PHA Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 3/31/2013

1.0 PHA Information

PHA Name: **Tuscarawas Metropolitan Housing Authority** PHA Code: **OH063**

PHA Type: ☐ Small ☐ High Performing ☐ Standard ☒ **HCV (Section 8)**

PHA Fiscal Year Beginning: (MM/YYYY): **04/2012**

2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above)

Number of PH units: **0** Number of HCV units: **574**

3.0 Submission Type

☐ 5-Year and Annual Plan ☒ **Annual Plan Only** ☐ 5-Year Plan Only

4.0 PHA Consortia ☐ 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	
				PH	HCV
PHA 1:					
PHA 2:					
PHA 3:					

5.0 5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.

5.1 Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:

5.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

6.0 PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

(a) Response: Revised PHA Plan Elements

1) There have been no revised PHA Plan Elements since the submission of the last annual plan.

2) Tuscarawas MHA did make a revision to the Administrative Plan which required adults who are on the lease residing in the HCV assisted unit, to provide proof that they had actually vacated the assisted unit and established residence in another location, in circumstances where the household was contending that a household member had vacated the assisted unit.

(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.

(b) Response: The public can obtain copies of the most recent 5-Year and this Annual PHA Plan at the TMHA Administrative Office at 134 Second Street, SW, New Philadelphia, Ohio 44663. The public may also request information regarding the applicable PHA Plan Elements at the TMH Administrative Office , including information on the TMHA Administrative Plan, Financial Resources information, Operation and Management, Grievance Procedures, Civil Rights Certifications and Impediments to Fair Housing, Fiscal Year Audit, Violence Against Women Act (VAWA) information.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. *Include statements related to these programs as applicable.*

This section not applicable.

8.0 Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.

This section not applicable

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the *Capital Fund Program Annual Statement/Performance and Evaluation Report,* form HUD-50075.1, for each current and open CFP grant and CFFP financing.

This section not applicable

8.2 Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the *Capital Fund Program Five-Year Action Plan,* 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.

This section not applicable

8.3 Capital Fund Financing Program (CFFP).

☐ 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.

This section not applicable

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.

Response: Housing Needs

At drafting of this Annual Plan, there are 290 families on the TMHA waiting list for the Housing Choice Voucher program. Average wait time is anticipated to be two and one half years. Recent census data shows that the racial mix in Tuscarawas County is 97.7% White. Racial minorities comprise the remaining 2.3% with the largest minority being African American at 0.7% of the population. Persons of Hispanic ethnicity comprise 0.5% of the population. The racial / ethnic composition of the TMHA waiting list matches the larger population. TMHA had closed the waiting list in December, 2009 when it contained nearly 1,000 families. At the time of the drafting of this Annual Plan, TMHA had served families who had signed up on the waiting list through June, 2009. During the course of the fiscal year covered by this Annual Plan, TMHA will once again open up the HCV waiting list to new applicants.

The 2000 census shows the universe of rental units to be 8,922. Since the Federal Fair Market Rents schedule, which is the basis for TMHA's Payment Standards schedule, is designed to be reflective of the 40th percentile rents, it can be assumed that many of the rental unit universe will not be applicable to the voucher program because rents are too high for the program. Other factors affect the number of units available to low income families. In Tuscarawas County, there is largely no building or maintenance code for existing housing. This means that potential landlords sometimes decline to make the repairs required to meet Housing Quality Standards for a Section 8 voucher tenant, if they have another suitable tenant who does not have a voucher. In addition housing stock is aging. In the city of New Philadelphia, Tuscarawas Co's largest city, 70% of homes were built before 1978, making them applicable to the lead-based paint regulations for families with children under six. In some cases, landlords with older housing stock decline to take vouchers when higher income tenants without vouchers are available.

Anecdotally, voucher holders frequently report that they cannot find rental housing that will pass TMHA's inspection within the applicable time of the voucher, even when the voucher is extended to its maximum length. This scenario is especially true for families who need accessible unit features. There are few units built to ADA specifications that have affordable rents. In cases where the tenant could reasonably make modifications, those tenants often do not have the needed funds to make the changes, and there are few local options to assist with modifications.

