complainant or the HA may arrange in advance, and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

H. Accommodation to Handicapped Persons

The HA must provide reasonable accommodations for persons with disabilities to participate in grievance hearings. Reasonable accommodations may include qualified sign language interpreters, reader, accessible locations, or attendants.

XI. DECISION OF THE HEARING OFFICER OR HEARING PANEL

At or subsequent to the completion of the grievance hearing, the hearing officer shall make a determination as to the merits of the grievance and the following provisions shall govern:

A. Written Decision

The hearing officer shall prepare a written decision, together with the reasons for the decision within ten (10) business days after the completion of hearing

- (1) A copy of the decision shall be sent to the complainant and the HA. The HA shall retain a copy of the decision in the complainant's file.
- (2) A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the HA and made available for inspection by any prospective complainant, his representative, or hearing officer.

B. Binding Effect

The written decision of the hearing officer shall be binding upon the HA, which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the HA's Board of Commissioners determines, within ten (10) business days, and properly notifies the complainant of its determination, that:

- (1) the grievance does not concern the HA action or failure to act in accordance or involving the complainant's lease, or the HA's regulations, which adversely affect the complainant's rights, duties, welfare or status, or
- (2) the decision of the hearing officer is contrary to applicable Federal, State, or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the HA.

C. Continuing Right of Complainant to Judicial Proceedings

A decision by the hearing officer or Board of Commissioners in favor of the HA or which denies the relief requested by the complainant, in whole or in part, shall not constitute a waiver of, nor affect in any way the rights of the complainant to a trial or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

XII. NOTICES

All notices under this grievance procedure shall be deemed delivered:

- (1) upon personal service thereof upon the complainant or an adult member of the complainant's household;
- (2) upon the date received for or refused by the addressee, in the case of certified or registered U.S. Mail; or
- (3) on the second day after the deposit thereof for mailing, postage prepaid, with the U.S. Postal Service, if mailed by first class mail other than certified or registered mail.

If a resident is visually impaired, any notice hereunder delivered to such resident shall be in an accessible format.

XIII. MODIFICATION

This grievance procedure may not be amended or modified except by approval of a majority of the Board of Commissioners of the HA, present at a regular meeting or a special meeting called for such purposes. Further, in addition to the foregoing, any changes proposed to be made to this grievance procedure must provide for at least thirty (30) days advance notice to residents and resident organizations, setting forth the proposed changes and providing an opportunity to present written comments. The comments submitted shall be considered by the HA, before final adoption of any amendments hereto.

XIV. MISCELLANEOUS

- A. **Captions:** Captions or paragraph headings set forth in this grievance procedure are for convenience of reference only and shall not be construed or interpreted to affect the substance of the paragraphs or sections so captioned.
- B. **Concurrent Notice:** If a resident has filed a request for grievance hearing hereunder in a case involving the HA's notice of termination of tenancy, the complainant should be aware that the state law notice to vacate and the notice of termination of tenancy required under Federal law run concurrently. Therefore, if the hearing officer upholds the HA's action to terminate the tenancy, the HA may commence an eviction action in court upon the sooner of, the expiration of the date for termination of tenancy and vacation of premises stated in the notice of termination delivered to complainant, or the delivery of the report of decision of the hearing officer to the complainant.

Exhibit 1

HEARING PANEL

This slate of potential Grievance Hearing Officers is being presented to resident Council Officers and members for their viewing and comments. If there are no adverse comments from the list of potential Hearing officers listed below, then these persons' will become ZMHA's Grievance Hearing Officers.

When the selection of the Hearing Panel is complete, the Hearing Officers will hear all grievance hearings scheduled with ZMHA.

Beth Prati
Becky Voytko
Marsha Zayac
Tom Davis
Jerry Farson
Debbie O'Neal
Rick Sowards

Trayce Milton
Tonya Holbert
Jamie VanMeter
Diana Roberts
Brenda Beardsley
Cherrie Waller
Michael Camp

All persons listed above will be expected to disqualify themselves from hearing Grievances that involve personal friends, other residents of projects in which they reside, or Grievances in which they have some personal interest.

All members of the Hearing Panel are required to familiarize themselves with ZMHA's Grievance Procedure located in the Occupancy Policy.

INFORMAL REVIEWS

This section sets forth the procedures for an Informal Review accorded applicants who have been determined by the Housing Authority not to meet the preference definition, or if they have been determined by the Housing Authority to be ineligible for participation.

1. Eligibility for an Informal Review

Applicants are entitled to an Informal Review if they have been determined by the Housing Authority to be ineligible for participation.

- a. Notice to Applicant. The Housing Authority shall give an applicant prompt written notice of a decision denying qualification for a preference or denying assistance to the applicant including a decision denying listing on the Housing Authority's waiting list, issuance of a Voucher, or participation in the program. The notice shall state that the applicant may request an Informal Review of the decision.
- b. Request by the Applicant. If the applicant requests an Informal Review, the request must be made in writing and must be made within ten (10) working days from the date of the notice.
- c. INS Related Informal Reviews. After receiving notification of the INS decision on appeal, or in lieu of requesting an appeal to the INS, the applicant family may request that the Housing Authority provide an Informal Review. This request must be made either within 14 days of the date the Housing Authority mails or delivers the notice of denial of assistance, or within 14 days of the mailing of the INS appeal decision (established by the date of the postmark).

The Housing Authority shall extend the period of time for requesting a review (for a specified period) upon good cause shown.

2. Decisions Not Subject to Review Procedures

Applicants cannot request an Informal Review for the following purposes:

- a. To review discretionary administrative determinations by the Housing Authority or to consider general policy issues or class grievances;
- b. To review the Housing Authority's determination of the number of bedrooms entered on a Voucher;
- b. To review the Housing Authority's determination that a unit located by the Voucher holder does not meet Housing Quality Standards;
- d. To review the Housing Authority's decision not to approve the lease for a unit; or
- e. To review the Housing Authority's decision to disapprove a request by a Voucher holder to extend the term of the Voucher.

3. Informal Review Procedure

- a. The review will be conducted by person(s) other than those who made or approved the decision and their subordinates;
- b. The applicant shall be provided the opportunity to examine and copy, at the applicant's expense and at a reasonable time in advance of the review, any documents in the possession of the Housing Authority pertaining to the applicant's eligibility status, or in the possession of the INS (as permitted by INS regulations), including any records and regulations that may be relevant to the review;
- c. The applicant shall be provided the opportunity to present evidence and arguments in support of their eligibility and eligible immigration status. Evidence may be considered without regard to admissibility under rules of evidence applicable to judicial proceedings;
- d. The applicant shall be provided the opportunity to controvert evidence relied upon by the Housing Authority and to confront and cross-examine all witnesses on whose testimony or information the Housing Authority relies;
- e. The applicant shall be entitled to be represented by an attorney, or other designee, at the applicant's expense, and to have such person make statements on the applicant's behalf;
- f. The applicant shall be entitled to arrange for an interpreter to attend the review, at the expense of the applicant or the Housing Authority, as may be agreed upon by both parties;
- g. The applicant shall be entitled to have the review recorded by audiotape (a transcript of the review may, but is not required to, be provided by the Housing Authority); and,
- h. The Housing Authority shall provide the applicant family with a written final decision, based solely on the facts presented at the review, within 14 days of the date of the Housing Authority Informal Review. The decision shall state the basis for the decision.
- i. Applicants may present oral or written objections to the decision.
- j. After the review is completed, the Housing Authority must promptly notify the applicant in writing of the final decision and state the reasons for its determination.
- k. A decision against the family member under the INS appeal process or The Housing Authority Informal Review does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

INFORMAL HEARING

1. Eligibility for an Informal Hearing

Informal Hearings are accorded to participants in the following cases:

- a. A decision to deny or terminate assistance on behalf of the participant;
- b. A determination that a participant family is residing in a unit with a larger number of bedrooms than appropriate under the Housing Authority's occupancy standards; or
- c. In the case of an assisted family that wants to move to another dwelling unit with continued participation in the Housing Authority's program, a determination of the number of bedrooms entered on the Voucher under the standards established by the Housing Authority.
- d. INS Related Informal Hearings. After receiving notification of the INS decision on appeal, or in lieu of requesting an appeal to the INS, the participant family may request that the Housing Authority provide an Informal Hearing. This request must be made either within 14 days of the date the Housing Authority mails or delivers the notice of denial of assistance, or within 14 days of the mailing of the INS appeal decision (established by the date of the postmark).

2. Reasons For Which an Informal Hearing Will Not Be Held

Participants are not entitled to an Informal Hearing to:

- a. Review discretionary administrative determinations by the Housing Authority;
- b. Consider general policy issues or class grievances;
- c. Review the Housing Authority's determination that a unit does not comply with Housing Quality Standards; that the owner has failed to maintain or operate a contract unit to provide decent, safe and sanitary housing; or that the unit is not decent, safe and sanitary, or because of an increase in family size or change in family composition;
- d. Review a decision by the Housing Authority to exercise any remedy against the owner under an outstanding Contract (including termination of Housing Assistance Payment to the owner); or,
- e. Review the Housing Authority's decision not to approve a family's request for an extension of the term of the Voucher issued to an assisted family which wants to move to another dwelling unit with continued participation in the Housing Choice Voucher Program.

3. Notice to Participant

The Housing Authority shall give the Participant prompt written notice of a decision. The notice shall contain a brief statement of the reasons for the decision. It shall state that, if the Participant does not agree with the decision, he/she may request an Informal Hearing in writing, and shall state the time (within ten working days from the date of the notice) by which the request for the Hearing must be made.

