



## **Portage Metropolitan Housing Authority**

**2832, State Route 59,  
Ravenna, Ohio 44266**

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## **Moving To Work 2019 Annual Plan**

Submitted: October 3, 2018

Resubmitted: November 20, 2018

**Amendment Submitted:**

**July 31, 2019**

**Amendment Resubmitted:**

**August 1, 2019**

*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, Youngtown 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:

| <b><u>City</u></b> | <b><u>Population</u></b> |
|--------------------|--------------------------|
| 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<br>PROJECT (AMP)<br>NAME AND NUMBER | BEDROOM SIZE |   |   |   |   |    | TOTAL<br>UNITS | POPULATION<br>TYPE* | # of Uniform Federal<br>Accessibility Standards<br>(UFAS) Units |           |
|--|--------------|---|---|---|---|----|----------------|---------------------|---|-----------|
|  | 0/1          | 2 | 3 | 4 | 5 | 6+ |                |                     | Fully<br>Accessible   | Adaptable |
| East Side<br>OH031000001                             | 0            | 0 | 0 | 0 | 0 | 0  | 0              | N/A                 | N/A   | N/A       |
| West Side<br>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<br>NUMBER | NUMBER OF<br>UNITS TO BE<br>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   |
| <b>Planned Total Households Served</b>       | <b>1761</b>                                    | <b>21,132</b>                               |

\* "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 or 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)

Proposed Amendment: 2019

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: Yes, see below for the proposed amendment to this activity:

## 1. Description of the proposed activity:

PMHA proposes to amend this activity to allow for changes to be made to the terms of project-based Agreements to enter into Housing Assistance Payments (AHAP) contracts for newly constructed or rehabilitated housing, after the AHAPs have already been signed, contingent upon agreement by the project owner and PMHA; specifically, these changes would include, but not be limited to, changing the date(s) that units are to be brought online, and changing a single-stage project to a multi-stage project. This would allow for units that are ready to come online ahead of schedule to be put under HAP contract and filled as soon as the units are completed and determined eligible.

## 2. Description of how the activity relates to at least one of the three (3) statutory objectives:

This activity increases housing choices for low-income families, by making additional units of affordable housing available more quickly.

## 3. Identification and discussion of the anticipated impact of the proposed MTW activity on the stated objective:

The impact of this amendment would be to make it possible to bring online six (6) newly constructed project-based units, immediately upon approval of the amendment, thereby providing housing to six (6) low-income households without delay as additional stages of the project are built. This amendment also would allow PMHA and project owners to make changes to the terms of future project-based AHAP contracts as necessary to ensure completed new or rehabilitated units are put under HAP contract and filled by eligible participants as quickly as possible.

## 4. Description of the baselines and benchmarks that the agency will use to measure the performance and progress of the MTW activity:

| <i>HC #1: Additional Units of Housing Made Available</i>   |  |   |
|--|--|---|
| Unit of Measurement  | Baseline   | Benchmark   |
| Number of new housing units made available for households (homeless, disabled or others in need of social services) at or below 80% AMI as a result of the activity (increase) | Housing units of this type prior to implementation of the activity (number). | Expected housing units of this type after implementation of the activity (number) |
|  | 0 (in 1999 at inception of this activity), and 264 (in 2019)                 | 270   |

**5. Description of the data collection process and metrics the agency will use to measure how this activity will achieve one of more of the MTW statutory objectives:**

The data sources from which the metric data will be compiled include: management system reports and departmental data tracking. The metrics tracked will include housing units available prior to implementation of the activity and housing units available after implementation of the activity and the amendment.

**6. The specific provision of the 1937 Act or regulation waived under MTW that authorized the agency to make this change:**

Attachment C, Part D, Section 7: This authorization waives certain provisions of 24 CFR Part 983 Subparts D & E, as necessary to implement the Agency's Annual MTW Plan.

Attachment C, Part D, Section 1(a): This authorization waives certain provisions of Section 8(o)(7) of the 1937 Act and 24 CFR 982.162, as necessary to implement the Agency's Annual MTW Plan.

***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 2<sup>nd</sup> annual certification after the lowering of the payment standards, which hampers a PHA from taking action to lower HAP costs quickly and more fairly across all participant households. In 2013, PMHA raised minimum rents from \$25 to \$50 as part of its response to the federal sequester and the need to reduce HAP costs. This increased the rent burden on the lowest income participants and for lesser results on HAP than if PMHA were permitted to reduce payment standards slightly, across the board for all participants. This activity is considered critical to PMHA being able to adjust HAP spending quickly and in a more equitable manner (compared to raising minimum rents or adjusting rent calculations) that

can spread the cost of budget cuts across a greater portion of the HCV recipient population more quickly.

