



Portage Metropolitan Housing Authority

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Ravenna, Ohio 44266**

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Moving To Work 2019 Annual Plan

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October 3, 2018

Resubmitted:
November 20, 2018

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 cooperation with community partners.

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GENERAL INFORMATION

Demographics:



Portage County is conveniently located in the midst of northeastern Ohio's urban centers. It offers convenient access to the 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 162,277 persons, of which 91.1% are White, 4.5% African American, 2.1% Asian, 0.2% American Indian and Alaskan Native, 0.1% are Native Hawaiian and Other Pacific Islander, and 2.0% are two or more races.

According to 2012-2016 5-Year American Community Survey, U.S. Census Bureau, 15.0% of Portage County persons live in poverty. The comparable poverty rate was 9.3% in 1999, 13.5% based on 2006-2010 data, and 15.6% based on 2011-2015 data. The rate of poverty is largely due to the loss of well-paying manufacturing jobs.

Based on May 2018 data, the Unemployment Rate for Ohio was 4.3% and for Portage County, it was 3.9%.

The five most populated cities in Portage County include:

<u>City</u>	<u>Population</u>
Kent	28,904
Streetsboro	16,026
Aurora	15,548
Ravenna	11,724
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 is the only public housing authority (PHA) in Ohio that is currently part of the Moving To Work (MTW) demonstration. PMHA has participated in MTW since its inception in 1999. In 2016, PMHA's participation in the demonstration was extended through year 2028.



Portage Metropolitan Housing Authority

Board of Commissioners:

Thomas Sicuro, Board Chairman
Jean Meadows, Board Vice-Chairman
Scott Mikula, Commissioner
John Thomas, Commissioner
Resident Commissioner – Position Currently Vacant

Executive Director:

Pamela Nation Calhoun

PMHA Management:

Amy Bower, Assistant Director
Pamela Crislip, Chief Financial Officer
Cindy Blevins, Housing Portfolio Manager
Marie Johnson, Section 8 Manager
Brandy Jones, Asset Maintenance Manager
Becky Rankin, Operations Manager
Wes Ransom, Project Manager
Carolyn Budd, Special Programs Manager

SECTION I: INTRODUCTION

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

Short-Term Goals (For Current Plan Year)

Portage Metropolitan Housing Authority established the following MTW goals and objectives for 2019:

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:

1. Integrating community services that will assist residents in continual economic improvement leading to either homeownership or private market housing.
2. 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, and
 - Removes systemic incentives for people to remain unemployed.

SECTION II: GENERAL OPERATING INFORMATION

A. HOUSING STOCK INFORMATION

i. Planned New Public Housing Units

New public housing units that the MTW PHA anticipates will be added during the Plan Year.

ASSET MANAGEMENT PROJECT (AMP) NAME AND NUMBER	BEDROOM SIZE						TOTAL UNITS	POPULATION TYPE*	# of Uniform Federal Accessibility Standards (UFAS) Units	
	0/1	2	3	4	5	6+			Fully Accessible	Adaptable
East Side OH031000001	0	0	0	0	0	0	0	N/A	N/A	N/A
West Side OH031000002	0	2	0	0	0	0	2	General	0	2

Total Public Housing Units to be Added in the Plan Year

2

* Select "Population Type" from: General, Elderly, Disabled, Elderly/Disabled, Other

If "Population Type" is "Other" please describe:

N/A

ii. Planned Public Housing Units to be Removed

Public housing units that the MTW PHA anticipates will be removed during the Plan Year.

AMP NAME AND NUMBER	NUMBER OF UNITS TO BE REMOVED	EXPLANATION FOR REMOVAL
East Side OH031000001	0	N/A
West Side OH031000002	0	N/A

0

Total Public Housing Units to be Removed in the Plan Year

iii. Planned New Project Based Vouchers

Tenant-based vouchers that the MTW PHA anticipates project-basing for the first time during the Plan Year. These include only those in which at least an Agreement to enter into a Housing Assistance Payment (AHAP) will be in place by the end of the Plan Year. Indicate whether the unit is included in the Rental Assistance Demonstration (RAD).

PROPERTY NAME	NUMBER OF VOUCHERS TO BE PROJECT-BASED	RAD?	DESCRIPTION OF PROJECT
The Wilds at Harvest Rose	23	No	Five 1-BR units & Eighteen 2-BR units for elderly

23	Planned Total Vouchers to be Newly Project-Based
----	--

iv. Planned Existing Project Based Vouchers

Tenant-based vouchers that the MTW PHA is currently project-basing in the Plan Year. These include only those in which at least an AHAP is already in place at the beginning of the Plan Year. Indicate whether the unit is included in RAD.

PROPERTY NAME	NUMBER OF PROJECT-BASED VOUCHERS	PLANNED STATUS AT END OF PLAN YEAR*	RAD?	DESCRIPTION OF PROJECT
Maple Grove III	6	Leased	No	One 2-BR, One 3-BR, & Four 4-BR units for families
Coleman Professional Services #1	4	Leased	No	Nine 1-BR units for disabled individuals
Coleman Professional Services #2	5	Leased	No	Five 1-BR units for disabled individuals
Family & Community Services #1	17	Leased	No	Sixteen 2-BR units & One 3-BR unit for families
Family & Community Services #2	10	Leased	No	Two 1-BR units & Eight 2-BR units for families
Family & Community Services #3	4	Leased	No	Four 2-BR units for families
Portage Housing III	3	Leased	No	Two 3-BR units & One 4-BR unit for families
Prospect House	26	Leased	No	Twenty-six 1-BR units for elderly
Family & Community Services #6	2	Leased	No	Two 1-BR units for individuals
Family & Community Services #5	2	Leased	No	One 2-BR unit & One 3-BR unit for families
Family & Community Services #4	4	Leased	No	One studio unit & Three 1-BR units for individuals
Coleman Professional Services #3	6	Leased	No	Four 1-BR units & Two 2-BR units for persons with disabilities
Streetsboro Family Homes	27	Leased	No	Twenty-three 3-BR units & Four 2-BR units for families
Harvest Rose Stage 1	17	Leased	No	Seventeen 2-BR units for elderly