9.0

The Voucher utilization rate during calendar year 2011 had been running at 69% at the time of the drafting of this Annual Plan. Of the 111 Vouchers issued which had reached the 120 day expiration period, 77 of the families successfully found a unit at which TMHA could assist. There have been some occasions in the past when utilization has climbed to 75%, generally during the spring of the year. TMHA is willing to assist units throughout the geographic area of the jurisdiction and does maintain an on-going in house list of available units for searching voucher holders, but some expend the available time on their voucher without finding a unit to place on the program.

The makeup of the families under assistance is some indication of housing needs in the community. Of active participants at the writing of this Annual Plan, 59% are Elderly and/or Disabled households with an average annual income of $10,787. This income level places them below the 2011 Federal Very Low Income limit of $18,950 for a 1-person household. This income level places these families in the worst case housing scenario whereby they cannot afford stable housing without some assistance. Forty-one (41%) of active participant households have some employment income. However, average annual income for this group is still only $11,777, which is well below the 2011 Federal Very Low Income limit of $21,650 for a 2 person household. Many of these working families are single heads of household with 1 or more children. Again even with employment income, these families cannot afford housing without assistance. The fact that 40% of these Very Low Income families who receive a voucher are unable to locate a unit where TMHA can assist indicates that there is a lack of available housing from which they can choose and that is owned by a landlord willing to execute a HAP contract with TMHA. This is especially true for those families seeking a zero bedroom or a 4 bedroom unit.

Many rental units in Tuscarawas Co. are "mom and pop" owned, meaning that an individual or couple has a unit or two that they use as rentals, and are not in the business of being full time landlords. Of the 288 current TMHA landlords, only 25 (9%) have 5 or more units under HAP Contract. This means that TMHA personnel spend significant staff time educating owners in the requirements and procedures necessary to be a Section 8 owner. Some owners see the lease-up process as being too daunting, and they back out of offering potential units.

Members of the Housing Advisory Committees for Tuscarawas County, City of New Philadelphia, and the City of Uhrichsville have identified the lack of decent, affordable rental properties as a significant barrier to Tuscarawas Co. low income families. The HAC committees meet to identify significant housing needs, and to recommend housing activities through the CHIP (Community Housing Improvement Program) to address those needs. As a result of the last round of HAC Committee meetings, the CHIP programs for the county, City of Dover, and City of New Philadelphia received Tenant Based Rental Assistance (TBRA) funds to help alleviate the situation.

References for this section were the Ohio Consolidated Plan, the Ohio Office of Strategic Research, and the recommendations of the Housing Advisory Committees for Tuscarawas County, City of Uhrichsville, and the City of New Philadelphia.

9.1	**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.** • Utilize all currently available TMHA Housing Choice Vouchers as affordability allows and apply for any additional Vouchers that would become available to TMHA. • Pursue any housing resources that become available to Tuscarawas County residents other than the HCV program that will assist low income families with housing needs. • Improve HCV lease-up rates through utilization of the maximum Payment Standards that are affordable along with continuing to engage in landlord outreach activities which will increase housing choice options for Voucher holders. • All TMHA staff will affirmatively further fair housing and provide equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as part of the overall commitment to quality customer service. Fair Housing referrals will be made as needed to our local fair housing resource center through Tuscarawas County government. • Continue our active participation in the Tuscarawas County Housing Opportunities Monitoring Education Network which addresses local housing needs on a continual basis. At the time of the drafting of the Annual Plan, the Tuscarawas County HOME Network is continuing to operate a Homeless Prevention & Rapid Re-Housing Program (HPRP) in which TMHA is a contracted service provider. • Aggressively pursue enrollment into TMHA's family Self-Sufficiency and Homeownership Programs in order to promote economic self-sufficiency through improved career opportunities and increased wealth building through home ownership. • Seek to continue having a Tenant Based Rental Assistance Program as a component of our local Community Housing Improvement Program in order to provide rental assistance help to families still awaiting a TMHA Voucher as well as Security Deposit assistance to families leasing up on the TMHA HCV Program in applicable jurisdictions.

