

Portage Metropolitan Housing Authority

2010 Annual MTW Plan

Portage Metropolitan Housing Authority (OH 031)
2832 State Route 59
Ravenna, OH 44266

Fred Zawilinski, Director
(330) 297-1489, Extension 246

Re-Submission Date: March 30, 2010

Re-Submission Date: March 11, 2010

Original Submission Date: November 5, 2009

TABLE OF CONTENTS

		Page:
I.	Introduction	
A.	Table of Contents	2
B.	Overview of the Agency's MTW Goals and Objectives for the Year	3
II.	General Housing Authority Operating Information	
A.	Housing Stock Information	5
B.	Lease Up Information	7
C.	Waiting List Information	8
III.	Non-MTW Related Housing Authority Information	10
IV.	Long-Term MTW Plan	12
V.	Proposed MTW Activities	
	<ul style="list-style-type: none"> • Housing Choice Voucher 	13
VI.	On-going MTW Activities	
	<ul style="list-style-type: none"> • Public Housing • Housing Choice Voucher 	16 21
VII.	Sources and Uses of Funding	26
VIII.	Administrative	
A.	Resolution Adopting Annual MTW Plan	
B.	Description of Agency-Directed Evaluations	40

B. Overview of the Agency's MTW Goals and Objectives for the Year

Portage Metropolitan Housing Authority establishes the following goals and objectives for 2010:

1. Achieve and Maintain Excellence in Property Management
 - PMHA will continue to achieve property management results for Public Housing that equate to High Performer status.
 - PMHA will continue assessing opportunities for simplifying rent calculations
 - Admissions preferences will be reviewed and amended as necessary to meet community needs.

2. Achieve and Maintain Excellence in Tenant-Based Housing Programs
 - PMHA will continue to achieve program results equating to High Performer status.
 - Tenant-based housing programs will be achieve and maintain full lease-up.
 - Five households will become homeowners through the Housing Choice Voucher Homeownership Program in 2010
 - Fifteen households will be able to retain their home through the proposed Housing Choice Voucher Foreclosure Prevention Program in 2010
 - Fifteen households will be able to participate in the Expedited Voucher Program for Homeless Families
 - PMHA will continue assessing opportunities for simplifying rent calculations
 - Admissions preferences will be reviewed and amended as necessary to meet community standards

3. Improve Productivity and Cost Effectiveness
 - A pilot program will be launched in 2010 to explore the effectiveness of electronic funds transfer for the purpose of Housing Assistance Payments to landlords involved in the Housing Choice Voucher Program.
 - PMHA will determine the feasibility of an electronic debit card system for the distribution of utility allowance payments to residents of Public Housing and participants in the Housing Choice Voucher Program.
 - The Yardi software will be upgraded and staff provided training in the applicable features of the program for managing PMHA programs and operations.

4. Collaborate with Community Partners to Leverage Resources to Benefit Households Assisted by PMHA and Portage County
 - PMHA will investigate new funding opportunities to continue supportive services and housing for transitional housing programs operated by PATH and PMHA at Community Estates and Renaissance Place.

- PMHA will investigate opportunities to develop and manage supportive housing for the homeless.
- PMHA will investigate methods of inter-agency cooperation that will lessen barriers to assistance for applicants and participants.

II. General Housing Authority Operating Information

A. Housing Stock Information

Number of Public Housing units planned:

PMHA has 305 units of Public Housing under ACC. There is no intention or expectation that that number will increase during the 2010 Fiscal Year.

General description of any planned significant capital expenditures by development: A listing of Capital Fund projects for the next year and five years is included at the end of Section 7. PMHA is not planning any significant capital expenditures by development that meets the HUD definition of the term "significant."

Description of any new Public Housing units to be added during the year by development: Portage Metropolitan Housing Authority does not plan to add any new Public Housing units to its Public Housing Program. The inadequate funding provided for conventional Public Housing, and the uncertainty related to its future, does not appear to make adding Public Housing units a viable, long-term option for the agency.

Number of units to be removed from the inventory during the year by development specifying the justification for the removal: PMHA staff will assess the viability of removing housing units from the Public Housing program and converting the units to project-based units, with a decision based on the financial viability of the housing units and anticipating continued under-funding of the Public Housing Program. PMHA understands any decision to removed Public Housing units from the current inventory in 2010 will require public and resident input and appropriate application to the SAC for review and approval.

Number of Housing Choice Vouchers units authorized: Portage Metropolitan Housing Authority has 1,524 Housing Choice Vouchers included under Moving to Work provisions. PMHA has an additional 74 Mainstream Housing Choice Vouchers that follow conventional HCV regulations, 18 enhanced Housing Choice Vouchers that follow the regulations and laws applicable to those types of vouchers. PMHA is intending to submit application for additional Housing Choice Vouchers before the end of 2009 for Family Unification Program purposes. Any special purpose vouchers would be excluded from the Moving to Work Demonstration.

Number of HCV units to be project-based, including description of each project: PMHA has project-based 102 Housing Choice Vouchers under MTW authority.

These projects are:

Coleman Professional Services- Several group homes; residents receive mental health services from Coleman Professional Services. Units: 16

F&CS- A mixture of duplexes and multi-family (low rise) units; residents receive a variety of supportive service aimed at increases self-sufficiency. Units: 38

Prospect House- A high rise building for low-income elderly tenants; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 26

CEDCorp/Maple Grove- Row houses/townhouses; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 10

NDS Portage Housing II- Newly constructed tax-credit single-family homes; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 2

NDS Portage Housing III- Newly constructed tax-credit single-family homes; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 10

General description of other housing planned to be managed by the Agency, specifying location, number of units, and type of non-Public Housing/non-HCV assistance:

Descriptions of other housing owned or managed by PMHA are included below. PMHA also administers housing assistance funds for 172 Moderate Rehabilitation housing program units, and 25 Shelter Plus Care housing program units. As of publication, PMHA intends to submit application to renew the funding for the 25 Shelter Plus Care units.