Harvest Rose Stage 2	2	Leased	No	Two 2-BR units for elderly
Coleman Professional Services #4	10	Leased	No	Seven 1-BR units, Two 2-BR units, & One 3-BR unit for persons with disabilities
Coleman Professional Services #5	10	Leased	No	Ten 1-BR units for individuals with disabilities
Family & Community Services #7	4	Leased	No	Four 1-BR units for individuals with disabilities
Harvest Rose #4	2	Leased	No	Two 2-BR units for elderly
Coleman Professional Services #6	4	Leased	No	Two studio units & Two 1-BR units for disabled individuals
Family & Community Services PARC	22	Leased	No	Twenty-two SRO units for individuals with addiction-related disabilities
Family & Community Services Eagle	8	Leased	No	Eight 1-BR units for individuals with addiction-related disabilities
Family & Community Services #12	6	Leased	No	One studio unit & Five 1-BR units for individuals with addiction-related disabilities
Family & Community Services Kentway	21	Leased	No	Sixteen studio units & Five 1-BR units for elderly
Family & Community Services Kentway III	10	Leased	No	One studio unit, Eight 1-BR units, & One 2-BR unit for elderly
Coleman Professional Services #7	11	Leased	No	Eleven 1-BR units for disabled individuals
Brady Lake	8	Leased	No	Eight SRO units for individuals with disabilities
Prospect House #3	8	Leased	No	Eight 1-BR units for the elderly

259

Planned Total Existing Project-Based Vouchers

* Select "Planned Status at the End of Plan Year" from: Committed, Leased/Issued

v. Planned Other Changes to MTW Housing Stock Anticipated During the Plan Year

Examples of the types of other changes can include (but are not limited to): units held off-line due to relocation or substantial rehabilitation, local, non-traditional units to be acquired/developed, etc.

PLANNED OTHER CHANGES TO MTW HOUSING STOCK ANTICIPATED IN THE PLAN YEAR

PMHA will continue to explore potential purchases of 2 properties to replace the Willow Street units previously acquired by Kent State University.

vi. **General Description of All Planned Capital Expenditures During the Plan Year**

Narrative general description of all planned capital expenditures of MTW funds during the Plan Year.

GENERAL DESCRIPTION OF ALL PLANNED CAPITAL EXPENDITURES DURING THE PLAN YEAR
<p>Amp1-OH031000001-East: Community Estates Roofs \$83,568.25; Community Estates Privacy/Perimeter Fence Replacement \$20,845; Community Estates Siding/Gutters/Downspouts/Brick Repair/Storm Doors \$120,000</p> <p>Amp2-OH031031000002-West: Heritage Knolls Central Air \$71,300; Heritage Knolls Parking Lot \$56,412; Heritage Knolls Roofs \$77,348.75</p>

B. LEASING INFORMATION

i. **Planned Number of Households Served**

Snapshot and unit month information on the number of households the MTW PHA plans to serve at the end of the Plan Year.

PLANNED NUMBER OF HOUSEHOLDS SERVED THROUGH:	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED**
MTW Public Housing Units Leased	295	3540
MTW Housing Choice Vouchers (HCV) Utilized	1466	17592
Local, Non-Traditional: Tenant-Based^	0	0
Local, Non-Traditional: Property-Based^	0	0
Local, Non-Traditional: Homeownership^	0	0
Planned Total Households Served	1761	21,132

* "Planned Number of Unit Months Occupied/Leased" is the total number of months the MTW PHA plans to have leased/occupied in each category throughout the full Plan Year.

** "Planned Number of Households to be Served" is calculated by multiplying the "Planned Number of Unit Months Occupied/Leased" by the number of months in the Plan Year.

^ 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 MTW PHA should estimate the number of households to be served.

LOCAL, NON-TRADITIONAL CATEGORY	MTW ACTIVITY NAME/NUMBER	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED*
Tenant-Based	N/A	0	0
Property-Based	N/A	0	0
Homeownership	N/A	0	0

* The sum of the figures provided should match the totals provided for each local, non-traditional categories in the previous table. Figures should be given by individual activity. Multiple entries may be made for each category if applicable.

ii. **Discussion of Any Anticipated Issues/Possible Solutions Related to Leasing**

Discussions of any anticipated issues and solutions in the MTW housing programs listed.

HOUSING PROGRAM	DESCRIPTION OF ANTICIPATED LEASING ISSUES AND POSSIBLE SOLUTIONS
MTW Public Housing	None
MTW Housing Choice Voucher	None
Local, Non-Traditional	N/A

C. WAITING LIST INFORMATION

i. Waiting List Information Anticipated

Snapshot information of waiting list data as anticipated at the beginning of the Plan Year. The "Description" column should detail the structure of the waiting list and the population(s) served.

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED	PLANS TO OPEN THE WAITING LIST DURING THE PLAN YEAR
Section 8 MTW	Voucher waiting list for Section 8 and Mainstream programs	294	Closed (Note: the waiting list is scheduled to open late-2018 and close again by the end of 2018)	No
Public Housing MTW	Waiting list for Public Housing units	1750	Open	Will remain open
Mod Rehab Portage Woods	Waiting list for Moderate Rehabilitation units in Portage Woods	1703	Open	Will remain open
Mod Rehab Silver Meadows	Waiting list for Moderate Rehabilitation units in Villages at Franklin	2258	Open	Will remain open
HUD-VASH	Not a waiting list; PMHA receives referrals from the VA	N/A	N/A	N/A
Shelter Plus Care	Not a waiting list; PMHA receives referrals through CoC centralized database	N/A	N/A	N/A

Please describe any duplication of applicants across waiting lists:

Applicants may apply for Section 8 MTW, Public Housing MTW, and both Mod Rehab waiting lists and appear on these lists simultaneously.

ii. Planned Changes to Waiting List in the Plan Year

Please describe any anticipated changes to the organizational structure or policies of the waiting list(s), including any opening or closing of a waiting list, during the Plan Year.

WAITING LIST NAME	DESCRIPTION OF PLANNED CHANGES TO WAITING LIST
N/A	No anticipated changes

SECTION III: PROPOSED MTW ACTIVITIES

HCV-16 Incentive for New Landlords

A. Activity Description:

i. Describe the proposed activity.

PMHA operates in a rental market with an ongoing stigma related to HCV participants and wishes to encourage new landlords to open their properties to voucher holders. Therefore, PMHA proposes a new measure to improve landlord acceptance of HCV renters and allow the voucher holders to have greater housing choice in better units and neighborhoods. As an incentive for new landlords to participate in PMHA's MTW tenant-based HCV program, PMHA would provide the new landlord a one-time additional incentive Housing Assistance Payment (HAP) of \$200.00 upon the execution of the HAP contract for the MTW tenant-based HCV participant. A new landlord would be defined as a landlord who has not rented to a voucher holder within the past two (2) years. This incentive HAP payment would be included with all other HAP reported in VMS. The landlord would not be eligible for the \$200.00 incentive HAP payment if the contract is executed for a transfer of units with the same landlord, or if the contract is executed due to a lease renewal of change. Additionally, properties owned or managed by PMHA or any other PHA would be ineligible from the incentive HAP payment.