This activity will be 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-recertification 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 50<sup>th</sup> 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<br>PMHA | 2832 St. Rt. 59, Ravenna<br>P: 330-297-1489 ext. 239<br>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](mailto: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

| <b>Capital Fund Program - Five -Year Action Plan</b> |   |   |   | U.S. Department of Housing and Urban Development<br>Office of Public and Indian Housing<br>Expires 4/30/2011 |   |   |
|--|---|---|---|--|---|---|
| <b>Part I: Summary</b>                               |   |   |   |  |   |   |
| Portage Metropolitan Housing Authority - OH31        |   | City of Kent - 44240, City of Ravenna - 44266<br>and Portage County, Ohio |   | X Original 5-Year Plan   |   | ___ Revision No:                          |
| A.   | Development Number<br>and Name                    | Work Statement<br>for Year 1<br>FFY: 2018                                 | Work Statement<br>for Year 1<br>FFY: 2019 | Work Statement<br>for Year 1<br>FFY: 2020  | Work Statement<br>for Year 1<br>FFY: 2021 | Work Statement<br>for Year 1<br>FFY: 2022 |
| B.   | Physical Improvements<br>Subtotal                 | Annual<br>Statement   | \$ 429,474.00                             | \$ 429,474.00  | \$ 429,474.00                             | \$ 429,474.00                             |
| C.   | Management<br>Improvements                        |   |   | -  | -   | -   |
| D.   | PHA-Wide Non-dwelling<br>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-<br>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                             |

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

| Work Statement for Year 1 FFY 2018 | Work Statement for Year: 2<br>FFY: 2019                                 |          |                | Work Statement for Year: 2<br>FFY: 2019                                 |          |                |
|------------------------------------|---|----------|----------------|---|----------|----------------|
|                                    | Development Number/Name<br>General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name<br>General Description of Major Work Categories | Quantity | Estimated Cost |
| See Annual Statement               | <b>OH31000001 - EAST AMP</b>  |          |                | <b>OH31000001 -WEST AMP</b>   |          |                |
|                                    | Community Estates Roofs   | All      | 83,568.25      | Heritage Knolls Central Air   | All      | 71300          |
|                                    |   |          |                | 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  |

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[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<br>FFY: 2021                                    |          |                   | Work Statement for Year: 4<br>FFY: 2021                                    |          |                   |
|------------------------------------|--|----------|-------------------|--|----------|-------------------|
|                                    | Development Number/Name<br>General Description of Major<br>Work Categories | Quantity | Estimated<br>Cost | Development Number/Name<br>General Description of Major<br>Work Categories | Quantity | Estimated<br>Cost |
| Annual<br>Statement                | <b>OH31000001 - EAST AMP</b>   |          |                   | <b>OH31000002 - WEST AMP</b>   |          |                   |
|                                    | Louvered Doors Community Estates   | All      | 4553              | Security Cameras Walter Street   |          | 14,223.12         |
|                                    | Ravenna Woods Roofs  | All      | 106,215.23        | Security Cameras Town Square   |          | 15,224.84         |
|                                    | Renaissance 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     |

(4/2008)

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form HUD-50075.2



**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<br>FFY: 2022                                    |          |                   | Work Statement for Year: 5<br>FFY: 2022                                    |          |                   |
|------------------------------------|--|----------|-------------------|--|----------|-------------------|
|                                    | Development Number/Name<br>General Description of Major<br>Work Categories | Quantity | Estimated<br>Cost | Development Number/Name<br>General Description of Major<br>Work Categories | Quantity | Estimated<br>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/<br>Bath vanities and fixtures           |          | 55,334.17         |
|                                    |  |          |                   |  |          |                   |
|                                    | Community Estates Cabinets/<br>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<br>FFY: 2019                                    |                | Work Statement for Year: 2<br>2019   |                |
|------------------------------------|--|----------------|--|----------------|
|                                    | Development Number/Name<br>General Description of Major<br>Work Categories | Estimated Cost | Development Number/Name<br>General Description of Major<br>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<br>Statement<br>for<br>Year 1 FFY<br>2018 | Work Statement for Year: 3<br>FFY: 2020                                    |                | Work Statement for Year: 3<br>FFY: 2020                                    |                |
|--|--|----------------|--|----------------|
|  | Development Number/Name<br>General Description of Major<br>Work Categories | Estimated Cost | Development Number/Name<br>General Description of Major<br>Work Categories | Estimated Cost |
| Annual<br>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      |
|  |  |                |  |                |
|  |  |                |  |                |
|  | 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<br>Statement<br>for<br>Year 1 FFY<br>2018 | Work Statement for Year: 4<br>FFY: 2021                                    |                | Work Statement for Year: 4<br>FFY: 2021                                    |                |
|--|--|----------------|--|----------------|
|  | Development Number/Name<br>General Description of Major<br>Work Categories | Estimated Cost | Development Number/Name<br>General Description of Major<br>Work Categories | Estimated Cost |
| Annual<br>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   |

