

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 <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/2010 PHA Code: OH009				
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 checked="" type="checkbox"/> 5-Year and Annual Plan <input 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
	PHA 2:				HCV
	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: See page 3 of Attachment oh009a01.				
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. See page 3 of Attachment oh009a01.				
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. See pages 5 - 34 of Attachment oh009a01.				
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> See page 35 of Attachment oh009a01.				
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. See page 36 of Attachment oh009a01.				
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. See page 36 of Attachment oh009a01.				
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. See page 36 of Attachment oh009a01.				

8.3	<p>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.</p> <p>See page 36 of Attachment oh009a01.</p>
9.0	<p>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.</p> <p>See page 37 of Attachment oh009a01.</p>
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> <p>See page 38 of Attachment oh009a01.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(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.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p>See pages 41 of Attachment oh009a01.</p>
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> <p>(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)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

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

FY2010-FY2014 FIVE-YEAR AGENCY PLAN AND FY2010 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.**

All plan elements have been revised since the FY2009 Agency Plan submission.

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

The FY2010 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

1. The Housing Authority shall use the guidelines and procedures prescribed by HUD at the time of applicant processing to make a final determination of household eligibility.
2. All families who are admitted to Public Housing must be individually determined eligible under the terms of this policy. In order to be determined eligible, an applicant family must meet ALL of the following requirements:
 - a. The applicant must qualify as a family as defined by HUD.
 - b. The single person applicant must qualify as a single person as defined by HUD.
 - c. The applicant's Annual Income as defined by HUD must not exceed income limits established by the Department of Housing and Urban Development for Public Housing in the County of PHA jurisdiction.
 - d. The applicant family must conform to the Occupancy Standards contained in this policy regarding unit size and type.
 - e. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent. In situations where an unsatisfactory record is obtained the PHA shall take into consideration extenuating circumstances such as illness, or other incidents beyond the control of the applicant.
 - f. Head of Household must be eighteen (18) years of age or older.
 - g. Has not been refused for housing in the last twelve (12) months
 - Applicants shall not have been evicted for non-payment of rent over the past one year.
 - h. Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of the Department of Housing and Urban Development (HUD) from making financial assistance available to persons who are other than United States Citizens, nationals, or certain categories of eligible non-citizens either applying to or residing in specified Section 214 covered programs. Section 214 programs include: Public Housing, Section 8 Rental Certificate Program and Section 8 Rental Voucher Program.

- i. Any tenant evicted from federally assisted housing by reason of drug-related criminal activity shall not be eligible for federally assisted housing during the 5-year period beginning from the date of such eviction, unless the evicted tenant successfully completes a rehabilitation program approved by the Housing Authority, and/or if the circumstances leading to eviction no longer exists.
- j. The Housing Authority shall prohibit admission for any household member who the Housing Authority determines is illegally using a controlled substance, or determines that a household member's illegal use, or pattern of illegal use, of a controlled substance, or abuse, or pattern of abuse, of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. QWHRA further stipulates that individuals convicted of manufacturing or producing methamphetamine (speed) will be permanently denied admission to public housing and a current resident's tenancy will be immediately and permanently terminated if convicted of manufacturing or producing methamphetamine.

In determining whether to deny admission to the Housing Authority any household based on a pattern of abuse of alcohol by a household member, the Housing Authority may consider whether such a household member:

- (i) Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable);
 - (ii) Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of controlled substance or abuse of alcohol (as applicable); or
 - (iii) Is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).
- k. The Housing Authority shall prohibit admission for any applicant or member of the applicant's household who the Housing Authority determines is or was, during a reasonable time preceding the date when the applicant household would otherwise be selected for admission, engaged in any drug-related or violent criminal activity or other criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents or Housing Authority staff.
 - l. The Housing Authority may prohibit admission of any applicant or member of the applicant's household who has been convicted of a felony.

- m. The Housing Authority shall prohibit admission for any applicant or member of the applicant's household that the Housing Authority determines is subject to a lifetime registration requirement under a state sex offender registration program or individuals who are offenders in rape, indecent exposure, sodomy, carnal abuse or impairing the morals of a minor.
- n. The applicant family must have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance (alcohol) abuse, or any other history which may be reasonably expected to adversely affect:
 - (i) The health, safety, or welfare of other residents;
 - (ii) The peaceful enjoyment of the neighborhood by other residents; or
 - (iii) The physical environment and fiscal stability of the neighborhood.
- o. The applicant family must not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of a fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In a case where a qualified agency is working with the applicant family to improve its housekeeping and the agency reports that the applicant family shows potential for improvement, decision as to eligibility shall be reached after referral to and recommendation by the Executive Director or his/her designee. This category does not include applicant families whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.
- p. The applicant family must be able to demonstrate capacity to discharge all lease obligations. This determination shall be made on a case-by-case basis and shall not be used to exclude a particular group by age, handicap, etc. In determining the applicant family's capacity to discharge all lease obligations the HA must consider the family's ability to secure outside assistance in meeting those obligations.
- q. If the applicant is a former resident of public housing or Section 8 housing programs administered by an agency, the applicant family must have a satisfactory record in meeting financial and other lease obligations. A former resident who owes a move out balance to the Housing Authority will not be considered for re-admission until the account is paid in full and reasonable assurance is obtained of the applicant's ability to meet his or her rent obligations.
- r. The applicant must not have a history of non-compliance with rental agreements including failure to comply with the terms of the rental agreements on prior residences, such as providing shelter to unauthorized

persons, keeping pets or other acts in violation of rules and regulations, and painting or decorating without permission of the owner.

- Any applicant who has been evicted from a public housing program or terminated from a Section 8 Rental Program shall not be eligible to receive any type of housing assistance for five (5) years for a Drug-related eviction and one (1) year for all other evictions.
- s. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.
- t. Other factors affecting a final determination of eligibility include:
- (i) Household has no outstanding indebtedness to the PHA or any other federal housing program;
 - (ii) Family will occupy unit as their sole place of residence.
3. Substance abuse as described in this policy and drug-related criminal activity as described in this policy shall include, but not be limited to, the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802), and Section 428 of the FY 1999 HUD Appropriations Act).
4. Sources of information for eligibility determination may include, but are not limited to, the applicant (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented in accordance with Part C; Verification, and placed in the applicant's file. Such documentation may include reports of interviews, letters or written summaries of telephone conversations with reliable sources. At a minimum, such reports shall indicate the date, the source of information, including the name and title of the individual contacted, and a summary of the information received.
5. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct or to factors that might indicate a reasonable probability of favorable future conduct or financial prospects. For example:
- a. Evidence of rehabilitation.
 - b. Evidence of the applicant family's participation or willingness to participate in social services or other appropriate counseling service programs and the availability of such programs.

- c. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.
 - d. In the case of applicants whose capacity for independent living and discharge of lease obligations is in question, the resources actually available in support of the family, such as visiting nurses, homemakers or Live-In caretakers.
6. An otherwise ineligible handicapped applicant shall be eligible for admission if the problem resulting in the ineligibility can be addressed through reasonable accommodations.
 7. Tenancy at properties for elderly and/or handicapped persons will be based upon the applicant's ability to live independently or to live independently with limited supportive services.
 8. The Housing Authority will not unnecessarily segregate individuals with handicaps to particular areas or developments. The Housing Authority will provide assistance to enable all individuals with handicaps to meet legal requirements; for example, the Housing Authority could provide interpreters, Braille or taped versions of leases, recertifications and other legal documents, whatever is appropriate.
 9. In the event an individual is refused housing based on one or more of the above screening criteria, he/she may request an informal hearing.

Selection

1. Applicant Ranking

Applications will be filed and selected by unit type and size; by preference; and by date and time of application. If an applicant claims a preference, they are considered to be a priority applicant. Applicants who claim no preference are considered to be non-priority applicants.

2. Preferences

- a. Elderly or Disabled/Near Elderly over single people
- b. Victims of Domestic Violence
- c. Veteran/ Serviceman
- d. Denial of Preference

A preference shall not be given to an applicant if any member of the family is a person who has been evicted from housing assisted under a 1937 Housing Act program due to drug related criminal activity.

However, a preference may be given if:

- (i) The applicant or family member evicted has successfully completed a drug rehabilitation program; or,
- (i) The applicant or family member clearly did not participate in drug related criminal activity; or,
- (ii) The Housing Authority determines that the applicant or family member no longer participates in any drug related criminal activity.

3. Waiting List

The Housing Authority-wide waiting list will be ordered as follows:

- (i) By unit type (regular, elderly, special handicapped) and in unit size by bedrooms.
- (ii) By preference only.
- (iii) Within the priorities above, by date and time of application.
- (iv) Families who claim no preference will be notified by the Housing Authority that their names will be retained on the waiting list as non-priority applicants. If at some future time, their status changes in regards to a preference, they will be entitled to claim the preference, and be added to the priority waiting list.

4. Waiting List Skipping

The Housing Authority may skip a higher-income eligible applicant family to the top of the waiting list (either Authority-wide or site based waiting lists) if a dwelling unit in a development becomes vacant and the development requires a lower income family to meet the Housing Authority's income targeting goals.

The Housing Authority may also skip a lower-income eligible applicant family to the top of the waiting list (either Authority-wide or site based waiting lists) if a dwelling unit in a development becomes vacant and the development requires a higher income family to meet the Housing Authority's income targeting goals.

5. Updating of the Waiting List

The waiting list must be purged at least once every 12 to 18 months.

The Housing Authority shall update the waiting list every ninety (90) days in order to maintain the most current information. Applicants will be requested to provide the Housing Authority with updated information through writing. Applicants who do not respond to the request to update shall be removed from the waiting list. If the applicant's failure to respond was due to the applicant's disability, the Housing Authority shall provide reasonable accommodations to give the applicant an opportunity to respond.

6. Applicant Selection and Assignment

The PHA will select applicants for participation without discrimination based on race, color, sex, creed, or national origin nor deny any family or individuals the opportunity to apply for assistance under the Low-Rent Housing Program. Neither will the PHA discriminate because of religion, age, physical handicap, pregnancy, parenthood, marital, military, or veteran status.

The selection of residents for occupancy of available units will be in conformance with all HUD guidelines and regulations and applicable Fair Housing and Equal Opportunity Requirements.

7. Special Use Dwelling Units

a. When a unit that meets a specific need (e.g., a unit designed to accommodate a handicapped tenant requiring the use of a wheelchair) becomes available, that unit will be offered first to a current occupant of another unit managed by the Housing Authority having handicaps and requiring the accessibility features of the vacant unit. If no such occupant exists, the unit will be offered to the next eligible applicant on the waiting list requiring that special unit. If there are no applicants on the waiting list needing a specially designed unit, the unit will then be offered to those eligible qualified applicants in their normal sequence.

b. Elderly applicants will be given preference for units designed specifically for elderly occupancy. Near Elderly Single Persons will be given preference over Non-Elderly Single Persons for units designed specifically for elderly occupancy.

c. Dwelling units in designated midrise and highrise elevator structures shall not be provided for non-elderly families, or for families (elderly or non-elderly families) with minor dependent children under eighteen (18) years of age, except with the written permission of the Executive Director.