PMHA selected the incentive amount of \$200.00 because it is a dollar amount that will not detrimentally impact PMHA's finances, yet it provides a small incentive that may sway the local population of landlords who are on the fence about renting to an HCV participant versus a market rate renter. At this time, PMHA does not have a pool of potential new owners to poll or consult regarding the incentive. This activity would provide PMHA the opportunity to oversee a two-step process: First, it allows time for PMHA to poll all new owners throughout 2019 to determine if the \$200.00 HAP payment was truly an incentive in their decisions to rent to HCV participants, and then make adjustments in incentive amount accordingly. Secondly, PMHA would like to add a damage claim policy after more research is conducted and the new landlords are polled. During 2019, PMHA plans to conduct New Landlord Orientation Meetings quarterly. These meetings will provide additional opportunities to survey and research new landlord interest and the types of incentives that will attract and retain new landlords while expanding HCV participants' housing choice.

ii. Describe how the proposed activity will achieve one or more of the three statutory objectives and the specific impacts on that statutory objective(s).

The proposed activity would result in an impact on "Housing Choice", by increasing housing choices for low-income families.

- iii. Provide the anticipated schedules for implementing the proposed activity.

PMHA proposes to implement the initiative upon approval of the Plan.

B. Activity Metrics Information:

- i. Provide the metrics from the “Standard HUD Metrics” section that are applicable to the proposed activity.
- ii. Give the baseline performance level for each metric (a numeric value) prior to the implementation of the proposed activity.
- iii. Give the annual benchmark for each metric (a numeric value).
- iv. If applicable, give the overall and/or long-term benchmark(s) for each metric (a numeric value).

<i>HCV#5: Increase in Resident Mobility</i>		
Unit of Measurement	Baseline	Benchmark
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase)	Households able to move to a better unit and/or neighborhood of opportunity prior to the implementation of this activity (number)	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity (number)
	0	30
Improve voucher success rate	Average voucher success rate prior to implementation of activity (percentage)	Expected average voucher success rate prior to implementation of activity (percentage)
	68%	73%

- v. Give the data source from which the metric data will be compiled.
 - Financial Reports
 - Management System Reports
 - Departmental Data Tracking

C. Cost Implications:

- i. State whether the proposed activity will result in any cost implications (positive and/or negative) for the MTW PHA.

An increase in initial HAP payments to new landlords will have a negative cost implication to PMHA.

- ii. If the proposed activity does result in cost implications, provide an estimate of the amount and discuss how the MTW PHA will manage the surplus or deficit anticipated.

This activity is estimated to cost PMHA approximately \$6000.00 per year. PMHA will cover the anticipated deficit using HUD held reserves.

D. Need/Justification for MTW Flexibility:

- i. Cite the authorization(s) detailed in Attachment C and/or D of the Standard MTW Agreement (or applicable successor section in future iterations of the MTW Agreement) that gives the MTW PHA flexibility to conduct the proposed activity.

Attachment C, Section D. 1 (a): The Agency is authorized to adopt and implement any reasonable policy to establish payment standards, rents or subsidy levels for tenant-based assistance that differ from the current mandated program requirements in the 1937 Act and its implementing regulations.

- ii. Explain why the cited authorization(s) is needed to engage in this activity.

MTW flexibility is needed in order to use Housing Assistance Payment funds for an incentive payment to new landlords.

SECTION IV: APPROVED MTW ACTIVITIES

A. IMPLEMENTED ACTIVITIES

HOUSING CHOICE VOUCHER PROGRAM

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

Plan Year Approved: 2009

Implemented: 2010

Amended: N/A

Description/Update: 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.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

HCV-2 MTW Homeownership Voucher Program

Plan Year Approved: 1999

Implemented: 2000

Amended: 2010

Description/Update: PMHA identifies families with homeownership as one of their goals, screens the family for eligibility, provides the family with referrals to organizations that assist in overcoming barriers to homeownership, and applies a homeownership assistance payment to participants who purchase a home under the program. PMHA will continue to expand the MTW homeownership program on an ongoing basis.

In 2010, this activity was amended to include households who are presently homeowners and under foreclosure to receive assistance with resolving issues with bank/mortgage companies seeking foreclosure.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

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

Plan Year Approved: 1999

Implemented: 2000

Amended: 2014, 2017

Description/Update: PMHA offers HCV participants to utilize an initial rent burden of 50% of households' monthly income as an effort to maximize housing choice and maintain a level of affordability.

In 2014, PMHA experimented with a rent burden cap of 70% of households' monthly income in an effort to assist in increasing housing choices for families who desired to use a greater share of income for housing. In 2017, due to negative impact on Section 8 tenants who had difficulties paying higher rent, PMHA re-implemented the original initial rent burden cap of 50% of households' monthly income.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

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

Plan Year Approved: 1999

Implemented: 2002

Amended: 2009 (additional authorizations granted)

Description/Update: 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.

In 2009, PMHA was granted additional authorizations for the project-based voucher program. PMHA has continued to offer project-based Section 8 assistance to nonprofit organizations and developers to build or rehabilitate properties, in order to increase the supply of rental units available to assist special needs populations in obtaining suitable housing.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

HCV-5 Alternative Housing Quality Standards Compliance

Plan Year Approved: 2011

Implemented: 2011

Amended: N/A

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 Approved: 2013

Implemented: 2014

Amended: N/A

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 Approved: 2012

Implemented: N/A

Amended: N/A

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 Approved: 2012

Implemented: 2012

Amended: N/A

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 Approved: 2014

Implemented: 2015

Amended: N/A

Description/Update: PMHA calculates total tenant payments and bases Housing Choice Voucher assistance for all households on a calculation that is 29.6% of gross monthly income and eliminates 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.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

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

Plan Year Approved: 2014

Implemented: 2014

Amended: 2015-2016

Update/Description: PMHA conducts reviews of income at least once every 24 months as opposed annually. Families may continue to request interim reviews at any time. This activity is applied to all MTW Vouchers held by households not considered “elderly” or “disabled”.

This activity is expected to simplify income verifications, saving time for PMHA staff, participants and other agencies. PMHA anticipates this activity will reduce the costs of annual re-certifications for the program by 50%. 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.

This activity was on hold from May 2015 through April 2016, in order to identify eligible households and create a uniform timetable for re-certifications. The activity was re-implemented in May 2016.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

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

Plan Year Approved: 2014
Implemented: 2014
Amended: N/A

Description/Update: This activity permits 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.

Planned Non-Significant Changes: None
Planned Changes to Metrics/Data Collection: None
Planned Significant Changes: None

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

Plan Year Approved: 2014
Implemented: N/A
Amended: N/A

Closed Out: 2014

Refer to Section D. Closed Out Activities. This proposed activity was passed into a Federal Law in 2014.

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

Plan Year Approved: 2014
Implemented: 2014
Amended: N/A

Description/Update: PMHA extends the period of time that a \$0 HAP family may be considered a Housing Choice Voucher participant household from the 6 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.