**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 Annual Statement | Work Statement for Year: 5<br>FFY: 2022                                 |                | Work Statement for Year: 5<br>FFY: 2022                                 |                |
|---|---|----------------|---|----------------|
|   | Development Number/Name<br>General Description of Major Work Categories | Estimated Cost | Development Number/Name<br>General Description of Major Work Categories | Estimated Cost |
|   | <b>OH31000001 - EAST AMP</b>  |                | <b>OH31000002 - WEST AMP</b>  |                |
|   |   |                |   |                |
|   |   |                |   |                |
|   |   |                |   |                |
|   | 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   |

(4/2008)

Page 9 of 9

form HUD-50075.2

**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.

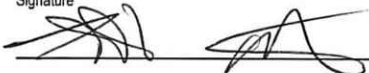
**PMHA provides and implements public and subsidized housing programs to address the housing needs of low-to moderate income households within Portage County. It also offers opportunity for homeownership. Portage County sees an increase in the number of residents 55-64 years of age as well as residents 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

Signature



Title

Director

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](mailto: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](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](mailto:cbudd@portagehousing.org).



### Portage Metropolitan Housing Authority

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

### U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF PUBLIC AND INDIAN HOUSING

#### Certifications of Compliance with Regulations: Board Resolution to Accompany the Annual Moving to Work Plan

Acting on behalf of the Board of Commissioners of the 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 01/01/2019, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

- (1) The 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.

- (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<br>4040-0013   |
| <b>1. * Type of Federal Action:</b><br><input checked="" type="checkbox"/> a. contract<br><input type="checkbox"/> b. grant<br><input type="checkbox"/> c. cooperative agreement<br><input type="checkbox"/> d. loan<br><input type="checkbox"/> e. loan guarantee<br><input type="checkbox"/> f. loan insurance   | <b>2. * Status of Federal Action:</b><br><input type="checkbox"/> a. bid/offer/application<br><input checked="" type="checkbox"/> b. initial award<br><input type="checkbox"/> c. post-award | <b>3. * Report Type:</b><br><input checked="" type="checkbox"/> a. initial filing<br><input type="checkbox"/> b. material change<br><b>For Material Change Only:</b><br>year <input type="text"/> quarter <input type="text"/><br>date of last report <input type="text"/> |
| <b>4. Name and Address of Reporting Entity:</b><br><input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee Tier if known: <input type="text"/><br>* Name <input type="text" value="Portage Metropolitan Housing Authority"/><br>* Street 1 <input type="text" value="2832 State Route 59"/> Street 2 <input type="text"/><br>* City <input type="text" value="Ravenna"/> State <input type="text" value="OH: Ohio"/> Zip <input type="text" value="44266"/><br>Congressional District, if known: <input type="text" value="13, 14"/>   |  |  |
|  |  |  |
| <b>6. * Federal Department/Agency:</b><br><input type="text" value="U.S. Department of HUD"/>  |  | <b>7. * Federal Program Name/Description:</b><br><input type="text" value="Moving To Work (MTW) Demonstration Program"/><br>CFDA Number, if applicable: <input type="text"/>   |
| <b>8. Federal Action Number, if known:</b><br><input type="text"/>   |  | <b>9. Award Amount, if known:</b><br>\$ <input type="text"/>   |
| <b>10. a. Name and Address of Lobbying Registrant:</b><br>Prefix <input type="text"/> * First Name <input type="text" value="N/A"/> Middle Name <input type="text"/><br>* Last Name <input type="text" value="N/A"/> Suffix <input type="text"/><br>* Street 1 <input type="text"/> Street 2 <input type="text"/><br>* City <input type="text"/> State <input type="text"/> Zip <input type="text"/>   |  |  |
| <b>b. Individual Performing Services</b> (including address if different from No. 10a)<br>Prefix <input type="text"/> * First Name <input type="text" value="N/A"/> Middle Name <input type="text"/><br>* Last Name <input type="text" value="N/A"/> Suffix <input type="text"/><br>* Street 1 <input type="text"/> Street 2 <input type="text"/><br>* City <input type="text"/> State <input type="text"/> Zip <input type="text"/>   |  |  |
| <b>11.</b> 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: <br>* Name: Prefix <input type="text"/> * First Name <input type="text" value="Pamela"/> Middle Name <input type="text"/><br>* Last Name <input type="text" value="Nation Calhoun"/> Suffix <input type="text"/><br>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<br>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