8. Dwelling Unit Offers

➤ **Three unit offers:** The PHA will make an offer in the development with the highest number of vacancies or an offer that will satisfy the Authority's deconcentration goals. If this unit is rejected, the PHA can make two other offers to the applicant. If all three units are rejected, the applicant goes to the bottom of the waiting list. However, the PHA can define the bottom of the waiting list. This may include putting the applicant back on the waiting list without preferences.

When the applicant is matched to the specific unit, that dwelling unit becomes "unrentable" until the offer is made and accepted or rejected. In order to reduce vacancy loss, it is necessary that processing from this point move as quickly as possible. To that end, the following conditions shall apply to dwelling unit offers:

- a. As an applicant moves near the top of the waiting list, the Housing Authority will contact the applicant family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the near future, and to inform the applicant about the requirements for move-in, such as utility deposits, security deposits, etc.
- b. Upon availability for occupancy, an applicant will be offered a unit.
- c. Upon offer of an apartment, the applicant shall have twenty-four (24) hours to accept or reject the apartment. An additional business day may be granted if necessary to allow the applicant to inspect the apartment. Failure to give an answer within the prescribed time period shall be counted as rejection of the offer.
- d. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint HQS unit inspection, establishment of utility services, leasing interview, and lease execution. Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.

9. Unit Refusals

- a. Applicants will be made three (3) offer of a unit of appropriate size and type. Should the family reject the offer, the family will be removed from the waiting list.
- b. Upon return to the top of the waiting list, such an applicant would be made an offer in accordance with the provisions of this policy. Upon refusal of one such offer, including any in neighborhoods previously refused, the application shall again be placed at the bottom of the waiting list.
- c. When an applicant refuses an offer of an apartment, his/her application shall be returned to the bottom of the waiting list, unless the applicant can document that a move at that time would create an undue hardship on the family which is NOT related to race, creed, sex, national origin, religion, handicap or familial status.
- c. Applicants not responding to an offer of housing by the PHA shall be ruled ineligible and their application will be removed to the inactive/ineligible file and so documented.
- e. An applicant will have twenty-four (24) hours to accept or reject an offer of housing after receipt of notice of unit availability. Failure to respond to a notice of unit availability will be treated as a no response.

Wait List

All admissions to public housing shall be made on the basis of a personal interview where an application is completed by the applicant family and Housing Authority personnel. The Application for Admission shall constitute the basic legal record of each family applying for admission and shall support the Housing Authority's determinations of eligibility status, priority status, rent, and size of unit for which the applicant is qualified. All supplemental materials pertaining to eligibility shall be considered a part of the application record and carefully recorded. This includes verifications of income and family composition, City and County Police Report(s) and such other data as may be required. The following conditions shall govern the taking and processing of applications:

1. Applications for the public housing program will be completed during a one on one interview between the applicant family and Housing Authority personnel and shall be maintained on the Housing Authority's computer system. Applicants shall complete and sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The Housing Authority reserves the right to require the signature of any or all adult members of the applicant household.
2. Applicants will be required to submit verification documentation as part of the application process. Applicants will be given a list of required verifications at the time of their interview with designated PHA personnel for the purpose of determining eligibility.
3. Should applicants fail to provide required verification documentation within time frame established by the PHA, their case will be placed in an inactive status and will be required to reapply during the next enrollment period.
4. The Housing Authority reserves the right to suspend application taking when the current supply of completed full applications exceeds the number of families that could be reasonably expected to be housed within the next twelve months.
5. The Housing Authority will normally take applications from a central location which will allow for processing by staff persons knowledgeable of the rules and regulations governing resident selection and assignment, but reserves the right to establish satellite locations for application taking.
6. The Housing Authority reserves the right to establish times for taking applications, including by appointment. The Housing Authority staff may, at its discretion, provide for application interviews outside normal hours when necessary for hardship reasons.
7. Insofar as possible, application interviews shall be conducted in private.
8. Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented and the transaction initialed by the staff member making the change.

9. All active applications will be purged no less than once every 12 to 18 months. Notification shall be sent to each applicant informing him/her that unless he/she confirms his/her continued interest, his/her application will be retired from the active file. Returned notification will be attached to the respective application as evidence of unsuccessful effort to locate the applicant. All applicants will be instructed to notify the PHA whenever there is a change in family composition, income, address, and any other factors relative to their eligibility status. Applicants should notify the PHA if he/she no longer desires consideration for public housing.
10. Applicants on waiting lists for any other type of assisted housing will have no special status with respect to the Low-Rent Public Housing Program. Applicants must submit separate applications for other programs. Applicants will not lose their place on any other PHA waiting list should they make an application for "Low-Rent" public housing. This right will be explained to each applicant who might have previously filed an application for a dwelling unit through any other PHA program.
11. The Housing Authority shall maintain such records as are necessary to document the disposition of all applications and to meet Department of Housing and Urban Development audit requirements.

Section 8

Eligibility

The Housing Authority will determine applicant eligibility in accordance with HUD guidelines.

1. Eligibility Criteria:
 - a. An applicant must be a family as defined in this policy.
 - b. An applicant must be within the appropriate income limits.
 - c. An applicant must furnish Social Security Number for all family members age six and older.
 - d. An applicant must furnish evidence of Citizenship/Eligible Immigrant Status.

2. Family Composition

The applicant must qualify as Family for eligibility for admission. A Family may be a single person or a group of persons. A group of persons may be:

- a. Two or more persons who intend to share residency whose income and resources are available to meet the family's needs.

- b. Two or more elderly or disabled persons living together, or one or more elderly, near elderly, or disabled persons living with one or more live-in aides is a family.
 - c. A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home and is not intended to artificially enlarge the space available for other family members.
3. A single person may be:
- a. An elderly person
 - b. A displaced person
 - c. A person with a disability: the term "person with a disability" does not exclude persons who have the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome (HIV).
 - d. Any "other single" person

4. Head of Household

The Head of Household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law.

5. Spouse of Head

Spouse means the marriage partner of the head, who in order to dissolve the relationship, would have to be divorced. The term "spouse" does not apply to boyfriends, girlfriends, significant other, or co-heads.

6. Co-Head

A co-head is an individual in the household who is equally responsible for the lease with the Head of Household. A family may have a spouse or co-head, but not both. A co-head never qualifies as a dependent.

7. Live-In Attendants

- a. A family may include a live-in aide provided that such live-in aide:
 - (i) Is determined by the Housing Authority to be essential to the care and well being of an elderly person, a near elderly person, or a person with disabilities,
 - (ii) Is not obligated for the support of the person(s), and

- (iii) Would not be living in the unit except to provide care for the person(s).
- b. A live-in aide is treated differently than family members:
- (i) Income of the live-in aide is not counted for purposes of determining eligibility of benefits.
 - (ii) Live-in aides are not subject to Non-Citizen Rule requirements.
 - (iii) Live-in aides may not be considered as a remaining member of the tenant family.
 - (iv) A live-in aide may only reside in the unit with the approval of the Housing Authority. Written verification will be required from a reliable, knowledgeable professional. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near elderly, or disabled.
- c. At any time the Housing Authority may refuse to approve a particular person as a live-in aide, or may withdraw such approval if:
- (i) The person commits fraud, bribery and any other corrupt or criminal act in connection with any federal housing program.
 - (ii) The person commits drug-related criminal activity or violent criminal activity.
 - (iii) The person currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with Housing Choice Voucher Program or other low-income housing or public housing assistance under the 1937 Act.

8. Noncitizens Rule

Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available to persons who are other than United States Citizens, nationals, or certain categories of eligible noncitizens either applying to or residing in specified Section 214 covered programs.

9. Ineligibility Because of Eviction for Drug Crimes

Any tenant evicted from federally assisted housing by reason of drug-related criminal activity (as such term is defined in section 3(b) of the United States Housing Act of 1937 (42 USC 1437a(b))) shall not be eligible for federally assisted housing during the 3-year period beginning on the date of such eviction unless the evicted tenant successfully completes a rehabilitation program approved by the Housing Authority. A waiver may be granted if the circumstances leading to eviction no longer exists.

10. Ineligibility for Illegal Drug Users and Alcohol Abusers

Notwithstanding any other provision of the law, the Housing Authority shall prohibit admission to the Housing Choice Voucher Program for any household with a member who the Housing Authority determines is illegally using a

controlled substance; or, the Housing Authority determines that it has reasonable cause to believe that such household member's illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

In determining whether to deny admission to the Housing Choice Voucher Program to any household based on a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol by a household member, the Housing Authority may consider whether such household member has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable); has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable); or is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).

11. Authority to Deny Admission to Criminal Offenders

Except as provided above, and in addition to any other authority to determine eligibility, if the Housing Authority determines that the applicant or any member of the applicant household is or was, during a reasonable time preceding the date when the applicant would otherwise be selected for admission, engaged in any drug-related or violent criminal activity or other criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner, or Housing Authority employees, the Housing Authority may deny such applicant admission to the program; or, may require proof that the individual who engaged in criminal activity has not engaged in any criminal activity for a reasonable period.

12. Income Limitations

In order to be eligible for assistance, an applicant must be either:

- a. A very low-income family, or
- b. A low-income family in any of the following categories:
 - (i) A low-income family that is continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family has received assistance under any 1937 Housing Act program within (choices: 30/60/90/120) days of voucher issuance. Programs include public housing, all Housing Choice Voucher Programs, and all Section 23 programs.

Definition of Continuously-Assisted: An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Act program when the family is admitted to the voucher program.

- (ii) A low-income family physically displaced by rental rehabilitation activity under 24 CFR part 511.
- (iii) A low-income non-purchasing family residing in a HOPE 1 or HOPE 2 project.
- (iv) A low-income non-purchasing family residing in a project subject to a homeownership program under 24 CFR 248.173.
- (v) A low-income family displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165
- (vi) A low-income family residing in a HUD-owned multifamily rental housing project when the project is sold, foreclosed, or demolished by HUD.

13. Special Eligibility: Law Enforcement And Security Personnel In Assisted Housing

For the purpose of increasing security for residents, the owner of a project-based assisted development may admit police officers and other security personnel who are not otherwise income eligible for assistance with approval from HUD.