Planned Non-Significant Changes: None
Planned Changes to Metrics/Data Collection: None
Planned Significant Changes: None

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

Plan Year Approved: 2014
Implemented: N/A

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 Approved: 2014
Implemented: 2015
Amended: N/A

Description/Update: PMHA no longer applies 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.

Planned Non-Significant Changes: None
Planned Changes to Metrics/Data Collection: None
Planned Significant Changes: None

PUBLIC HOUSING PROGRAM

PH-1 Escalating Minimum Rent

Plan Year Approved: 2008
Implemented: 2008
Amended: N/A

Closed-Out: 2011

Refer to D. Closed-Out Activities. This activity was administratively burdensome and not expected to meet statutory objectives.

PH-2 Maximum Rent

Plan Year Approved: 2009

Implemented: 2009

Amended: N/A

Description/Update: 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.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

PH-3 Elderly and Disabled Rent Re-certifications Biennially

Plan Year Approved: 2000

Implemented: 2000

Amended: N/A

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 Approved: 2008

Implemented: 2012

Amended: N/A

Description/Update: 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.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

PH-5 Rent Adjustment for Income Decreases

Plan Year Approved: 2009

Implemented: 2009

Amended: N/A

Description/Update: 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.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

PH-6 Overall Percentage of Income Amounts for Rent Calculations

Plan Year Approved: 2012

Implemented: 2012

Amended: N/A

Closed Out: 2018

Refer to D. Closed-Out Activities. This activity closed with the approval of activity PH-14, Elimination of Deductions in Total Tenant Payment Calculations.

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

Plan Year Approved: 2012

Implemented: April 1, 2012

Amended: N/A

Closed Out: 2018

Refer to D. Closed-Out Activities. This activity closed with the approval of activity PH-14, Elimination of Deductions in Total Tenant Payment Calculations.

PH-8 Deduction for Elderly or Disabled Adults

Plan Year Approved: 2009
Implemented: N/A
Amended: N/A

Closed-Out: 2014

Refer to D. Closed-Out Activities. This activity was not implemented due to cost and funding reasons.

PH-9 Providing Transitional Housing

Plan Year Approved: 1999
Implemented: 1999
Amended: N/A

Closed-Out: 2012

Refer to D. Closed Out Activities. This activity proved to be costly as national priorities shifted toward “Housing First”.

PH-10 PMHA to Operate Two Group Homes as Public Housing

Plan Year Approved: 2009
Implemented: 2009
Amended: N/A

Description/Update: **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. **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.

Planned Non-Significant Changes: None
Planned Changes to Metrics/Data Collection: None
Planned Significant Changes: None

PH-11 Deduction for Absent Child

Plan Year Approved: 2009
Implemented: N/A
Amended: N/A

Closed-Out: 2013

Refer to D. Closed out Activities. This activity was not implemented due to administrative difficulties.

PH-12 Cap on Dependent Child Deduction

Plan Year Approved: 1999
Implemented: 2000
Amended: 2014

Closed Out: 2018

Refer to D. Closed-Out Activities. This activity closed with the approval of activity PH-14, Elimination of Deductions in Total Tenant Payment Calculations.

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

Plan Year Approved: 2015
Implemented: 2016
Amended: N/A

Description/Update: 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.

Planned Non-Significant Changes: None
Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

PH-14 Elimination of Deductions in Total Tenant Payment Calculations

Plan Year Approved: 2018

Implemented: 2018

Amended: N/A

Description/Update: PMHA calculates total tenant payments and bases Public Housing assistance for all households on a calculation that is 29.6% of gross monthly income and eliminates 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.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

BOTH HOUSING CHOICE VOUCHER AND PUBLIC HOUSING PROGRAMS

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

Plan Year Approved: 1999

Implemented: 2000

Amended: 2012

Description/Update: 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.

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

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

B-2 Cap on dependent child deduction

Plan Year Approved: 1999

Implemented: 2000

Amended: N/A

Closed Out: 2014 (for HCV), 2018 (Public Housing)

Refer to D. Closed-Out Activities. This activity was discontinued for the Housing Choice Voucher Program in 2014. This activity closed for the Public Housing Program in 2018 with the approval of activity PH-14, Elimination of Deductions in Total Tenant Payment Calculations.

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

Plan Year Approved: 2009

Implemented: 2010

Amended: N/A

Description/Update: PMHA withholds 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.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

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 Approved: 2009

Implemented: 2014 (for Public Housing Program only)

Refer to Section B. Not Yet Implemented Activities for HCV Program.

Amended: N/A

Description/Update: 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. This feature was not utilized in 2017 and 2018, but will be reviewed for possible Public Housing utilization and HCV implementation in 2019.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

B-5 Single Fund Budget Flexibility

Plan Year Approved: 2009
Implemented: 2013
Amended: N/A

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 Approved: 2009
Implemented: N/A
Amended: N/A

Closed-Out: 2014

Refer to D. Closed out Activities. This activity was not implemented after changes in leadership at other agencies diminished the willingness to exchange information with the Housing Authority.

B-7 Employment and education deductions

Plan Year Approved: 1999
Implemented: 2000
Amended: N/A

Closed out: 2012 (Public Housing), 2015 (HCV)

Refer to D. Closed-Out Activities. This activity was closed out for Public Housing program in 2012 and for HCV in 2015, due to other rent reform activities.

B-8 Adoption of Local Investment Policies

Plan Year Approved: 2014
Implemented: N/A

Refer to B. Not Yet Implemented Activities.

B-9 Verifications of Income Valid for 180 Days

Plan Year Approved: 2014
Implemented: 2014
Amended: N/A

Description/Update: PMHA extends 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. It 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.

Planned Non-Significant Changes: None
Planned Changes to Metrics/Data Collection: None
Planned Significant Changes: None

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

Plan Year Approved: 2014
Implemented: 2014
Amended: N/A

Refer to C. Activities on Hold. 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.

Description/Update: PMHA would cease verifying any fully excluded income sources for households. This activity is expected to simplify income verifications, saving time for PMHA staff, participants and other agencies.

Planned Non-Significant Changes: None
Planned Changes to Metrics/Data Collection: None
Planned Significant Changes: None

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

Plan Year Approved: 2014
Implemented: 2014
Amended: N/A

Description/Update: 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.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None
Planned Significant Changes: None

B. NOT YET IMPLEMENTED ACTIVITIES

HCH-14 Permit Decreases in Payment Standards at Next Scheduled Verification

Plan Year: 2014

Description/Update: 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 2nd 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 reviewed for possible implementation in 2019.