10.0	**Additional Information**. Describe the following, as well as any additional information HUD has requested. (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. **(a) Response:** **Progress in Meeting Mission and Goals. The Tuscarawas MHA has consistently assisted eligible families with safe, decent, and affordable housing, without discrimination while adhering to Federal laws, HUD regulation, and budgetary constraints. However, in the past five years TMHA has sought and received other funding under the HUD Continuum of Care for the Shelter + Care program for homeless, disabled families. TMHA completed its initial 5 year Shelter + Care grant at the end of June, 2011. The Shelter + Grant has been renewed for another year and the participating slot level has increased from 10 to 23 assisted households. The S + C grant is now being administered by the local Alcohol, Drug Addiction, and Mental Health Services Board in order to better address client service needs. TMHA continues to be heavily involved in the Shelter + Care Program as contracted service provider of housing activities. TMHA has also received funding under 3 local CHIP programs for Tenant Based Rental Assistance activities.** **In the past six years, TMHA has assisted 720 new families off its waiting list, while at the same time maintaining assistance to those families who continued to receive assistance under the Section 8 Housing Choice Voucher program. Families are assisted in units from all parts of the Tuscarawas County jurisdiction. In order to maximize the number of units available to participating families, TMHA has recruited new landlords each year, and has maintained open communication with landlords who need assistance to understand HUD regulation regarding Housing Quality Standards and Lead-based Paint regulations. TMHA continues to loan its HEPA Vacuum to all landlords needing to utilize it.** **TMHA has begun an active Voucher Homeownership Program, and one family has successfully maintained homeownership. TMHA maintains an active Family Self Sufficiency program (FSS), and has consistently maintained the required number of active families. There are currently 39 families enrolled in FSS. In the past six years, 18 families have successfully graduated from the FSS program and received the escrow savings they earned through employment.** **TMHA reveres and actively fosters collaboration with local agencies and non-profit organizations who have clients that need our voucher program. To this end, TMHA is an active member of the Housing, Opportunities, Monitoring, Education (HOME) Network (which is the local Continuum of Care collaborative), and the Ohio Coalition on Homelessness and Housing in Ohio (COHHIO). In addition, TMHA staff actively cultivate an "open line" style of communication with area agencies that serve shared clientele in order to minimize barriers in serving those in need. TMHA participates with the County and local cities by serving on local Housing Advisory Committees that formulate the jurisdictions' Community Housing Improvement Surveys (CHIS) and the Impediments to Fair Housing needs priority surveys. In the above ways, TMHA has earned a reputation as being a respected and accountable community resource for housing for low-income families.** **TMHA has also maintained a very active participation with the Ohio Housing Authorities Conference. The TMHA Executive Director is heavily involved in the planning of OHAC trainings through his involvement with the OHAC Training & Conference Committee, serving as its Vice-Chairman. TMHA staff regularly attend these trainings in order to remain current with assisted housing regulations and best practices.** **In FYE 2011, TMHA received a 100% score in the Section Eight Management Assessment Program which earned TMHA the High Performer designation from HUD. TMHA will continue to strive to meet all the expectations required of us under each of the applicable SEMAP Indicators.** **TMHA has continued to operate in a fiscally prudent manner and has had no findings or questioned costs in its State of Ohio audits. Additionally, TMHA has complied with HUD's requirements to submit program data to the HUD PIC and VMS database systems in a timely and accurate manner.** (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" **(b) Response:** **"Significant Amendment" means that the actions and responses of the housing authority show a notable variation to actions / responses stated in the Plan, and where noting the amendment or modification will help the reader understand a change that has occurred from the prior submitted 5-Year or Annual Plan.** **"Substantial Deviation" means that the actions and responses of the housing authority do not match the action and responses stated in the PHA Plan because the HA has voluntarily added, deleted, or amended its internal policies. This definition precludes deviations that result because of required change(s) to Federal or HUD regulation in regard to the Section 8 program operations. It also does not refer to actions taken by the HA within its discretion to operate within the stated policies and procedures in the TMHA Administrative Plan.**

11.0	**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. (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights) (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. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations. (g) Challenged Elements (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only) (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

Tuscarawas MHA Annual / 5 Year Plan

Violence Against Women Act Statement

The Tuscarawas Metropolitan Housing Authority adopted revisions to its Section 8 Housing Choice Voucher Administrative Plan to address the requirement of the Violence Against Women Act. Those revisions were adopted by Resolution 06-12 of the Board of Commissioners of the Tuscarawas Metropolitan Housing Authority on July 11th, 2006.