4. Informal Hearing Procedures

- a. The hearing will be conducted by person(s) other than those who made or approved the decision and their subordinates;
- b. The participant shall be provided the opportunity to examine and copy, at the participant's expense and at a reasonable time in advance of the hearing, any documents in the possession of the Housing Authority pertaining to the participant's eligibility status, or in the possession of the INS (as permitted by INS requirements), including any records and regulations that may be relevant to the hearing;
- c. The participant shall be provided the opportunity to present evidence and arguments in support of their eligibility and eligible immigration status. Evidence may be considered without regard to admissibility under rules of evidence applicable to judicial proceedings;
- d. The participant shall be provided the opportunity to controvert evidence relied upon by the Housing Authority and to confront and cross-examine all witnesses on whose testimony or information the Housing Authority relies;
- e. The participant shall be entitled to be represented by an attorney, or other designee, at the participant's expense, and to have such person make statements on the participant's behalf;
- f. The participant shall be entitled to arrange for interpreter to attend the hearing, at the expense of the applicant or the Housing Authority, as may be agreed upon by both parties;
- g. The participant shall be entitled to have the hearing recorded by audiotape (a transcript of the hearing may, but is not required to, be provided by the Housing Authority); and,
- h. The Housing Authority shall provide the participant family with a written final decision, based solely on the facts presented at the hearing, within 14 days of the date of the Housing Authority Informal Hearing. The decision shall state the basis for the decision.
- i. Participants may present oral or written objections to the decision.
- j. After the hearing is completed, the Housing Authority must promptly notify the participant in writing of the final decision and state the reasons for its determination.
- k. A decision against the family member under the INS appeal process or the Housing Authority Informal Hearing does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

Pet Policy

I. Purpose

In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1998, the Zanesville Metropolitan Housing Authority will permit residents to own and keep common household pets in their apartment. This policy sets forth the conditions and guidelines under which pets will be permitted. This policy is to be adhered to at all times.

The purpose of the policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all residents to clean, quiet, and safe surroundings.

Common Household Pets are Defined as Follows:

- Birds: Including canary, parakeet, finch, and other species that are normally kept caged; birds of prey and domestic fowl are not permitted.
- Fish: Tanks or aquariums are not to exceed ten (10) gallons in capacity. Poisonous or dangerous fish are not permitted. Only one (1) tank or aquarium is permitted per apartment.
- Dogs: Not to exceed twenty (20) pounds or fifteen (15) inches in height at maturity. All dogs must be neutered or spayed. German Shepards, Pit bulls, Rottweilers, or Doberman Pinschers are not permitted.
- Cats: All cats must be neutered/spayed and declawed.

At no time will the Zanesville Metropolitan Housing Authority approve of exotic pets such as snakes, monkeys, rodents, etc.

II. Registration

Every pet must be registered with the Zanesville Metropolitan Housing Authority's management prior to moving into the building and the pet must be re-registered at each annual reexamination. The tenant will be required at that time to provide written documentation that all inoculations are up-to-date and that the pet is in good health and suitable to be kept on the premises. The pet owner must be a member of the resident's household. The resident's file shall include the following documents (said documents shall be filed along with the resident's lease as they are part of the lease by reference):

- a. Pet owner's registration form completely filled out and signed by the pet owner and witnessed by a representative of the Authority.
- b. A copy of these pet rules signed by the pet owner and witnessed by a ZMHA representative and properly dated.
- c. A certificate signed by a licensed veterinarian, State and local authority, stating that the pet has received all inoculations required by the State and local law, if applicable (dogs, cats).
- d. Proof of current license (dogs, cats).
- e. Identification tag bearing the owner's name, address, and phone number (dogs, cats).
- f. Proof of neutering/spaying and/or declawing (dogs, cats).

- g. Photograph (no smaller than 3x5) of pet or aquarium.
- h. The name, address, and phone number of two (2) responsible parties that will care for the pet if the owner becomes temporarily incapacitated.
- i. Fish-size of tank or aquarium.

ZMHA may refuse to register a pet if it is reasonably determined, based on the pet owner's habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament may be considered as a factor in determining the prospective pet owner's ability to comply with the pet rules and other lease obligations. ZMHA may also refuse to register a pet based on the determination that the pet owner is financially and/or physically unable to care for the pet or that the pet is inappropriate, based on the best interests of the property or existing tenants.

III. Density of Pets

Each household shall be limited to one (1) type of pet. Only one (1) four-legged, warm-blooded pet will be allowed per apartment. Only two (2) birds will be allowed per apartment. The Zanesville Metropolitan Housing Authority only will give final approval on type and density of pets.

IV. Visitors and Guests

No visitor or guest will be allowed to bring pets on the premises at anytime. Residents will not be allowed to Pet Sit or house any other pet.

Feeding or caring for stray animals is prohibited and will be considered keeping a pet without permission.

V. Pet Restraints

- a. All dogs must be on a leash when not in the owner's apartment. The leash must be no longer than six (6) feet.
- b. Cats must be in a caged container when taken out of the owner's apartment.
- c. Birds must be in a cage when inside of the resident's apartment or entering or leaving the building.
- d. Any city, county or state rules governing the leashing of animals shall also apply.

VI. Sanitary Standards and Waste Disposal

- a. Covered waterproof litter boxes must be provided for cats with use of odor-reducing chemicals.
- b. Dogs must be provided with an inside only pet bed or box.
- c. Fur-bearing pets must wear effective flea collars at all times. Should extermination or fumigation become necessary, cost of such extermination or fumigation will be charged to pet owner.
- d. Dogs and cats shall not excrete anywhere within the building.

- e. Pet owners are responsible for immediate removal of the feces of their pet and shall be charged in instances where damages occur to Authority property due to pet or removal of pet feces by staff.
 - 1. All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage receptacles outside of the building.
 - 2. Tenants with litter boxes must clean them at a minimum three (3) times per week. Noncompliance may result in removal of the pet. The Housing Authority reserves the right to impose a mandatory daily litter box cleaning depending on need. Litter box garbage shall be placed in a plastic bag, securely tied, and deposited outside the building in the garbage receptacles.
 - 3. Pet owners are never to dispose of litter or pet waste in trash chutes, trash receptacles inside the building, or shall not be flushed through a toilet.
- f. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Pet owner's apartments may be subject to inspections once a month.
- g. Any damage to the unit or yard area will be charged to the resident.

VII. General Rules

The resident agrees to comply with the following rules imposed by the Zanesville Metropolitan Housing Authority:

- a. No pets shall be tied up anywhere on Authority property.
- b. Residents shall not alter their unit, patio, premises, or common areas to create an enclosure for any animal.
- c. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- d. Doghouses are not allowed on Authority property.
- e. When outside, all pets must be accompanied by the resident owner or his/her designee. Designee must be at least thirteen (13) years of age.

VIII. No Pet Areas

At no time will pets be allowed in any public area such as office buildings, community buildings, community rooms, laundry rooms, sitting rooms, gym, etc.

IX. Pet Rule Violation and Pet Removal

- a. If it is determined on the basis of objective facts, supported by written statement, that a pet owner has violated a rule governing the pet policy, the Zanesville Metropolitan Housing Authority shall serve a notice of pet rule violation on the pet owner. Violation of this policy will be considered as a violation of the lease agreement or violations of said agreement.
- b. If a pet poses a nuisance such as excessive noise, barking, or whining, meowing, chirping, scratching, which disrupts the peace of other residents, owner will remove the pet from

premises upon request of management within forty-eight (48) hours. Nuisance complaints regarding pets are subject to immediate inspections.

- c. If a pet poses a threat to the health or safety of other residents, the owner will remove the pet from the premises upon request of management within twenty-four (24) hours.
- d. If a pet owner becomes unable either through hospitalization or illness to care for the pet and the person so designated to care for the pet in the pet owner's absence refuses or is unable physically to care for the pet, after, said twenty-four (24) hour limitation. The Zanesville Metropolitan Housing Authority can officially remove the pet. the Authority accepts no responsibility for pets so removed.
- e. Tenant agrees that if fellow tenants or employees of ZMHA develop allergies resulting from a pet, its owner will voluntarily relinquish habitation of the pet on ZMHA premises.

X. Owners Responsibilities

- a. Pet owners shall assume full responsibility for any vicious or destructive act by the pet.
- b. Pet owners shall be responsible for abiding by all federal, state, and local laws and regulations as they may be changed from time to time.
- c. Pet owners agree to immediately remove an animal that has been determined to be vicious by Management until such time as a decision may be reached.
- d. Pet liability insurance must be obtained through an insurance agent or company in the amount of \$100,000 and a certificate provided to the Authority.

XI. Grievance

Management and tenant agree to utilize the Grievance Procedure described in the Lease Agreement to resolve any dispute between tenant and management regarding a pet.

XII. Damage Deposit

A "Pet Damage Deposit" will be required for dogs, cats, fish, and birds; all pet owners must comply with registration rules. The "Pet Damage Deposit" must be paid in advance and is to be used to pay reasonable expenses directly attributable to the presence of the pet in the project including, but not limited to, the cost of repairs and replacements to, extermination and fumigation of the tenant's dwelling unit. The amount of the "Pet Damage Deposit" will be \$350 for dogs and cats, and \$100 for birds and fish. Any Unit occupied by a dog, cat, or bird will be exterminated and fumigated at the time the unit is vacated (chargeable to the resident's Pet Deposit).

XIII. Non-Commercial Provisions

No pet shall be raised, bred, kept, or trained for any commercial purpose.

XIV. Exceptions

This policy does not apply to animals that are used to assist persons with disabilities. This exclusion applies to animals that reside in the development exclusively for persons with disabilities, as well as animals used to assist persons with disabilities that visit the development. Pets used for the purpose of aiding residents with disabilities must have appropriate certification. The Authority shall maintain a list of agencies that provide and/or train animals to give assistance to individuals with disabilities.

XV. Federal, State, and Local Laws

Pet Policy of the Zanesville Metropolitan Housing Authority includes by reference all applicable State and Local Laws.

Acknowledgement of Receipt

A Zanesville Metropolitan Housing Authority representative has reviewed the Pet Policy and has fully explained the rules and regulations regarding pet ownership.

ZMHA _____
Printed Name Signature Date

Tenant _____
Printed Name Signature Date

**Zanesville Metropolitan Housing Authority
Authorization for Pet Ownership Form**

Pet Owner's Name: _____

Pet Owner's Address _____

Home telephone: _____ Work Telephone: _____

Pet's Name: _____ Age of Pet: _____

Type or Breed _____

Description of Pet _____

Sprayed or Neutered? _____

License or ID Number: _____

Veterinarian Utilized: _____

Address: _____ Phone: _____

Emergency Caregivers for the Pet:

Name _____

Address: _____ Phone: _____

Name _____

Address: _____ Phone: _____

I have read and understand the rules governing pets and I and all members of my household promise to fully comply.

Signature of Pet Owner: _____ Date: _____

Approved By: _____ Date: _____

Please attach to this form the following:

- Picture of the Pet
- Rabies Certification

COMMUNITY SERVICE AND SELF SUFFICIENCY POLICY

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self sufficiency and economic independence. This is a requirement of the Public Housing Lease.