Description of other properties owned or managed by the Agency:

PMHA owns several properties, housing and commercial, separate from the Public Housing Program.

Housing:

Portage Landings: Two 12-unit apartment buildings located at 170 Spaulding Drive and 221 Spaulding Drive in Kent. The properties feature 2 1-bedroom units renting for \$460 per month, 18 2-bedroom units renting for \$560 per month, and 4 3-bedroom units renting for \$650 per month. Renters include both Section 8 Voucher holders and residents paying the market rent amount.

616 Virginia Avenue, Kent. This is a single-family home renting for \$589 per month and available to Section 8 or market renters.

614 and 614 ½ Virginia Avenue, Kent. A duplex with units leasing for \$567 per month and available to Section 8 or market renters.

Office Property

PMHA Administration Building: Located at 2832 State Route 59, Ravenna, Ohio, this property serves as home for both office-based and maintenance employees and is centrally-located to PMHA properties throughout the county.

Commercial Properties

219 and 223 West Main Street, Ravenna. This property is currently leased to Triangle Pharmacy, a for-profit entity not affiliated with PMHA except through the lease of the property.

Opportunity Resource Center. Located at 6592 Cleveland Avenue, Ravenna, this property is used by Maplewood Career Center for adult education activities.

B. Leasing Information

Anticipated number of Public Housing units planned to be leased, MTW and non-MTW

All PMHA Public Housing units are considered MTW units.

PMHA has 305 units that can be used for housing low-income persons. Of those units, 303 units are available for lease for housing. The other two units are leased to Family and Community Services for its PATH program to provide site-based services to residents at Renaissance Place and Community Estates. PMHA aspires to 100% occupancy, but normal unit turnover makes that goal desirable but virtually unattainable. As a result, PMHA sets as its expected occupancy rate to be 98%, to account for turnover activities. All 303 units will be leased during the 2010 Fiscal Year.

Anticipated number of HCV planned to be leased: PMHA anticipates being fully leased during 2010 for the Housing Choice Voucher Program. Fully leased is defined as all 1,616 Vouchers, or 100% of the funding allocated for HAP contracts during the year. Of these, 1,524 are MTW Vouchers, the remaining 92 vouchers are non-MTW vouchers. It is fully leased in the Voucher Program as of October 2009, and maintaining that status is not anticipated to be difficult considering the housing need in the community.

Description of anticipated issues relating to any potential difficulties in leasing units (Public Housing or HCV)

PMHA offers affordable, quality housing in locations that ought to ensure leasing levels of 97% or greater for the year. However, funding of the Public Housing Program does cause concern that the long-term viability of the housing inventory is jeopardized. With funding levels uncertain for Public Housing Operating purposes, and Capital Fund levels also historically declining, Public Housing must work to maintain housing that not only meets standards for decent, safe, and affordable, but also is adequately attractive to persons and families who have other housing alternatives in Portage and neighboring counties.

Unlike Public Housing, the Housing Choice Voucher Program faces potential difficulties in the housing market during 2010. Rents to landlords fall as utility costs rise and fair market rents remain relatively stagnant. As a result, the Housing Choice Voucher program becomes less attractive to potential landlords. Additionally, the number of foreclosed homes creates a greater pool of potential renters competing for virtually the same number of rental units. In Portage County, the amount and availability of security deposit assistance has declined dramatically in the last year. Unlike the Public Housing Program, where security deposits have been limited to \$50 or the tenant's share of one month's rent (based on income), the Housing Choice Voucher Program allows for the security deposit to be one full month of the market rent for the unit, typically an amount ranging from \$400 to \$1,000 or more. This, in addition to a first month rent payment and deposits and hookup fees for utilities, can make leasing under the Housing Choice Voucher Program difficult for some households.

C. Waiting List Information

Description of anticipated changes in waiting lists:

During the 2010 Year, Portage Metropolitan Housing Authority will consider a transition from a community-wide housing waiting list for Public Housing to a site-based waiting list for individual Public Housing properties. Applications will continue to be received solely through the PMHA main administrative office, located at 2832 State Route 59, Ravenna, Ohio. Even if site-based waiting lists are adopted, PMHA will continue to maintain separate waiting lists for each program.

Description of anticipated changes in the number of families on the waiting list(s) and/or opening/closing of the waiting list:

The Public Housing waiting lists have been continuously open; the Housing Choice Voucher waiting list is closed to new applicants. Based on current 100% lease-up in the HCV program, and the very slow rate of departures from the program, PMHA does not anticipate opening the waiting list for vouchers. PMHA expects the waiting list for Public Housing will increase in number dramatically, as there will be no applications accepted for vouchers. The Voucher waiting list is expected to decline as

families are selected from the list to replace departing voucher holders and through attrition.

Date the waiting list was last purged: Both Housing Choice Voucher and Public Housing waiting lists were purged February 2009.