14. Eligibility of Students Enrolled In Institutions of Higher Education

The restriction on Housing Choice Voucher assistance only applies to individuals who:

- Are enrolled at an institution of higher education;
- Are under the age of 24;
- Are not veterans;
- Are not married; and
- Do not have a dependent child

Students meeting these criteria are subject to a two-part income eligibility test. Both the student and the student's parents (the parents individually or jointly) must be income eligible in order for the student to be eligible to receive Housing Choice Voucher assistance.

Wait List

All admissions to the Housing Choice Voucher Program shall be made on the basis of a written application completed by the applicant family. The Housing Authority will conduct interviews when the application process is open. The Application for Admission shall constitute the basic legal record of each family applying for admission and shall support the Housing Authority's determinations of eligibility status, priority status, and rent for which the applicant is qualified. All supplemental materials pertaining to eligibility shall be considered a part of the application record and carefully recorded. This includes

verifications of income and family composition and such other data as may be required. The following conditions shall govern the taking and processing of applications:

1. Applications for the Housing Choice Voucher Program will be maintained on the Housing Authority's computer system. Applicants shall complete and sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The Housing Authority reserves the right to require the signature of any or all adult members of the applicant household. Each complete application shall reflect the date and time of receipt by the Housing Authority, and any other factors upon which priority and preference are assigned.
2. Applicants will be required to submit verification documentation as part of the application process. Applicants will be supplied a list of required verifications for the purpose of determining eligibility.
3. Should applicants fail to provide required verification documentation within time frame established by the PHA, their case will be placed in an inactive status and will be required to reapply during the next enrollment period.
4. The Housing Authority reserves the right to suspend application taking when the current supply of completed full applications exceeds the number of families that could be reasonably expected to be housed within the next twelve months.
5. The Housing Authority will normally take applications from a central location which will allow for processing by staff persons knowledgeable of the rules and regulations governing the Housing Choice Voucher Program, but reserves the right to establish satellite locations for application taking, so long as all processing is done in a central location.
6. The Housing Authority reserves the right to establish times for taking applications, including by appointment. The Housing Authority staff may at its discretion provide for application interviews outside normal hours when necessary for hardship reasons.
7. Insofar as possible, if an interview is required, application interviews shall be conducted in private.
8. Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented and the transaction initialed by the staff member making the change.
9. All active applications will be purged no less than once each 12 months. Notification shall be sent to each applicant informing him/her that unless he/she confirms his/her continued interest, his/her application will be retired from the active file. Returned notification will be attached to the respective application as evidence of unsuccessful effort to locate the applicant. All applicants will be instructed to notify the PHA whenever

there is a change in family composition, income, address, and any other factors relative to their eligibility status. Applicants should notify the PHA if he/she no longer desires consideration for the Housing Choice Voucher Program.

10. Applicants on waiting lists for any other type of assisted housing will have no special status with respect to the Housing Choice Voucher Program. Applicants must submit separate applications for other programs. Applicants will not lose their place on any other PHA waiting list should they make an application for the public housing program. This right will be explained to each applicant who might have previously filed an application for a dwelling unit through any other PHA program.
11. The Housing Authority shall maintain such records as are necessary to document the disposition of all applications and to meet Department of Housing and Urban Development audit requirements.
12. If an applicant is determined to be ineligible on the basis of program guidelines, the applicant shall be notified, in writing of the reasons for the ineligibility determination. The applicant shall be informed of their right for an Informal Review of the determination. If, after the review, the applicant remains ineligible, or if the right to a review is waived, the applicant shall receive a written notice.

WAITING LIST – ESTABLISHMENT, MANAGEMENT, AND PREFERENCES

1. Public Notice to Eligible Families (Opening the Waiting List)
 - a. The Housing Authority shall make known to the public that applications are being taken. Publicity will include:
 - (i) The dates, times, and location where families may apply;
 - (ii) The programs for which applications will be taken;
 - (iii) Limitations, if any, on who may apply.
 - b. Public notice shall be in the form of, but be limited to, newspaper ads and radio announcements. The Housing Authority will give the public notice by publication in a local newspaper of general circulation, and also by minority media and other suitable means. The notice will comply with all HUD fair housing requirements.
 - c. Those applicants referred via the Family Unification Program (FUP), Welfare-to-Work referrals, Mainstream Housing Program will receive priority over non-FUP, non-Welfare-to-Work or non-Mainstream applicants in accordance with the Federal regulations governing these programs.

2. Closing the Waiting List

The Housing Authority shall make known to the public that the waiting list will be closed and pre-applications will no longer be taken until further notice. Public notice shall be in the form of, but be limited to, newspaper ads and radio announcements. The Housing Authority will give the public notice by publication in a local newspaper of general circulation, and also by minority media and other suitable means. The notice will comply with all HUD fair housing requirements.

3. Establishment of a Waiting List

Each eligible applicant household shall be placed on the waiting list based on a preference system (see paragraph 4), and on the date and time of the application. Files and supporting documentation supplied by the families shall be maintained in a manner that is consistent with regulations governing the programs.

4. Selecting Applicants from the Waiting List

When funding is available, applicants shall be selected from the waiting list by order of preference, as described in this policy:

PREFERENCES

The ZMHA will give preference to the following (All preferences claimed on the pre-application or while the family is on the waiting list will be verified.):

Veterans/Serviceman (State Preference)(DD214)

Veteran means any person who was a member of the armed forces of the United States for a period of one hundred eighty (180) days or more or a person who was discharged or released from active duty because of a service-connected disability.

Serviceman means a person serving in the Armed Forces of the United States.

Armed forces of the United States, means the Army, Air Force, Navy, Marine Corps, Coast Guard and any other military service branch that is designated by congress as a part of the armed forces of the United States.

Local Residency Preference

****As amended on 06/26/2003 ZMHA Housing Choice Voucher Program Department will adopt a local residency preference for those applicants already living within Muskingum County or who are working or have been hired to work within Muskingum County.**

The Housing Authority shall not select families in an order different from the order on the waiting list for the purpose of selecting relatively higher income families for residence.

When there is insufficient funding available for the family at the top of the waiting list, the Housing Authority will not admit any other applicant until funding is available for the first applicant. Families will only be offered vouchers in accordance with policy.

All new admissions, moves and new leases must be under the new Housing Choice Voucher Program (HCVP). The ZMHA will allow public housing residents to apply under this program as long as the Housing Choice Voucher Program waiting list remains open.

Federally Declared Disaster Affected Families

Families of federally declared disasters who are Housing Choice Voucher Program voucher holders or public housing residents in another jurisdiction will receive preference over other waiting list placeholders.

5. Removal from the Waiting List and Purging

Applicants will be mailed an update inquiry to ensure the applicant's continued interest in, and need for, housing. An applicant who does not return the inquiry by the requested deadline date will have his/her name removed from the Waiting List. An extension of seven (7) days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

Mailings to applicants which require a response will state that failure to respond within fourteen (14) days will result in the applicant's name being dropped from the waiting list.

If the family has refused assistance (Voucher), their name will be removed from the waiting list.

6. Special Circumstances

a. Split Households Prior to Voucher Issuance

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, the Housing Authority will make the decision taking into consideration the following factors:

- Which member applied as head of household;
- Recommendations of social service agencies or qualified professionals such as children's protective services; and
- Documentation of these factors is the responsibility of the applicant families. If either or both of the families do not provide the documentation, they may be denied placement on the waiting list for failure to supply information requested by the Housing Authority.

b. Multiple Families in the Same Household

Families consisting of two families applying as a family unit will be treated as one family unit.

c. Shared Custody

- Children may only be claimed as dependents by one household. The following rules will apply:

Dependents that are subject to a shared custody agreement but live with one parent at least 51% of the time will be considered members of the household. “50% of the time” is defined as 183 days of the year, which do not have to run consecutively. That parent will be considered to have custody for the purpose of determining family composition and bedroom size. If custody is divided equally, 50/50, the parent housed first with the children will be given dependent status for determining family composition and bedroom size. If a parent has less than 50% physical custody of a child, that parent will not be considered to have custody for the purposes of determining family composition and bedroom size.

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 2010. The Capital Fund amounts for FY2009 and FY2008 are the unobligated amount as of 12/31/2009.

Funding Source	Amount	Use
FY2010 PH Operating Fund	\$1,731,207	PH Operations
FY2010 Capital Fund Program	\$1,223,132	Modernization
FY2009 Capital Fund Program	\$1,223,132	Modernization
FY2008 Capital Fund Program	\$294,335	Modernization
FY2009 ARRA Grant	\$1,569,539	Modernization
Housing Choice Voucher HAP	\$3,900,000	HCV Operations
Housing Choice Voucher - FSS	\$109,000	FSS Program
FY2008 ROSS FSS Grant	\$33,298	ROSS
FY2008 ROSS Service Coord. Grant	\$60,457	ROSS
Public Housing Dwelling Rent	\$1,459,560	PH Operations
Excess Utilities	\$10,570	PH Operations
Interest	\$43,500	PH Operations
Other Income	\$20,560	PH Operations
Total	\$11,678,290	

3. Rent Determination

Public Housing

1. Determining the Total Tenant Payment is a two-step process. Total Tenant Payment for families whose initial lease is effective on or after August 1, 1982, shall be the highest of the following rounded to the nearest dollar:
 - a. 30 percent of monthly Adjusted Income; or
 - b. 10 percent of Monthly Income;
 - c. The welfare rent, if applicable.
 - d. A minimum rent amount of \$50.

After the highest amount has been determined above, that number is compared to the ceiling rent or flat rent of the unit size that is or will be occupied by the family, and the lower of the amount determined above or the ceiling/flat rent is the Total Tenant Payment.

2. Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc. TTP is based on 30% of monthly adjusted income.

Section 8

1. Family Share of Rent

Family share of rent shall be calculated based on:

- a. 30% of the monthly adjusted income of the family; or,
- b. 10% of the monthly income of the family; or,
- c. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the actual housing costs of the family, is specifically designated by that agency to meet the housing costs of the family, the portion of those payments is so designated.

2. Minimum Rental Amount

The Housing Authority shall require families to pay a minimum monthly rental amount of \$50.00. This minimum rent shall include any amount allowed for utilities. As of 10-1-99 the Housing Choice Voucher Program Department will waive the minimum rent of \$50.00 for zero income families.

3. Exemption for Hardship Circumstances

The Housing Authority shall immediately grant an exemption from application of the minimum monthly rental amount to any family unable to pay such amount because of financial hardship, which shall include situations in which:

- a. The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
- b. The family would be evicted as a result of the imposition of the minimum rent requirement;
- c. The income of the family has decreased because of changed circumstances, including loss of employment;
- d. A death in the family has occurred.

If a resident requests a hardship exemption and the Housing Authority reasonably determines the hardship to be of a temporary nature, an exemption shall not be granted during the 90-day period beginning upon the making of a request for the exemption. A resident shall not be evicted during the 90-day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long-term basis, the Housing Authority shall retroactively exempt the resident from applicability of the minimum rent requirement for such 90-day period.