A. Community Service and Work Requirement

1. Contribute eight (8) hours per month of community service (not including political activities) within the community in which that adult resides;
2. Participate in an economic self-sufficiency program for eight (8) hours per month or a combination of the two.
3. At least eight (8) hours of activity must be performed each month. An individual may not skip a month and then double up the following month, unless special circumstances warrant special consideration. The Authority will make the determination of whether to allow or disallow a deviation from the schedule

a. Community service-volunteer work which includes, but not limited to:

- | | |
|---|---------------------------------------|
| *Schools/Libraries | *Veteran's Organizations/Green Thumb |
| *Child Care Center | *Food Banks/Clothes Closet |
| *Hospitals/Clinics/Hospice | *Zanesville Metropolitan Housing |
| *PAC | *Senior Nutrition Site/Meal Programs |
| *Resident Council | *American Red Cross |
| *United Way | *Transitions/Homeless Shelters |
| *Salvation Army | *Church Activities |
| *Community Action Agency | *Alcohol/Drug Rehab Programs |
| *Nursing Home/Assisted Living | *Assist elderly, disabled or handicap |
| *Boy Scouts/Girl Scouts | *4H or other children's recreation |
| *Big Brother/Big Sisters | *Clean up/Beautification Programs |
| *Caring for resident's children so they may volunteer | |
| *Good Resident for current month has no fines, late rent, complaints, housekeeping problems and are current with recertifications | |

b. Self-sufficiency activities-activities that include, but are not limited to:

- | | |
|---|--|
| *Employment training | *Job training programs |
| *GED classes | *Apprenticeships |
| *Work placement | *English proficiency or literacy classes |
| *English as a second language classes | *Budgeting and credit counseling |
| * Higher Education/Student | |
| * Substance abuse or mental health counseling | |
| *Classes geared towards economic independence | |
| *Carrying out any activity required by the Dept. of Public Assistance as part of Welfare Reform | |

B. Exemptions

1. Is 62 years of age or older
2. Has a disability that prevents him/her from being gainfully employed
3. Is the caretaker of a disabled person
4. Is working
5. Is participating in a Welfare to Work Program
6. Is in compliance with and receiving assistance from a State funded work program

C. Family Member Obligations

1. At lease execution or re-examination all adult members (18 or older) of a public housing resident family must:
 - a. Provide documentation that they are exempt and fill out the community service exemption certification.
 - b. Sign a certification that they have received and read this policy and understand that if they are not exempt, failure to comply with the Community Service requirement may result in non-renewal of their lease.
2. All adult non-exempt family members will be responsible for turning in the completed documentation form(s) of activities performed to the Authority on or before the first day of each calendar month after the community service/self-sufficiency training was completed. This form will include places for signatures of supervisors, instructors, or counselors certifying to the number of hours contributed.
3. If, during the twelve (12) month period, a non-exempt person becomes exempt, it is his/her responsibility to report this to the Authority and provide documentation of such.
4. If, during the twelve (12) month period, an exempt person becomes non-exempt, it is his/her responsibility to report this to the Authority.

D. Authority's Obligation

1. The Authority will review all tenants' records to determine which residents will be required to perform eight (8) hours of community service or participate in self-sufficiency training.
3. Provide residents with exemption verification forms and recording/Certification documentation forms and a copy of this policy at initial application and at annual re-certification.
4. Examine completed forms for proper completion and verification of requirement and place them in the tenants' folders.
5. Maintain a list that identifies those residents in non-compliance of the community service/self-sufficiency requirement.
6. During the annual re-certification process, those residents required to complete eight (8) hours of community service/self-sufficiency per month will have their file reviewed to the satisfaction of the Authority.
6. The Authority will make the final determination as to whether or not a family member is exempt from the Community Service requirement.

C. Review of Compliance

1. At least thirty (30) days prior to annual re-examination and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members.
2. If the Authority finds a family member to be noncompliant, the Authority may enter into an agreement with the noncompliant member and the Head of Household to make up the deficient hours over the next twelve (12) month period.
3. If, at the next annual re-examination, the family member still is not compliant, the lease will not be renewed and the entire family will have to vacate, unless the noncompliant member agrees to move out of unit.

Zanesville Metropolitan Housing Authority

Financial Statements

For the Year Ended June 30, 2007

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
AUDIT REPORT
FOR THE YEAR ENDED JUNE 30, 2007

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Independent Auditors' Report

Board of Directors
Zanesville Metropolitan Housing Authority

I have audited the accompanying financial statements of the business-type activities of Zanesville Metropolitan Housing Authority, Ohio, as of and for the year ended June 30, 2007, which collectively comprise the Authority basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the Zanesville Metropolitan Housing Authority, Ohio, management. My responsibility is to express an opinion on these basic financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of the Zanesville Metropolitan Housing Authority, Ohio, as of June 30, 2007, and the respective change in financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued my report dated December 14, 2007, on my consideration of the Zanesville Metropolitan Housing Authority, Ohio's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the result of my audit.

The Management's Discussion and Analysis is not a required part of the basic financial statements but is supplementary information required by the accounting principles generally accepted in the United State of America. I have applied certain limited procedures, which consisted principally of inquiry of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information and express no opinion thereon.

My Audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the Zanesville Metropolitan Housing Authority basic financial statements. The accompanying Schedule of Expenditure of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Government and Non-Profit Organizations* and is not a required part of the financial statements. The combining financial data schedule ("FDS") and the PHA statement and certification of actual costs are presented for purposes additional analysis as required by the Department of Housing and Urban Development and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly presented in all material respect in relation to the basic financial statements taken as a whole.

Salvatore
Consiglio

Digitally signed by Salvatore Consiglio
DN: cn=Salvatore Consiglio, o=Salvatore
Consiglio, CPA, Inc., ou,
email=sconsiglio@aol.com, c=US
Date: 2008.02.18 14:59:30 -05'00'

Salvatore Consiglio, CPA, Inc.

December 14, 2007

**ZANESVILLE METROPOLITAN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2007

UNAUDITED

The following discussion and analysis of the Zanesville Metropolitan Housing Authority (the "Authority") is to provide an introduction to the basic financial statements for the fiscal year ended June 30, 2007 with selected comparative information for the fiscal year ended June 30, 2006. This discussion has been prepared by management and should be read in conjunction with the financial statements, notes to the financial statements, and supplementary information found in the report. This information taken collectively is designed to provide readers with an understanding of the Authority's finances.

Financial Highlights

The assets of the Authority exceeded its liabilities at the close of fiscal year 2007 by \$13,765,258 (net assets). Of this amount, \$2,785,855 (unrestricted net assets) may be used to meet the Authority's ongoing obligations to citizens and creditors.

Capital assets decreased by \$133,418 from the depreciation of Capital Assets and capital fund asset additions.

Net assets increased by \$492,168 for the fiscal year ended June 30, 2007. This was due primarily to operating revenue increasing by \$650,541 and non-operating revenue decreased by \$127,720.

Overview of the Financial Statements

The Authority is a special purpose governmental entity and accounts for its financial activities as an enterprise fund. The financial statements are prepared on the accrual basis of accounting. Therefore, revenues are recognized when earned and expenses are recognized when incurred. Capital assets are capitalized and depreciated, except for land, over their useful lives. See notes to the financial statements for a summary of the Authority's significant accounting policies and practices.

**ZANESVILLE METROPOLITAN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2007

UNAUDITED

Authority Activity Highlights

Description of programs

The following are the various programs that the Authority operates. These programs are included in the single enterprise fund:

Public Housing Program

The public housing program is designed to provide low-cost housing within the County. Under this program, HUD provides funding via an annual contribution contract. These funds, combined with the rental income received from tenants, are available solely to meet the operating expenses of the program.

Capital Fund Program

The capital fund program provides funds annually, via a formula, to Public Housing Agencies for capital and management activities, including modernization and development housing.

Housing Choice Voucher Program

The Housing Choice Voucher Program was authorized by Section 8 of the National Housing Act and provides housing assistance payments to private, not-for-profit or public landlords to subsidize rentals for low-income persons.

Shelter Plus Care

The Shelter Plus Care program is designed to link rental assistance to supportive services for hard to serve homeless persons with disabilities. The Authority administers contracts with independent landlords that own the property. The Authority subsidizes the family's rent through a Housing Assistance Payment made to the landlord. The program is administered under an Annual Contributions Contract (ACC) with HUD. HUD provides Annual Contributions Funding to enable the Authority to structure a lease that sets the participants' rent at 30% of household income.

**ZANESVILLE METROPOLITAN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2007

UNAUDITED

Resident Opportunity and Supportive Services

A grant funded by the Department of Housing and Urban Development that is intended to enable public housing residents to obtain self sufficiency and economic independence and move from welfare to work.

Section 8 New Construction Program

The Authority administers a Housing Assistance Payments contract on behalf of HUD through which HUD subsidizes the rents of low to moderate-income families when those families rent from a private landlord. That rental assistance is provided similarly to how it is under the Housing Choice Voucher program except the rental assistance is tied to the dwelling units, and the assistance is provided to the families renting those units selected by HUD.

State and Local Fund

The Authority administered a contract with Muskingum County Department of Job and Family Services to provide a Youth Employment Service Program to resident youths. Also, the Authority administers a wellness program through a contract with the Muskingum County Board of Health and a home maintenance program through a contract with the City of Zanesville.

Business Activity

The Business Activity Fund was set-up to separate the HUD funded program with non-HUD activities. This fund is mainly used to account for the rental income received from the daycare facility known as Carey Street Day Care Center and the expenses of the maintenance and utilities of the building, and repayment of the construction loan.

Financial Position

The statement of net assets presents the financial position of the Authority at the end of the fiscal year. The statement includes all assets and liabilities of the Authority. Net assets is the difference between total assets and total liabilities and is an indicator of the current fiscal health of the Authority. The following is a summarized comparison of the Authority's assets, liabilities, and net assets at June 30, 2007 and 2006:

**ZANESVILLE METROPOLITAN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2007

UNAUDITED

	<u>2007</u>	<u>2006</u>
Current and Other Assets	\$ 3,481,623	\$ 2,886,218
Capital Assets	11,687,601	11,821,019
Total Assets	\$ 15,169,224	\$ 14,707,237
Current Liabilities	\$ 1,263,015	\$ 581,459
Long-Term Liabilities	140,951	852,688
Total Liabilities	1,403,966	1,434,147
Net Assets:		
Investment in Capital Assets, net of Related Debt	10,979,403	11,083,256
Unrestricted Net Assets	2,785,855	2,189,834
Total Net Assets	13,765,258	13,273,090
Total Liabilities and Net Assets	\$ 15,169,224	\$ 14,707,237
For more detail information see Statement of Net Assets presented elsewhere in this report.		

