



## **2018 MOVING TO WORK Annual Plan**

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# **Portage Metropolitan Housing Authority**

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## **Section I: Introduction**



Portage County is conveniently located in the midst of northeastern Ohio's urban centers. It offers convenient access to Greater Cleveland, Akron/Canton and Warren/Youngstown metropolitan areas. It is the home of Kent State University, Hiram College and Fortis College. Nearby institutions of higher learning including the University of Akron, Youngstown State and Cleveland State offer additional education choices to Portage County residents.

The County is home to 161,921 persons, of which 91.3% are White: 4.5% African American: 2% Asian: 0.2% American Indian and Alaskan Native: and 0.1% are Native Hawaiian and Other Pacific Islander.

According to 2011-2015 American Community Survey, U.S. Census Bureau, 15.6% of Portage County persons live in poverty. The comparable poverty rate was 9.3% in 1999 and 13.5% based on 2006-2010 data. The increasing rate of poverty is largely due to the loss of good-paying manufacturing jobs.

Based on March 2017 data, the Unemployment Rate for Ohio was 5.3% and for Portage County, it was 5.6%.

The five most populated cities in Portage County include:

<b><u>City</u></b>	<b><u>Population</u></b>
Kent	29,639
Streetsboro	16,238
Aurora	15,734
Ravenna	11,643
Brimfield Township	10,376

Portage Metropolitan Housing Authority was organized in 1968 by a group of local business men to provide rental assistance to Ravenna residents. Over the years, the remaining portion of Portage County was added to the Housing Authority's jurisdiction. PMHA is a political subdivision created by the state of Ohio and is governed by a five-member board of commissioners.

PMHA has participated in the Moving to Work Demonstration since its inception in 1999. Its participation has enabled the PMHA to serve 5% more households than it would have without Moving to Work.

### **Short-Term Goals**

PMHA fosters the opportunity to experiment and implement activities which encompasses the spirit of Moving-to-Work and are based in the three statutory goals:

1. Reduce cost and achieve greater cost effectiveness in federal expenditures
2. Create incentives for families to work, seek work, or prepare for work
3. Increase housing choices for low income families

Portage Metropolitan Housing Authority established the following MTW goals and objectives for 2018:

1. Achieve and Maintain Excellence in Tenant-Based Housing Programs
  - Four households will become new homeowners through the Housing Choice Voucher Homeownership Program
2. Improve Productivity and Cost Effectiveness
  - Examine opportunities to improve productivity and cost effectiveness through technology
3. Collaborate with Community Partners to Leverage Resources to Benefit Households Assisted by PMHA and Portage County
  - PMHA will investigate opportunities to develop and manage permanent supportive housing.
  - PMHA will investigate methods of inter-agency cooperation that will lessen barriers to assistance for applicants and participants.

**Long-Term Vision MTW Goals (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 residents in continual economic improvement leading to either homeownership or private market housing.
- Providing decent, safe and affordable housing as a choice among elderly and disabled residents in order to promote aging in place and improvement in quality of life.

To accomplish the long-term vision PMHA will:

1. Streamline the delivery of housing through improvements in efficiency and effectiveness within its own resources offered by the Federal Government
2. Collaborate with community partners to leverage resources and strengths to improve housing and living conditions within Portage County
3. Develop a rent system that:
  - Is easier to administer and understand
  - Remains affordable to low-income households
  - Provides incentive for work
  - Removes systemic incentives for people to remain unemployed

## Section II: General Housing Authority Operating Information

II.1.Plan.HousingStock											
A. MTW Plan: Housing Stock Information											
Planned New Public Housing Units to be Added During the Fiscal Year											
AMP Name and Number	Bedroom Size							Total Units	Population Type *	# of UFAS Units	
	0	1	2	3	4	5	6+			Fully Accessible	Adaptable
OH031000001 East Side	0	0	0	0	0	0	0	0	NA	0	0
OH031000002 West Side	0	0	1	1	0	0	0	2	General	1	2
Total Public Housing Units to be Added								2			
* Select Population Type from: Elderly, Disabled, General, Elderly/Disabled, Other If Other, please describe: <span style="background-color: #ffffcc; border: 1px solid black; padding: 2px;">NA</span>											
Planned Public Housing Units to be Removed During the Fiscal Year											
PIC Dev. # / AMP and PIC Dev. Name	Number of Units to be Removed		Explanation for Removal								
OH031000001 East Side	0		NA								
OH031000002 West Side	0		NA								
Total Number of Units to be Removed	0										

The Portage Metropolitan Housing Authority has a total of 2 AMPS and lists both as references.

New Housing Choice Vouchers to be Project-Based During the Fiscal Year									
Property Name		Anticipated Number of New Vouchers to be Project-Based *			Description of Project				
		0			No New HCVs to be Project-Based during 2018				
Anticipated Total New Vouchers to be Project-Based		0			Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year			174	
					Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year			174	
*New refers to tenant-based vouchers that are being project-based for the first time. The count should only include agreements in which a HAP agreement will be in place by the end of the year.									

Other Changes to the Housing Stock Anticipated During the Fiscal Year									
PMHA will explore potential purchases of 2 properties to replace the Willow Street units acquired by Kent State University.									
It is anticipated that no units will be held off-line requiring relocation of residents.									

General Description of All Planned Capital Fund Expenditures During the Plan Year									
OH31000001-East AMP:Community Estates: Site Lighting-\$33,532; Security Cameras-\$18,532; Stoves/Refrigerators-\$16,800; Cabinets/Countertops/Sinks-\$57,846; Playground Upgrade-\$10,000; Sign-\$5,000; Ravenna Woods: Sign-\$5,000--OH31000002-West AMP: Heritage Knolls-Lighting-\$33,532; Playground Upgrade-\$10,000; Security Cameras-\$18,532; Sign-\$5,000; Athena Gardens:Sign-\$5,000; Heritage Knolls: Landscaping-\$6,389									

II.2.Plan.Leasing		
B. MTW Plan: Leasing Information		
Planned Number of Households Served at the End of the Fiscal Year		
MTW Households to be Served Through:	Planned Number of Households to be Served*	Planned Number of Unit Months Occupied/Leased***
Federal MTW Public Housing Units to be Leased	295	3,540
Federal MTW Voucher (HCV) Units to be Utilized	1,386	16,632
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Property-Based Assistance Programs **	0	0
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Property-Based Assistance Programs **	0	0
<b>Total Households Projected to be Served</b>	<b>1,681</b>	<b>20,172</b>
* Calculated by dividing the planned number of unit months occupied/leased by 12.		
** In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households to be served, the PHA should estimate the number of households to be served.		
***Unit Months Occupied/Leased is the total number of months the PHA has leased/occupied units, according to unit category during the fiscal year.		