4. Payment Standard

The payment standard shall be used to determine the monthly assistance that may be paid for any family. The payment standard for each size dwelling unit in a market area shall not exceed 110% of the fair market rental for the same size of dwelling unit in the same market area and shall not be less than 90% of that fair market rental.

The payment standard is used to calculate the HAP.

This is the maximum subsidy amount. Payment Standard to be used is the lower of:

- PS for family unit size; or
- PS for size of unit selected.

ZMHA has adopted a Payment Standard schedule for each FMR (Fair Market Rent) area in their jurisdiction.

Also, the ZMHA has established a PS for each BR size.

Establishing PS Amounts

90% to 110% of FMR is the basic range and HUD approval is not needed for this range; the PHA must approve PS higher or lower than the basic range.

PHA must approve PS up to 110% as a reasonable accommodation

They may also establish separate PS with the basic range for a designated part of the FMR.

PHA must use exception PS for any unit selected in exception PS area.

During the 1st 24 months of the HAP contract, the PS is the highest of:

- Initial PS at beginning of HAPC term (minus the amount that initial rent to owner exceeds current rent to owner), or
- PS as determined at most recent regular reexams after beginning of the HAP contract.

PS after 24 months: use the PS as determined at the most recent regular reexams of family income and composition after the beginning of the Hap contract term.

If there is a change in family size/composition: at next regular reexams use the PS for the new family unit size, even if the initial rent to owner exceeds current rent to owner.

5. Rent not Exceeding Payment Standard

For a family receiving tenant-based assistance, if the rent for the family (including the amount allowed for tenant-paid utilities) does not exceed the applicable payment standard, the monthly assistance payment for the family shall be equal to the amount by which the rent (including the amount allowed for tenant-paid utilities) exceeds the greatest of the following amounts:

- a. 30% of the monthly adjusted income of the family.
- b. 10% of the monthly income of the family.
- c. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the actual housing costs of the family, is specifically designated by that agency to meet the housing costs of the family, the portion of those of those payments that is so designated.

6. Rent Exceeding the Payment Standard

For a family receiving tenant-based assistance, if the rent for the family (including the amount allowed for tenant-paid utilities) exceeds the applicable payment standard, the monthly assistance payment for the family shall be equal to the amount by which the applicable payment standard exceeds the greatest of the following amounts:

- a. 30% of the monthly adjusted income of the family.
- b. 10% of the monthly income of the family.
- c. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the actual housing costs of the family, is specifically designated by that agency to meet the housing costs of the family, the portion of those payments is so designated.

7. Forty Percent (40%) Limit

If 40% or more of families in any particular unit size are paying more than 30% of monthly-adjusted income, HUD may require an increase in PHA payment standard.

8. Rent Reasonableness

The rent for dwelling units for which a housing assistance payment contract is established shall be reasonable in comparison with rents charged for comparable dwelling units in the private, unassisted local market.

The Housing Authority, at the request of the family receiving tenant-based assistance, assists that family in negotiating a reasonable rent with a dwelling unit owner. The Housing Authority shall review the rent for a unit under consideration by the family (and all rent increases for units under lease by the

family) to determine whether the rent (or rent increase) requested by the owner is reasonable. If the Housing Authority determines that the rent (or rent increase) for a dwelling unit is not reasonable, the Housing Authority shall not make housing assistance payments to the owner with respect to that unit.

In a rent control community, if a dwelling unit for which a housing assistance payment contract is exempt from local rent control provisions during the term of that contract, the rent for that unit shall be reasonable in comparison with other units in the market area that are exempt from local rent control provisions.

4. Operation and Management

Zanesville Metropolitan Housing Authority employs an in-house maintenance staff which is responsible for maintaining the Authority's housing inventory. Each resident is given a phone number to call when they need something in their apartment repaired. It is the maintenance staff goal to repair all work orders in a timely manner. In addition to repairs, the maintenance staff also performs preventative maintenance on the Authority systems to keep them in good condition and cut down on repair costs.

The Authority contracts with an outside company to perform pest control services. Once a month, each unit is sprayed for pest. If there is a problem, the unit is resprayed.

Specific policies have been adopted by the Board of Commissioners to help the ZMHA's employees operate the Authority in an efficient and consistent manner. The list below includes some of the major policies that are in use:

- Admissions and Continued Occupancy Policy for PH
- Administrative Plan for HCV
- Maintenance Policy
- Grievance Procedure
- Pet Policy
- Personnel Policy
- One Strike Policy
- Procurement Policy
- Community Service Policy

5. Grievance Procedures

The Housing Authority has developed and adopted a Grievance Procedure for the Public Housing Program. This procedure provides 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).

The Housing Authority has also adopted an informal review procedure for Housing Choice Voucher Program 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.

The Housing Authority has adopted an informal hearings procedure for HCV participants who have been determined to be ineligible for continued assistance. An informal hearing is 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).

6. Designated Housing for Elderly and Disabled Families

The Housing Authority has designated Maple Terrace Apartments (OH009-002) for occupancy by only elderly families and families with disabilities. The application was approved by HUD on June 6, 2002 and is included in the ZMHA's Designation Plan. The development includes a total of 100 apartments.

The Authority has no plans at this time to designate any additional properties for elderly and/or disabled only occupancy in the 2010 Fiscal Year.

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. After school programs for ages 7 thru 19 are provided. 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

YouthBuild Program

Zanesville Metropolitan Housing Authority has been awarded a \$1,000,161 YouthBuild Grant. Participants in the YouthBuild Program will see gains in literacy, mathematics, earn their GED/diploma, and will enter employment or post-secondary education. During their enrollment in the YouthBuild Program, students will receive education and job training while constructing or repairing housing for low-income families in their own neighborhoods. Participants will split their time between the construction site and the classroom, learn to be community leaders, and prepare for college and other post-secondary training opportunities. YouthBuild provides additional support systems, such as mentoring, employment, and personal counseling services.

YouthBuild Participants will attend weekly Job Club meetings during which they will learn job seeking and retention skills, resume writing, interviewing techniques, and life skills instruction that will cover nutrition, budgeting and credit counseling, health issues, parenting, and finances.

Community Service Requirement for Public Housing Residents

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 can be reviewed at the Authority's main office.

8. Safety and Crime Prevention

Housing Authority management is very concerned with the safety of public housing residents and helping them to feel safe in their apartments.

While the Housing Authority has its' share of crime-related issues, there does not seem to be major safety problem at any of the developments. Unfortunately, a majority of the crime issues come from non-residents visiting the properties. When a non-resident is caught on Authority property breaking the law, they are banned.

The Authority employs Security Officers which investigate tenant complaints related to safety and also assist the Zanesville Police Department during arrests.

9. Pets

Following HUD regulations, the Housing Authority allows public housing residents to maintain pets. A Pet Policy describing which types of pets are allowed and the rules and regulations for maintaining a pet has been adopted by the Board of Commissioners. During lease up, Authority staff informs each tenant about the policy. Residents who do not comply with the Policy are subject to eviction. The full Policy can be viewed at the Authority's main office.

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, 2008 is attached to the Agency Plan as attachment oh009g01. The Fiscal Audit for the Year ended June 30, 2009 is in the process of being completed.

12. Asset Management

As required by HUD, the Authority has converted to Asset Management. All properties have been grouped into Asset Management Properties (AMPs). Each AMP is managed as if it is a separate entity. Because the revenue and expenses are separated, management can see which AMPs are not performing as expected. Once the lagging AMPs are uncovered, remedies to get them on track can be determined.

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

The Housing Authority does not plan to apply for a HOPE VI Grant or Mixed Finance Modernization or Development in FY2010.

(b) Demolition and/or Disposition

The Housing Authority does not plan to pursue any demolition of public housing units or disposition of public housing property in FY2010.

(c) Conversion of Public Housing

The Housing Authority does not plan to convert any public housing to Section 8 Tenant-Based Vouchers in FY2010.

(d) Homeownership

The Housing Authority does not currently operate or plan to operate a public housing homeownership program in FY2010.

(e) Project-Based Vouchers

ZMHA does not plan to use the project-based voucher program in FY2010.

8.0 Capital Improvements

8.1 Capital Fund Annual Statement/Performance and Evaluation Report

See attachments:

oh009b01 – FY2010 CFP Annual Statement
oh009d01 – FY2009 CFP Performance and Evaluation Report
oh009e01 – FY2009 ARRA Performance and Evaluation Report
oh009f01 – FY2008 CFP Performance and Evaluation Report

8.2 Capital Fund Program Five-Year Plan

See attachment:

oh009c01 – FY2010-2014 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)

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	371		n/a
Extremely low income (<=30% AMI)	300	80.9%	
Very low income (>30% but <=50% AMI)	51	13.8%	
Low income (>50% but <80% AMI)	20	5.4%	
Families with children	215	58.0%	
Elderly families	16	4.4%	
Families with Disabilities	78	21.1%	
White	302	81.4%	
Black	66	17.8%	
Amer. Indian/Alaskan Native	3	0.08%	
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	n/a	n/a	n/a
2 BR	n/a	n/a	n/a
3 BR	n/a	n/a	n/a
4 BR	n/a	n/a	n/a
5 BR	n/a	n/a	n/a
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
<i>How long has it been closed (# of months)? 11 months</i>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Referrals from: Family Unification, Mainstream Housing, and Shelter Plus Care Programs			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	180		237
Extremely low income <=30% AMI	114	63.4%	
Very low income (>30% but <=50% AMI)	8	4.5%	
Low income (>50% but <80% AMI)	58	32.3%	
Families with children	56	31.2%	
Elderly families	6	3.4%	
Families with Disabilities	8	4.5%	
White	154	85.6%	
Black	25	13.9%	
American Indian	1	0.6%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	118	65.6%	
2 BR	46	25.6%	
3 BR	12	6.7%	
4 BR	3	1.7%	
5 BR	1	0.6%	
5+ BR	0	0.0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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 100, 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 (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.

(d) Resident Advisory Board Comments

Besides being generally supportive of the Plan, there were no specific comments concerning the FY2010 Agency Plan.

(e) Challenged Elements

There were no challenged elements of the FY2010 Agency Plan.