Revenues and Expenses

The following is a summary of the results of operations of the Authority for the fiscal years ended June 30, 2007 and 2006:

**ZANESVILLE METROPOLITAN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2007

UNAUDITED

	<u>2007</u>	<u>2006</u>
Operating Revenue	\$ 8,317,092	\$ 7,666,551
Operating Expenses	<u>8,512,277</u>	<u>8,324,259</u>
Total Operating Loss	<u>(195,185)</u>	<u>(657,708)</u>
Nonoperating:		
Revenue	139,524	267,244
Expenses	(38,714)	(38,035)
Capital Contributions	<u>638,934</u>	<u>503,505</u>
Change in Net Assets	544,559	75,006
Prior Period Adjustment	(52,391)	157,330
Total Net Assets - Beginning of Year, Restated	<u>13,273,090</u>	<u>13,040,754</u>
Total Net Assets - End of Year	<u>\$ 13,765,258</u>	<u>\$ 13,273,090</u>

Housing Units Managed

The following table shows housing units managed by the Authority for the fiscal years ended June 30, 2007 and 2006:

	<u>2007</u>	<u>2006</u>
Owned by Authority	674	674
Units under vouchers (Over leased 2005)	919	919
Units under Shelter Plus Care	8	8
Units under NC SR	<u>96</u>	<u>96</u>
Total housing units managed	1,697	1,697

**ZANESVILLE METROPOLITAN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2007

UNAUDITED

The Housing Choice Voucher lease up rate averaged 101.1% during FY 2007. It is anticipated that the program lease-up will decrease to at least 97% during FY 2008. No further increase in additional housing units is expected.

Capital Assets

Capital assets is the largest asset reflected on the Authority's statement of net assets. The following is a summary of capital assets owned by the Authority at June 30, 2007:

	<u>2007</u>
Land and Land Rights	\$ 1,160,622
Building & Improvements	29,437,593
Equipment - Administrative	659,781
Equipment - Dwelling	316,439
Accumulated Depreciation	<u>(19,886,834)</u>
 Total	 \$ <u><u>11,687,601</u></u>
 Capital Assets Activity:	
Capital asset, net at June 30, 2006	\$ 11,821,019
Depreciation expense	(954,445)
Capital asset additions	818,964
Disposal	<u>2,063</u>
 Capital Assets, net at June 30, 2007	 \$ <u><u>11,687,601</u></u>

Changes in Net Assets

Total capital assets decreased from the previous year by \$133,418. The decrease is a result of capital asset additions and depreciation expense for the year. The largest component of net assets is *invested in capital assets, net of related debt*. The following table shows how this amount is calculated for the fiscal years ended June 30, 2007 and 2006:

**ZANESVILLE METROPOLITAN HOUSING AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

June 30, 2007

UNAUDITED

	<u>2007</u>	<u>2006</u>
Total Capital Assets	\$ 31,574,435	\$ 30,757,329
Less:		
Capital related debt	(708,198)	(737,763)
Accumulated depreciation	<u>(19,886,834)</u>	<u>(18,936,310)</u>
Investment in Capital Assets, Net of Debt	<u>\$ 10,979,403</u>	<u>\$ 11,083,256</u>

Debt Administration

Zanesville Metropolitan Housing Authority obtained a loan in the amount of \$843,000 on June 1, 2002. The proceeds were used for the Zanesville Carey Metro Childcare, Inc. building payable in monthly installments of \$5,689.93. The maturity date is July 1, 2022.

Outstanding principal balance as of June 30, 2006	\$ 737,763	
Less:		
Principal payments made during the year	<u>(29,565)</u>	
Outstanding principal balance as of June 30, 2007	<u>\$ 708,198</u>	

Economic Factors

The economic outlook for ZMHA is uncertain at this time. According to the most current information available on changes pending at the U.S. Department of Housing and Urban Development, Public Housing operating subsidy may be increased by 3.4%. At this time there is no further inflationary adjustments forecasted. Locally, we are being impacted by negative employment factors such as stagnant job growth and a sluggish market.

Requests for Information

The annual financial report is designed to provide a general overview of the Authority's finances for all those with an interest in the Authority's finances. Questions concerning any information provided in this report or requests for additional information should be addressed to Teresa Brandford, Finance Director, Zanesville Metropolitan Housing Authority.

Zanesville Metropolitan Housing Authority
Statement of Net Assets
Proprietary Funds
June 30, 2007

ASSETS

Current assets

Cash and cash equivalents	\$2,196,396
Investments	835,393
Receivables, net	122,612
Inventories, net	254,161
Prepaid expenses and other assets	73,061
<i>Total current assets</i>	<u>3,481,623</u>

Noncurrent assets

Capital assets:	
Land	1,160,622
Building and equipment	30,413,813
Less accumulated depreciation	<u>(19,886,834)</u>
<i>Total noncurrent assets</i>	<u>11,687,601</u>
Total assets	<u><u>\$15,169,224</u></u>

LIABILITIES

Current liabilities

Accounts payable	\$60,758
Accrued liabilities	234,528
Intergovernmental payables	88,960
Tenant security deposits	156,271
Deferred revenue	14,300
Bonds, notes, and loans payable	708,198
<i>Total current liabilities</i>	<u>1,263,015</u>

The accompanying notes to the basic financial statements are an integral part of these statements.

Zanesville Metropolitan Housing Authority
Statement of Net Assets (Continued)
Proprietary Funds
June 30, 2007

Noncurrent liabilities	
Accrued compensated absences non-current	86,490
Noncurrent liabilities - other	54,461
<i>Total noncurrent liabilities</i>	<u>140,951</u>
Total liabilities	<u><u>\$1,403,966</u></u>
<i>NET ASSETS</i>	
Invested in capital assets, net of related debt	\$10,979,403
Unrestricted net assets	2,785,855
Total net assets	<u><u>\$13,765,258</u></u>

The accompanying notes to the basic financial statements are an integral part of these statements.

Zanesville Metropolitan Housing Authority
Statement of Revenues, Expenses, and Changes in Fund Net Assets
Proprietary Funds
For the Year Ended June 30, 2007

OPERATING REVENUES

Tenant Revenue	\$1,308,388
Government operating grants	6,762,775
Other revenue	245,929
Total operating revenues	<u>8,317,092</u>

OPERATING EXPENSES

Administrative	1,709,994
Tenant services	30,053
Utilities	749,317
Maintenance	1,273,937
Protective services	58,518
General	148,223
Housing assistance payment	3,587,790
Depreciation	954,445
Total operating expenses	<u>8,512,277</u>
Operating income (loss)	<u>(195,185)</u>

NONOPERATING REVENUES (EXPENSES)

Interest and investment revenue	139,524
Interest expense	(38,714)
Total nonoperating revenues (expenses)	<u>100,810</u>
Income (loss) before contributions and transfers	(94,375)
Capital grants	638,934
Change in net assets	544,559
Total net assets - beginning	13,273,090
Prior Period Adjustment	(52,391)
Total net assets - ending	<u>\$13,765,258</u>

The accompanying notes to the basic financial statements are an integral part of these statements.

Zanesville Metropolitan Housing Authority
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2007

CASH FLOWS FROM OPERATING ACTIVITIES	
Operating grants received	\$6,875,094
Tenant revenue received	1,312,304
Other revenue received	232,922
General and administrative expenses paid	(4,055,249)
Housing assistance payments	<u>(3,587,790)</u>
Net cash provided (used) by operating activities	<u>777,281</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest earned received	<u>178,577</u>
Net cash provided (used) by investing activities	<u>178,577</u>
CASH FLOWS FROM CAPITAL AND RELATED ACTIVITIES	
Capital grant funds received	638,934
Property and equipment purchased	<u>(818,964)</u>
Net cash provided (used) by capital and related activities	<u>(180,030)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Principal Payment on debt	(29,565)
Interest Payment	<u>(38,714)</u>
Net cash provided (used) by financing activities	<u>(68,279)</u>
Net increase (decrease) in cash	707,549
Cash and cash equivalents - Beginning of year	<u>1,488,847</u>
Cash and cash equivalents - End of year	<u><u>\$2,196,396</u></u>

The accompanying notes to the basic financial statements are an integral part of these statements.

**Zanesville Metropolitan Housing Authority
Statement of Cash Flows (Continued)
Proprietary Funds
For the Year Ended June 30, 2006**

**RECONCILIATION OF OPERATING INCOME TO NET
CASH PROVIDED BY OPERATING ACTIVITIES**

Net Operating Income (Loss)	(\$195,185)
Adjustment to Reconcile Operating Loss to Net Cash Used by Operating Activities	
- Depreciation	954,445
(Increases) Decreases in:	
- Accounts Receivables, net of allowance	49,204
- Inventory, net of allowance	(29,751)
- Prepaid Assets	(816)
Increases (Decreases) in:	
- Accounts Payable	889
- Intergovernmental Payable	38,759
- Accrued Expenses Payable	(1,551)
- Accrued Compensated Absence Payable	(11,590)
- Deferred Revenue	(28,211)
- Tenant Security Deposits	(898)
- Noncurrent Liabilities Other (FSS Escrow Payable)	1,986
	<hr/>
Net cash provided by operating activities	<u><u>\$777,281</u></u>

The accompanying notes to the basic financial statements are an integral part of these statements.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007

NOTE 1: REPORTING ENTITY

Introduction

The Zanesville Metropolitan Housing Authority was established for the purpose of engaging in the development, acquisition and administrative activities of the low-income housing program and other programs with similar objectives. The United States Department of Housing and Urban Development (HUD) has direct responsibility for administering the low-income housing program under the United States Housing Act of 1937, as amended. HUD is authorized to enter into contracts with local housing authorities to make grants to assist the local housing authorities in financing the acquisition, construction and/or leasing of housing units and to make annual contributions (subsidies) to the local housing authorities for the purpose of maintaining the low-rent character of the local housing program.

The financial statements of the Zanesville Metropolitan Housing Authority (the Authority) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority's accounting policies are described below.

As required by GAAP, the basic financial statements of the reporting entity include those of the Zanesville Metropolitan Housing Authority and any component units. Component units are separate legal entities that; elected officials of a primary government are financially accountable for the entity or the nature and significance of the relationship between the entity and a primary government are such that to exclude the entity from the financial reporting entity would render the basic financial statements misleading or incomplete. Based upon the application of these criteria, this report includes all programs and activities operated by the Authority. There were no additional entities required to be included in the reporting entity under these criteria in the current fiscal year. Furthermore, the Authority is not included in any other reporting entity on the basis of such criteria. A summary of each program administered by the Authority included in the financial statements is provided to assist the reader in interpreting the basic financial statements. These programs constitute all programs subsidized by HUD and operated by the Authority.