III. Non-MTW Related Housing Authority Information

A. List Planned Sources and Uses of Other HUD or Other Federal Funds

PMHA presents its uses of funds in Section VII, "Sources and Uses of Funding." However, PMHA does not receive "other" HUD funds outside of Public Housing Operating Subsidy, Capital Fund, Housing Choice Voucher Funds, and HUD grants such as ROSS and Neighborhood Networks. It also does not receive any other direct Federal funds. Occasionally, as needed, residents are aided with funds through TANF and Emergency Food and Shelter Grant programs, but those funds are not awarded to the agency; they are awarded on behalf of a "normal" housing authority activity, such as unpaid rents or security deposit assistance. PMHA does not participate in HOPE VI.

B. Description of non-MTW Activities of the Agency

Mission Statement: The Portage Metropolitan Housing Authority is dedicated to meeting the housing needs of low-income families and individuals of Portage County by developing, managing and supporting decent affordable housing in partnership with community agencies.

Resident Commissioner: PMHA fulfills the requirement of having at least one individual assisted under the Public Housing or Housing Choice Voucher Program serve as a commissioner on the 5-member Board of Commissioners. The current resident participant is Teresa Carr, who is appointed to a 5-year term by the City Manager of the City of Kent.

Non-Smoking Policy for Public Housing: PMHA intends to adopt a non-smoking policy for the Walnut House, a Public Housing development in Ravenna. This building houses multiple households and the effects of second-hand smoke are experienced by smokers and non-smokers alike. In addition, property damage caused by smoking indoors has been significant in this building, and with any multi-family building, there also exists concerns about someone falling asleep or otherwise causing a fire. The PMHA will be expecting to adjust its lease to account for the change in policy as well as adopt any necessary changes to the ACOP.

Designated Housing: PMHA will consider submitting designated housing application for Eastowne Manor to become an elderly only development. If submitted, this would be a new designated plan application and would affect all 50 units.

Violence Against Women Act: PMHA is committed to assisting victims of domestic violence. PMHA has amended both Administrative Plan and Admissions and Continued Occupancy Plans to protect victims of domestic violence from unfair evictions and program terminations caused by the violence

perpetrated against them. PMHA reviews police reports for Public Housing units to provide referrals as necessary to appropriate counseling and domestic violence programs as necessary, as well as to initiate eviction action against those residents who commit domestic violence. For the purposes of the discussion here, these activities include victims on domestic violence, dating violence and/or stalking.

Supportive Housing: PMHA is participating in the Supportive Housing Institute and exploring the possibility of developing a supportive housing project which will provide housing for youth aged 18-24 that have been in foster care and will benefit from housing while undergoing a structured program to develop skills needed in adulthood.

Shelter Plus Care: PMHA will continue to apply for renewals of Shelter Plus Care funding for its 25 units, and to pursue an expansion of the program to as many as 50 units during 2010.

Significant Modification to the Annual Plan: PMHA considers the following actions or activities to be significant amendments or substantial deviations from the Annual Plan approved by the Board of the PMHA and Department of Housing and Urban Development.

- Actions that fundamentally change the PMHA mission statement, goals, or objectives
- Actions that fundamentally change PMHA plans or policies in a manner that is inconsistent with the existing mission, goals, or objectives and requiring formal approval of the Board of Commissioner of PMHA.

PHAS: PMHA chooses not to be evaluated under the Public Housing Assessment System until required to do so by the Department of Housing and Urban Development.

IV. Long-term MTW Plan

Describe the Agency's long-term vision for the direction of its MTW program, extending through the duration of the MTW Agreement:

Portage Metropolitan Housing Authority seeks to develop itself as a top-quality real estate organization with the mission of integrating community services that will assist non-disabled, non-elderly residents in continual economic improvement leading to either homeownership or private market housing; and for elderly and disabled residents, PMHA seeks to provide decent, safe and affordable housing as a matter of choice for each household.

To accomplish the long-term vision, PMHA seeks to continual improvement in streamlining the delivery of housing to low-income families and individuals through improvements in efficiency and effectiveness within its own resources offered by the Federal Government, by developing new, non-governmental sources of funding that will assist in achieving the vision and mission of the housing authority, and through cooperation and collaboration with community partners to leverage resources and strengths to better housing and living conditions for all persons living with Portage County, Ohio.

In this effort, Moving to Work is expected to remain a critical element of achieving these goals. PMHA is committed to developing a rent calculation system that is easier to administer and understand without compromising the agency's commitment to the integrity of federal funds. In addition, PMHA envisions a rent system that remains affordable to low-income households, but also provides incentive and encouragement to people working to the best of their abilities to improve themselves.

Also, the Moving to Work vision includes removing barriers to rational property management decisions, allowing the agency to administer its real estate inventory with solutions appropriate to the mission. What works in Windham or Ravenna, Ohio may not be the same solution for Cleveland, Ohio or Washington, DC. Local, informed decision-making has brought PMHA to the high performer status it has earned under HUD evaluation to this day; PMHA seeks to provide one example of "how to" that might serve as an example for other housing authorities in finding solutions. PMHA does not seek to provide THE example because the agency is committed to the value that local decision-making will free the creativity of housing authority boards and staffs throughout the nation.

V. Proposed MTW Activities: HUD Approval Requested

The following list provides two new Moving to Work activities that PMHA proposes to undertake during 2010 that are not already approved by HUD. PMHA is providing this information for HUD approval as needed and for community comment.

AMENDING THE HOMEOWNERSHIP VOUCHER PROGRAM TO INCLUDE HOUSEHOLDS WHO ARE PRESENTLY HOMEOWNERS AND UNDER FORECLOSURE

Under this addition, PMHA would amend the Administrative Plan to permit households who otherwise qualify for a Housing Choice Voucher to receive a preference for admission and receive a voucher solely for the purpose of renegotiating their foreclosure so they may remain in the home they own. The need for additional resources in this effort in Portage County is striking, as the number of families facing foreclosure has overwhelmed existing assistance programs, leading to families losing homes and neighborhoods being de-valued as homes sit vacant or are sold at pennies on the dollar.