Part I: Summary					
PHA Name: Zanesville Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16P00950110 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2010 FFY of Grant Approval: 2010
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	\$244,626.00			
3	1408 Management Improvements	\$0.00			
4	1410 Administration (may not exceed 10% of line 21)	\$122,313.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$190,000.00			
10	1460 Dwelling Structures	\$556,193.00			
11	1465.1 Dwelling Equipment - Nonexpendable	\$60,000.00			
12	1470 Nondwelling Structures	\$15,000.00			
13	1475 Nondwelling Equipment	\$10,000.00			
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)	\$1,223,132.00			
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: OH16P00950110 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2010 FFY of Grant Approval: 2010
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: OH16P00950110 CFFP (Yes/No): N Replacement Housing Factor Grant No:			Federal FY of Grant: 2010		
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>							
AMP 1	Operations	1406	LS	\$117,420.00				
AMP 2	Operations	1406	LS	\$36,694.00				
AMP 3	Operations	1406	LS	\$90,512.00				
	Subtotal 1406			\$244,626.00				
	<u>Administration</u>							
COCC	Administration costs related to the CFP	1410	LS	\$122,313.00				
	Subtotal 1410			\$122,313.00				
	<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: OH16P00950110 CFFP (Yes/No): N Replacement Housing Factor Grant No:			Federal FY of Grant: 2010		
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	1450	LS	\$20,000.00				
AMP 1	Add lighting at new ball field	1450	LS	\$10,000.00				
AMP 1	Upgrade playgrounds (Phase 1)	1450	LS	\$100,000.00				
AMP 2	General site improvements	1450	LS	\$20,000.00				
AMP 3	Relocate entrance at Larzelle and Luck Streets	1450	LS	\$20,000.00				
AMP 3	General site improvements	1450	LS	\$20,000.00				
	Subtotal 1450			\$190,000.00				
	<u>Dwelling Structures</u>							
AMP 2	Replace wood shelves in closets	1460		\$65,067.00				
AMP 2	Replace carpet and tile	1460		\$85,000.00				
AMP 3	Exterior renovations including roofs, front porches, siding, and windows (Phase 2)	1460		\$308,626.00				
AMP 3	Replace basement heaters	1460		\$50,000.00				
AMP3	Replace crawl space doors	1460		\$47,500.00				
	Subtotal 1460			\$556,193.00				

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: OH16P00950110 CFFP (Yes/No): N Replacement Housing Factor Grant No:			Federal FY of Grant: 2010		
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 Equipment</u>							
AMPs 1 and 2	Replace ranges	1465.1		\$25,000.00				
AMPs 1, 2, and 3	Replace refrigerators	1465.1		\$35,000.00				
	Subtotal 1465.1			\$60,000.00				
	<u>Non-Dwelling Structures</u>							
AMP 1	Replace siding and doors on garage	1470		\$15,000.00				
	Subtotal 1470			\$15,000.00				
	<u>Non-Dwelling Equipment</u>							
AMP 2	Replace trash compactor	1475	LS	\$10,000.00				
	Subtotal 1475			\$10,000.00				
	Total CFP			\$1,223,132.00				

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 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
B.	Physical Improvements Subtotal	Annual Statement	\$831,193.00	\$831,193.00	\$831,193.00	\$681,193.00
C.	Management Improvements		\$0.00	\$0.00	\$0.00	\$0.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$0.00	\$0.00	\$150,000.00
E.	Administration		\$122,313.00	\$122,313.00	\$122,313.00	\$122,313.00
F.	Other		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
G.	Operations		\$244,626.00	\$244,626.00	\$244,626.00	\$244,626.00
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		\$1,223,132.00	\$1,223,132.00	\$1,223,132.00	\$1,223,132.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$1,223,132.00	\$1,223,132.00	\$1,223,132.00	\$1,223,132.00

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 2010	Work Statement for Year 2 FFY 2011	Work Statement for Year 3 FFY 2012	Work Statement for Year 4 FFY 2013	Work Statement for Year 5 FFY 2014
	COCC	Annual Statement	\$122,313.00	\$122,313.00	\$122,313.00	\$122,313.00
	PHA-Wide		\$25,000.00	\$25,000.00	\$25,000.00	\$150,000.00
	AMP 1		\$313,613.00	\$157,420.00	\$576,113.00	\$678,613.00
	AMP 2		\$101,694.00	\$81,694.00	\$66,694.00	\$151,694.00
	AMP 3		\$660,512.00	\$836,705.00	\$433,012.00	\$120,512.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2010	Work Statement for Year 2 FFY 2011			Work Statement for Year 3 FFY 2012		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	<u>Site Improvements</u>			<u>Site Improvements</u>		
Annual	General site improvements including landscaping, fencing, and other improvements at AMP 1		\$50,000.00	General site improvements at AMP 1		\$40,000.00
Statement	Upgrade playgrounds (Phase 2) at AMP 1		\$146,193.00	General site improvements at AMP 2		\$30,000.00
	General site improvements at AMP 2		\$50,000.00	Install retaining walls and sidewalks for better access to 411 Bonifield Ct. (AMP 3)		\$251,193.00
	Correct drainage issue at Michael Drive (AMP 3)		\$10,000.00	Install large retaining wall behind Bonifield Ct. (AMP 3)		\$200,000.00
	General site improvements including landscaping, paving, and other improvements at AMP 3		\$50,000.00	General site improvements at AMP 3		\$40,000.00
	Subtotal 1450		\$306,193.00	Subtotal 1450		\$541,193.00
	<u>Dwelling Structures</u>			<u>Dwelling Structures</u>		
	Replace carpet in AMP 2		\$15,000.00	Replace carpet in AMP 2		\$15,000.00
	Exterior renovations including roofs, front porches, siding, and windows at AMP 3 (Phase 3)		\$400,000.00	Exterior renovations including roofs, front porches, siding, and windows at AMP 3 (Phase 4)		\$240,000.00
	Replace electrical outlets at AMP 3		\$15,000.00	Replace carpet in AMP 3		\$15,000.00
	Replace basement window frames at AMP 3		\$15,000.00	Subtotal 1460		\$270,000.00
	Waterproof basements to prevent leaking at AMP 3		\$50,000.00			
	Replace window wells at AMP 3		\$15,000.00			
	Replace basement heaters at AMP 3		\$15,000.00			
	Subtotal 1460		\$525,000.00			
	Subtotal of Estimated Cost		\$1,223,132.00	Subtotal of Estimated Cost		\$1,223,132.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2010	Work Statement for Year 4 FFY 2013			Work Statement for Year 5 FFY 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	<u>Operations/AMPs 1, 2, and 3</u>			<u>Operations/AMPs 1, 2, and 3</u>		
Annual Statement	Operations/AMP 1	LS	\$117,420.00	Operations/AMP 1	LS	\$117,420.00
	Operations/AMP 2	LS	\$36,694.00	Operations/AMP 2	LS	\$36,694.00
	Operations/AMP 3	LS	\$90,512.00	Operations/AMP 3	LS	\$90,512.00
	Subtotal 1406		\$244,626.00	Subtotal 1406		\$244,626.00
	<u>Mgt. Improvements/AMPs 1, 2, and 3</u>			<u>Mgt. Improvements/AMPs 1, 2, and 3</u>		
	Management improvements	LS	\$0.00	Management improvements	LS	\$0.00
	Subtotal 1408		\$0.00	Subtotal 1408		\$0.00
	<u>Administration/COCC</u>			<u>Administration/COCC</u>		
	Administration Costs related to the CFP	LS	\$122,313.00	Administration Costs related to the CFP	LS	\$122,313.00
	Subtotal 1410		\$122,313.00	Subtotal 1410		\$122,313.00
	<u>Fees and Costs/AMPs 1, 2 and 3</u>			<u>Fees and Costs/AMPs 1, 2 and 3</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 including landscaping, fencing, and other improvements at AMP 1		\$30,000.00	Install dumpster enclosures at AMP 3	2	\$30,000.00
	General site improvements at AMP 2		\$30,000.00	Improve site lighting at AMP 1	LS	\$30,000.00
	General site improvements including landscaping, paving, and other improvements at AMP 3		\$30,000.00	Redo courtyard between 546 and 560 Shinoock Circle at AMP 1	LS	\$15,000.00
	Subtotal 1450		\$90,000.00	Replace and add sidewalks at AMP 1	LS	\$100,000.00
				Subtotal 1450		\$175,000.00
	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 2010	Work Statement for Year 4 FFY 2013			Work Statement for Year 5 FFY 2014		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	<u>Dwelling Structures</u>			<u>Dwelling Structures</u>		
Annual Statement	Replace air exchangers in AMP 1		\$50,000.00	Update code alert system at AMP 2	LS	\$100,000.00
	Replace floor tile in AMP 1		\$50,000.00	Replace boilers at AMP 1	8	\$120,500.00
	Replace electrical outlets at AMP 1		\$15,000.00	Replace outside boiler vents at AMP 1	5	\$2,500.00
	Install new thermostats at AMP 1		\$2,500.00	Upgrade porch and living room lighting at AMP 1	LS	\$100,000.00
	Update electrical panels at AMP 1		\$25,000.00	Upgrade kitchen cabinets and countertops at AMP 1 (Phase 1)	30 units	\$100,000.00
	Install new interior door hardware at AMP 1		\$15,000.00	Subtotal 1460		\$423,000.00
	Waterproof basements to prevent leaking at AMP 1		\$40,000.00			
	Replace bathroom sinks and faucets with vanity at AMP 1		\$125,000.00	<u>Dwelling Equipment</u>		
	Replace floor tile in AMP 3		\$42,500.00	Replace stoves at AMP 1 (Phase 1)	250	\$83,193.00
	Kitchen modernization in AMP 3		\$270,000.00	Subtotal 1465.1		\$83,193.00
	Subtotal 1460		\$635,000.00			
				<u>Non-Dwelling Structures</u>		
	<u>Dwelling Equipment</u>			Renovation of the Singer Activity Center	LS	\$125,000.00
	Replace refrigerators in AMP 1		\$106,193.00	Replace roof on Maintenance Building at AMP 1	LS	\$10,000.00
	Subtotal 1465.1		\$106,193.00	Replace flooring in common areas at Maple Terrace (AMP 2)	LS	\$10,000.00
				Remodel dining area including lighting at Maple Terrace (AMP 2)	LS	\$5,000.00
				Subtotal 1470		\$150,000.00
	Subtotal of Estimated Cost		\$1,223,132.00	Subtotal of Estimated Cost		\$1,223,132.00

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 type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <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	\$244,626.00	\$244,626.00	\$244,626.00	\$0.00
3	1408 Management Improvements	\$244,626.00	\$5,000.00	\$5,000.00	\$4,499.25
4	1410 Administration (may not exceed 10% of line 21)	\$122,313.00	\$122,313.00	\$122,313.00	\$0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,000.00	\$35,000.00	\$0.00	\$2,620.00
8	1440 Site Acquisition				
9	1450 Site Improvement	\$235,000.00	\$240,000.00	\$5,539.38	\$16,154.51
10	1460 Dwelling Structures	\$201,067.00	\$425,693.00	\$8,518.44	\$5,424.80
11	1465.1 Dwelling Equipment - Nonexpendable	\$92,500.00	\$92,500.00	\$0.00	\$36,225.00
12	1470 Nondwelling Structures	\$10,000.00	\$10,000.00	\$2,845.13	\$1,807.97
13	1475 Nondwelling Equipment	\$48,000.00	\$48,000.00	\$39,854.92	\$40,226.92
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)	\$1,223,132.00	\$1,223,132.00	\$428,696.87	\$106,958.45
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	\$10,000.00	\$10,000.00	\$0.00	\$0.00
25	Amount of Line 20 Related to Energy Conservation Measures	\$242,500.00	\$242,500.00	\$0.00	\$0.00