Description of programs

The following are the various programs which are included in the single enterprise fund:

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007
(CONTINUED)

NOTE 1: REPORTING ENTITY (Continued)

A. Public Housing Program

The public housing program is designed to provide low-cost housing within the County. Under this program, HUD provides funding via an annual contribution contract. These funds, combined with the rental income received from tenants, are available solely to meet the operating expenses of the program.

B. Capital Fund Program

The capital fund program provides funds annually, via a formula, to Public Housing Agencies for capital and management activities, including modernization and development housing.

C. Housing Choice Voucher Program

The Housing Choice Voucher Program was authorized by Section 8 of the National Housing Act and provides housing assistance payments to private, not-for-profit or public landlords to subsidize rentals for low-income persons.

D. Shelter Plus Care

The Shelter Plus Care program is designed to link rental assistance to supportive services for hard to serve homeless persons with disabilities.

The Authority administers contracts with independent landlords that own the property. The Authority subsidizes the family's rent through a Housing Assistance Payment made to the landlord. The program is administered under and Annual Contributions Contract (ACC) with HUD. HUD provides Annual Contributions Funding to enable the Authority to structure a lease that sets the participants' rent at 30% of household income.

E. Resident Opportunity and Supportive Services

A grant funded by the Department of Housing and Urban Development that is intended to enable public housing residents to obtain self sufficiency and economic independence and move from welfare to work.

F. Section 8 New Construction Program

The Authority administers a Housing Assistance Payments contract on behalf of HUD through which HUD subsidizes the rents of low to moderate-income families when those families rent from a private landlord. That rental assistance is provided similarly to how it is under the Housing Choice Voucher program except the rental assistance is tied to the dwelling units, and the assistance is provided to the families renting those units selected by HUD.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007
(CONTINUED)

NOTE 1: REPORTING ENTITY (Continued)

G. State, Local and Other Federal Programs

The Authority administered a contract with Muskingum County Department of Job and Family Services to provide a Youth Employment Service Program to resident youths. Also, the Authority administers a wellness program through a contract with the Muskingum County Board of Health and a home maintenance program through a contract with the City of Zanesville.

H. Business Activity

The Business Activity Fund was set-up to separate the HUD funded program with non-HUD activities. This fund is mainly used to account for the rental income received from the daycare facility known as Carey Street Day Care Center and the expenses of the maintenance and utilities of the building, and repayment of the construction loan.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The Authority's basic financial statements consist of a statement of net assets, statement of revenue, expenses and changes net assets, and a statement of cash flows.

Fund Accounting

The Authority uses the proprietary fund to report on its financial position and the results of its operations for its programs. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. Funds are classified into three categories: governmental, proprietary and fiduciary. The Authority uses the proprietary category for its programs.

Proprietary Fund Types

Proprietary funds are used to account for the Authority's ongoing activities, which are similar to those found in the private sector. The following is the proprietary fund type:

Enterprise Fund - This fund is used to account for the operations that are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007
(CONTINUED)

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

or services to the general public on a continuing basis be financed or recovered primarily through user charges or where it has been decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Measurement Focus/Basis of Accounting

The proprietary funds are accounted for on the accrual basis of accounting. Revenues are recognized in the period earned and expenses are recognized in the period incurred. Pursuant to GASB Statement No. 20 Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting, the Authority follows GASB guidance as applicable to proprietary funds and FASB Statements and Interpretations, Accounting Principles Board Opinions and Accounting Research Bulletins issued after November 30, 1989, that do not conflict with or contradict GASB pronouncements.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

Cash and cash equivalents includes all cash balances and highly liquid investments with a maturity of three months or less. The Authority places its temporary cash investments with high credit quality financial institutions. Amounts in excess of FDIC insurance limits are fully collateralized.

Inventory

The Authority's inventory is comprised of maintenance materials and supplies. Inventory is valued at cost and the Authority uses the first-in, first-out (FIFO) flow assumption in determining cost.

The consumption method is used to record inventory. Under this method, the acquisition of materials and supplies is recorded initially in inventory accounts and charged as expenditures when used.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007
(CONTINUED)

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investments

The provisions of the HUD Regulations restrict investments. Investments are valued at market value. Interest income earned in fiscal year ending June 30, 2007 totaled \$139,524.

Capital assets

Capital assets are stated at cost. The capitalization policy of the Authority is to depreciate all non-expendable personal property having a useful life of more than one year and purchase price of \$500 or more per unit. Depreciation is calculated using the straight-line method over the estimated useful lives as follows:

Buildings & improvements	15-40 years
Furniture, fixtures & equipment	3-10 years
Vehicles	5 years

Expenditures for repairs and maintenance are charged directly to expense as they are incurred. Expenditures determined to represent additions or betterments are capitalized.

Net Assets

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets – net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any borrowing used for the acquisition, construction or improvement of those assets. Net assets are recorded as restricted when there are limitations imposed on their use by internal or external restrictions.

Income Taxes

No provision for income taxes is recorded as the Authority is a non-profit, tax exempt entity under the Internal Revenue Code.

Operating Revenues and Expenses

Operating revenues and expenses are those revenues that are generated directly from the primary activities of the proprietary fund and expenses incurred for the day to day operation. For the Authority, operating revenues are tenant rent charges, operating subsidy from HUD and other miscellaneous revenue.

Capital Contributions

This represents contributions made available by HUD with respect to all federally aided projects under an annual contribution contract.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007
(CONTINUED)

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Compensated Absences

The Authority accounts for compensated absences in accordance with GASB Statement No. 16. Sick leave and other compensated absences with similar characteristics are accrued as a liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments. To calculate the liability, these accumulations are reduced to the maximum amount allowed as a termination payment. All employees who meet the termination policy of the Authority for years of services are included in the calculation of the compensated absence accrual amount.

Vacation leave and other compensated absences with similar characteristics are accrued as a liability as the benefits are earned by the employees if both of the following conditions are met: (1) the employees' rights to receive compensation are attributable to services already rendered and are not contingent on a specific event that is outside the control of the employer and employee. (2) It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

In the proprietary fund, the compensated absences are expensed when earned with the amount reported as a fund liability.

Budgets and Budgetary Accounting

The Authority is required by contractual agreements to adopt annual, appropriated operating budgets for all its Enterprise Funds receiving federal expenditure awards. All budgets are prepared on a HUD basis, which is materially consistent with accounting principles generally accepted in the United States of America. All annual appropriations lapse at fiscal year end. The Board of Commissioners adopts the budget through passage of a budget resolution.

NOTE 3: DEPOSIT AND INVESTMENTS

State statutes classify monies held by the PMHA into three categories.

Active deposits are public deposits necessary to meet current demands on the treasury. Such monies must be maintained either as cash in the MCTA treasury, in commercial accounts payable or withdrawn on demand, including negotiable order of withdrawal (NOW) accounts, or in money market deposit accounts.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007
(CONTINUED)

NOTE 3: DEPOSIT AND INVESTMENTS (Continued)

Inactive deposits are public deposits identified as not required for use within the current two-year period of designation of depositories. Inactive deposits must either be evidenced by certificates of deposit maturing not later than the end of the current period of designation of depositories, or by savings or deposit accounts including, but not limited to, passbook accounts.

Interim deposits are deposits of interim monies. Interim monies are those monies which are not needed for immediate use but which will be needed before the end of the current period of designation of depositories. Interim deposits must be evidenced by time certificates of deposit, maturing not more than one year from the date of deposit, or by savings or deposit accounts including passbook accounts.

Protection of Authority deposits is provided by the Federal Deposit Insurance Corporation (FDIC), by eligible securities pledged by the financial institution as security for repayment, by collateral held by Authority or by a single collateral pool established by the financial institution to secure the repayment of all public monies deposited with the institution.

Based on the criteria described in GASB Statement No. 40, "Deposit and Investment Risk Disclosure," as of June 30, 2007, the Authority was not exposed to custodial risk as discussed below because all of the funds on deposit were covered by federal depository insurance or by collateral held by the Authority's agent. Custodial credit risk is the risk that in the event of bank failure, the Authority will not be able to recover the deposits.

At fiscal year end June 30, 2007, the carrying amount of the Authority's deposits totaled \$2,196,396 and its bank balance was \$2,256,170. Based on the criteria described in GASB Statement No. 40, "Deposit and Investment Risk Disclosure," as of June 30, 2007, \$2,078,644 was exposed to custodial risk as discussed below, while \$177,526 was covered by the Federal Depository Insurance Corporation.

Custodial credit risk is the risk that in the event of bank failure, the Authority will not be able to recover the deposits. All deposits are collateralized with eligible securities in amounts equal to at least 105% of the carrying value of the deposits. Such collateral, as permitted by the Ohio Revised Code, is held in single financial institution collateral pools at the Federal Reserve Banks or at member banks of the federal reserve system, in the name of the respective depository bank and pledged as a pool of collateral against all of the public deposits it holds or as specific collateral held at the Federal Reserve Bank in the name of the Authority.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007
(CONTINUED)

NOTE 3: DEPOSIT AND INVESTMENTS (Continued)

Investments

In accordance with the Ohio Revised Code and HUD investment policy, the Authority is permitted to invest in certificates of deposit, savings accounts, money market accounts, certain highly rated commercial paper, obligations of certain political subdivisions of Ohio and the United States government and its agencies, and repurchase agreements with any eligible depository or any eligible dealers. Public depositories must give security for all public funds on deposit. Repurchase agreements must be secured by the specific qualifying securities upon which the repurchase agreements are based.

The Authority is prohibited from investing in any financial instruments, contracts, or obligations whose value or return is based upon or linked to another asset or index, or both, separate from the financial instrument, contract, or obligation itself (commonly known as a derivative). The Authority is also prohibited from investing in reverse purchase agreements.

Interest Rate Risk – The Authority does not have a formal investment policy that limits investments as a means of managing its exposure to fair value losses arising from increasing interest rates. However, it is the Authority practice to limit its investments to less than 5 years.

Credit Risk – HUD requires specific collateral on individual accounts in excess of amounts insured by the Federal Deposit Insurance Corporation. The Authority depository agreement specifically requires compliance with HUD requirement.

