

**PORTAGE METROPOLITAN HOUSING AUTHORITY**

**2013 Annual MTW Plan**

**Portage Metropolitan Housing Authority (OH 031)**

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**I. Introduction**

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## OVERVIEW OF AGENCY'S MTW GOALS AND OBJECTIVES

Portage Metropolitan Housing Authority establishes the following goals and objectives for 2013:

1. Maintain and Expand Excellence in Property Management
  - PMHA will operate Public Housing to the level of a High Performer.
  - PMHA will expand the number of units within its portfolio of housing.
2. Achieve and Maintain Excellence in Tenant-Based Housing Programs
  - PMHA will continue to achieve program results equating to High Performer status.
  - Tenant-based housing programs will achieve and maintain full lease-up.
  - Five households will become new homeowners through the Housing Choice Voucher Homeownership Program in 2013
3. Improve Productivity and Cost Effectiveness
  - Expand system of electronic benefits payments beyond test phase for program participants.
  - The Yardi software will be upgraded and staff provided training in the applicable features of the program for managing PMHA programs and operations.
4. Collaborate with Community Partners to Leverage Resources to Benefit Households Assisted by PMHA and Portage County
  - PMHA will investigate 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.

## **II. General Housing Authority Operating Information**

### **A. HOUSING STOCK INFORMATION**

*Number of public housing units at the beginning of the year:*

Portage Metropolitan Housing Authority has 305 units of public housing under ACC as of the date of submission of this plan. Of the total, 4 units are not used for housing, but rather for supportive services on-site. PMHA will submit application to dispose of two units during 2012 and expects to complete the disposition during 2013.

*General description of any planned significant capital expenditures by development:*

A listing of Capital Fund projects for the next year and five years is included at the end of Section 7. PMHA is not planning any significant capital expenditures by development that meets the HUD definition of "significant." PMHA plans to use BLI 1492 funds in the Capital Fund budget for Moving to Work services and will not be using funds from this budget line for central office expenses.

*Description of any new public housing units to be added during the year by development:*

Portage Metropolitan Housing Authority plans to replace the units to be disposed of in 2013, during the upcoming 2013 year. The likely scenario would be to replace the disposed scattered-site units with other scattered-site units, with 2-3 bedrooms each. Ideally, these units would be single-story units with accessibility features.

*Number of public housing units to be removed from the inventory during the year by development specifying the justification for the removal:*

PMHA has applied on December 18, 2012 to the Special Applications Center to dispose of 213 South Willow Street, Kent, a duplex consisting of two units that had previously served as a homeless shelter. The shelter providers have built a new facility and thus no longer need the building and it is cost-prohibitive to re-hab back into a duplex for housing purposes. Additionally, the entire neighborhood except for the property has been sold to Kent State University and all the other buildings around it are or will be demolished. The university desires to acquire this building from PMHA. The current use, as described above, is not a conventional use for public housing and thus PMHA is well-served to dispose of this unit now, prior to the expiration of any MTW waivers permitting its current activities. PMHA expects that the units will be actually disposed of in 2013, following SAC approval.

*Number of MTW Housing Choice Vouchers (HCV) units authorized:*

Portage Metropolitan Housing Authority has 1,524 Housing Choice Vouchers authorized and considered MTW Housing Choice Vouchers.

*Number of non-MTW Housing Choice Voucher units authorized:*

Portage Metropolitan Housing Authority has 74 Mainstream Housing Choice Vouchers that comply with the NOFA requirements for administration and are not part of the MTW Demonstration. PMHA also has 25 VASH vouchers targeted for veterans. There are 18 enhanced Housing Choice Vouchers that comply with regulations applicable to that form of assistance.

*Number of HCV units to be project-based during the Plan year, including description of each separate project:*

PMHA has project-based 157 Housing Choice Vouchers under MTW authority. PMHA's entire project-based Voucher program is operated under MTW authority.