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 type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <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>							
AMPs 1, 2, and 3	Operations	1406	LS	\$244,626.00	\$244,626.00	\$244,626.00	\$0.00	
	Subtotal 1406			\$244,626.00	\$244,626.00	\$244,626.00	\$0.00	
	<u>Management Improvements</u>							
AMPs 1, 2, and 3	Management Improvements	1408	LS	\$244,626.00	\$5,000.00	\$5,000.00	\$4,499.25	
	Subtotal 1408			\$244,626.00	\$5,000.00	\$5,000.00	\$4,499.25	
	<u>Administration</u>							
COCC	Administration costs related to the CFP	1410	LS	\$122,313.00	\$122,313.00	\$122,313.00	\$0.00	
	Subtotal 1410			\$122,313.00	\$122,313.00	\$122,313.00	\$0.00	
	<u>Fees and Costs</u>							
AMPs 1, 2, and 3	A and E Fees related to CFP	1430	LS	\$25,000.00	\$35,000.00	\$0.00	\$2,620.00	
	Subtotal 1430			\$25,000.00	\$35,000.00	\$0.00	\$2,620.00	

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	
	Site Improvements							
AMP 1	General site improvements including sidewalk repair, paving, and landscaping	1450	LS	\$20,000.00	\$50,000.00	\$0.00	\$0.00	
AMP 2	General site improvements including sidewalk repair, paving, and landscaping	1450	LS	\$20,000.00	\$50,000.00	\$0.00	\$0.00	
AMP 3	General site improvements including sidewalk repair, paving, and landscaping	1450	LS	\$20,000.00	\$50,000.00	\$0.00	\$0.00	
AMP 3	Install new playground equipment	1450	LS	\$150,000.00	\$65,000.00	\$0.00	\$0.00	
AMP 3	Replace backstop and add 6' fence along north side of property	1450	LS	\$5,000.00	\$5,000.00	\$0.00	\$0.00	
AMP 3	Remove and replace privacy screens	1450	LS	\$20,000.00	\$20,000.00	\$0.00	\$0.00	
	Subtotal 1450			\$235,000.00	\$240,000.00	\$5,539.38	\$16,154.51	
	Dwelling Structures							
AMP 1	Exterior painting	1460	LS	\$30,000.00	\$75,000.00	\$0.00	\$0.00	
AMP 2	Replace carpet	1460	5 units	\$2,500.00	\$112,500.00	\$0.00	\$0.00	
AMP 3	Replace exterior storage room metal doors	1460	50 each	\$50,000.00	\$50,000.00	\$0.00	\$0.00	
	(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	\$18,567.00	\$0.00	\$0.00	
AMP 3	Exterior renovations including roofs, front porches, siding, and windows (Phase 1)	1460	5 units	\$91,588.00	\$169,626.00	\$0.00	\$0.00	
	Subtotal 1460			\$201,067.00	\$425,693.00	\$8,518.44	\$5,424.80	
	<u>Dwelling Equipment</u>							
AMP 3	Replace natural gas ranges	1465.1	50 each	\$15,000.00	\$15,000.00	\$0.00	\$0.00	
AMP 3	Replace electric ranges	1465.1	200 each	\$60,000.00	\$45,000.00	\$0.00	\$0.00	
AMP 3	Replace refrigerators	1465.1	50 each	\$17,500.00	\$32,500.00	\$0.00	\$0.00	
	Subtotal 1465.1			\$92,500.00	\$92,500.00	\$0.00	\$36,225.00	
	<u>Non-Dwelling Structures</u>							
AMPs 1, 2, 3	Non-Dwelling Structures	1470	LS	\$10,000.00	\$10,000.00	\$2,845.13	\$1,807.97	
	Subtotal 1470			\$10,000.00	\$10,000.00	\$2,845.13	\$1,807.97	

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 I: Summary					
PHA Name: Zanesville Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16S00950109 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2009 FFY of Grant Approval: 2009
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 checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <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)	\$156,954.00		\$156,954.00	\$76,181.23
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$64,000.00		\$74,880.14	\$55,141.52
8	1440 Site Acquisition				
9	1450 Site Improvement	\$155,000.00		\$68,617.00	\$29,880.00
10	1460 Dwelling Structures	\$1,028,585.00		\$1,165,390.42	\$887,796.26
11	1465.1 Dwelling Equipment - Nonexpendable	\$120,000.00		\$72,861.33	\$71,571.24
12	1470 Nondwelling Structures	\$15,000.00		\$11,599.94	\$12,519.94
13	1475 Nondwelling Equipment	\$30,000.00		\$0.00	\$0.00
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)	\$1,569,539.00		\$1,550,302.83	\$1,133,090.19
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			\$0.00	\$0.00
25	Amount of Line 20 Related to Energy Conservation Measures	\$634,293.00		\$0.00	\$0.00

Part I: Summary					
PHA Name: Zanesville Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16S00950109 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2009 FFY of Grant Approval: 2009
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 checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <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: OH16S00950109 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>Administration</u>							
PHA-Wide	Administration costs related to ARRA	1410		\$156,954.00		\$156,954.00	\$76,181.23	
	Subtotal 1410			\$156,954.00		\$156,954.00	\$76,181.23	
	<u>Fees and Costs</u>							
PHA-Wide	A and E Fees related to ARRA	1430		\$40,000.00		\$0.00	\$0.00	
PHA-Wide	Physical Needs Assessment	1430		\$24,000.00		\$0.00	\$0.00	
	Subtotal 1430			\$64,000.00		\$74,880.14	\$55,141.52	
	<u>Site Improvements</u>							
OH009003	Access improvements to 411 Bonifield Ct.	1450		\$50,000.00		\$0.00	\$0.00	
OH009003	Luck Ave. entrance Larzelere Apts.	1450		\$25,000.00		\$0.00	\$0.00	
OH009003	Remove and replace privacy screens	1450		\$20,000.00		\$0.00	\$0.00	
OH009003	Walks, curbing, and fencing	1450		\$60,000.00		\$0.00	\$0.00	
	Subtotal 1450			\$155,000.00		\$68,617.00	\$29,880.00	

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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: OH16S00950109 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</u>							
OH009003	Exterior renovations: porches, siding, roofs, and windows	1460		\$791,895.00		\$0.00	\$0.00	
OH009003	Bonifield Court - Roof replacement	1460		\$99,000.00		\$0.00	\$0.00	
OH009003	Replace metal storage doors	1460		\$50,000.00		\$0.00	\$0.00	
OH009003	Replace kitchen cabinets at Bonifield Ct.	1460		\$87,690.00		\$0.00	\$0.00	
	Subtotal 1460			\$1,028,585.00		\$1,165,390.42	\$887,796.26	
	<u>Dwelling Equipment</u>							
OH009002	Stove and refrigerator replacement	1465.1		\$60,000.00		\$0.00	\$0.00	
OH009001	Stove and refrigerator replacement	1465.1		\$60,000.00		\$0.00	\$0.00	
	Subtotal 1465.1			\$120,000.00		\$72,861.33	\$71,571.24	

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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: OH16S00950109 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 Structures</u>							
OH009001	Garage siding and door	1470		\$15,000.00		\$11,599.94	\$12,519.94	
	Subtotal 1470			\$15,000.00		\$11,599.94	\$12,519.94	
	<u>Non-Dwelling Equipment</u>							
OH009003	Dumpster coverage- leased housing	1475		\$30,000.00		\$0.00	\$0.00	
	Subtotal 1475			\$30,000.00		\$0.00	\$0.00	
	Total ARRA Grant			\$1,569,539.00		\$1,550,302.83	\$1,133,090.19	

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 I: Summary					
PHA Name: Zanesville Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH16P00950108 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2008 FFY of Grant Approval: 2008
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 checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <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		\$247,991.00	\$128,537.50
3	1408 Management Improvements	\$247,991.00		\$247,991.00	\$92,137.92
4	1410 Administration (may not exceed 10% of line 21)	\$123,996.00		\$123,996.00	\$123,996.00
5	1411 Audit	\$500.00		\$0.00	\$0.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$25,000.00		\$29,231.15	\$32,601.19
8	1440 Site Acquisition	\$1,000.00		\$0.00	\$0.00
9	1450 Site Improvement	\$125,000.00		\$310,244.90	\$317,360.44
10	1460 Dwelling Structures	\$405,000.00		\$141,774.82	\$174,945.13
11	1465.1 Dwelling Equipment - Nonexpendable	\$43,478.00		\$39,650.64	\$48,614.49
12	1470 Nondwelling Structures	\$10,000.00		\$52,770.23	\$50,551.42
13	1475 Nondwelling Equipment	\$10,000.00		\$46,306.26	\$45,822.26
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		\$1,239,956.00	\$1,014,566.35
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: OH16P00950108 Replacement Housing Factor Grant No: Date of CFFP: _____:			FFY of Grant: 2008 FFY of Grant Approval: 2008
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 checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <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

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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: OH16P00950108 CFFP (Yes/No): N Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
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>							
PHA-Wide	Operations	1406	LS	\$247,991.00		\$247,991.00	\$128,537.50	
	Subtotal 1406			\$247,991.00		\$247,991.00	\$128,537.50	
	<u>Management Improvements</u>							
PHA-Wide	Management Improvements	1408	LS	\$247,991.00		\$247,991.00	\$92,137.92	
	Subtotal 1408			\$247,991.00		\$247,991.00	\$92,137.92	
	<u>Administration</u>							
PHA-Wide	Administration costs related to the CFP	1410	LS	\$123,996.00		\$123,996.00	\$123,996.00	
	Subtotal 1410			\$123,996.00		\$123,996.00	\$123,996.00	
	<u>Audit</u>							
PHA-Wide	Audit	1411	LS	\$500.00		\$0.00	\$0.00	
	Subtotal 1411			\$500.00		\$0.00	\$0.00	
	<u>Fees and Costs</u>							
PHA-Wide	A and E Fees related to CFP	1430	LS	\$25,000.00		\$29,231.15	\$32,601.19	
	Subtotal 1430			\$25,000.00		\$29,231.15	\$32,601.19	