The Tuscarawas Metropolitan Housing Authority notified residents of the Section 8 Housing Choice Voucher Program through written mail of the requirements of the Violence Against Women Act in the fall of 2006. Tuscarawas MHA has also incorporated that information in its Housing Choice Voucher Program application process, annual recertification process and change of units process. All staff working with clients of the Section 8 Housing Choice Voucher Program were given training and all necessary information regarding the Act. Periodic recurrent training will be scheduled as appropriate.

The Tuscarawas Metropolitan Housing Authority does not offer any "activities, services or programs" that are intended to specifically help child or adult victims of domestic violence, dating violence, or stalking other than that required by law or regulation. The Tuscarawas Metropolitan Housing Authority always makes appropriate referrals when victims of domestic violence, dating violence, or stalking are identified.

Tuscarawas Metropolitan Housing Authority has a close working relationship with our local domestic violence shelter known as Harbor House. Tuscarawas MHA and Harbor House are both very active members in our local housing collation and Continuum of Care which is known as the Tuscarawas County HOME Network. Tuscarawas MHA also has close working relationships with Compass and the Tuscarawas County Department of Job & Family Services. Within these three other organizations, services are provided which include 24-hour services to child and adult victims of domestic violence, dating violence, sexual assault, and bullying. They provide a full range of crisis intervention, treatment, counseling, prevention and support services to individuals and families impacted by domestic violence and/or sexual assault.

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 off ice 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.

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 08/30/2011

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___ 5-Year and/or___ Annual PHA Plan for the PHA fiscal year beginning, 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:
   - The 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.

Tuscarawas Metropolitan Housing Authority	OH 063
PHA Name	PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 - 20

Annual PHA Plan for Fiscal Years 2012 2013

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 Jill Lengler	Title Chairperson, TMHA Board of Commissioners
Signature Jill Lengler	Date January 10th, 2012

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Tuscarawas Metropolitan Housing Authority

Program/Activity Receiving Federal Grant Funding

Housing Choice Voucher 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.)

Tuscarawas Metropolitan Housing Authority
134 Second St. SW
New Philadelphia, Ohio 44663

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	Title
Martin Chumney	Executive Director
Signature	Date
X Martin Chumney	January 10th, 2012

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Tuscarawas Metropolitan Housing Authority

Program/Activity Receiving Federal Grant Funding

United States Department of HUD Housing Choice Voucher 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 sub recipients 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	Title
Martin Chumney	Executive Director
Signature	Date (mm/dd/yyyy)
Martin Chumney	01/10/2012

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action:
[a.] a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action:
[c.] a. bid/offer/application
b. initial award
c. post-award

3. Report Type:
[a.] a. initial filing
b. material change
For Material Change Only:
year _____ quarter _____
date of last report _____

4. Name and Address of Reporting Entity:
☐ **Prime** ☐ **Subawardee**
Tier _____, if known:

Congressional District, if known: 4c OH 18th

5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:

Congressional District, if known: OH 18th

6. Federal Department/Agency:
Housing & Urban Development

7. Federal Program Name/Description:

CFDA Number, if applicable: 14.871

8. Federal Action Number, if known:

9. Award Amount, if known:
$

10. a. Name and Address of Lobbying Registrant
(if individual, last name, first name, MI):
None

b. Individuals Performing Services (including address if different from No. 10a)
(last name, first name, MI):

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information 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: Martin Chumney
Print Name: Martin Chumney
Title: Executive Director
Telephone No.: (330) 308-8099 Date: 01/10/2012

Federal Use Only:

Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)

Tuscarawas MHA (OH063)

Document (g): Challenged Elements.

Tuscarawas MHA received no challenged elements to the Annual Plan for the time period beginning 4/01/12.

Tuscarawas MHA (OH063)

Document (f): Resident Advisory Board (RAB) comments.

The Resident Advisory Board received the Annual Plan document. There were no comments received from the Resident Advisory Board in regard to the Annual Plan document. Therefore, the housing authority conducted no analysis of recommendations.