Concentration of Credit Risk – The Authority places no limit on the amount that may be invested with any one issuer. However, it is the Authority practice to do business with more than one depository.

The carrying amount of the Authority's investment was \$835,393 at June 30, 2007 with the same corresponding bank balance. The investments are held in certificate of deposits.

NOTE 4: TENANT ACCOUNT RECEIVABLES

As of June 30, 2007, tenant account receivable was \$5,183 with an allowance for doubtful accounts of \$400.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007
(CONTINUED)

NOTE 5: DEFINED BENEFIT PENSION PLAN

All full-time employees of Authority participate in the Ohio Public Employees Retirement System (OPERS), a cost-sharing multiple-employer public employee retirement system administered by the Public Employees Retirement Board. OPERS provide basic retirement, disability and survivor benefits, based on eligible service credit to members and beneficiaries. Benefits are established by Chapter 145 of the Ohio Revised Code. OPERS issue a publicly available financial report that includes financial statements and required supplementary information for OPERS. Interested parties may obtain a copy by making a written request to 277 East Town Street, Columbus, Ohio 43215-4642 or by calling (614) 466-2085 or (800) 222-PERS.

Ohio Public Employees Retirement System administers three separate pension plans as described below:

1. The Traditional Pension Plan – A cost sharing, multiple-employer defined benefit pension plan.
2. The Member-Direct Plan – A defined contribution plan in which the member invests both member and employer contributions (employer contributions vest over five years at 20% per year). Under the Member-Direct Plan, members accumulate retirement assets equal to the value of member and (vested) employer contributions, plus any investment earnings.
3. The Combined Plan – A cost sharing, multiple-employer defined pension plan. Under the Combined Plan, OPERS invests employer contributions to provide a formula retirement benefits similar in nature to the Traditional Pension Plan benefit. Member contributions, the investment of which is self-directed by the members, accumulate retirement assets in a manner similar to the Member-Directed Plan.

Plan members are required to contribute 9.0 percent through December 31, 2006 and 9.5 percent effective January 1, 2007. The employer share of the contribution rate for Authority was 13.7 percent through December 31, 2006 and 13.85 percent effective January 1, 2007. Contributions are authorized by state statute. The contribution rates are determined actuarially. The Authority's contribution for the years ended June 30, 2007, 2006, and 2005 amounted to \$229,300, \$226,710, and \$209,409. These costs have been charged to the employee fringe benefit account. Ninety-Two percent has been contributed for 2007. All required contributions for the two previous years have been paid.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007
(CONTINUED)

NOTE 6: POST-EMPLOYMENT BENEFITS

The Public Employees Retirement System of Ohio (OPERS) provides post-employment health care benefits to age and service retirants with ten or more years of qualifying Ohio service credit and to primary survivor recipients of such retirants. Health care coverage for disability recipients is also available. The health care coverage provided by the OPERS is considered an Other Post-employment Benefit (OPEB) as described in GASB Statement No. 12. A portion of each employer's contribution to the OPERS is set aside for the funding of post retirement health care. The Ohio Revised Code provides statutory Authority requiring public employers to fund post-employment health care through their contributions to the OPERS. The portion of the 2007 employer contribution rate (identified above) that was used to fund health care for the year ended June 30, 2007 was 5.0 percent of covered payroll, which amounted to \$83,261. The significant actuarial assumptions and calculations relating to post-employment health care benefits were based on the OPERS' latest actuarial review performed as of December 31, 2006. An entry age normal actuarial cost method of valuation is used in determining the present value of OPEB. The difference between assumed and actual experience (actuarial gains and losses) becomes part of unfunded actuarial accrued liability. All investments are carried at market value. For actuarial valuation purposes, a smoothed market approach is used. Under this approach assets are adjusted annually to reflect 25 percent of unrealized market appreciation or depreciation on investment assets. The investment assumption rate for 2006 was 6.5 percent. An annual increase of 4.0 percent compounded annually is the base portion of the individual pay increase assumption. This assumes no change in the number of active employees. Additionally, annual pay increases, over and above the 4.0 percent base increase, were assumed to range from 0.50 percent to 6.3 percent. Health care costs were assumed to increase at a project wage inflation rate plus an additional factor ranging from 0.5% to 5.0% for the next 8 years. In subsequent years (9 and beyond), health care costs were assumed to increase at 4% (the projected wage inflation rate).

Benefits are advanced-funded on an actuarially determined basis. The number of active contributing participants was 374,979. The actuarial value of the OPERS' net assets available for OPEB at December 31, 2006 was \$12.0 billion. The actuarially accrued liability and the unfunded actuarial accrued liability, based on the actuarial cost method used, were \$30.7 billion and \$18.7 billion, respectively.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007
(CONTINUED)

NOTE 7: CAPITAL ASSETS

	Balance 06/30/06	Adjustment	Additions	Disposal	Balance 06/30/07
Capital Assets Not Depreciated:					
Land	\$1,150,687	\$0	\$9,935	\$0	\$1,160,622
Construction in Progress	0	0	0	0	0
Total Capital Assets Not Being Depreciated	1,150,687	0	9,935	0	1,160,622
Capital Assets Being Depreciated:					
Buildings	24,557,735	9,106	441,476	0	25,008,317
Furnt, Mach. & Equip	987,184	(9,106)	0	1,858	976,220
Leasehold Improvement	4,061,723	0	367,553	0	4,429,276
Total Capital Assets Being Depreciated	29,606,642	0	809,029	1,858	30,413,813
Accumulated Depreciated:					
Buildings	15,681,320	(2,063)	596,648	0	16,275,905
Furnt, Mach. & Equip	782,242	0	120,167	1,858	900,551
Leasehold Improvement	2,472,748	0	237,630	0	2,710,378
Total Accumulated Depreciated	18,936,310	(2,063)	954,445	1,858	19,886,834
Total Capital Assets Being Depreciated, Net	10,670,332	2,063	(145,416)	0	10,526,979
Total Capital Assets, Net	\$11,821,019	\$2,063	(\$135,481)	\$0	11,687,601

NOTE 9: LONG-TERM DEBT

Loan Payable – Bank One

Zanesville Metropolitan Housing Authority has an outstanding note payable with Bank One of \$708,198 as of June 30, 2007. The original note was for \$843,000 dated June 1, 2002 to be used for the construction of a daycare facility known as Carey Street Day Care Center. The note contains an interest rate of 5.27% fixed for five years. The loan is amortized over 20 year period with 3 five year balloons payments. The first balloon payment is due in 60 months from the date of the original loan.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007
(CONTINUED)

NOTE 9: LONG-TERM DEBT (Continued)

The following is a summary of changes in long-term debt for the year ended June 30, 2007:

<u>DESCRIPTION</u>	<u>BALANCE 06/30/06</u>	<u>ISSUED</u>	<u>RETIRED</u>	<u>BALANCE 06/30/07</u>
Loan Payable	\$737,763	\$-0-	\$29,565	\$708,198
TOTAL	\$737,763	\$-0-	\$29,565	\$708,198

Debt maturities for the next five years are estimated as follows:

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
June 30, 2008	\$708,198	\$3,100
Total	\$708,198	\$3,100

NOTE 10: PRIOR PERIOD ADJUSTMENT

The beginning net asset balance needed to be adjusted for the following:

HOUSING CHOICE VOUCHER PROGRAM:

- HUD recapture of excess admin reserve for FY 2004	\$52,391
Total Adjustments	\$52,391

NOTE 11: ECONOMIC DEPENDENCY

Both the PHA Low Rent Housing Program and the Voucher Program are economically dependent on annual contributions and grants from HUD. Both programs operate at a loss prior to receiving the contributions and grants.

NOTE 12: RISK MANAGEMENT

Significant losses are covered by commercial insurance for all major programs. There have been no significant reductions in insurance coverage. Settlement amounts have not exceeded insurance coverage except for deductibles.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2007
(CONTINUED)

NOTE 13: CONTINGENCIES

Litigations and Claims

In the normal course of operations the PHA may be subject to litigation and claims. At June 30, 2007 the PHA was involved in such matters. While the outcome of these matters cannot presently be determined, management believes that their ultimate resolution will not have a material effect on the financial statements.

NOTE 14: SCHEDULE OF EXPENDITURE OF FEDERAL AWARD

The accompanying schedule of expenditure of federal award is a summary of the activity of the Authority's federal programs. This schedule has been prepared on the accrual basis of accounting.

Zanesville Metropolitan Housing Authority
 FDS Schedule Submitted To REAC
 Proprietary Fund Type - Enterprise Fund
 June 30, 2007

Line Item No.	Account Description	Business Activities	N/C S/R Section 8 Programs	Shelter Plus Care	Low Rent Public Housing	Resident Opportunity and Supportive Services	Housing Choice Vouchers	Public Housing Capital Fund Program	State/Local	Other Federal Program 1	Other Federal Program 2	Total
111	Cash - Unrestricted	\$224,198	\$186,331	\$0	\$721,925	\$0	\$853,210	\$0	\$0	\$0	\$0	\$1,985,664
113	Cash - Other Restricted	\$0	\$0	\$0	\$2,182	\$0	\$52,279	\$0	\$0	\$0	\$0	\$54,461
114	Cash - Tenant Security Deposits	\$0	\$0	\$0	\$156,271	\$0	\$0	\$0	\$0	\$0	\$0	\$156,271
100	Total Cash	\$224,198	\$186,331	\$0	\$880,378	\$0	\$905,489	\$0	\$0	\$0	\$0	\$2,196,396
122	Accounts Receivable - HUD Other Projects	\$0	\$0	\$1,585	\$0	\$44,048	\$0	\$55,985	\$0	\$0	\$0	\$101,618
124	Accounts Receivable - Other Government	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$408	\$0	\$14,864	\$15,272
125	Accounts Receivable - Miscellaneous	\$0	\$0	\$0	\$841	\$0	\$98	\$0	\$0	\$0	\$0	\$939
126	Accounts Receivable - Tenants - Dwelling Rents	\$0	\$0	\$0	\$5,183	\$0	\$0	\$0	\$0	\$0	\$0	\$5,183
126.1	Allowance for Doubtful Accounts - Dwelling Rents	\$0	\$0	\$0	(\$400)	\$0	\$0	\$0	\$0	\$0	\$0	(\$400)
128	Fraud Recovery	\$0	\$0	\$0	\$0	\$0	\$30,518	\$0	\$0	\$0	\$0	\$30,518
128.1	Allowance for Doubtful Accounts - Fraud	\$0	\$0	\$0	\$0	\$0	(\$30,518)	\$0	\$0	\$0	\$0	(\$30,518)
120	Total Receivables, net of allowances for doubtful accounts	\$0	\$0	\$1,585	\$5,624	\$44,048	\$98	\$55,985	\$408	\$0	\$14,864	\$122,612
131	Investments - Unrestricted	\$0	\$0	\$0	\$835,393	\$0	\$0	\$0	\$0	\$0	\$0	\$835,393
142	Prepaid Expenses and Other Assets	\$0	\$0	\$0	\$73,061	\$0	\$0	\$0	\$0	\$0	\$0	\$73,061
143	Inventories	\$0	\$0	\$0	\$282,161	\$0	\$0	\$0	\$0	\$0	\$0	\$282,161
143.1	Allowance for Obsolete Inventories	\$0	\$0	\$0	(\$28,000)	\$0	\$0	\$0	\$0	\$0	\$0	(\$28,000)
144	Interprogram Due From	\$23,789	\$0	\$0	\$82,773	\$0	\$1,993	\$0	\$9,019	\$5,281	\$0	\$122,855
150	Total Current Assets	\$247,987	\$186,331	\$1,585	\$2,131,390	\$44,048	\$907,580	\$55,985	\$9,427	\$5,281	\$14,864	\$3,604,478
161	Land	\$0	\$0	\$0	\$1,150,687	\$0	\$0	\$9,935	\$0	\$0	\$0	\$1,160,622
162	Buildings	\$1,605,580	\$0	\$0	\$22,842,024	\$0	\$0	\$560,713	\$0	\$0	\$0	\$25,008,317
163	Furniture, Equipment & Machinery - Dwellings	\$40,228	\$0	\$0	\$135,136	\$0	\$0	\$141,075	\$0	\$0	\$0	\$316,439