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Part II: Supporting Pages								
PHA Name: Zanesville Metropolitan Housing Authority			Grant Type and Number Capital Fund Program Grant No: OH16P00950108 CFFP (Yes/No): N Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
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	
	Site Improvements							
OH009-001	Site Improvements – General	1450	LS	\$50,000.00		\$0.00	\$0.00	
OH009-002	Site Improvements – General	1450	LS	\$10,000.00		\$0.00	\$0.00	
OH009-003	Site Imp. – Walks, Curbs, Fencing	1450	LS	\$60,000.00		\$0.00	\$0.00	
OH009-004	Site Improvements – General	1450	LS	\$10,000.00		\$0.00	\$0.00	
OH009-004	Site Improvements – BB Court	1450	LS	\$70,000.00		\$0.00	\$0.00	
	Subtotal 1450			\$125,000.00		\$310,244.90	\$317,360.44	
	Dwelling Structures							
OH009-001	Replace floor tiles (Phase 1)	1460	60 units	\$87,000.00		\$0.00	\$0.00	
OH009-002	Soffit panels	1460	LS	\$10,000.00		\$6,480.00	\$6,480.00	
OH009-003	Interior window trim (Phase 1)	1460	100 units	\$150,000.00		\$0.00	\$0.00	
OH009-003	Interior door frames trim (Phase 1)	1460	100 units	\$150,000.00		\$0.00	\$0.00	
OH009-003	Power washing exterior	1460	LS	\$3,000.00		\$3,000.00	\$3,000.00	
OH009-004	Carpet replacement	1460	5 units	\$5,000.00		\$461.27	\$461.27	
	Subtotal 1460			\$405,000.00		\$141,774.82	\$174,945.13	

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Part II: Supporting Pages								
PHA Name: Zanesville Metropolitan Housing Authority			Grant Type and Number Capital Fund Program Grant No: OH16P00950108 CFFP (Yes/No): N Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
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 Equipment</u>							
OH009-001	Replace stoves	1465.1	150 units	\$33,478.00		\$0.00	\$0.00	
PHA-Wide	Dwelling equipment	1465.1	13 units	\$10,000.00		\$5,933.51	\$5,933.51	
	Subtotal 1465.1			\$43,478.00		\$39,650.64	\$48,614.49	
	<u>Non-Dwelling Structures</u>							
PHA-Wide	Non-Dwelling Structures	1470	LS	\$10,000.00		\$52,770.23	\$50,551.42	
	Subtotal 1470			\$10,000.00		\$52,770.23	\$50,551.42	
	<u>Non-Dwelling Equipment</u>							
PHA-Wide	Non-Dwelling Equipment	1470	LS	\$10,000.00		\$46,306.26	\$45,822.26	
	Subtotal 1470			\$10,000.00		\$46,306.26	\$45,822.26	
	Total CFP			\$1,239,956.00		\$1,239,956.00	\$1,014,565.35	

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

Zanesville Metropolitan Housing Authority

Financial Statements

For the Year Ended June 30, 2008

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
AUDIT REPORT
FOR THE YEAR ENDED JUNE 30, 2008

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6548 Royalton Road, Suite 104
North Royalton, Ohio 44133
Phone (440) 877-9870
Fax (440) 877-9237
sconsiglio@aol.com

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, 2008, 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, 2008, 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 February 26, 2009, 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. 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, CPA, Inc.

February 26, 2009

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

June 30, 2008

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, 2008 with selected comparative information for the fiscal year ended June 30, 2007. 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 2008 by \$13,833,060 (net assets). Of this amount, \$2,649,727 (unrestricted net assets) may be used to meet the Authority's ongoing obligations to citizens and creditors. The restricted net assets of \$310,704 is the HAP reserve.

Capital assets decreased by \$143,512 from the depreciation of Capital Assets and capital fund asset additions.

Net assets increased by \$67,802 for the fiscal year ended June 30, 2008. This was due primarily to an increase in capital contributions.

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, 2008

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, 2008

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, 2008 and 2007:

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

June 30, 2008

UNAUDITED

Table 1 - Condensed Statement of Net Assets Compared to Prior Year

	<u>2008</u>	<u>2007</u>
Current and Other Assets	\$ 3,805,054	\$ 3,481,623
Capital Assets	11,544,059	11,687,601
Total Assets	\$ 15,349,113	\$ 15,169,224
Current Liabilities	\$ 1,352,342	\$ 1,263,015
Long-Term Liabilities	163,711	140,951
Total Liabilities	1,516,053	1,403,966
Net Assets:		
Investment in Capital Assets, net of Related Debt	10,872,629	10,979,403
Restricted Net Assets	310,704	0
Unrestricted Net Assets	2,649,727	2,785,855
Total Net Assets	13,833,060	13,765,258
Total Liabilities and Net Assets	\$ 15,349,113	\$ 15,169,224

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, 2008 and 2007:

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

June 30, 2008

UNAUDITED

Table 2 - Statement of Revenue, Expenses & Changes in Net Assets

	<u>2008</u>	<u>2007</u>
Operating Revenue	\$ 8,134,430	\$ 8,317,092
Operating Expenses	<u>8,938,064</u>	<u>8,512,277</u>
Total Operating Loss	<u>(803,634)</u>	<u>(195,185)</u>
Nonoperating:		
Revenue	115,770	139,524
Expenses	(42,777)	(38,714)
Capital Contributions	<u>798,443</u>	<u>638,934</u>
Change in Net Assets	67,802	544,559
Prior Period Adjustment	-	(52,391)
Total Net Assets - Beginning of Year, Restated	<u>13,765,258</u>	<u>13,273,090</u>
Total Net Assets - End of Year	<u>\$ 13,833,060</u>	<u>\$ 13,765,258</u>

The ZMHA have experienced a decrease in interest income for FYE 2008 due to the declining interest rates and a sluggish economy. We also experienced higher utilities costs than the previous year.

Housing Units Managed

The following table shows housing units managed by the Authority for the fiscal years ended June 30, 2008 and 2007:

	<u>2008</u>	<u>2007</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, 2008

UNAUDITED

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, 2008:

Table 3 - Condensed Statement of Changes in Capital Assets

	<u>2008</u>
Land and Land Rights	\$ 1,160,622
Building & Improvements	29,939,197
Equipment - Administrative	754,157
Equipment - Dwelling	509,797
Accumulated Depreciation	<u>(20,819,714)</u>
 Total	 <u>\$ 11,544,059</u>
 Capital Assets Activity:	
Capital asset, net at June 30, 2007	\$ 11,687,601
Depreciation expense	(946,162)
Capital assets sold - cost	(30,845)
Capital assets sold - accumulated depreciation	21,202
Capital assets additions - Section 8	13,820
Capital assets additions - Capital Fund	<u>798,443</u>
 Capital Assets, net at June 30, 2008	 <u>\$ 11,544,059</u>

Changes in Net Assets

Total capital assets decreased from the previous year by \$143,542. The decrease is a result of less capital asset additions than the 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, 2008 and 2007:

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

June 30, 2008

UNAUDITED

Table 4 - Investment in Capital Assets, Net of Debt

	<u>2008</u>	<u>2007</u>
Total Capital Assets	\$ 32,363,773	\$ 31,574,435
Less:		
Capital related debt	(671,430)	(708,198)
Accumulated depreciation	<u>(20,819,714)</u>	<u>(19,886,834)</u>
Investment in Capital Assets, Net of Debt	<u>\$ 10,872,629</u>	<u>\$ 10,979,403</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.

Table 5 - Outstanding Debt Balance

Outstanding principal balance as of June 30, 2007	\$ 708,198
Less:	
Principal payments made during the year	<u>(36,768)</u>
Outstanding principal balance as of June 30, 2008	<u>\$ 671,430</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.

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

June 30, 2008

UNAUDITED

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, 2008

ASSETS

Current assets

Cash and cash equivalents	\$2,353,386
Investments	871,279
Receivables, net	240,822
Inventories, net	266,660
Prepaid expenses and other assets	72,907
<i>Total current assets</i>	<u>3,805,054</u>

Noncurrent assets

Capital assets:

Land	1,160,622
Building and equipment	31,203,151
Less accumulated depreciation	<u>(20,819,714)</u>

<i>Total noncurrent assets</i>	<u>11,544,059</u>
Total assets	<u><u>\$15,349,113</u></u>

LIABILITIES

Current liabilities

Accounts payable	\$203,523
Accrued liabilities	239,935
Tenant security deposits	174,795
Deferred revenue	62,659
Bonds, notes, and loans payable	671,430
<i>Total current liabilities</i>	<u>1,352,342</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, 2008

Noncurrent liabilities	
Accrued compensated absences non-current	\$80,836
Noncurrent liabilities - other	82,875
<i>Total noncurrent liabilities</i>	<u>163,711</u>
Total liabilities	<u>\$1,516,053</u>
NET ASSETS	
Invested in capital assets, net of related debt	\$10,872,629
Restricted net assets	310,704
Unrestricted net assets	2,649,727
Total net assets	<u>\$13,833,060</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, 2008

OPERATING REVENUES

Tenant Revenue	\$1,363,617
Government operating grants	6,427,232
Other revenue	343,581
Total operating revenues	<u>8,134,430</u>

OPERATING EXPENSES

Administrative	1,891,558
Tenant services	13,675
Utilities	807,150
Maintenance	1,344,555
Protective services	114,406
Insurance	185,841
General	13,090
Bad Debts	14,600
Housing assistance payment	3,607,027
Depreciation	946,162
Total operating expenses	<u>8,938,064</u>
Operating income (loss)	<u>(803,634)</u>

NONOPERATING REVENUES (EXPENSES)

Interest and investment revenue	115,770
Loss on sale of capital assets	(2,661)
Interest expense	(40,116)
Total nonoperating revenues (expenses)	<u>72,993</u>
Income (loss) before contributions and transfers	(730,641)
Capital grants	798,443
Change in net assets	67,802
Total net assets - beginning	13,765,258
Total net assets - ending	<u><u>\$13,833,060</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
Proprietary Funds
For the Year Ended June 30, 2008

CASH FLOWS FROM OPERATING ACTIVITIES	
Operating grants received	\$6,319,658
Tenant revenue received	1,352,981
Other revenue received	343,581
General and administrative expenses paid	(4,248,365)
Housing assistance payments	<u>(3,607,027)</u>
Net cash provided (used) by operating activities	<u>160,828</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest earned received	<u>79,886</u>
Net cash provided (used) by investing activities	<u>79,886</u>
CASH FLOWS FROM CAPITAL AND RELATED ACTIVITIES	
Capital grant funds received	798,443
Proceeds from sales of capital assets	14,900
Property and equipment purchased	<u>(820,183)</u>
Net cash provided (used) by capital and related activities	<u>(6,840)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
Principal Payment on debt	(36,768)
Interest Payment	<u>(40,116)</u>
Net cash provided (used) by financing activities	<u>(76,884)</u>
Net increase (decrease) in cash	156,990
Cash and cash equivalents - Beginning of year	<u>2,196,396</u>
Cash and cash equivalents - End of year	<u><u>\$2,353,386</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, 2008

RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES

Net Operating Income (Loss)	(\$803,634)
Adjustment to Reconcile Operating Loss to Net Cash Used by Operating Activities	
- Depreciation	946,162
(Increases) Decreases in:	
- Accounts Receivables, net of allowance	(118,210)
- Inventory, net of allowance	(12,499)
- Prepaid Assets	154
Increases (Decreases) in:	
- Accounts Payable	142,765
- Intergovernmental Payable	(88,960)
- Accrued Expenses Payable	5,403
- Accrued Compensated Absence Payable	(5,654)
- Deferred Revenue	48,363
- Tenant Security Deposits	18,524
- Noncurrent Liabilities Other (FSS Escrow Payable)	<u>28,414</u>
Net cash provided by operating activities	<u><u>\$160,828</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, 2008

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, 2008
(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, 2008
(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, 2008
(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, 2008
(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, 2008 totaled \$115,770.