Planned Non-Significant Changes: None
Planned Changes to Metrics/Data Collection: None
Planned Significant Changes: None

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

Description/Update: 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. This activity was implemented in 2014 for the Public Housing Program. Although this feature was not utilized in 2017 and 2018, it will be reviewed for possible Public Housing utilization in 2019.

Implementation is expected in 2019 for the HCV Program.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

B-8 Adoption of Local Investment Policies

Plan Year: 2014

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

PMHA has not implemented new local investment policies; however, this activity will be reviewed for possible implementation in 2019.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

C. ACTIVITIES ON HOLD

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

Plan Year Approved: 2014

Implemented: 2014

Amended: N/A

Description/Update: PMHA would cease verifying any fully excluded income sources for households. This activity is expected to simplify income verifications, saving time for PMHA staff, participants and other agencies.

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.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

D. CLOSED OUT ACTIVITIES

HCV-5 Alternative Housing Quality Standards Compliance

Plan Year Approved: 2011

Implemented: 2011

Amended: N/A

Closed out: 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 Approved: 2013

Implemented: 2014

Amended: N/A

Closed out: 2017

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

This activity, as written, proved difficult to track and prone to errors. No households were impacted by this activity since its full impact would have materialized in 2018.

HCV-7 Capped Utility Reimbursement Checks

Plan Year Approved: 2012

Implemented: N/A

Amended: N/A

Closed out: 2017

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 of 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 Approved: 2012

Implemented: 2012

Amended: N/A

Closed out: 2017

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 Approved: 2014

Implemented: N/A

Amended: N/A

Closed out: 2014

PMHA would have to 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 Approved: 2008

Implemented: 2008

Amended: N/A

Closed out: 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 Approved: 2000

Implemented: 2000

Amended: N/A

Closed out: 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-certification in 2014 and is now identified as Activity B-11.

PH-6 Overall Percentage of Income Amounts for Rent Calculations

Plan Year Approved: 2012

Implemented: 2012

Amended: N/A

Closed out: 2018

The percentage of earned income was set at 26% of income in an effort to promote work activity and offset the elimination of the allowance for non-reimbursed childcare expenses.

This activity was discontinued due to a revised rent-reform policy with a flat 29.6% of income calculation, known as Activity PH-14.

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

Plan Year Approved: 2012
Implemented: 2012
Amended: N/A

Closed out: 2018

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 was to simplify rent calculations for transparency shared by both residents and PHA staff, as well as reduce administrative burden relating to documentation.

This activity was discontinued due to a revised rent-reform policy with a flat 29.6% of income calculation, known as Activity PH-14.

PH-8 Deduction for Elderly and Disabled Adults

Plan Year Approved: 2009
Implemented: N/A
Amended: N/A

Closed out: 2014

PMHA was considering increasing the deduction from income from \$400 to a higher amount. 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 Approved: 1999
Implemented: 1999
Amended: N/A

Closed out: 2012

Up to 42 units of transitional housing were 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

Plan Year Approved: 2009

Implemented: N/A

Amended: N/A

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.

PH-12 Cap on Dependent Child Deduction

Plan Year Approved: 1999

Implemented: 2000

Amended: 2014

Closed out: 2018

The Public Housing Program gave a \$480 allowance for each family member (other than the head or spouse), who was disabled or a minor, and for family members who were 18 and older who were full-time students or who were disabled. This allowance was not to exceed \$960, except that current residents (as of April 23, 1999) were entitled to an allowance of \$480 for each family member who was a minor and for family members who were 18 and older and full-time students or who were disabled as of June 1, 2000.

In Plan Year 2014, due to a revision of rent reform activities for the HCV program, this activity was no longer relative to the HCV program.

This activity was discontinued for Public Housing due to a revised rent-reform policy with a flat 29.6% of income calculation, known as Activity PH-14.

B-2 Cap on Dependent Child Deduction

Plan Year Approved: 1999
Implemented: 2000
Amended: 2014

Closed out: 2018

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

This activity was discontinued for Public Housing and closed out due to a revised rent-reform policy with a flat 29.6% of income calculation, known as Activity PH-14.

B-5 Single Fund Budget Flexibility

Plan Year Approved: 2009
Implemented: 2009
Amended: N/A

Closed Out: 2014

PMHA was authorized to use single fund budgeting and full fungibility for specified funds under the restated MTW agreement and had 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-6 Income Verifications Conducted for Approved Government Programs May Be Substituted for PMHA Income Verifications if Performed Within 90 Days

Plan Year Approved: 2009
Implemented: N/A
Amended: N/A

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 diminished the willingness to exchange information with the Housing Authority.

B-7 Employment and education deductions

Plan Year Approved: 1999

Implemented: 2000

Amended: 2012

Closed out: 2015

PMHA discontinued this activity 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 and subsequently closed out.

SECTION V: SOURCES AND USES OF FUNDS

A. ESTIMATED SOURCES AND USES OF MTW FUNDS

i. Estimated Sources of MTW Funds

The MTW PHA shall provide the estimated sources and amount of MTW funding by Financial Data Schedule (FDS) line item.

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
70500 (70300+70400)	Total Tenant Revenue	\$831,445
70600	HUD PHA Operating Grants	\$13,603,805
70610	Capital Grants	\$492,343
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$20,236
71600	Gain or Loss on Sale of Capital Assets	\$4,219
71200+71300+71310+71400+71500	Other Income	\$399,134
70000	Total Revenue	\$15,351,182

ii. Estimated Uses of MTW Funds

The MTW PHA shall provide the estimated uses and amount of MTW spending by Financial Data Schedule (FDS) line item.

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$2,541,685
91300+91310+92000	Management Fee Expense	\$0
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$62,878
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$347,990
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$1,122,459
95000 (95100+95200+95300+95500)	Total Protective Services	\$0
96100 (96110+96120+96130+96140)	Total Insurance Premiums	\$121,119
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$200,205
96700 (96710+96720+96730)	Total Interest Expense & Amortization Cost	\$0
97100+97200	Total Extraordinary Maintenance	\$0
97300+97350	HAP + HAP Portability-In	\$9,991,895
97400	Depreciation Expense	\$569,837
97500+97600+97700+97800	All Other Expense	\$0
90000	Total Expenses	\$14,958,068

Please describe any variance between Estimated Total Revenue and Estimated Total Expenses:

PMHA received administrative fees in 2017 from previous years.

iii. Description of Planned Use of MTW Single Fund Flexibility

The MTW PHA shall provide a thorough narrative of planned activities that use only the MTW single fund flexibility. Where possible, the MTW PHA may provide metrics to track the outcomes of these programs and/or activities. Activities that use other MTW authorizations in Attachment C and/or D of the Standard MTW Agreement (or analogous section in a successor MTW Agreement) do not need to be described here, as they are already found in Section (III) or Section (IV) of the Annual MTW Plan. The MTW PHA shall also provide a thorough description of how it plans to use MTW single fund flexibility to direct funding towards specific housing and/or service programs in a way that responds to local needs (that is, at a higher or lower level than would be possible without MTW single fund flexibility).