## Plan Amendment: Documentation of Public Notice as Published

Record-Courier, Kent, Ohio

SPORTS/TV/CLASSIFIEDS

Thursday, June 27, 2019 • B5

An amendment to the Portage Metropolitan Housing Authority's 2019 Moving to Work Annual Plan is available for public review and comment from June 27, 2019 to and including July 27, 2019. A public hearing discussing the amendment to the Annual Plan will be held at the PMHA office, 2832 State Route 59, Ravenna, Ohio, on July 29, 2019 at 2:00 p.m. A copy of the amended 2019 Annual Plan is available upon request by email to [cbudd@portagehousing.org](mailto:cbudd@portagehousing.org) or at the office address listed above.  
RC, June 27, 2019, 12571345

An amendment to the Portage Metropolitan Housing Authority's 2019 Moving to Work Annual Plan is available for public review and comment from June 27, 2019 to and including July 27, 2019. A public hearing discussing the amendment to the Annual Plan will be held at the PMHA office, 2832 State Route 59, Ravenna, Ohio on **July 29, 2019 at 2:00 p.m.**

A copy of the Portage Metropolitan Housing Authority's proposed amendment to the 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\\_R52.php](http://www.portagehousing.org/newsdetail_T2_R52.php).

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



### Portage Metropolitan Housing Authority

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



## Plan Amendment: Public Hearing Agenda



### **Portage Metropolitan Housing Authority**

**Public Hearing - 2019 Moving To Work Annual Plan**  
Monday, July 29, 2019 at 2:00 p.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. Moving to Work (MTW) Annual Plan 2019**
  - Approved by HUD on December 11, 2018
  - Implemented by PMHA effective January 1, 2019
- V. Review of the MTW Annual Plan Proposed Amendment**
  - Amendment to Activity HCV-4: Project Based Voucher Program to assist non-profits and developers to increase housing choices for low-income households
- VI. Other Issues**
- VII. Adjournment**

## Plan Amendment: Public Hearing Minutes



### Portage Metropolitan Housing Authority

#### **Public Hearing - 2019 Moving To Work Annual Plan Proposed Amendment**

Monday, July 29, 2019 at 2:00 p.m.

PMHA Office, 2832 State Route 59, Ravenna OH 44266

#### **MINUTES**

The Public Hearing convened at 2:00 p.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 2:20 p.m.

Respectfully Submitted by:

Carolyn Budd  
Special Programs Manager

## Plan Amendment: Public Hearing Attendance Record



### Public Hearing

#### Amendment to 2019 MTW Annual Plan

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

Monday, July 29, 2019 at 2:00 p.m.

| Name:                  | Address, Phone Number, Email:   |
|------------------------|---|
| Carolyn Budd<br>(PMHA) | 2832 St. Rt. 59, Ravenna<br>P: 330-297-1489 ext. 239<br>E: cbudd@portagehousing.org |
|                        |   |
|                        |   |
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## Resolution Signed by Board Vice-Chairman

### Resolution No. 19-29

#### APPROVING THE AMENDMENT OF THE 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 amendment to the 2019 Moving To Work Annual Plan following the public hearing process; and

**WHEREAS**, the Board of Portage Metropolitan Housing Authority has reviewed the proposed amendment and any 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 amendment to the 2019 MTW Plan:

*Under MTW Activity HVC-4, PMHA operates a project-based voucher program that offers 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 low-income households and special needs populations in obtaining suitable housing.*

*PMHA proposes to amend this activity to allow for changes to be made to the terms of project-based Agreements to enter into Housing Assistance Payments (AHAP) contracts for newly constructed or rehabilitated housing, after the AHAPs have already been signed, contingent upon agreement by the project owner and PMHA; specifically, these changes would include, but not be limited to, changing the date(s) that units are to be brought online, and changing a single-stage project to a multi-stage project. This would allow for units that are ready to come online ahead of schedule to be put under HAP contract and filled as soon as the units are completed and determined eligible. This activity increases housing choices for low-income families, by making additional units of affordable housing available more quickly.*

*The impact of this amendment would be to make it possible to bring online six (6) newly constructed project-based units, immediately upon approval of the amendment, thereby providing housing to six (6) low-income households without delay as additional stages of the project are built. This amendment also would allow PMHA and project owners to make changes to the terms of future project-based AHAP contracts as necessary to ensure completed new or rehabilitated units are put under HAP contract and filled by eligible participants as quickly as possible.*

Passed by the PMHA July 30, 2019

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 July 30, 2019, 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.