PMHA would work with a foreclosure prevention agency to identify up to 20 families that are under foreclosure, determine their eligibility and, if the lender indicates that between the PMHA payment and the non-profit's contribution towards arrearage that the lender would allow the family to retain its home, PMHA will issue a voucher, enter into HAP contracts and more similar to the current homeownership voucher program. In essence, the referral system will be similar to that of a HUD Family Unification Program, which utilizes an outside agency for all referrals to this program, while the PHA operates the housing assistance portion of the program. Selection of eligible families will be first-come, first-serve for the 20 vouchers at PMHA. Criteria for eligibility will include having a reported income of \$12,000 (with provision for accommodation for disabled and elderly households to allow lower income eligibility), the willingness of the lender to accept HAP funds and to adequately restructure the loan(s) in arrears to prevent foreclosure, along with regular HCV criteria, such as meeting criminal background screening requirements and no indebtedness to a housing authority. Additionally, the unit to be subsidized must be located in Portage County, Ohio. There will be no portability function for this assistance; if the family loses the home after re-structuring the mortgage, the family will be eligible to apply for a rental voucher through the conventional list. The non-profit would, as in the conventional program, provide financial counseling.

PMHA holds that this relates to the "increasing housing choice for low-income families" in that it offers the possibility that at-risk families will avoid foreclosure and remain in an existing home, instead of being evicted. Although it isn't a cost-effectiveness measure for PMHA's use of Federal funds, this provision offers the

opportunity to provide general savings of Federal funds by keeping affected families in their existing homes instead of homelessness and the more costly interventions administered by local non-profits. For PMHA, however, the key is to increase housing choice for affected families.

The baseline for this activity is currently zero units of foreclosure-prevented homeownership vouchers, since PMHA is not authorized to use its HCV funding for this purpose at present. By waiving the provisions about current homeownership and first-time homebuyers, PMHA expects to serve 20 families in the first year and have 19 remain in the home for the first year of the program. The non-profit estimates it could have enough eligible families to have the program fully subscribed within three months of its start; PMHA expects a slightly more conservative schedule, as the program also remains dependent on available vouchers, and the Housing Choice Voucher program is currently operating to issue turnover vouchers; no “surplus” vouchers exist under the current funding scheme.

PMHA will collect data for this program through the HUD Form-50058, the Family Self Sufficiency Contract of Participation, and its own agency-developed forms for qualifying families and administering the assistance. It will also use information from the non-profit partner, to maintain a count of existing participating families, their progress in participating in financial counseling. Participants will also be mandated to participate in the Family Self Sufficiency Program, so record of their efforts to address their issues and return to self sufficiency will be available for measurements.

PMHA holds that the following authorizations in Attachment C apply to the program waivers described above:

- Section D, Subsection 8(a): Allowing the agency to establish reasonable Section 8 Homeownership Programs not limited by existing Section 8 requirements. The waiver would affect the regulations under 24 CFR 982 as described here. These include **24 CFR 982.627(a)(2)**: Families will not qualify under the definition of “first-time homeowner,” as they will be existing homeowners; **24 CFR 982.631 (c)** regarding the contract of sale with a seller, since there will be no seller in this case; **24 CFR 982.637(a)**, in which the family may move to another unit and receive continued assistance, since the intent is to assist the family in saving the current home for their occupancy, not to provide a convenient opportunity to “jump” the waiting list the family might otherwise encounter through a conventional application.

CREATE THE BRIDGE VOUCHER PROGRAM UNDER THE HOUSING CHOICE VOUCHER PROGRAM

This activity has been withdrawn from the Annual Plan submission for 2010.

Neither of the new activities proposed for 2010 involve rent reform, and as a result, PMHA is not addressing the information regarding rent reform initiatives sought for approval in 2010.

VI. Ongoing MTW Activities: HUD Approval Previously Granted

PUBLIC HOUSING

1. Minimum Rent

Minimum Rent of \$25 that will increase by \$25 every two years during tenure in Public Housing, and will be capped to not to exceed \$250 per month, which would be attained after 18 years of Public Housing residency.

Households with a head or co-head of household, or spouse who is elderly or disabled (62 years of age or older, and/or disabled) will have a minimum rent of \$0. Departure or death of the sole elderly or disabled household member will result in the minimum rent requirement being re-instated for remaining household members.

The Minimum Rent feature was first identified in the 2009 Plan Year and implemented in 2009.

Minimum rents are now being charged to Public Housing residents based on the statement of policy above. The planned escalation feature has not occurred yet due to the timing of the escalations, i.e., the plan does not call for an increase to \$50 minimum rents until 2011 for affected families. Affected families that terminate Public Housing occupancy and assistance, and then later return to Public Housing for another term of occupancy, will "re-start" the clock for minimum rent at the \$25 per month level.

A household is eligible to self-certify a hardship and exempt themselves for two months of minimum rent per calendar year.

During the 2010 Agency Plan year, PMHA does not anticipate changing the minimum rent policy.