Reporting Compliance with Statutory MTW Requirements
<p>If the PHA has been out of compliance with any of the required statutory MTW requirements listed in Section II(C) of the Standard MTW Agreement, the PHA will provide a narrative discussion and a plan as to how it will return to compliance. If the PHA is currently in compliance, no discussion or reporting is necessary.</p>
<p>Portage Metropolitan Housing Authority is and has been in compliance with all statutory MTW requirements in Section II(C) of the Standard MTW Agreement</p>

Description of any Anticipated Issues Related to Leasing of Public Housing, Housing Choice Vouchers and/or Local, Non-Traditional Units and Possible Solutions	
Housing Program	Description of Anticipated Leasing Issues and Possible Solutions
NA	PMHA does not anticipate issues related to the leasing of Public Housing, Housing Choice Vouchers or non-traditional units.

C. MTW Plan: Wait List Information					
Wait List Information Projected for the Beginning of the Fiscal Year					
Housing Program(s) *	Wait List Type**	Number of Households on Wait List	Wait List Open, Partially Open or Closed***	Are There Plans to Open the Wait List During the Fiscal Year	
Housing Choice Vouchers-MTW	Community-Wide	2,077	Closed	No	
MTW Public Housing	Community-Wide	1,568	Open	Will remain Open	

\*\*\* For Partially Open Wait Lists, provide a description of the populations for which the waiting list is open.

Not Applicable
If Local, Non-Traditional Housing Program, please describe:
Not Applicable

If Other Wait List Type, please describe:

PMHA also operates a HUD-VASH voucher program in conjunction with the Veterans Administration. This program does not
have a waiting list, but takes referrals from the VA as they arrive from the VA's "Interest List"

If there are any changes to the organizational structure of the wait list or policy changes regarding the wait list, provide a narrative detailing these changes.

There are no anticipated changes to the organizational structure of the wait list or policy changes regarding the wait list.
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### **Section III: Proposed MTW Activities**

#### **PH-14 Elimination of Deductions in Total Tenant Payment Calculations**

*A. Describe each proposed MTW activity:*

PMHA proposes to calculate total tenant payments and base Public Housing assistance for all households on a calculation that is 29.6% of gross monthly income and eliminate deductions and allowances for being elderly or disabled, for dependents, and for unreimbursed medical and child care expenses. The only exception to the 30% of monthly gross income would be to continue a \$50 minimum rent for households who otherwise pay less than \$50 per month. This activity would also supersede any existing MTW rent reform activities for the Public Housing program.

*B. Describe how each proposed activity relates to at least one of the three statutory objectives:*

Overall impact will result in **Cost Effectiveness**.

This activity will result in agency cost savings; staff-time savings; and decrease in error rate of task execution.

*C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective:* PMHA expects this activity will have some negative effect on housing affordability, as participants will pay more money for housing out of their own pocket.

For Non-Elderly Households, the average monthly increase would be \$27, excluding those households paying zero rent and those at ceiling rent. Median rent increase was determined to be \$29 for these households.

For Elderly/Disabled Households, the average monthly increase would be \$19 and Median Rent Increase was determined to be \$7. Not included for impact were those households paying zero and ceiling rents.

However, rent changes will not exceed the federal standard of housing affordability of 30% of income.

*D. Provide the anticipated schedules for achieving the stated objective(s):*

New admissions to the program would receive the new total tenant payment calculation immediately; households that are current participants will have the new calculation applied no sooner than 90 days from the date of the approval of this Annual Plan. PMHA will give written 90-days' notice to all current participants before implementing the policy, and the new calculation will only take place at each participant's next scheduled annual recertification.

*E, F, G, H, I: Describe the baselines and proposed benchmarks and metrics that the Agency will use to measure the performance and progress of the MTW activities:*

<i>CE#1: Agency Cost Savings</i>		
Unit of Measurement	Baseline	Benchmark
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity (in dollars)	Expected cost of task after implementation of the activity (in dollars)
	295 households x 3 hrs. x \$37=\$32,745 per year	295 households x 1 hr. x \$37=\$10,915 per year

*CE#1-Data source from which metric data will be compiled: Rent Roll, Staff Salaries*

<i>CE#2: Staff Time Savings</i>		
Unit of Measurement	Baseline	Benchmark
Total time to complete the task in staff hours (decrease)	Total amount of staff time dedicated to the task prior to implementation of the activity	Expected amount of total staff time dedicated to the task after implementation of the activity
	3 hours per 295 households=885 hours annually	1 hour per 295 households=295 hours annually

*CE#2-Data source from which metric data will be compiled: Time Study for completion of task*

<i>CE#3: Decrease in Error Rate of Task Execution</i>		
Unit of Measurement	Baseline	Benchmark
Average error rate in completing a task as a percentage (decrease)	Average error rate of task prior to implementation of activity (percentage)	Expected average error rate of task after implementation of the activity (percentage)
	23%	5% error rate

*CE#3-Data source from which metric data will be compiled: Quality Control Review*

<i>CE#5: Increase in Agency Rental Revenue</i>		
Unit of Measurement	Baseline	Benchmark
Rental revenue in dollars (increase)	Rent revenue prior to implementation of the activity (in dollars)	Expected rental revenue after implementation of the activity (in dollars)
	\$61,600	\$107,200

*CE#5-Data source from which metric data will be compiled: Rent Roll*

<i>SS#1: Increase in Household Income</i>		
Unit of Measurement	Baseline	Benchmark
Average earned income of households affected by this policy in dollars (increase)	Average earned income of households affected by this policy prior to implementation of the activity (in dollars)	Expected average earned income of households affected by this policy prior to implementation of the activity (in dollars)
	\$18,900	\$18,900

*SS#1-Data source from which metric data will be compiled: Household Income Reports*

<i>SS#2: Increase in Household Savings</i>		
Unit of Measurement	Baseline	Benchmark
Average savings/escrow amount of households affected by this policy in dollars (increase)	Average savings/escrow amount of households affected by this policy prior to implementation of the activity (in dollars)	Expected average savings/escrow amount of households affected by this policy after implementation of the activity (in dollars)
	\$798	\$798

*SS#2-Data source from which metric data will be compiled: Household Assets Reports*

<i>SS#3: Increase in Positive Outcomes in Employment Status</i>		
Unit of Measurement	Baseline	Benchmark
Employed Full-time	Heads(s) of households Employed Full Time prior to implementation of the activity (number)	Expected Heads(s) of households Employed Full Time after implementation of the activity (number)
	87	87
Employed Full-time	Percentage of total work-able households Employed Full Time prior to implementation of the activity (percentage)	Expected percentage of total work-able households Employed Full Time after implementation of the activity (percentage)
	45%	45%

Employed Part-time	Heads(s) of households Employed Part-Time prior to implementation of the activity (number)	Expected Heads(s) of households Employed Part-Time after implementation of the activity (number)
	55	55
Employed Part-time	Percentage of total work-able households Employed Part-Time prior to implementation of the activity (percentage)	Expected percentage of total work-able households Employed Part-Time after implementation of the activity (percentage)
	28%	28%