PLANNED USE OF MTW SINGLE FUND FLEXIBILITY
N/A – No Use

B. LOCAL ASSET MANAGEMENT PLAN

i. Is the MTW PHA allocating costs within statute?

Yes

ii. Is the MTW PHA implementing a local asset management plan (LAMP)?

No

iii. Has the MTW PHA provide a LAMP in the appendix?

N/A

iv. If the MTW PHA has provided a LAMP in the appendix, please describe any proposed changes to the LAMP in the Plan Year or state that the MTW PHA does not plan to make any changes in the Plan Year.

N/A

C. RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION

i. Description of RAD Participation

The MTW PHA shall provide a brief description of its participation in RAD. This description must include the proposed and/or planned number of units to be converted under RAD, under which component the conversion(s) will occur, and approximate timing of major milestones. The MTW PHA should also give the planned/actual submission dates of all RAD Significant Amendments. Dates of any approved RAD Significant Amendments should also be provided.

RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION
N/A – None

ii. Has the MTW PHA submitted a RAD Significant Amendment in the appendix? A RAD Significant Amendment should only be included if it is a new or amended version that requires HUD approval.

No

- iii. If the MTW PHA has provided a RAD Significant Amendment in the appendix, please state whether it is the first RAD Significant Amendment submitted or describe any proposed changes from the prior RAD Significant Amendment?

N/A

SECTION VI: ADMINISTRATIVE

A. BOARD RESOLUTIONS AND CERTIFICATIONS OF COMPLIANCE

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

B. DOCUMENTATION OF PUBLIC PROCESS

PMHA held public meetings to develop and present the 2019 Annual Plan as follows:

June 4, 2018	Etna House, Ravenna
June 6, 2018	Eastowne Manor, Ravenna
June 11, 2018	Townsquare Villas, Brimfield
June 13, 2018	Athena Gardens, Kent
June 18, 2018	Community Estates, Ravenna
June 20, 2018	Harvest Woods, Ravenna
June 25, 2018	Heritage Knolls, Kent
June 27, 2018	Renaissance Place, Ravenna
June 29, 2018	Portage Metropolitan Housing Authority (Central Office)

A total of 81 households participated in the meetings to develop and review the plan. These meetings were held in conjunction with PMHA's 50th Anniversary: Promoting Strong Families outreach events.

The final draft of the 2019 MTW Plan was made available for public review August 21, 2018 with a public hearing held on September 20, 2018.

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 in the Additional Appendix Items section.

Public Hearing Agenda



Portage Metropolitan Housing Authority

Public Hearing - 2019 Moving To Work Annual Plan
Thursday, September 20, 2018 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 2019**
- V. New or Revised Goals and/or Activities**
 - HCV-16 Incentives for Landlords
 - Non-Smoking Policies in Public Housing
- VI. Other Issues**
- VII. Adjournment**

Public Hearing Minutes



Portage Metropolitan Housing Authority

Public Hearing - 2019 Moving To Work Annual Plan Monday,
September 20, 2018 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

Public Hearing Attendance Record



2018 Public Hearing

2019 Moving To Work Annual Plan

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

Thursday, September 20, 2018 at 10:00 a.m.

Name:	Address, Phone Number, Email:
Carolyn Budd PMHA	2832 St. Rt. 59, Ravenna P: 330-297-1489 ext. 239 E: cbudd@portagehousing.org

Classified Advertisement in the Record-Courier

Portage Metropolitan Housing Authority's 2019 Moving to Work Annual Plan is available for public review and comment from August 21, 2018 to and including September 20, 2018. A public hearing discussing the Annual Plan will be held at the PMHA office, 2832 State Route 59, Ravenna, Ohio on September 20, 2018 at 10:00 a.m. A copy of the 2019 Annual Plan is available upon request by e-mail to cbudd@portagehousing.org or at the office address listed above.

-END-

Documentation of Public Notice, as published, is attached in the Additional Appendix Items section.

C. PLANNED AND ONGOING EVALUATIONS

There are no planned or ongoing PMHA directed evaluations of the demonstrations for the overall MTW program or any specific MTW activities with the exception of regular review of program data and reports by affiliated managers including Public Housing, Section 8, Finance, and Capital Funds.

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

D. LOBBYING DISCLOSURES

N/A: No lobbying activities.

A signed copy of the Disclosure of Lobbying Activities (SF-LLL) and the related Certification of Payments to Influence Federal Transactions (form HUD-50071) are attached in the Additional Appendix Items section.

E. ADDITIONAL APPENDIX ITEMS

Resident Commissioner: The City Manager of Kent, Ohio appoints the resident commissioner position. This position is currently vacant, but it is anticipated that it will be filled before the end of 2018.

Non-Smoking Policies in Public Housing: PMHA designated all Public Housing properties as smoke free effective July 30, 2018, per HUD's Final Rule "Instituting Smoke-Free Public Housing" published on December 6, 2016 and HUD Notice PIH-2017-03 issued on February 15, 2017. In 2018, PMHA conducted resident meetings for input on the draft smoke-free policy and modified the draft policy based on resident input. PMHA

issued the revised draft policy to all Public Housing residents for a 30-day comment period. The policy implemented by the effective date of July 30, 2018. Under this policy, PMHA bans the use of all prohibited tobacco products in all PMHA owned and/or managed dwelling units, within all units, indoor common areas, administrative offices and buildings and in outdoor areas within 25 feet of any PMHA housing or administrative offices, buildings or structures along with outdoor common areas that include but are not limited to playgrounds, mailbox and dumpster areas and school bus stops. PMHA offered residents information regarding and referrals to community organizations that provide smoking cessation services, as well as brought the Portage County Health District to one PMHA-owned building, the Opportunity Resource Center, to assist residents in preparation for smoke-free housing by providing a series of 5 tobacco cessation classes. PMHA will adopt any further non-smoking policies 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

Portage Landings Renovations: PMHA is extensively renovating the 24 agency-owned units located at 170 and 221 Spaulding Drive in Kent, Ohio. This renovation is solely funded by HUD held reserves and does not utilize current HAP funds. The estimated completion date is December 7, 2018.

Presently, 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 allows 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.