2. Maximum Rent

Maximum Rent allows for rents set at less than 30% of adjusted income. Maximum rents are \$450 per month for 1 and 2 bedroom units, and \$475 per month for 3 and 4 bedroom units, regardless of income. Households are permitted to reside in public housing for as many as 5 years at these amounts, before having their maximum rent increase to 90% of the HUD Fair Market Rents. (There is no time limit for this higher maximum rent

level). Income re-verifications will be biennially for these households. Elderly or disabled households will have no time limit for the ceiling rents.

The Maximum Rent activity for Public Housing was proposed and implemented in the 2009 Agency Year. Maximum rents are now in place for all Public Housing units with board-approved rents and income verification procedures.

PMHA will evaluate this activity and conduct an impact analysis regarding this activity, should PMHA desire to raise the established maximum rents. Since the maximum rent is set at an amount below 30% of adjusted median income and below market rents, it does not believe there is a need for a hardship policy change to address an increase in rent; the household would be allowed to choose without penalty or restriction, to revert to an income based rent set at or below existing HUD percentages for income.

3. Elderly and Disabled Rent Re-Certification

Elderly and disabled households who have 90% or more of their income from Social Security, SSI or other disability payments, and pensions will have a rent re-determination every two years. However, they may choose to have their income reexamined at any time.

This activity has been approved in the original MTW contract and been part of the rental activities of PMHA Public Housing since 2000. Seniors and disabled persons who are affected by this have appreciated the reduction in administrative burden and the year's savings on rental amounts.

PMHA anticipates retaining this feature throughout 2010, with no need for additional authorization.

4. Change in employment income

Change in employment income resulting in an increase or decrease of \$1,000 in annual income is not processed until the next annual re-certification. However, residents are expected to report changes.

This rental activity was identified and implemented in the 2009 Plan Year. The activity has served to reduce slightly the administrative burden of income changes that result in relatively slight changes in rental amounts.

The PMHA may consider modifying this policy to increase the amount of affected employment income due to an increase in income, that is, expand the waiver from \$1,000 in annual income to as much as \$2,500 positive change in annual employment income. There is no anticipated change to

the \$1,000 decrease in income aspect. If PMHA chooses to expand its waiver of counting employment income increases up to \$2,500, it will do so based on an impact analysis and amend its Annual Plan and ACOP to reflect the change.

5. Rent Adjustment for Income Decreases

Rent adjustment for income decreases that are expected to be 30 days or longer will be processed. Decreases in employment income resulting in less than \$1,000 will not be processed until the next annual re-certification.

This feature has been implemented and is in place after being approved as part of the 2009 Annual Plan process. It has provided administrative relief to PMHA without imposing material rent burden on participants affected. PMHA does not anticipate requesting amended or additional authorization above that granted in 2009.

6. Assets/Interest Income

Neither Assets nor Interest is considered in the income calculation for the purposes of calculating rent.

This activity was initially identified and implemented with the original 1999 MTW agreement.

This activity remains, and is anticipated to remain, a portion of the agency policy for rent determination, both as an administrative relief but also as incentive for participants to accumulate assets. There is no anticipated change in 2010 to this policy.

7. Overall percentage of income amounts for rent calculations

Overall percentage of income amounts for rent calculations will be changed from 30% of adjusted gross income to charging 25% of employment income plus 28% of other forms of income. Rent charged will be the greatest of the adjusted income calculation, 10% of gross income, or the minimum rent.

This activity was identified in the 2009 Agency Plan. It has yet to be implemented, pending alteration to the rent calculation software used by the agency and a re-assessment of the economic impact on residents and agency, considering changes in the overall local economy.

PMHA anticipates implementing this activity in 2010, with a possible alteration to the percentages of income cited above. In any case, if implemented, the percentage of gross income will be less than 30%.

8. Eliminate allowance for non-reimbursed childcare expense

This activity was approved in the 2009 Plan Year, but has not been implemented to date due to overall concerns regarding implementation without the accompanying decline in percentage of income used to determine rental amounts.

This activity was identified in the 2009 Agency Plan. It has yet to be implemented, pending alteration to the rent calculation software used by the agency and a re-assessment of the economic impact on residents and agency, considering changes in the overall local economy.

PMHA anticipates implementing this feature in early 2010 as part of instituting the new percentage of income rent system.

9. Non-reimbursed medical expenses will be raised from 3% of income to 10% of income.

This activity was approved in the 2009 Plan Year, but has not been implemented to date due to overall concerns regarding implementation without the accompanying decline in percentage of income used to determine rental amounts.

PMHA anticipates implementing this feature in early 2010 as part of the change in percentage of income rent system described above. No additional or increased authorization is requested.

10. Dependent deduction

Dependent deduction will be increased from \$480, up to a maximum of 960 to \$500 with a maximum of \$1,000.

An increase in the amount of the dependent deduction was approved in the 2009 Annual Plan and is expected to be implemented by the end of 2009. No additional authorization from HUD is expected for this feature.

11. Deduction for senior or disabled adults

Deduction for senior or disabled adults in the household will be increased from \$400 to \$500, and a household with two or more senior or disabled adults will be allowed up to \$1,000 deduction in rent calculation.

PMHA has not implemented this increase to the deduction, but may do so in advance of the other rent reforms, even prior to the end of 2009. Otherwise, no change in the approved authorization is expected.

12. Deduction for Absent Child

Deduction for absent child may be claimed when the household head or co-head or spouse is paying child support, but the household would remain subject to the \$1,000 maximum cited earlier.

This feature was approved in the 2009 Annual Plan process and will be implemented by the end of the 2009 calendar year.

13. Providing transitional housing

Up to 42 units of transitional housing will be set aside for previously homeless families at Renaissance Place and Community Estates. Through partnership with Family and Community Services and its Portage Area Transitional Housing (PATH) program, residents receive on-site intensified case management services as they move toward self-sufficiency.