Unemployed	Heads(s) of households unemployed prior to implementation of the activity (number)	Expected Heads(s) of households unemployed after implementation of the activity (number)
	71	71
Unemployed	Heads(s) of households unemployed prior to implementation of the activity (percentage)	Expected Heads(s) of households unemployed after implementation of the activity (percentage)
	26%	26%

*SS#3-Data source from which metric data will be compiled: Household Income & Type Reports, Departmental Data Tracking*

<i>SS#4: Households Removed from TANF</i>		
Unit of Measurement	Baseline	Benchmark
Number of households receiving TANF assistance (decrease)	Households receiving TANF assistance prior to implementation (number)	Expected number of households receiving TANF assistance after implementation of the activity (number)
	5	5

*SS#4- Data source from which metric data will be compiled: Household Income Reports*

<i>SS#5: Households Assisted by Services that Increase Self-Sufficiency</i>		
Unit of Measurement	Baseline	Benchmark
Number of households receiving services aimed to increase self-sufficiency (increase)	Households receiving self-sufficiency services prior to implementation of the activity (number)	Expected number of households receiving self-sufficiency services after implementation of the activity (number)
	149	149

*SS#5-Data source from which metric data will be compiled: Household Income Type Reports, Departmental Data Tracking*

<i>SS#8: Households Transitioned to Self-Sufficiency</i>		
Unit of Measurement	Baseline	Benchmark
Number of households transitioned to self-sufficiency (increase)	Households transitioning to self-sufficiency prior to implementation of the activity (number)	Expected households transitioning to self-sufficiency after implementation of the activity (number)
	142	142

*SS#8-Data source from which metric data will be compiled: Household Income Type Reports, Departmental Data Tracking*

*J. Cite the authorization(s) detailed in Attachment C or D of the Standard MTW Agreement that gives the PHA the flexibility to conduct the activity:*  
 Rent Policies and Term Limits- Section 3(a) (2), 3(a) (3) (A) and Section 6(l) of the 1937 Act and 24 C.F. R. 5.603, 5.611, 5.628, 5.630, 5.632, 5.634 and 960.255 and 966 Subpart A as necessary to implement the Agency's Annual MTW Plan

*K. Explain why the cited authorization for Attachment C or D is needed to engage in this activity:* Moving-To-Work participation provides for the implementation of activities that are not typically included in 24 CFR 98.516. The PMHA anticipates an overall Cost Effectiveness resulting from this activity with minimal impact on participants and the permission to revise or revoke this activity if results are unmet.

*Hardship Policy is as follows:*

For households where this calculation method increases the TTP by more than \$30.00 per month, the increase will be capped at \$30.00 until the next annual recertification or until the household experiences a change that results in the recalculation of the TTP, whichever comes first.

#### **Section IV: Approved MTW Activities: HUD approval previously granted**

##### **A. Implemented Activities**

##### **Housing Choice Voucher Program**

**HCV-1      Restrict portability moves out of Portage County for the Housing Choice Voucher Program**

Plan Year: 2009      Implementation: 2010

PMHA will approve portability only to housing authorities who absorb the incoming family, or administer Fair Market Rents at or below the amounts applicable to Portage County. This restriction does not apply to portability moves from Portage County that are justified under laws and regulations applicable to the federal Violence-Against-Women Act and support reasonable accommodations for disability.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

**HCV-2      MTW Homeownership Voucher Program**

Plan Year: 1999.      Implementation: 2000

MTW Homeownership Program: PMHA will continue to expand the MTW homeownership program, which identifies families with homeownership as one of their goals, screens the family for eligibility and applies a homeownership assistance payment to participants who purchase a home under the program.

This activity was amended to include households who are presently homeowners and under foreclosure to receive assistance with resolving issues with bank/mortgage company seeking foreclosure. Plan Year: 2010    Implemented: 2010

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

**HCV-3      Initial rent burden cap of 50% of adjusted monthly income**

Original Plan Year: 1999    Original Implementation: 2000    Re-Implemented: 2017

PMHA offers HCV participants to utilize an initial rent burden of 50% as an effort to maximize housing choice and maintain a level of affordability.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

**HCV-4      Project-Based Voucher Program to assist non-profits and developers to increase housing choices for low-income households**

Plan Year: 1999

Implemented: 2002 with additional authorizations granted in 2009

PMHA operates a project-based voucher program under a different set of rules and regulations than those provided for under the standard HUD rules for project-based vouchers.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

**HCV-5      Alternative Housing Quality Standards Compliance**

Plan Year: 2011      Implemented: 2011      Closed Out: 2014

Refer to Section D. Closed Out Activities. This activity did not yield expected outcomes.

**HCV-6      Time Limits for Housing Choice Voucher Participants**

Plan Year: 2013      Implemented: 2014      Closed Out: 2017

Refer to Section D. Closed Out Activities. This activity, as written, proved difficult to track and prone to errors. No households were impacted by this activity.

**HCV-7      Capped Utility Reimbursement Checks**

Plan Year: 2012      Not Implemented      Closed Out: 2017

Refer to D. Closed-Out Activities      It was determined that the cost for software changes were not affordable for the value gained from the implementation of this activity.

**HCV-8      Transitional Housing Vouchers**

Plan Year: 2012      Implemented: 2012      Closed Out: 2017

Refer to D. Closed-Out Activities      Requests for transitional housing vouchers elapsed over the past three years. This was due to the service provider not accepting new program families and restrictions limiting the time for participation in the program.



### **HCV-9      Elimination of Deductions in Total Tenant Payment Calculations**

Plan Year: 2014

Implementation: 2015

PMHA proposes to calculate total tenant payments and base Housing Choice Voucher assistance for all households on a calculation that is 29.6% of gross monthly income and eliminate deductions and allowances for being elderly or disabled, for dependents, and for unreimbursed medical and child care expenses. The only exception to the 30% of monthly gross income is a continuation of a \$50 minimum rent for households who otherwise pay less than \$50 per month. This activity reduces the HAP expense.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

### **HCV-10      Biennial Reviews for Non-Elderly/Non-Disabled Households**

Plan Year: 2014

Implemented: August 2014

On-Hold: May 2015 to April 30, 2016 *(This was done in order to identify eligible households and create a uniform timetable for re-certifications.)*

Re-Implemented: May 2016

Portage Metropolitan Housing Authority will conduct reviews of income at least once every 24 months as opposed to current requirements of annually. Families may continue to request interim reviews at any time. This activity would be applied to all MTW Vouchers held by households not considered “elderly” or “disabled”.