Zanesville Metropolitan Housing Authority
FDS Schedule Submitted To REAC
Proprietary Fund Type -- Enterprise Fund
June 30, 2007

Line Item No.	Account Description	Business Activities	N/C S/R Section 8 Programs	Shelter Plus Care	Low Rent Public Housing	Resident Opportunity and Supportive Services	Housing Choice Vouchers	Public Housing Capital Fund Program	State/Local	Other Federal Program 1	Other Federal Program 2	Total
164	Furniture, Equipment & Machinery - Administration	\$20,844	\$0	\$0	\$507,368	\$0	\$23,861	\$107,708	\$0	\$0	\$0	\$659,781
165	Leasehold Improvements	\$16,815	\$0	\$0	\$4,227,595	\$0	\$0	\$184,866	\$0	\$0	\$0	\$4,429,276
166	Accumulated Depreciation	(\$448,376)	\$0	\$0	(\$19,353,774)	\$0	(\$20,039)	(\$64,645)	\$0	\$0	\$0	(\$19,886,834)
160	Total Fixed Assets, Net of Accumulated Depreciation	\$1,235,091	\$0	\$0	\$9,509,036	\$0	\$3,822	\$939,652	\$0	\$0	\$0	\$11,687,601
180	Total Non-Current Assets	\$1,235,091	\$0	\$0	\$9,509,036	\$0	\$3,822	\$939,652	\$0	\$0	\$0	\$11,687,601
190	Total Assets	\$1,483,078	\$186,331	\$1,585	\$11,640,426	\$44,048	\$911,402	\$995,637	\$9,427	\$5,281	\$14,864	\$15,292,079
312	Accounts Payable <= 90 Days	\$254	\$80	\$0	\$24,653	\$4,075	\$1,666	\$19,982	\$0	\$0	\$48	\$50,758
313	Accounts Payable >90 Days Past Due	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
321	Accrued Wage/Payroll Taxes Payable	\$0	\$223	\$0	\$96,856	\$2,845	\$16,485	\$11,381	\$0	\$0	\$1,602	\$129,392
322	Accrued Compensated Absences - Current Portion	\$0	\$3,654	\$0	\$66,634	\$0	\$24,288	\$0	\$0	\$0	\$0	\$94,576
331	Accounts Payable - HUD PHA Programs	\$0	\$88,960	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$88,960
341	Tenant Security Deposits	\$0	\$0	\$0	\$156,271	\$0	\$0	\$0	\$0	\$0	\$0	\$156,271
342	Deferred Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,019	\$5,281	\$0	\$14,300
343	Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue Bonds	\$708,198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$708,198
346	Accrued Liabilities - Other	\$0	\$0	\$0	\$10,560	\$0	\$0	\$0	\$0	\$0	\$0	\$10,560
347	Interprogram Due To	\$7,808	\$0	\$1,585	\$38,090	\$37,128	\$0	\$24,622	\$408	\$0	\$13,214	\$122,855
310	Total Current Liabilities	\$726,260	\$92,917	\$1,585	\$393,064	\$44,048	\$42,439	\$55,985	\$9,427	\$5,281	\$14,864	\$1,385,870
351	Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
354	Accrued Compensated Absences - Non Current	\$0	\$3,096	\$0	\$66,692	\$0	\$16,702	\$0	\$0	\$0	\$0	\$86,490

Zanesville Metropolitan Housing Authority
FDS Schedule Submitted To REAC
Proprietary Fund Type – Enterprise Fund
June 30, 2007

Line Item No.	Account Description	Business Activities	N/C S/R Section 8 Programs	Shelter Plus Care	Low Rent Public Housing	Resident Opportunity and Supportive Services	Housing Choice Vouchers	Public Housing Capital Fund Program	State/Local	Other Federal Program 1	Other Federal Program 2	Total
353	Noncurrent Liabilities - Other	\$0	\$0	\$0	\$2,182	\$0	\$52,279	\$0	\$0	\$0	\$0	\$54,461
350	Total Noncurrent Liabilities	\$0	\$3,096	\$0	\$68,874	\$0	\$68,981	\$0	\$0	\$0	\$0	\$140,951
300	Total Liabilities	\$726,260	\$96,013	\$1,585	\$461,938	\$44,048	\$111,420	\$55,985	\$9,427	\$5,281	\$14,864	\$1,526,821
508	Total Contributed Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
508.1	Invested in Capital Assets, Net of Related Debt	\$526,893	\$0	\$0	\$9,509,036	\$0	\$3,822	\$939,652	\$0	\$0	\$0	\$10,979,403
511	Total Reserved Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
511.1	Restricted Net Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
512.1	Unrestricted Net Assets	\$229,925	\$90,318	\$0	\$1,669,452	\$0	\$796,160	\$0	\$0	\$0	\$0	\$2,785,855
513	Total Equity/Net Assets	\$756,818	\$90,318	\$0	\$11,178,488	\$0	\$799,982	\$939,652	\$0	\$0	\$0	\$13,765,258
600	Total Liabilities and Equity/Net Assets	\$1,483,078	\$186,331	\$1,585	\$11,640,426	\$44,048	\$911,402	\$995,637	\$9,427	\$5,281	\$14,864	\$15,292,079
703	Net Tenant Rental Revenue	\$0	\$0	\$0	\$1,285,328	\$0	\$0	\$0	\$0	\$0	\$0	\$1,285,328
704	Tenant Revenue - Other	\$0	\$0	\$0	\$23,060	\$0	\$0	\$0	\$0	\$0	\$0	\$23,060
705	Total Tenant Revenue	\$0	\$0	\$0	\$1,308,388	\$0	\$0	\$0	\$0	\$0	\$0	\$1,308,388
706	HUD PHA Operating Grants	\$0	\$460,410	\$14,836	\$1,325,891	\$143,661	\$3,674,513	\$961,889	\$0	\$0	\$0	\$6,581,200
706.1	Capital Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$638,934	\$0	\$0	\$0	\$638,934
708	Other Government Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,812	\$12,291	\$137,472	\$181,575
711	Investment Income - Unrestricted	\$459	\$4,250	\$0	\$81,937	\$0	\$52,878	\$0	\$0	\$0	\$0	\$139,524
714	Fraud Recovery	\$0	\$0	\$0	\$0	\$0	\$5,942	\$0	\$0	\$0	\$0	\$5,942
715	Other Revenue	\$187,517	\$0	\$0	\$4,155	\$0	\$48,315	\$0	\$0	\$0	\$0	\$239,987
700	Total Revenue	\$187,976	\$464,660	\$14,836	\$2,720,371	\$143,661	\$3,781,648	\$1,600,823	\$31,812	\$12,291	\$137,472	\$9,095,550

Zanesville Metropolitan Housing Authority
FDS Schedule Submitted To REAC
Proprietary Fund Type - Enterprise Fund
June 30, 2007

Line Item No.	Account Description	Business Activities	N/C S/R Section 8 Programs	Shelter Plus Care	Low Rent Public Housing	Resident Opportunity and Supportive Services	Housing Choice Vouchers	Public Housing Capital Fund Program	State/Local	Other Federal Program 1	Other Federal Program 2	Total
911	Administrative Salaries	\$0	\$3,775	\$0	\$338,100	\$69,378	\$295,252	\$313,721	\$21,492	\$0	\$98,892	\$1,140,610
912	Auditing Fees	\$0	\$500	\$0	\$11,959	\$0	\$0	\$0	\$0	\$0	\$0	\$12,459
914	Compensated Absences	\$0	\$0	\$0	(\$19,591)	\$0	\$8,000	\$0	\$0	\$0	\$0	(\$11,591)
915	Employee Benefit Contributions - Administrative	\$0	\$3,316	\$0	\$149,245	\$16,286	\$133,188	\$28,969	\$0	\$0	\$17,422	\$348,426
916	Other Operating - Administrative	\$20,636	\$3,105	\$0	\$105,095	\$0	\$63,443	\$0	\$0	\$6,653	\$21,158	\$220,090
924	Tenant Services - Other	\$7,630	\$0	\$0	\$14,015	\$0	\$0	\$0	\$8,408	\$0	\$0	\$30,053
931	Water	\$0	\$0	\$0	\$73,156	\$0	\$0	\$0	\$0	\$0	\$0	\$73,156
932	Electricity	\$0	\$0	\$0	\$177,939	\$0	\$0	\$0	\$0	\$0	\$0	\$177,939
933	Gas	\$0	\$0	\$0	\$301,242	\$0	\$0	\$0	\$0	\$0	\$0	\$301,242
935	Labor	\$0	\$0	\$0	\$35,666	\$0	\$0	\$0	\$0	\$0	\$0	\$35,666
937	Employee Benefit Contributions - Utilities	\$0	\$0	\$0	\$16,583	\$0	\$0	\$0	\$0	\$0	\$0	\$16,583
938	Other Utilities Expense	\$0	\$0	\$0	\$144,731	\$0	\$0	\$0	\$0	\$0	\$0	\$144,731
941	Ordinary Maintenance and Operations - Labor	\$0	\$0	\$0	\$566,176	\$0	\$0	\$0	\$0	\$0	\$0	\$566,176
942	Ordinary Maintenance and Operations - Materials and Other	\$0	\$0	\$0	\$164,861	\$0	\$0	\$0	\$0	\$5,638	\$0	\$170,499
943	Ordinary Maintenance and Operations - Contract Costs	\$0	\$567	\$0	\$73,345	\$0	\$16,012	\$196,686	\$1,912	\$0	\$0	\$288,522
945	Employee Benefit Contributions - Ordinary Maintenance	\$0	\$0	\$0	\$248,740	\$0	\$0	\$0	\$0	\$0	\$0	\$248,740
952	Protective Services - Other Contract Costs	\$0	\$0	\$0	\$0	\$57,997	\$0	\$0	\$0	\$0	\$0	\$57,997
953	Protective Services - Other	\$0	\$0	\$0	\$521	\$0	\$0	\$0	\$0	\$0	\$0	\$521
961	Insurance Premiums	\$0	\$0	\$0	\$145,278	\$0	\$0	\$0	\$0	\$0	\$0	\$145,278
962	Other General Expenses	\$0	\$0	\$0	\$1,151	\$0	\$0	\$0	\$0	\$0	\$0	\$1,151
964	Bad Debt - Tenant Rents	\$0	\$0	\$0	\$1,794	\$0	\$0	\$0	\$0	\$0	\$0	\$1,794
967	Interest Expense	\$38,714	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,714
969	Total Operating Expenses	\$66,980	\$11,263	\$0	\$2,550,006	\$143,661	\$515,895	\$539,376	\$31,812	\$12,291	\$137,472	\$4,008,756