This program was authorized and approved in the original 1999 Moving to Work authorizations. It was in operation prior to MTW under local program waivers, and is expected to continue to 2010, although funding for supportive services at the site is threatened by state funding decisions.

14. PMHA will operate a group home for disabled persons as Public Housing

The legitimacy of the Washington Group Home as Public Housing was clarified and affirmed in the 2009 Moving to Work Annual Plan, recognizing the development had been in operation for over 20 years. As a result, 8 units of Public Housing were maintained. As a result, implementation was performed many years ago and is ongoing as an operation. PMHA has always reported these units as 8 individual units under any HUD reporting, including HUD-52723 and the HUD-50058. In 2008, discussion about a PHA group home in Indiana led to an inquiry to Headquarters that questioned the legitimacy about PMHA's Washington Group Home.

PMHA has individual leases with each individual residing within the group home, and provides space at no charge to Independence Inc as the

service provider. Independence provides referrals of individuals to the development, but an individual must meet all qualifying requirements of the Housing Authority.

The Washington Group Home remains a valuable resource for severely mentally handicapped individuals in Portage County, and no plans exist by either the provider or the Housing Authority to change that status. No change in Attachment C authorizations is needed.

HOUSING CHOICE VOUCHER

1. Initial rent burden cap of 50% of adjusted monthly income

PMHA will continue to utilize an initial rent burden cap of 50% in an effort to provide families with greater housing choice.

This activity was included in the original PMHA application to HUD for Moving to Work and was implemented in 1999. The activity continues to allow families greater choice in housing based on the financial decisions and housing priorities they have for themselves.

PMHA anticipates making no changes or modifications to this feature, and no need to change Attachment C authorization.

2. Exclusion of overtime, bonuses and income from bank assets

Exclusion of overtime, bonuses and income from bank assets promotes the accumulation of assets by employed residents. PMHA will exclude interest income earned from bank assets such as checking and savings accounts and Certificate of Deposits.

This activity was included in the original PMHA application to HUD for Moving to Work and was implemented in 1999. The activity continues to allow families to accumulate assets through savings without a penalty to income and rental amounts.

PMHA anticipates making no changes to this policy, and requests no change to Attachment C authorization.

3. Cap on dependent child deduction

- . PMHA will continue to give an allowance for each family member (other than the head or spouse), who is disabled or a minor, and for family members who are 18 and older who are full-time students or who are disabled. This allowance is not to exceed \$960, except that current residents (as of April 23, 1999) are entitled to an allowance of \$480 for each family member who is a minor and for family members who were 18 and older and full-time students or who are disabled as of June 1, 2000. This policy was part of the original MTW application and agreement in 1999. PMHA anticipates raising the allowance amounts, perhaps as soon as December 2009.

PMHA, as part of approved rent reform, may change the dollar amounts to a greater amount, in 2010. However, this feature needs no amendment to Attachment C authorization.

4. MTW Homeownership Program

The existing MTW Homeownership Program is being targeted for amendment to include existing homes under foreclosure, in addition to existing rules for first-time homebuyers. As a result, this previously approved activity is described in detail in the Proposed Activities section.

5. Project Based Program

PMHA will continue to offer Project-Based Section 8 assistance to non-profit or for profit housing entities that own rental housing and provide supportive services to participating residents.

PMHA may attach up to 20% of its voucher assistance to specific units.

The PMHA Project-Based program does not require units to be new construction or rehabilitated units.

The term of HAP contracts will be for a five-year term subject to MTW approval and subject to funding availability.

Participating families may be eligible for a tenant-based voucher after two years of project-based assistance. Families have no right to continue assistance in another program. Project-based vouchers are intended to provide a self-sufficiency component to housing; the two year requirement

reduces the possibility of families agreeing to use project-based voucher housing with little or no intention of participating within the supportive program, but agreeing to do so merely to obtain housing more quickly.

Unit selection will be available based on meeting eligibility requirements for the sponsor and the housing unit(s). The process will be open, with advertising and other outreach efforts.

Project-based vouchers may be permitted for transitional housing units as well as permanent housing with supportive services.

PMHA has implemented all of these features in 2009, which was requested and approved through the 2009 Annual Plan process. These features have been critical at resolving regulatory and management issues involved in the Project-based Voucher Program.

PMHA does not anticipate needing additional or modified approval to the this authorization in 2010.

6. Restrictions of Portability

As a means of assuring financial stability and efficiency of program operations, the PMHA received approval for restrictions on portability in the 2009 Annual Plan. Participants may now only port (and PMHA be billed for) to housing authorities administering Fair Market Rents at or below amounts used in Portage County. This feature affects persons seeking to port out to non-Ohio housing authorities.

PMHA does accept port-ins from other jurisdictions and seeks to absorb those families whenever possible. Port-ins are subject to Moving to Work benefits and requirements, although exception can be made if the sending Housing Authority identifies the family as a participant in the Mainstream Program. PMHA has no other "specialty" vouchers at this time, such as Family Unification or HUD-VASH.

PMHA has implemented this feature in 2009 and seeks no modification for 2010.

7. PMHA changed the calculation of the housing assistance payment to include consideration of any debts owed by the family to the housing authority by participants of the Housing Choice Voucher Program.

PMHA received approval for this feature in the 2009 Annual Plan and has begun implementing the approval for new debts and for families delinquent on existing repayment agreements. Also, implementation of this feature did not discount the consideration of creating a repayment agreement and at least

temporarily waiving the authority to seize the utility allowance. It is considered fully implemented at this time.