PMHA anticipates this activity will reduce the costs of annual re-certifications the program by 50% when fully implemented. Cost savings will be used to address HCV funding issues and to enable staff to identify and address specific barriers to self-sufficiency with household members.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

### **HCV-11      Permit Households at \$0 HAP to Self-Certify Income`**

Plan Year: 2014

Implementation: August 1, 2014

This activity would permit families who are at \$0 HAP to self-certify their income rather than be subjected to a verification process that should have no effect on housing assistance levels, thus reducing costs and staff time while achieving greater cost effectiveness in Federal expenditures.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

***HCV-12      Use Lesser of Actual Unit Size or Unit Size of Voucher Issued for Utility Allowances***

Plan Year: 2014      Closed-Out: 2014

Refer to D. Closed-Out Activities

***HCV-13      Extend the \$0 HAP Period to 12 Months***

Plan Year: 2014      Implemented: August 2014

PMHA proposes to extend the period of time a family may be considered a Housing Choice Voucher participant household from the current six months to up to 12 months.

The impact of this activity asserts that some families either are reluctant to attain \$0 HAP status or when notified that they are at \$0 HAP, they take measures that reduce their income so as to begin receiving HAP assistance again. By increasing the period allowed for \$0 HAP, PMHA expects to see more families achieve \$0 HAP and to exit the program at \$0 HAP rather than to return to HAP payment status. For those who achieve \$0 HAP status through employment, the extended period allows a safety net to the household as they adjust to paying market rents without assistance and stabilize themselves in their new employment situation.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

***HCV-14      Permit Decreases in Payment Standards at Next Scheduled Verification***

Plan Year: 2014      Refer to B-Not Yet Implemented Activities

**HCV-15      Change the Allocation of Interest Earned for the Housing Choice Voucher Family Self-Sufficiency Program**

Plan Year: 2014      Implemented: 2015

PMHA will no longer apply escrow credits for interest earned on funds deposited for the Housing Choice Voucher Family Self-Sufficiency Program. These funds will be made available for ongoing HAP needs for the Housing Choice Voucher Program as a whole. PMHA expects that the impact of this activity will provide minimal additional revenue (\$200) to the Housing Choice Voucher funds. Staff savings of approximately 12 hours per year will result.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

**PUBLIC HOUSING**

**PH-1      Escalating Minimum Rent**

Plan Year: 2008      Implemented: 2008      Closed-Out: 2011  
Refer to D. Closed Out Activities

**PH-2      Maximum Rent**

Plan Year: 2009      Implemented: 2009

Maximum Rent allows for rents set at less than 30% of adjusted income. Maximum rents are \$465 per month for 1 and 2 bedroom units, and \$490 per month for 3 and 4 bedroom units, regardless of income. Income re-verifications are biennially for these households. Households will have no time limit for ceiling rents.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

**PH-3      Elderly and Disabled Rent Re-certifications Biennially**

Plan Year: 2000      Implemented: 2000      Closed-Out: 2014

Refer to D. Closed-Out Activities

This activity was re-posed in Plan Year 2014 to Re-Certification of Elderly and Disabled to Every Three Years for both Public Housing residents and Section 8 Tenants.

***PH-4      Change in Employment Income***

Plan Year: 2008      Implemented: January 2012

Change in employment income resulting in an increase in annual income of any amount is not processed until the next annual re-certification. However, residents are expected to report changes.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

***PH-5      Rent Adjustment for Income Decreases***

Plan Year: 2009      Implemented: 2009

Decreases in income resulting in less than \$1,000, or lasting less than 30 days, will not be processed until the next annual re-certification.

This rent reform activity is seldom used. However, whenever a household experiences an income decrease less than \$1,000, the time to process the decrease is costly to the PMHA and has minimal impact on the household when the income decrease lasts less than 30 days. On many occasions, households locate new employment or other sources of income within 30 days. Thus, the PMHA views this activity as being effective as a cost-savings feature. This activity does not give incentives to households to achieve self-sufficiency.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

***PH-6      Overall Percentage of Income Amounts for Rent Calculations***

Plan Year: 2012      Implemented: April 1, 2012

This activity was implemented April 1, 2012. The percentage of earned income would be set at 26% of income in an effort to promote work activity and offset the elimination of the allowance for non-reimbursed childcare expenses.

PMHA evaluates this feature to ensure affordability on a quarterly basis. To date, households with wage incomes are experiencing gains in average annual income, which is an indication that impacts are being met.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

*Note: As identified in Section III, the PMHA is proposing PH-14 Elimination of Deductions in Total Tenant Payment Calculations. If approved, this activity will be moved to Section D. Closed-Out Activities during 2018.*

***PH-7            Eliminate Allowance for Non-Reimbursed Childcare Expenses***  
***Comment and Replace with 4% Overall percentage of earned income***

Plan Year: 2012      Implemented: April 1, 2012

Allowances for non-reimbursed child care expenses were eliminated from rent calculations in part of an overall rent reform that reduced the percentage of income counted towards rent for households with earned income. The purpose of this feature is to simplify rent calculations for transparency shared by both residents and PHA staff, as well as reducing administrative burden relating to documentation.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

*Note: As identified in Section III, the PMHA is proposing PH-14 Elimination of Deductions in Total Tenant Payment Calculations. If approved, this activity will be moved to Section D. Closed-Out Activities during 2018.*

***PH-8            Deduction for Elderly or Disabled Adults***

Plan Year: 2009      Closed-Out: 2014      Refer to D. Closed-Out Activities

***PH-9            Providing Transitional Housing***

Plan Year: 1999            Implemented: 1999            Closed-Out: 2012

Refer to D. Closed Out Activities

***PH-10            PMHA to Operate Two Group Home as Public Housing***

Plan Year: 2009            Implemented as a MTW Activity: 2009

(1) **Walnut House**, located in Ravenna, houses persons with severe mental illnesses in partnership with Coleman Professional Services. This property has 13 units of housing, but PMHA uses one of the 13 units as space for supportive services activities.

(2) **Washington Group Home**, located in Ravenna Township, has a capacity for 8 individuals to reside in a supportive, group home environment. PMHA has entered into a partnership with Family and Community Services to lease the building for the purposes of providing housing and services to men who are addressing alcohol and drug addiction issues. The program has flourished and is well-received in the community. These comprehensive services will facilitate a successful transition back to community living. This project was finalized during the first half of 2013. Residents will not be entered in PIC due to the nature of the specific population served. Family and Community Services screens and selects eligible candidates for this program known as ROOT. Thus, Standard HUD Metrics do not apply.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

***PH-11            Deduction for Absent Child***

Plan Year: 2009            Closed-Out: 2013

Refer to D. Closed out Activities.

***PH-12            Cap on Dependent Child Deduction***

Plan Year: 1999            Implemented: 2000

Plan Year: 2014-            This activity originally related to both Public Housing and Housing Choice Voucher Programs. However, due to a revision of rent reform activities for the HCV program in 2014, this activity was no longer used in the HCV program.