Zanesville Metropolitan Housing Authority
 FDS Schedule Submitted To REAC
 Proprietary Fund Type - Enterprise Fund
 June 30, 2007

Line Item No.	Account Description	Business Activities	N/C S/R Section 8 Programs	Shelter Plus Care	Low Rent Public Housing	Resident Opportunity and Supportive Services	Housing Choice Vouchers	Public Housing Capital Fund Program	State/Local	Other Federal Program 1	Other Federal Program 2	Total
970	Excess Operating Revenue over Operating Expenses	\$120,996	\$453,397	\$14,836	\$170,365	\$0	\$3,265,753	\$1,061,447	\$0	\$0	\$0	\$5,086,794
973	Housing Assistance Payments	\$0	\$438,218	\$14,836	\$0	\$0	\$3,134,736	\$0	\$0	\$0	\$0	\$3,587,790
974	Depreciation Expense	\$65,054	\$0	\$0	\$832,970	\$0	\$4,639	\$51,782	\$0	\$0	\$0	\$954,445
900	Total Expenses	\$132,034	\$449,481	\$14,836	\$3,382,976	\$143,661	\$3,655,270	\$591,158	\$31,812	\$12,291	\$137,472	\$8,550,991
1001	Operating Transfers In	\$0	\$0	\$0	\$422,513	\$0	\$0	\$0	\$0	\$0	\$0	\$422,513
1002	Operating Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0	(\$422,513)	\$0	\$0	\$0	(\$422,513)
1010	Total Other Financing Sources (Uses)	\$0	\$0	\$0	\$422,513	\$0	\$0	(\$422,513)	\$0	\$0	\$0	\$0
1000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$55,942	\$15,179	\$0	(\$240,092)	\$0	\$126,378	\$587,152	\$0	\$0	\$0	\$544,559
1103	Beginning Equity	\$700,876	\$75,139	\$0	\$10,513,327	\$0	\$725,395	\$1,258,353	\$0	\$0	\$0	\$13,273,090
1104	Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0	\$0	\$0	\$905,253	\$0	(\$51,791)	(\$905,853)	\$0	\$0	\$0	(\$52,391)
	Ending Equity	\$756,818	\$90,318	\$0	\$11,178,488	\$0	\$799,982	\$939,652	\$0	\$0	\$0	\$13,765,258
1120	Unit Months Available	0	1,152	96	8,088	0	10,908	0	0	0	0	20,244
1121	Number of Unit Months Leased	0	1,121	66	7,696	0	10,747	0	0	0	0	19,630
1117	Administrative Fee Equity	\$0	\$0	\$0	\$0	\$0	\$358,698	\$0	\$0	\$0	\$0	\$358,698
1118	Housing Assistance Payments Equity	\$0	\$0	\$0	\$0	\$0	\$441,284	\$0	\$0	\$0	\$0	\$441,284

Zanesville Metropolitan Housing Authority
PHA's Statement and Certification of Actual Cost
June 30, 2006

Capital Fund Grant Number OH16P009502-03

1. The Program Costs are as follows:

Funds Approved	\$216,250
Funds Expended	<u>216,250</u>
Excess (Deficiency) of Funds Approved	<u>\$ -0-</u>
Funds Advanced	\$216,250
Funds Expended	<u>216,250</u>
Excess (Deficiency) of Funds Advanced	<u>\$ -0-</u>

2. All costs have been paid and there are no outstanding obligations.
3. The Final Financial Status Report was signed and filed on September 28, 2006.
4. The final costs on the certification agree to the Authority's records.

Zanesville Metropolitan Housing Authority
Schedule of Expenditures of Federal Award
For the Year Ended June 30, 2007

FEDERAL GRANTOR / PASS THROUGH GRANTOR PROGRAM TITLES	CFDA NUMBER	EXPENDITURES
U.S. Department of Housing and Urban Development Direct Program		
Section 8 New Construction	14.182	\$460,410
Shelter Plus Care	14.238	14,836
Low Rent Public Housing	14.850	1,325,891
Resident Opportunity and Supportive Services	14.870	143,661
Housing Choice Vouchers	14.871	3,674,513
Public Housing Capital Fund Program	14.872	<u>1,600,823</u>
Total U.S. Department of Housing and Urban Development		<u>7,220,134</u>
U.S. Department of Labor Pass-Through Program From Muskingum County Workforce Investment Act (Cluster) Youth Employment Services		
	17.259	<u>137,472</u>
Total U.S. Department of Labor		<u>137,472</u>
U.S. Department of Health and Human Services Pass-Through Program From Ohio Department of Job and Family Services Temporary Assistance for Needy Families (TANF)		
	93.558	<u>12,291</u>
Total U.S. Department of Health and Human Services		<u>12,291</u>
Total Expenditure of Federal Award		<u><u>\$7,369,897</u></u>



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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS**

Board of Directors
Zanesville Metropolitan Housing Authority

I have audited the financial statements of the business-type activities of the Zanesville Metropolitan Housing Authority, Ohio, as of and for the year ended June 30, 2007, which collectively comprise the Zanesville Metropolitan Housing Authority basic financial statements and have issued my report thereon dated December 14, 2007. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing my audit, I considered Zanesville Metropolitan Housing Authority, Ohio's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the entity's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the authority's financial statements that is more than inconsequential will not be prevented or detected by the authority's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the authority's internal control.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Zanesville Metropolitan Housing Authority financial statements are free of material misstatement, I performed tests of its compliance with certain provision of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The result of my tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information of the Board of Directors, management, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Salvatore
Consiglio

Digitally signed by Salvatore Consiglio
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Salvatore Consiglio, CPA, Inc.

December 14, 2007



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**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH
MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Directors
Zanesville Metropolitan Housing Authority

Compliance

I have audited the compliance of the Zanesville Metropolitan Housing Authority, Ohio, with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 2007. Zanesville Metropolitan Housing Authority, Ohio major federal programs are identified in the summary of auditor's result section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of Zanesville Metropolitan Housing Authority, Ohio's management. My responsibility is to express an opinion on Zanesville Metropolitan Housing Authority, Ohio's compliance based on my audit.

I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Zanesville Metropolitan Housing Authority, Ohio's compliance with those requirements and performing such other procedures, as I considered necessary in the circumstances. I believe that my audit provides a reasonable basis for my opinion. My audit does not provide a legal determination on Zanesville Metropolitan Housing Authority, Ohio's compliance with those requirements.

In my opinion, Zanesville Metropolitan Housing Authority, Ohio, complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2007.

Internal Control Over Compliance

The management of Zanesville Metropolitan Housing Authority, Ohio is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing my audit, I considered Zanesville Metropolitan Housing Authority, Ohio's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine my auditing procedures for the purpose of expressing my opinion on compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of the entity's internal control over compliance.

A control deficiency in an Authority's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Authority's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more than inconsequential will not be prevented or detected by the Authority's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the Authority's internal control.

My consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over compliance that I consider to be material weaknesses, as defined above.

This report is intended for the information of the Board of Directors, management, federal awarding agencies, and pass-through entities and is not intended to be and should not be used by anyone other than those specified parties.

Salvatore
Consiglio

Digitally signed by Salvatore Consiglio
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Salvatore Consiglio, CPA, Inc.

December 14, 2007

Zanesville Metropolitan Housing Authority
 Schedule of Findings and Questioned Costs
 OMB Circular A-133 § .505
 June 30, 2007

1. SUMMARY OF AUDITOR'S RESULTS
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Type of Financial Statement Opinion	Unqualified
Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	No
Were there any other reportable control weakness conditions reported at the financial statement level (GAGAS)?	No
Was there any reported material non-compliance at the financial statement level (GAGAS)?	No
Were there any material internal control weakness conditions reported for major federal programs?	No
Were there any other reportable internal control weakness conditions reported for major federal programs?	No
Type of Major Programs' Compliance Opinion	Unqualified
Are there any reportable findings under § .510?	No
Major Programs (list):	CFDA # 14.871 and 14.850 Housing Choice Voucher Program and Low Rent Public Housing Program
Dollar Threshold: Type A/B Programs	Type A: > \$300,000 Type B: All Others
Low Risk Auditee?	Yes

2. FINDINGS RELATED TO THE FINANCIAL STATEMENTS
--

There are no Findings or questioned costs for the year ended June 30, 2007.

3. FINDINGS RELATED TO FEDERAL AWARDS
--

There are no Findings or questioned costs for the year ended June 30, 2007.

Zanesville Metropolitan Housing Authority
Schedule of Prior Audit Findings
June 30, 2007

The audit report for the fiscal year ending June 30, 2006 contained no audit findings.