PMHA does not anticipate needing additional authorization for the utility allowance for debts owed program in 2010.

8. Pro-ration of the utility allowance schedule amounts as much as any funding pro-ration percentages for the affected programs

PMHA received approval through the 2009 Plan to adjust utility allowances to match percentage pro-rations for appropriations to Public Housing and/or Section 8. PMHA opted not to implement this authority in 2009 because funding provided by Congress, while not 100%, was considered adequate to funding operations without passing on the utility costs to residents, thus maintaining affordability. PMHA intends to utilize this feature in 2010 if funding for Public Housing or Housing Choice Vouchers is pro-rated.

PMHA will request no amendment to the authorization to this approval in 2010.

9. Income verifications conducted for approved government programs may be substituted for PMHA income verification if performed within the previous 90 days.

PMHA is conducting negotiations with the Department of Job and Family Services to agree on processes and releases of information to improve the efficiency of verifying incomes of families in need. It is not an implemented feature of the PMHA program at this time. This feature was approved as part of the 2009 Annual Plan, but may be in place before the end of the calendar year 2009 for PMHA.

PMHA expects no need for amendment or modification to this authorization in 2010.

10. Single Fund Budgeting with Full Flexibility for Eligible Funds

PMHA received approval of its 2009 Annual Plan request for authority to use single fund budgeting and full funding flexibility. Except for a minimal use for self sufficiency programming by the Family Self Sufficiency Coordinator for Public Housing, this feature was not exercised during the year. It was deemed not necessary, for implementation of the operations and programs during the year, and served primarily as an “emergency” solution to one program or another receiving a significantly inadequate funding amount while another program may receive adequate or better funding.

PMHA anticipates no need for additional authorization for this MTW feature in 2010, and is impressed by recent changes in HUD policy regarding housing activities outside Sections 8 and 9.

For all MTW and non-MTW activities, PMHA uses internal evaluators for all ongoing activities and has not contracted with external evaluators.

VII. Sources and Uses of Funding

A. List Planned Sources

Portage Metropolitan Housing Authority anticipates receiving funds from the following HUD sources during 2010 for MTW activities:

- Public Housing Operating Subsidy, estimated at \$822,579, to be used for conventional Public Housing operations
- Housing Choice Voucher Housing Assistance Payments, allocated at \$9,658,976 to be used leasing and approved homeownership activities according to HCV requirements.
- Capital Fund Formula grants, expected to total \$620,000 in expenditures in 2010 for approved Capital Grant purposes as stated in HUD Form-50075.1

Other sources of HUD funds expected during 2010:

- ARRA Stimulus Capital Funds, expected expenditure of funds by March 2011 of \$647,000 for capital projects including the remodeling of 4 single family homes, new window replacements at three projects and replacement of the Etna House cupola.
- Resident Opportunity and Self Sufficiency Grants, expected at \$200,000 of expenditures for ROSS grant-approved activities.
- Neighborhood Network Program Grants, budgeted at \$80,000 for the operation of learning computer centers at 4 Public Housing sites.

Some of these funds are already awarded and are multi-year grants involving draw-downs as they are spent.

B. List Planned Sources and Uses of State or Local Funds

Portage Metropolitan Housing Authority plans to receive funding from the following sources of state and local funding:

- Shelter Plus Care (HUD funding that is applied for through a state application process titled the Balance of State system administered by Ohio Department of Development). These funds are used to provide rental housing assistance to homeless persons with disability. Those housed also receive mental health services addressing stability, healing and self sufficiency issues. PMHA anticipates \$188,000 for the 25 units of Shelter Plus Care housing
- City of Kent grant funds (if available and awarded in 2010). These funds are used to promote security and neighborhood involvement at all, Public Housing and non-Public Housing, PMHA-owned developments. PMHA anticipates \$7,500 in Kent City funds in 2010.

C. List or describe Use of Single-Fund Flexibility and describe uses across traditional program lines.

Portage Metropolitan Housing Authority is not currently planning to use Single-Fund flexibility during 2010. It considers this flexibility valuable, however, as a tool available to housing authorities to be able to rationally adjust programs to maintain housing units despite potential shortfalls in funding caused by appropriations decisions made by Congress, particularly in light of a historic shortage of funds for Public Housing Operating subsidy. As a result, although PMHA will plan to operate each of its programs within the funding provided for those specific uses, it reserves the authority to use flexibility under special circumstances such as funding shortfalls not caused by MTW program activities.

Although not directly related to the single fund flexibility issue, MTW authority to allow the Self Sufficiency Coordinator paid for historically by the FSS Coordinator Grant remains in place. However, changes in the awarding of funds for that position may now be considered a "single-fund" flexibility. As a result, the one planned flexible use of funds would be to assist in providing some self sufficiency and homeownership activities for both Housing Choice Voucher and Public Housing residents.

Portage Metropolitan Housing Authority uses a Central Office Cost Center as part of its asset and financial management structure for Public Housing and the agency. Due to the size of the authority, with only 305 units of Public Housing under the subsidy calculations, and that each development under the old HUD project numbering system is very small, the PHA has opted to use a cost allocation approach for its COCC.