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, 2008
(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 ZMHA 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 ZMHA 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, 2008
(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, 2008, 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, 2008, the carrying amount of the Authority's deposits totaled \$2,353,386 and its bank balance was \$2,436,912. Based on the criteria described in GASB Statement No. 40, "Deposit and Investment Risk Disclosure," as of June 30, 2008, \$2,259,082 was exposed to custodial risk as discussed below, while \$177,830 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, 2008
(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, 2008, tenant account receivable was \$7,200 with an allowance for doubtful accounts of \$400.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2008
(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 9.5 percent through December 31, 2007 and 10.0 percent effective January 1, 2008. The employer share of the contribution rate for Authority was 13.85 percent through December 31, 2007 and 14.00 percent effective January 1, 2008. Contributions are authorized by state statute. The contribution rates are determined actuarially. The Authority's contribution for the years ended June 30, 2008, 2007, and 2006 amounted to \$222,085, \$229,300, and \$226,710. These costs have been charged to the employee fringe benefit account. Eighty-Eight percent has been contributed for 2008. 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, 2008
(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, 2008 was 5.0 percent of covered payroll, which amounted to \$87,506. 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, 2007. 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 2007 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 4.0% for the next 7 years. In subsequent years (8 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 365,503. The actuarial value of the OPERS' net assets available for OPEB at December 31, 2007 was \$12.8 billion. The actuarially accrued liability and the unfunded actuarial accrued liability, based on the actuarial cost method used, were \$29.8 billion and \$17.0 billion, respectively.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2008
(CONTINUED)

NOTE 7: CAPITAL ASSETS

	Balance 06/30/07	Adjustment	Additions	Disposal	Balance 06/30/08
Capital Assets Not Depreciated:					
Land	\$1,160,622	\$0	\$0	\$0	\$1,160,622
Total Capital Assets Not Being Depreciated	1,160,622	0	0	0	1,160,622
Capital Assets Being Depreciated:					
Buildings	25,008,317	5,314	661,265	0	25,674,896
Furnt, Mach. & Equip	976,220	210,265	108,314	30,845	1,263,954
Leasehold Improvement	4,429,276	(215,579)	50,604	0	4,264,301
Total Capital Assets Being Depreciated	30,413,813	0	820,183	30,845	31,203,151
Accumulated Depreciated:					
Buildings	16,275,905	19,047	625,284	0	16,920,236
Furnt, Mach. & Equip	900,551	(22,816)	100,161	13,282	964,614
Leasehold Improvement	2,710,378	3,769	220,717	0	2,934,846
Total Accumulated Depreciated	19,886,834	0	946,162	13,282	20,819,714
Total Capital Assets Being Depreciated, Net	10,526,979	0	(125,979)	17,563	10,383,437
Total Capital Assets, Net	\$11,687,601	\$0	(\$125,979)	\$17,563	11,544,059

NOTE 9: LONG-TERM DEBT

Loan Payable – Bank One

Zanesville Metropolitan Housing Authority has an outstanding note payable with Bank One of \$671,430 as of June 30, 2008. 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, 2008
 (CONTINUED)

NOTE 9: LONG-TERM DEBT (Continued)

The following is a summary of changes in long-term debt for the year ended June 30, 2008:

<u>DESCRIPTION</u>	<u>BALANCE</u> <u>06/30/07</u>	<u>ISSUED</u>	<u>RETIRED</u>	<u>BALANCE</u> <u>06/30/08</u>
Loan Payable	\$708,198	\$-0-	\$36,768	\$671,430
TOTAL	<u>\$708,198</u>	<u>\$-0-</u>	<u>\$36,768</u>	<u>\$671,430</u>

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

<u>YEAR</u>	<u>PRINCIPAL</u>	<u>INTEREST</u>
June 30, 2009	<u>\$671,430</u>	<u>\$3,900</u>
Total	<u>\$671,430</u>	<u>\$3,900</u>

NOTE 10: ECONOMIC DEPENDENCY

Both the PHA Low Rent Public 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 11: 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.

NOTE 12: CONTINGENCIES

Litigations and Claims

In the normal course of operations the PHA may be subject to litigation and claims. At June 30, 2008 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.

ZANESVILLE METROPOLITAN HOUSING AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2008
(CONTINUED)

NOTE 13: 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
Schedule of Expenditures of Federal Award
For the Year Ended June 30, 2008

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	\$226,861
Shelter Plus Care	14.238	21,574
Low Rent Public Housing	14.850	1,572,679
Resident Opportunity and Supportive Services	14.870	142,537
Housing Choice Vouchers	14.871	3,750,374
Public Housing Capital Fund Program	14.872	<u>1,265,764</u>
Total U.S. Department of Housing and Urban Development		<u>6,979,789</u>
U.S. Department of Labor Pass-Through Program From Muskingum County Workforce Investment Act (Cluster) Youth Employment Services		
	17.259	118,953
Youthbuild	17.274	<u>126,035</u>
Total U.S. Department of Labor		<u>244,988</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>606</u>
Total U.S. Department of Health and Human Services		<u>606</u>
Total Expenditure of Federal Award		<u><u>\$7,225,383</u></u>



6548 Royalton Road, Suite 104
North Royalton, Ohio 44133
Phone (440) 877-9870
Fax (440) 877-9237
sconsiglio@aol.com

**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, 2008, which collectively comprise the Zanesville Metropolitan Housing Authority basic financial statements and have issued my report thereon dated February 26, 2009. 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.



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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, 2008. 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, 2008.

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, CPA, Inc.

February 26, 2009

Zanesville Metropolitan Housing Authority
 Schedule of Findings and Questioned Costs
 OMB Circular A-133 § .505
 June 30, 2008

1. SUMMARY OF AUDITOR'S RESULTS

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 17.274 Housing Choice Voucher Program and Youthbuild 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, 2008.

3. FINDINGS RELATED TO FEDERAL AWARDS

There are no Findings or questioned costs for the year ended June 30, 2008.

Zanesville Metropolitan Housing Authority
Schedule of Prior Audit Findings
June 30, 2008

The audit report for the fiscal year ending June 30, 2007 contained no audit findings.

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Zanesville Metropolitan Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Capital Fund Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

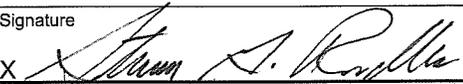
g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Steven G. Randles	Title Executive Director
Signature 	Date 04/01/2010

**Certification of Payments
to Influence Federal Transactions**

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

Applicant Name

Zanesville Metropolitan Housing Authority

Program/Activity Receiving Federal Grant Funding

Public Housing Capital Fund Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

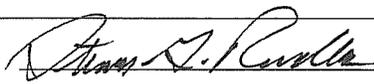
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Steven G. Randles	Title Executive Director
Signature 	Date (mm/dd/yyyy) 04/01/2010

Disclosure of Lobbying Activities

Approved by OMB 0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse side for Instructions and Public Reporting burden statement)

1. Type of Federal Action <input checked="" type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only year (yyyy) _____ quarter _____ date of last report (mm/dd/yyyy) _____
4. Name and Address of Reporting Entity <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Zanesville Metropolitan Housing Authority 407 Pershing Road Zanesville, OH 43701 Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, enter Name and Address of Prime n/a Congressional District, if known _____	
6. Federal Department/Agency United States Department of Housing and Urban Development	7. Federal Program Name/Description Public Housing Capital Fund Program CFDA Number, if applicable _____	
8. Federal Action Number, if known n/a	9. Award Amount, if known \$ _____ n/a	
10a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI) n/a	b. Individuals Performing Services (including address if different from No. 10a.) (last name, first name, MI) n/a	
(attach continuation sheet(s) if necessary)		
11. Amount of Payment (check all that apply) \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	13. Type of Payment (check all that apply) <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other (specify) _____	
12. Form of Payment (check all that apply) <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11 (attach continuation sheet(s) if necessary)		
15. Continuation sheets attached <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
16. Information requested through this form is authorized by Sec.319, Pub. L. 101-121, 103 Stat. 750, as amended by sec. 10; Pub. L. 104-65, Stat. 700 (31 U.S.C. 1352). This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature  Print Name <u>Steven G. Randles</u> Title <u>Executive Director</u> Telephone No. <u>740-454-9714</u> Date (mm/dd/yyyy) <u>04/01/2010</u>	
Federal Use Only:	Authorized for Local Reproduction Standard Form-LLL (7/97)	

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient, Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
14. Provide specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just the time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a continuation sheet(s) are attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public Reporting Burden for this collection of information is estimated to average 30 minutes 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. Please do not return your completed form to the Office of Management and Budget; send it to the address provided by the sponsoring agency .

Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Resolution Certifying the Annual Update and Five Year Plan

The following resolution was introduced by Mr. Wright, read in full and considered.

PHA Certifications of Compliance with PHA Plans and Related Regulations	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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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

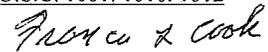
Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning July 1, 2010, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Zanesville Metro Housing Authority	OH009
PHA Name	PHA Number/HA Code
<input checked="" type="checkbox"/> 5-Year PHA Plan for Fiscal Years <u>2005 - 2009</u>	
<input checked="" type="checkbox"/> Annual PHA Plan for Fiscal Years <u>2010</u>	

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. t18 U.S.C. 1001, 1010, 1012

 Name of Authorized Official	Title
Francis L. Cook	Chairman
Signature	Date
	March 25, 2010

Mr. Wright moved that the foregoing resolution be adopted as made and read, which resolution was seconded by Mr. Singer.

Roll Call: Jim Singer – yes; Jerry Tiberio – yes; Jim Wright - yes; Sue Parker - yes

The Chairman declared the resolution carried.