The Public Housing Program will continue to give a \$480 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.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

*Note: As identified in Section III, the PMHA is proposing PH-14 Elimination of Deductions in Total Tenant Payment Calculations. If approved, this activity will be moved to Section D. Closed-Out Activities during 2018.*

**PH-13      Residents paying ceiling rents may self-certify income**

Plan Year: 2015                      Implemented: 2016

Residents paying ceiling rents are allowed to self-certify their income for the purposes of the re-verification process. Such families pay the same rental amount regardless of income increases. This activity results in reducing costs by saving staff time devoted to income verification and also achieves greater cost effectiveness in federal expenditures.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

**BOTH HOUSING VOUCHER and PUBLIC HOUSING PROGRAMS**

**B-1      Exclusions of Overtime, Bonuses and Income from Assets**

Plan year: 1999    Implemented: 2000

To promote the accumulations of assets, PMHA excludes income from new employment income, overtime, bonuses and interest from bank assets such as checking and savings accounts and certificates of deposit.

**Note:** This activity was modified in 2012 for the Public Housing program to exclude income from “new” employment until annual re-certification for reporting purposes.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

**B-2                    Cap on dependent child deduction**

Plan Year: 1999      Implemented: 2000

This activity was discontinued for the Housing Choice Voucher Program in 2014 (***Refer to Closed-Out Activities B-2***). The Public Housing Program continues to implement this activity (***Refer to PH-12***).

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

*Note: As identified in Section III, the PMHA is proposing PH-14 Elimination of Deductions in Total Tenant Payment Calculations. If approved, this activity will be moved to Section D. Closed-Out Activities during 2018.*

**B-3                    Utility Allowance Payments are used to repay participant debts owed to the Housing Authority**

Plan Year: 2009      Implementation: 2010

PMHA will withhold utility allowance checks for households who owe PMHA money to be used to repay those debts. Once the tenant account is returned to zero balance, the utility allowance checks will resume.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

**B-4                    Pro-ration of the utility allowance schedule up to the percentage of pro-ration of funding as established by HUD due to appropriations:**

Plan Year: 2009                      Implemented: 2014 (for Public Housing Program)  
Refer to Section B. Not Yet Implemented Activities for Housing Choice Voucher Program.



To offer an additional tool to deal with reductions in HUD subsidy for Public Housing or Housing Choice Vouchers, PMHA has authority to reduce utility allowance payments to address funding shortfalls.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

**B-5            Single Fund Budget Flexibility**

Plan Year: 2009      Implemented: 2013

This activity is no longer considered a MTW activity and will no longer be reported as such. Related information is referenced in the Financial Section of this report

**B-6            Income verifications conducted for approved government programs may be substituted for PMHA income verifications if performed within the previous 90 days**

Plan Year: 2009      Refer to Section B. Not Yet Implemented Activities

**B-7            Employment and education deductions**

Plan Year: 1999 Implementation: 2000.

Note: This activity was closed out for Public Housing program in 2012 and for HCV in 2015. See D. Closed Out Activities.

**B-8            Adoption of Local Investment Policies**

Plan Year:      2014

PMHA seeks to evaluate and utilize State of Ohio investment alternatives when appropriate for earning greater returns without compromising asset safety

Refer to B. Not Yet Implemented Activities

**B-9            Verifications of Income Valid for 180 Days**

Plan Year: 2014

Implemented: Housing Choice Voucher Program: August 2014

Implemented: Public Housing Program: September 2014

PMHA will extend the length of time for verified application data to be considered valid to 180 days. It is anticipated that this activity will reduce costs and achieve greater cost effectiveness in Federal expenditures. I also will reduce the amount of duplicative work caused by various factors in validating all needed information provided at the time of a completed application and process from the wait list.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

**B-10**                      **Eliminate All Excluded Income from the Income Verification Process**

Refer to C. Activities on Hold

Plan Year: 2014

Implemented: Housing Choice Voucher Program: August 2014

Implemented: Public Housing Program: September 2014

PMHA would cease verifying any fully excluded income sources for households. While PIH 2013-04 provides guidance for this activity, the approval as a MTW activity would ensure that developed practices would continue if PIH 2013-04 is rescinded, amended or superseded. This activity is expected to simplify income verifications, saving time for PMHA staff, participants and other agencies.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

**B-11**                      **Elderly and Disabled Rent Re-certifications Every Three Years**

Plan Year: 2014

Implemented: 2014

This activity allows PMHA to conduct re-certifications at least once every three years for elderly and disabled households.

This activity is expected to increase administrative efficiency and reduce cost to PHA programs through the reduction of an estimated 170 annual re-certifications.

PMHA does not plan or anticipate any non-significant changes or modifications; any changes or modifications to metrics, baselines, or benchmarks; nor any different authorizations for this activity in 2018.

## **B. Not Yet Implemented Activities**

**HCH-14**

**Permit Decreases in Payment Standards at Next Scheduled Verification**

Plan Year: 2014

PMHA proposes changing the implementation of new payment standards established by the housing authority to be effective at the date of the anniversary of household assistance (formerly known as the annual verification), rather than be implemented the second annual verification following the change. Under present regulations, housing authorities may not lower payment standards until the 2<sup>nd</sup> annual certification after the lowering of the payment standards, which hampers a PHA from taking action to lower HAP costs quickly and more fairly across all participant households. In 2013, PMHA raised minimum rents from \$25 to \$50 as part of its response to the federal sequester and the need to reduce HAP costs. This increased the rent burden on the lowest income participants and for lesser results on HAP than if PMHA were permitted to reduce payment standards slightly, across the board for all participants. This activity is considered critical to PMHA being able to adjust HAP spending quickly and in a more equitable manner (compared to raising minimum rents or adjusting rent calculations) that can spread the cost of budget cuts across a greater portion of the HCV recipient population more quickly.

This activity will be implemented in 2018.

No changes are expected to the original activity proposed.

**B-4**

**Pro-ration of the utility allowance schedule up to the percentage of pro-ration of funding as established by HUD due to appropriations:**

Plan Year: 2009

This activity was implemented in 2014 for the Public Housing Program. Implementation is expected in 2018 for the Housing Choice Voucher Program.

No changes are expected to the original activity proposed.

**B-6**

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

Plan Year: 2009

This activity was not implemented as the agencies involved determined that the forecasted efficiencies were not going to be realized. PMHA will consider implementation during 2018 if renewed discussions yield a positive result. However, PMHA documentation is now used as verification for various programs including home delivered meals, food bank eligibility and for school supplies distribution.

No changes are expected to the original activity proposed.

**B-8                      Adoption of Local Investment Policies**

Plan Year: 2014

PMHA seeks to evaluate and utilize State of Ohio investment alternatives when appropriate for earning greater returns without compromising asset safety

PMHA has not implemented the new local investment policies but expects to submit for Board approval a new policy by the end of 2018. This activity will allow PMHA to invest in a state government program for state and local governments in Ohio that permits pooled collateralized investment that obtains higher interest rates than is typically available to PMHA on its own while remaining completely liquid as an asset.