Annual Statement/Performance and Evaluation Report				U.S. Department of Housing and Urban Development			
Capital Fund Program, Capital Fund Program Replacement Housing Factor and				Office of Public and Indian Housing			
Capital Fund Financing Program				OMB No. 2577-0226			
				Expires 4/30/2011			
Part I: Summary							
PHA Name:		Grant Type and Number			FFY of Grant:		
Portage Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P031501-10 Replacement Housing Factor Grant No:			2010		
		Date of CFFP:			FFY of Grant Approval:		
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 or 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 20)	102,315.00	0.00	0.00	0.00		0.00
3	1408 Management Improvements	101,410.00	0.00	0.00	0.00		0.00
4	1410 Administration (may not exceed 10% of line 20)	51,158.00	0.00	0.00	0.00		0.00
5	1411 Audit	0.00	0.00	0.00	0.00		0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00		0.00
7	1430 Fees and Cost	0.00	0.00	0.00	0.00		0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00		0.00
9	1450 Site Improvement	20,000.00	0.00	0.00	0.00		0.00
10	1460 Dwelling Structures	135,000.00	0.00	0.00	0.00		0.00
11	1465.1 Dwelling Equipment - Nonexpendable	35,000.00	0.00	0.00	0.00		0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00		0.00
13	1475 Non-dwelling Equipment	30000.00	0.00	0.00	0.00		0.00
14	1485 Demolition	0.00	0.00	0.00	0.00		0.00
15	1492 Moving to Work Demonstration	29,000.00	0.00	0.00	0.00		0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00		0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00		0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00		0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00		0.00
19	1502 Contingency (may not exceed 8% of line 20)	7,700.00	0.00	0.00	0.00		0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	511,584.00	0.00	0.00	0.00		0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00		0.00
22	Amount of line 20 Related to Section 504 Activities	5,000.00	0.00	0.00	0.00		0.00
23	Amount of line 20 Related to Security - Soft Costs	2,500.00	0.00	0.00	0.00		0.00
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00		0.00
25	Amount of line 20 Related to Energy Conservation Measures	42,500.00					
Signature of Executive Director		Date		Signature of Public Housing Director		Date	
<p>1 To be completed for the Performance and Evaluation Report.</p> <p>2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement</p> <p>3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.</p> <p>4 RHF funds shall be included here.</p>							
Page 1 of 3				form HUD-50075.1 (4/2008)			

Part II: Supporting Pages

PHA Name:		Grant Type and Number CFFP (Yes/No): _____			Federal FFY of Grant:			
		Capital Fund Program Grant No: OH12P031501-10			2010			
Portage Metropolitan Housing Authority		Replacement Housing Factor Grant No:						
Development Number Name/PHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
	Operations	1406		51,158.00	0.00			
OH31000001 - EAST	Operations	1406		51,158.00	0.00			
	Management Improvements							
OH31000001 - EAST	Resident Security	1408		1,250.00	0.00			
OH31000002 - WEST	Resident Security	1408		1,250.00	0.00			
OH31000001 - EAST	Dev Job Training/Business	1408		17,750.00	0.00			
OH31000002 - WEST	Dev Job Training/Business	1408		17,750.00	0.00			
OH31000001 - EAST	Coordinator Drug Elimination	1408		31,705.00	0.00			
OH31000002 - WEST	Coordinator Drug Elimination	1408		31,705.00	0.00			
	Administration							
OH31000001 - EAST	Salaries/Fringe Benefits	1410		40,444.00	0.00			
OH31000002 - WEST	Salaries/Fringe Benefits	1410		10,114.00	0.00			
OH31000001 - EAST	Advertising for Bids	1410		450.00	0.00			
OH31000002 - WEST	Advertising for Bids	1410		150.00	0.00			
	Non-dwelling Equipment							
OH31000001 - EAST	Vehicle	1475		15,000.00	0.00			
OH31000002 - WEST	Vehicle	1475		15,000.00	0.00			
	Contingency	1502		0.00	0.00			

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.

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 III: Supporting Pages - Management Needs Work Statement(s)				
Work Statement for Year 1 FFY 2010	Work Statement for Year: 3 FFY: 2012		Work Statement for Year: 3 FFY: 2012	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
Annual Statement	OH3100001 - EAST AMP		OH3100002 - WEST AMP	
	Resident Security	1,250.00	Resident Security	1,250.00
	Resident Job Training Program		Resident Job Training Program	
	Business Development Program	9,000.00	Business Development Program	9,000.00
	Coordinator of Social Service for Drug Elimination	25,647.00	Coordinator of Social Service for Drug Elimination	25,647.00
	Administration Salaries and Fringes	27,599.00	Administration Salaries and Fringes	23,559.00
	Operations	51,158.00	Operations	51,158.00
	Non-Dwelling Equipment - 1475	2,100.00	Non-Dwelling Equipment - 1475	2,100.00
	Non-Dwelling Structures - 1470 31 - 02 Replace Sheds - 9	12,500.00	Non-Dwelling Structures - 1470 31 - 02 Replace Sheds - 9	12,500.00
	Subtotal of Estimated Costs	\$ 129,254.00	Subtotal of Estimated Costs	\$ 125,214.00

B. Description of Any Planned or Ongoing Agency-directed Evaluations of the Demonstration.

Portage Metropolitan Housing Authority has no planned or on-going external evaluations of the Moving to Work Demonstration. Romaine Chritton, Housing and Special Projects Manager of the housing authority, Pamela Nation, Section 8 Program Manager, along with Fred Zawilinski, Executive Director, compile and analyze data generated for the agency to assess the impacts of the Demonstration activities.

The primary data used for assessment is primarily income amounts and sources, rents charged and HAP assistance data. PMHA has a good historic background of data from previous years' Demonstration participation, and with changes in agency software has improved its ability to collect data and assess the relevant outcomes.