The Annual Statement/Performance and Evaluation Report (HUD 50075.1) or subsequent form required by HUD: In lieu of HUD 50075.1, PMHA chooses to include its Capital Fund Program Five-Year Action Plan (HUD 50075.2). Historically, PMHA was permitted under MTW to either submit the 50075.1 or the 50075.2. PMHA has submitted the 50075.2 because it gives the agency the flexibility of a rolling 5 Year Action Plan. However, a 50075.1 is always submitted annually in the spring to the HUD Field Office, based off the information in the 50075.2 that was submitted with the Annual MTW Plan the previous fall. PMHA's concern is that submitting the 50075.1 will limit the agency's flexibility as to what we will be able to do until next year's Annual MTW Plan submission. Submitting the 50075.2 (5 Year Plan) gives flexibility to make changes within the coming year's annual plan submittal if we see the need. For clarity, PMHA can list 20 potential projects in the 50075.2 for its 5 Year Plan, and when the agency submits the 50075.1 the following spring, we can pick from the 20 based on the agency's greatest needs. It is PMHA's understanding that MTW agencies are allowed this flexibility.

Capital Fund Program – Five Year Action Plan

Capital Fund Program - Five -Year Action Plan				U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011		
Part I: Summary						
Portage Metropolitan Housing Authority - OH31		City of Kent - 44240, City of Ravenna - 44266 and Portage County, Ohio		X Original 5-Year Plan		___ Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY: 2018	Work Statement for Year 1 FFY: 2019	Work Statement for Year 1 FFY: 2020	Work Statement for Year 1 FFY: 2021	Work Statement for Year 1 FFY: 2022
B.	Physical Improvements Subtotal	Annual Statement	\$ 429,474.00	\$ 429,474.00	\$ 429,474.00	\$ 429,474.00
C.	Management Improvements			-	-	-
D.	PHA-Wide Non-dwelling Structures and Equipment			0.00	0.00	0.00
E.	Administration		64,386.00	64,386.00	64,386.00	64,386.00
F.	Other		50,000.00	50,000.00	50,000.00	50,000.00
G.	MTW Demonstration		100,000.00	100,000.00	100,000.00	100,000.00
H.	Demolition		0.00	0.00	0.00	0.00
I.	Development		0.00	0.00	0.00	0.00
J.	Capital Fund Financing- Debt Service		0.00	0.00	0.00	0.00
K.	Total CFP Funds		\$ 643,860.00	\$ 643,860.00	\$ 643,860.00	\$ 643,860.00
L.	Total Non-CFP Funds		0.00	0.00	0.00	0.00
M.	Grand Total		\$ 643,860.00	\$ 643,860.00	\$ 643,860.00	\$ 643,860.00

Capital Fund Program - Five -Year Action Plan

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

Part II: Supporting Pages - Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2018	Work Statement for Year: 2 FFY: 2019			Work Statement for Year: 2 FFY: 2019		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	OH31000001 - EAST AMP			OH31000001 -WEST AMP		
Annual	Community Estates Roofs	All	83,568.25	Heritage Knolls Central Air	All	71300
Statement				Heritage Knolls Parking Lot	All	56,412.00
	Community Estates Privacy/Perimeter Fence Replacement	All	20,845.00	Heritage Knolls Roofs	All	77,348.75
	Community Estates Siding/Gutters/ downspouts/brick repair/storm doors	All	120,000.00			
	Subtotal of Estimated Costs		\$ 224,413.25	Subtotal of Estimated Costs		\$ 205,060.75

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 II: Supporting Pages - Physical Needs Work Statement(s)

[illegible]

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 II: Supporting Pages - Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2018	Work Statement for Year: 4 FFY: 2021			Work Statement for Year: 4 FFY: 2021		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Annual Statement	OH31000001 - EAST AMP			OH31000002 - WEST AMP		
	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 Plygrnd/Spray Pool		12,451.00	Central Air Athena Gardens		50,000.00
	Secur. Cameras Community Estates		24,154.22	Central Air Town Square		38,356.84
	Comm. Estates Plygrnd/Spray Pool		15,000.00	Security Cameras Athena Gardens		15,000.00
	Renaissance Site Lighting		40,000.00	Athena Gardens Plygrnd/Spray Pool		15,000.00
	Eastowne Interior Cmn area upgrade		25,000.00			
	Lobby/Halls paint/flooring					
	4325-4327 Marks Ave Septic Upgrade		54,295.75			
	Interior Upgrade					
	Subtotal of Estimated Costs		\$ 281,669.20	Subtotal of Estimated Costs		\$ 147,804.80

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 II: Supporting Pages - Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2018	Work Statement for Year: 5 FFY: 2022			Work Statement for Year: 5 FFY: 2022		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Annual	OH31000001 - EAST AMP			OH31000002 - WEST AMP		
Statement	Renaissance Comm. Space Upgrade		32,214.56	Heritage Knolls Community Space		27629.52
	Security Cameras Ravenna Woods		20,000.00			
	Ravenna Woods plygrnd/Spray Pool		13,768.00			
				Security Cameras Athena		15,000.00
	4333-4339 Marks Ave Septic Rplcmt		54,295.75			
	Interior upgrade			Heritage Knolls Plygrnd/Spray Pool		15,000.00
	Williams Ave Exterior Upgrade		25,000.00	Heritage Knolls Site Lighting		20,000.00
	Central Air Community Estates		50,000.00	Heritage Knolls Cabinets/Counters/ Bath vanities and fixtures		55,334.17
	Community Estates Cabinets/ Countertops/bath vanities/fixtures		101,232.00			
	Subtotal of Estimated Costs		\$ 296,510.31	Subtotal of Estimated Costs		\$ 132,963.69

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 2018	Work Statement for Year: 2 FFY: 2019		Work Statement for Year: 2 2019	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
Annual Statement	OH31000001 - EAST AMP		OH31000002 - WEST AMP	
	Fees & Costs- Advertising Bids & Architect Fee	34,500.00	Fees & Costs- Advertising Bids & Architect Fee	15,500.00
	Administration- CFP Management Fee	44,426.34	Administration- CFP Management Fee	19,959.66
	Modernization Needs			
	MTW Demonstration	69,000.00	MTW Demonstration	31,000.00
	Subtotal of Estimated Costs	\$ 147,926.34	Subtotal of Estimated Costs	\$ 66,459.66

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 2018	Work Statement for Year: 3 FFY: 2020		Work Statement for Year: 3 FFY: 2020	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
Annual	OH31000001 - EAST AMP		OH31000002 - WEST AMP	
Statement				
	Fees & Costs- Advertising Bids & Architect Fee	34,500.00	Fees & Costs- Advertising Bids & Architect Fee	15,500.00
	Administration- CFP Management Fee	44,426.34	Administration- CFP Management Fee	19,959.66
	Operations	69,000.00	Operations	31,000.00
	Subtotal of Estimated Costs	\$ 147,926.34	Subtotal of Estimated Costs	\$ 66,459.66