No changes are expected to the original activity proposed.

**C. Activities on Hold**

There are no activities on hold.

**D. Closed Out Activities**

**HCV-5                      Alternative Housing Quality Standards Compliance**

Plan Year: 2011      Implemented: 2011      This activity ended in 2014

PMHA was to use the results of municipal housing/rental housing inspections as an alternative to HQS, where available. This activity did not yield expected outcomes due to changes within inspection programs by local cities and conflict with tenant move-in schedules.

**HCV-6      Time Limits for Housing Choice Voucher Participants**

Plan Year: 2013      Implemented: 2014      Closed-Out: 2017

Refer to Section D. Closed Out Activities. This activity, as written, proved difficult to track and prone to errors. No households were impacted by this activity since its full impact would materialize in 2018.

PMHA has established time limits for the Housing Choice Voucher program. Participants who are able to work (i.e., not considered elderly or disabled, or are a parent of a child under age 1) are expected to work or attend an approved school program, or they will lose a month of eligibility of HCV assistance. Each individual is granted 36 months of unemployment/non-participation in education. When an individual reaches the end of their 36 months, they will be considered ineligible for housing assistance for no less than one year, and all rent calculations for the household will be calculated on a pro-ratio basis similar to the treatment given to other households with ineligible members.

**HCV-7      Capped Utility Reimbursement Checks**

Plan Year: 2012      Not Implemented

This activity was intended to eliminate “double dipping” for utility costs by setting utility allowance reimbursement maximums based on the State of Ohio’s PIPP Plus program, a program that subsidizes low-income households’ utilities by allowing them to pay utility bills on the basis on income, not on the amount of service used. However, these same families were eligible for and receiving utility reimbursement checks with the intention to pay off their entire month’s utility bill.

It was determined that the cost for software changes was not affordable for the value gained from the activity.

**HCV-8      Transitional Housing Vouchers**

Plan Year: 2012      Implemented: 2012      Closed Out: 2017

Refer to D. Closed-Out Activities

This activity provided a one-year voucher to families. Intensive supportive services were provided to participants, with an emphasis on employment and self-sufficiency. The voucher ended after one year and was not renewable.

Requests for transitional housing vouchers elapsed over the past three years. This was due to the service provider not accepting new program families and restrictions limiting the time for participation in the program.

***HCV-12      Use Lesser of Actual Unit Size or Unit Size of Voucher Issued for Utility Allowances***

Plan Year: 2014      Implemented: Not Applicable      Closed-Out: 2014

PMHA will apply the lesser utility allowance of either the actual unit size leased by the family, or the unit size of the voucher issued.

This proposed activity was passed into a Federal Law July 2014. This activity was included in the 2014 Plan prior to the passing into Federal Law.

***PH-1      Escalating Minimum Rent***

Plan Year: 2008      Implementation: 2008      This activity ended in 2011

PMHA planned to establish a schedule of minimum rents that would start at \$25 per month and increase every two years by \$25.

PMHA discarded the activity after recognizing that its implementation was unduly administratively burdensome and was not expected to accomplish the goals of encouraging work activity and self-sufficiency. Other rent reform activities with more promising results made this activity undesirable.

***PH-3      Elderly and Disabled Household Rent Re-certifications Biennially***

Plan Year: 2000      Implemented: 2000      This activity ended in 2014

PMHA conducted rent re-certifications for elderly and disabled households every two years instead of annually. The activity was expanded to Triennial rent re-recertification in 2014 and is now identified as Activity B-11.

***PH-8      Deduction for Elderly and Disabled Adults***

Plan Year: 2000      Activity was never implemented and closed out in 2014.

PMHA was considering increasing the deduction from income from \$400 to a higher amount as part of a larger rent reform. It was intended to be included as part of a larger rent reform initiative, but was ultimately not included due to cost and funding reasons.

**PH-9**                      **Providing Transitional Housing**

Plan Year: 1999      Implementation: 1999      This activity ended in 2012

Up to 42 units of transitional housing was 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 over the course of a two-year time limit.

PMHA now provides some transitional housing assistance through a MTW activity in the Housing Choice Voucher program.

The on-site, project-based program at the original public housing sites proved to be costly to PMHA due to higher turnover and shorter participation limits. Additionally, funding for transitional housing from HUD and other sources had progressively declined as the emphasis shifted nationally to a "Housing First" model.

**PH-11**                      **Deduction for Absent Child**

This activity will not be implemented.      Plan Year: 2009      Closed Out: 2013

This activity was not implemented as it became clear that PMHA would have substantial difficulties in implementing and maintaining the activity administratively. The number of households that had split families and both families receiving Public Housing assistance at the same time, was also minimal at best. The most frequent and burdensome to families, scenario was that some subsidized families pay child support to families not being subsidized for housing, and thus not eligible for the activity.

**B-2**                      **Cap on Dependent Child Deduction**

Plan Year: 1999      Implemented: 2000      Discontinued for HCV program: 2014

This activity was discontinued for the Housing Choice Voucher Program in 2014 due to revised rent-reform policies which included a flat 29.6% of income calculation.

The activity is still relevant to the Public Housing Program. Refer to PH-13: Approved and Implemented Activities.

**B-4**                      **Single Fund Budgeting with Full Flexibility for Eligible Funds**

Plan Year: 2009      Implemented: 2009      Closed Out: 2014

PMHA was authorized to use single fund budgeting and full fungibility for specified funds under the restated MTW agreement, and has used this authority in limited measures since.

In discussions with the MTW office, it was determined that this activity is no longer considered a MTW activity for the purposes of the current activities section of this plan, and will no longer be reported as such.

**B-5**                      **Income Verifications Conducted for Approved Government Programs May Be Substituted for PMHA Income Verifications if Performed Within 90 Days**

Plan Year: 2009      Closed Out: 2014

PMHA would use the information gathered and certified to by residents in their eligibility determinations performed for other means-tested programs, if this information was no older than 90 days.

This activity was not implemented after changes in leadership at other agencies changed the willingness to exchange information with the Housing Authority.

**B-7**                      **Employment and education deductions:**  
Plan Year: 1999      Implementation: 2000

PMHA discontinued this activity April 2012 for public housing residents. Replacing this activity was the implementation of a 4% deduction on all earned income and an income exclusion for new earnings until annual re-certification.

The activity was discontinued for HCV program in 2015 due to rent reform activities.

**Section V: Sources and Uses of Funds**

It is projected that PMHA fund uses will exceed its sources of funds. PMHA will use reserves to cover this shortfall.

**(See Following Page for Pre-Formatted Table)**



V.1.Plan.Sources and Uses of MTW Funds		
A. MTW Plan: Sources and Uses of MTW Funds		
Estimated Sources of MTW Funding for the Fiscal Year		
PHAs shall provide the estimated sources and amounts of MTW funding by FDS line item.		
Sources		
FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	913767
70600	HUD PHA Operating Grants	11639948
70610	Capital Grants	515407
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	244592
71100+72000	Interest Income	10313
71600	Gain or Loss on Sale of Capital Assets	0
71200+71300+71310+71400+71500	Other Income	278281
70000	Total Revenue	13602308
Estimated Uses of MTW Funding for the Fiscal Year		
PHAs shall provide the estimated uses and amounts of MTW spending by FDS line item.		
Uses		
FDS Line Item	FDS Line Item Name	Dollar Amount
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	2108640
91300+91310+92000	Management Fee Expense	244592
91810	Allocated Overhead	0
92500 (92100+92200+92300+92400)	Total Tenant Services	59796
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	338918
93500+93700	Labor	0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	1045937
95000 (95100+95200+95300+95500)	Total Protective Services	0
96100 (96110+96120+96130+96140)	Total insurance Premiums	101956
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	156127
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	0
97100+97200	Total Extraordinary Maintenance	0
97300+97350	Housing Assistance Payments + HAP Portability-In	9764305
97400	Depreciation Expense	523053
97500+97600+97700+97800	All Other Expenses	0
90000	Total Expenses	14343324

Describe the Activities that Will Use Only MTW Single Fund Flexibility	
<div style="border: 1px solid black; background-color: yellow; padding: 20px; text-align: center;"> <p>No activity will only utilize the Single Fund Flexibility</p> </div>	

V.2.Plan.Local Asset Management Plan	
B. MTW Plan: Local Asset Management Plan	
Is the PHA allocating costs within statute?	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; background-color: yellow; padding: 2px 10px; margin-right: 5px;">Yes</div> <div style="margin: 0 5px;">or</div> <div style="border: 1px solid black; background-color: yellow; padding: 2px 10px; margin-left: 5px;"></div> </div>
Is the PHA implementing a local asset management plan (LAMP)?	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; background-color: yellow; padding: 2px 10px; margin-right: 5px;"></div> <div style="margin: 0 5px;">or</div> <div style="border: 1px solid black; background-color: yellow; padding: 2px 10px; margin-left: 5px;">No</div> </div>
<p>If the PHA is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. The narrative shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.</p>	
Has the PHA provided a LAMP in the appendix?	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; background-color: yellow; padding: 2px 10px; margin-right: 5px;"></div> <div style="margin: 0 5px;">or</div> <div style="border: 1px solid black; background-color: yellow; padding: 2px 10px; margin-left: 5px;">No</div> </div>
<div style="border: 1px solid black; background-color: yellow; padding: 10px;"> <p>PMHA has not provided a LAMP in the appendix because it is not implementing a local asset management plan.</p> </div>	

## **Section VI: Administrative**

Certification of Compliance; PMHA Board Resolution and Public Hearing documents are attached in the Appendix.

**PMHA held public meetings** to develop and present the 2018 Annual Plan as follows:

May 16, 2017	Etna House, Ravenna Eastowne Manor, Ravenna
May 17, 2017	Athena Drive, Kent Heritage Knolls, Kent

May 18, 2017	Town Square Villas, Brimfield Harvest Woods, Ravenna
May 22, 2017	Community Estates, Ravenna
May 23, 2017	Renaissance Place, Ravenna
May 24, 2017	Portage Metropolitan Housing Authority (Central Office) 10:00 a.m., 1:00 p.m., 5:30 p.m.

A total of 29 individuals participated in the meetings to develop and review the plan. *The final draft of the 2018 MTW Plan was made available for public review October 26, 2017 with a public hearing held on November 27, 2017.*

The Portage Metropolitan Housing Authority collects information for the purposes of evaluating MTW program results, for reporting the annual MTW report to HUD and for planning purposes by using existing PMHA staff. PMHA does not hire any independent outside evaluators to perform assessments of the activities or the MTW program as a whole.

The Annual Statement/Performance and Evaluation Report (HUD 50075.2) is attached as an Appendix.



## **Portage Metropolitan Housing Authority**

**Public Hearing-2018 Moving To Work Annual Plan**  
Monday, November 27, 2017 at 10:00 a.m.

### **AGENDA**

- I. Introduction**
- II. Background on Moving to Work Program**
- III. Three Statutory Goals**
  - Reduce Cost and achieve greater cost effectiveness in federal expenditures
  - Create incentives for families to work, seek work, or prepare for work
  - Increase housing choices for low income families
- IV. Review of Moving to Work Annual Plan 2018**
- V. New or Revised Goals and/or Activities**
  - Section III: Proposed MTW Activities---PH-14 Elimination of Deductions in Total Tenant Payment Calculations
- VI. Other Issues**
- VII. Adjournment**



## **Portage Metropolitan Housing Authority**

### **Public Hearing - 2018 Moving To Work Annual Plan**

Monday, November 27, 2017 at 10:00 a.m.

2832 State Route 59, Ravenna OH 44266

### **MINUTES**

The Public Hearing convened at 10:00 a.m. at the PMHA Office, by Carolyn Budd, PMHA Special Programs Manager.

No other persons were in attendance. No verbal comments were made for recording. No written comments were submitted for review, and no issues were brought forward.

The meeting was adjourned at 10:20 a.m.

Respectfully Submitted by:

Carolyn Budd  
Special Programs Manager



## **For Record-Courier, classified advertisements (B)**

Portage Metropolitan Housing Authority's 2018 Moving to Work Annual Plan is available for public review and comment from October 26, 2017 to and including November 26, 2017. A public hearing discussing the Annual Plan will be held at the PMHA office, 2832 State Route 59, Ravenna, Ohio on November 27, 2017 at 10:00 a.m. A copy of the 2018 Annual Plan is available upon request by e-mail to [cbudd@portagehousing.org](mailto:cbudd@portagehousing.org) or at the office address listed above.

-END-

### **ADDITIONAL APPENDIX ITEMS**

**Resident Commissioner:** The City Manager of Kent, Ohio appoints the resident commissioner position. This position is currently occupied by Linda UmBayemake.

**Non-Smoking Policies in Public Housing:** PMHA will adopt non-smoking policies in all Public Housing units as required by law or HUD regulation.

**Violence Against Women Act:** PMHA is committed to assisting victims of domestic violence. PMHA's Administration Plan and Admissions and Continued Occupancy Plans are written to protect victims of either gender from unfair evictions and program terminations due to the violence perpetuated against them. PMHA reviews police reports for Public Housing to identify the need to refer residents to counseling and other necessary domestic violence programs. PMHA will also pursue evictions against residents responsible for domestic violence. For the purposes of discussion here, these activities include victims of all criminal activity covered under the VAWA.