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 2018	Work Statement for Year: 4 FFY: 2021		Work Statement for Year: 4 FFY: 2021	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
Annual	OH31000001 - EAST AMP		OH31000002 - WEST AMP	
Statement				
	Fees & Costs- Advertising Bids & Architect Fee	34,500.00	Fees & Costs- Advertising Bids & Architect Fee	15,500.00
	Administration- CFP Management Fee	44,426.34	Administration- CFP Management Fee	19,959.66
	MTW Demonstration	69,000.00	MTW Demonstration	31,000.00
	Subtotal of Estimated Costs	\$ 147,926.34	Subtotal of Estimated Costs	\$ 66,459.66

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 2018	Work Statement for Year: 5 FFY: 2022		Work Statement for Year: 5 FFY: 2022	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
Annual Statement	OH31000001 - EAST AMP		OH31000002 - WEST AMP	
	Fees & Costs- Advertising Bids & Architect Fee	34,500.00	Fees & Costs- Advertising Bids & Architect Fee	15,500.00
	Administration- CFP Management Fee	44,426.34	Administration- CFP Management Fee	19,959.66
	MTW Demonstration	69,000.00	MTW Demonstration	31,000.00
	Subtotal of Estimated Costs	\$ 147,926.34	Subtotal of Estimated Costs	\$ 66,459.66

**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)

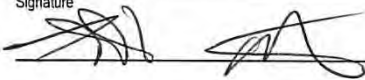
Name of Authorized Official

Todd Peetz

Title

Director

Signature



Date

8/16/17

Documentation of Public Notice as Published (B)

Portage Metropolitan Housing Authority's 2019 Moving to Work Annual Plan is available for public review and comment from August 21, 2018 to and including September 20, 2018. A public hearing discussing the Annual Plan will be held at the PMHA office, 2832 State Route 59, Ravenna, Ohio on September 20, 2018 at 10:00 a.m. A copy of the 2019 Annual Plan is available upon request by e-mail to cbudd@portagehousing.org or at the office address listed above.
RC, Aug 21, 2018, 12477142

The Portage Metropolitan Housing Authority's proposed 2019 Moving to Work Annual Plan is available for public review and comment from August 21, 2018 to and including September 20, 2018. A public hearing discussing the Annual Plan will be held at the PMHA office, 2832 State Route 59, Ravenna, Ohio on **September 20, 2018 at 10:00 a.m.**

A draft of the Portage Metropolitan Housing Authority's proposed 2019 Moving to Work Annual Plan is available for review in the PMHA Lobby at the front desk. You can also view it online at http://www.portagehousing.org/newsdetail_T2_R45.php.

Questions and comments should be directed to Carolyn Budd, Special Programs Manager, at (330) 297-1489 Ext. 213 or cbudd@portagehousing.org.



Portage Metropolitan Housing Authority

2832 State Route 59
Ravenna, Ohio 44266
Phone: (330) 297-1489
Website: www.portagehousing.org

Resolution Signed by Board Vice-Chairman

Resolution No. 18-32

APPROVING 2019 MOVING TO WORK 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. 2019 Moving To Work Annual Plan
2. HUD Form 50077, Certification of Compliance

Passed by the PMHA September 25, 2018

PORTAGE METROPOLITAN HOUSING AUTHORITY

BY:


Vice-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 September 25, 2018, 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.

Certifications of Compliance

OMB Control Number: 2557-0216
Expiration Date: 01/31/2021

CERTIFICATIONS OF COMPLIANCE	
<p align="center">U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF PUBLIC AND INDIAN HOUSING</p> <p align="center">Certifications of Compliance with Regulations: Board Resolution to Accompany the Annual Moving to Work Plan</p>	
<p>Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairman or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning <u>01/01/2019</u>, 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:</p>	
<ol style="list-style-type: none"> (1) The MTW 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 MTW PHA conducted a public hearing to discuss the Plan and invited public comment. (2) The MTW 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 MTW 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 (or successor form as required by HUD). (4) The MTW 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 MTW PHA's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan. (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the MTW PHA is required to submit an AFH, and that AFH has been accepted by HUD, the MTW PHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91. (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975. (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing. (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped. (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or-Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135. (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F. (13) The MTW 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. 	

HUD FORM 50900: Certifications of Compliance

24

- (14) The MTW 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.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW 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 MTW 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.
- (17) With respect to public housing and applicable local, non-traditional development the MTW 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.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW 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 200.
- (21) The MTW 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.
- (22) 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 MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

Portage Metropolitan Housing Authority
MTW PHA NAME

OH031
MTW 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).

Jean Meadows
NAME OF AUTHORIZED OFFICIAL

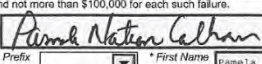
Board Vice-Chair
TITLE

Jean Meadows
SIGNATURE

9/25/18
DATE

* *Must be signed by either the Chairman or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW 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.*

Disclosure of Lobbying Activities

DISCLOSURE OF LOBBYING ACTIVITIES		
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352		Approved by OMB 4040-0013
1. * Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year <input type="text"/> quarter <input type="text"/> date of last report <input type="text"/>
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee Tier if known: <input type="text"/> * Name <input type="text" value="Portage Metropolitan Housing Authority"/> * Street 1 <input type="text" value="2832 State Route 59"/> Street 2 <input type="text"/> * City <input type="text" value="Ravenna"/> State <input type="text" value="OH: Ohio"/> Zip <input type="text" value="44266"/> Congressional District, if known: <input type="text" value="13, 14"/>		
6. * Federal Department/Agency: <input type="text" value="U.S. Department of HUD"/>	7. * Federal Program Name/Description: <input type="text" value="Moving To Work (MTW) Demonstration Program"/> CFDA Number, if applicable: <input type="text"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix <input type="text"/> * First Name <input type="text" value="N/A"/> Middle Name <input type="text"/> * Last Name <input type="text" value="N/A"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input type="text"/> * First Name <input type="text" value="N/A"/> Middle Name <input type="text"/> * Last Name <input type="text" value="N/A"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature:  * Name: Prefix <input type="text"/> * First Name <input type="text" value="Pamela"/> Middle Name <input type="text"/> * Last Name <input type="text" value="Nation Calhoun"/> Suffix <input type="text"/> Title: <input type="text" value="Executive Director"/> Telephone No.: <input type="text" value="330-297-1489 Ext. 244"/> Date: <input type="text" value="11/13/2018"/>		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

Certification of Payments to Influence Federal Transactions

Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 03/31/2020)

Applicant Name

Portage Metropolitan Housing Authority (PMHA)

Program/Activity Receiving Federal Grant Funding

Moving To Work (MTW) Demonstration Program

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

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

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

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

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

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Pamela Nation Calhoun

Title

Executive Director

Signature



Date (mm/dd/yyyy)

11/13/2018

Previous edition is obsolete

form HUD 50071 (01/14)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3