**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, and 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 Commissioners of PMHA.
- Actions that require a MTW waiver approval from the Department of Housing and Urban Development

**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.

**Note: In lieu of HUD 50075.1 the PMHA chooses to include its Capital Fund Program Five-Year Action Plan which follows:**

Portage Metropolitan Housing Authority 2018  
Annual Plan







<b>Capital Fund Program - Five -Year Action Plan</b>				U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011		
<b>Part II: Supporting Pages - Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY 2017 Annual Statement	Work Statement for Year: 4 FFY: 2020			Work Statement for Year: 4 FFY: 2020		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<b>OH31000001 - EAST AMP</b>			<b>OH31000002 - WEST AMP</b>		
	Louvered Doors Community Estates	All	4553	Security Cameras Walter Street		14,223.12
	Ravenna Woods Roofs	All	106,215.23	Security Cameras Town Square		15,224.84
	Renaissance Playground		12,451.00	Central Air Athena Gardens		50,000.00
	Secur. Cameras Community Estates		24,154.22	Central Air Town Square		38,356.84
	Subtotal of Estimated Costs		\$ 147,373.45	Subtotal of Estimated Costs		\$ 117,804.80
			Page 4 of 9			form HUD-50075.2













### **Portage Landings Proposed Renovations:**

The Portage Metropolitan Housing Authority is seeking to extensively renovate the 24 agency-owned units located at 170 and 221 Spaulding Drive in Kent, Ohio. At this time these units are primarily rented to Section 8 voucher recipients. The primary purpose of this renovation is to improve the condition of the units and expand housing choices for low to moderately low income families. Although we strive to maintain the units to meet all Housing Quality Standards it is a struggle due to the age of the building and its systems. Replacing original building systems as well as adding some cosmetic updates will allow us to market our units to a larger, more diverse population. This area is a prime rental location due to having vast accessibility to employment opportunities, education, public transportation, grocery, health care services, etc.

The two major systems requiring upgrade are plumbing and some electrical. We intend to replace the main sanitary verticals and horizontals, as well as, the storm drainage system (gutters, downspouts, horizontals to tie into city storm drainage system). We intend to update the front and rear security doors in both buildings for improved security. We also intend to expand the laundry facilities adding additional washers and dryers for resident use. Since many of the walls and floors will need to be opened up to renovate plumbing, we will also paint and replace flooring (VCT tile, vinyl planking, and carpet) in the common areas, as well as many of the units that do not have updated flooring. Plumbing fixtures will also be upgraded. Other renovations will include new appliances, electrical upgrades, and some window replacements to improve energy efficiency. These renovations will make these units safer, easier to maintain, more energy efficient, cosmetically updated, and therefore, expand housing choice.

This renovation would be solely funded by HUD held reserves and would not utilize current HAP funds.

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, **Todd Peetz, Director** of the **Portage County Regional Planning Commission**  
*Official's Name/Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the:

**Portage Metropolitan Housing Authority**  
*PHA Name*

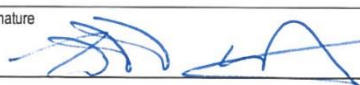
is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
Impediments (AI) to Fair Housing Choice of the:

**County of Portage, State of OHIO** pursuant to 24 CFR Part 91.  
*Local Jurisdiction*

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
Consolidated Plan and the AL.

**PMHA provides and implements public and subsidized housing programs to address the housing needs of low-to moderate income households within Portage County. It also offers opportunity for homeownership. Portage County sees an increase in the number of residents 55-64 years of age as well as residents with fewer job opportunities since the decline of jobs in manufacturing. Thus, affordable housing is integral to meeting the needs of those aging and those employed but receiving low-wages. Indicators, such as Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Plan suggest that PMHA complies with Fair Housing principles.**

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
Todd Peetz	Director
Signature	Date
	10/26/17

**5 Legals**

**DEADLINES FOR LEGALS**

Legal notice deadline in this edition is 3 days prior to publication and Thurs. for Sat., Sun. & Mon. editions. e-mail legals to [legals@recordpub.com](mailto:legals@recordpub.com)

Portage Metropolitan Housing Authority's 2018 Moving to Work Annual Plan is available for public review and comment from October 26, 2017 to and including November 26, 2017. A public hearing discussing the Annual Plan will be held at the PMHA office, 2832 State Route 59, Ravenna, Ohio on Monday, November 27, 2017 at 10:00 a.m. A copy of the 2018 Annual Plan is available upon request by e-mail to [cbudd@portagehousing.org](mailto:cbudd@portagehousing.org) or at the office address listed above. RC 10/26 12379841

## DOCUMENTATION of Public Notice as published (B)

Resolution No. 17-41

**APPROVING PMHA'S 2018 MTW ANNUAL PLAN**

**WHEREAS**, as directed by the Moving To Work (MTW) Revised Agreement requirement that all Public Housing Authorities prepare and submit an Annual and 5-Year Plan, the Portage Metropolitan Housing Authority has drafted an Agency Plan and related policies following a public hearing process; and

**WHEREAS**, the Board of Portage Metropolitan Housing Authority has reviewed the draft documents and resident comments;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the Portage Metropolitan Housing Authority hereby certifies that the public hearing requirement has been met and further approves the following:

1. 2018 MTW Agency Plan
2. HUD Form 50077, Certification of Compliance

*Passed by the PMHA November 28, 2017*

PORTAGE METROPOLITAN HOUSING AUTHORITY

BY:

  
Chairman

  
Secretary

I, Pamela Nation Calhoun, Secretary of the Board of the PMHA, do hereby certify that the foregoing is a true and correct copy of a Resolution of the PMHA duly adopted November 28, 2017, and that all deliberations of this Board were in meetings open to the public, in compliance with all legal requirements including Sec. 121.22 of the ORC.

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

Certifications of Compliance

Annual Moving to Work Plan  
Certifications of Compliance

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

Certifications of Compliance with Regulations:  
Board Resolution to Accompany the Annual Moving to Work 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 Annual Moving to Work Plan for the PHA fiscal year beginning 2018, 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 PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA conducted a public hearing to discuss the Plan and invited public comment.
2. The PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
3. The PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1.
4. The PHA 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.
5. 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.
6. 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.
7. The PHA will affirmatively further fair housing by examining its 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. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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.
11. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. 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.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
16. 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.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. 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) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. 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 Moving to Work Agreement and Statement of Authorizations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the 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 Plan and will continue to be made available at least at the primary business office of the PHA.

Portage Metropolitan Housing Authority OH031

PHA Name

PHA Number/HA Code

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)

Tom Sicuro

Board Chair

Name of Authorized Official

Title

  
Signature

11/28/2017

Date

\*Must be signed by either the Chairman or Secretary of the Board of the PHA's legislative body. This certification cannot be signed by an employee unless authorized by the PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.