These projects are:

Coleman Professional Services- Several group homes; residents receive mental health services from Coleman Professional Services. Coleman has 23 units under contract among their 45 units in affected projects, and is expecting to add seven more.

F&CS- A mixture of duplexes and multi-family (low rise) units; residents receive a variety of supportive service aimed at increases self-sufficiency. There are 46 units under PBV contract among the 57 units in affected projects.

Prospect House- A high rise building for low-income elderly tenants; residents have access to all supportive services provided by Neighborhood Development Services Inc. PMHA has 26 units under contract at this property, which has 66 total units.

CEDCorp/Maple Grove- Row houses/townhouses; residents have access to all supportive services provided by Neighborhood Development Services Inc. Of the 57 units at this project, 6 are under contract for vouchers.

NDS Portage Housing III- Newly constructed tax-credit single-family homes; residents have access to all supportive services provided by Neighborhood Development Services Inc. There are 28 project-based units among the 30 units at this project.

Streetsboro Family Homes – PMHA is contracting for 28 units of newly-constructed tax-credit townhouses located in Streetsboro, Ohio, with supportive services included for project residents both on-site and referrals off-site. These units will be completed and occupied in 2013.

*Description of other properties owned or managed by the Agency:*

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

Housing:

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

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

614 and 614 ½ Virginia Avenue, Kent. A duplex with units leasing for \$589 per month and available to Section 8 or market renters.

#### Office Property

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

#### Commercial Properties

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

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

## **B. LEASING INFORMATION (PLANNED)**

### *Anticipated total number of MTW public housing units leased in the Plan year:*

All PMHA Public Housing units are considered MTW units. All available residential units will be leased during the year. Three units are under ACC but are permitted to be used for site-based services while retaining subsidy, at Renaissance Place, and Washington Group Home (2 units). PMHA notes that one service unit at Community Estates will have been discontinued as a service site and returned as a rental unit in 2012, and requests that unit be replaced with one service unit at Walnut House, a Public House group home for mentally ill persons. All four units would receive subsidy as a residential unit for 2013.

Additionally, PMHA desires to change the use of the Washington Group Home. The group home is a building constructed specifically to be used as a group home several years ago using HUD public housing development funds, and has been operated as public housing throughout. The building's resident population changed from developmentally disabled persons to a home for women who have aged out of foster care but need assistance in transitioning to full, self-sufficient adulthood. The effort to lease all six units in the building have been largely unsuccessful, and PMHA is seeking permission from HUD to lease the entire building for a one-year period to a non-profit organization who would be maintaining its own wait list and conducting admissions to the group home based on their criteria and those set by PMHA and the non-profit would be responsible for operating the day-to-day activities of the facility. PMHA would provide all maintenance and capital repair services. PMHA is requesting that the group home be considered occupied/rented for 2013 upon leasing of the building to the non-profit organization for the purposes of subsidy and occupancy rate assessments.

### *Anticipated total number of non-MTW public housing units leased in Plan year.*

There are no non-Moving to Work Public Housing units at Portage Metropolitan Housing Authority.

### *Anticipated total number of MTW Housing Choice Voucher units leased in the Plan year:*

PMHA anticipates being fully leased during 2013 for the Housing Choice Voucher Program. Fully leased is defined as all 1,641 vouchers or 100% of the funding allocated for HAP contracts during the year. Of these, 1,524 are MTW Vouchers, the remaining 117 are non- MTW vouchers.

*Anticipated total number of non-MTW Housing Choice Voucher units leased in the Plan year:*

One hundred seventeen (117) vouchers are anticipated to be leased in 2013, under the Mainstream Voucher Program, VASH program and enhanced vouchers.

*Description of anticipated issues relating to any potential difficulties in leasing units:*

If PMHA is required to continue to lease the Washington Group Home facility as in the past, it anticipates major difficulties in achieving and maintaining full occupancy of that building. The sole provider of housing and services for developmentally disabled persons is the entity that vacated the property in 2010, and efforts to find another population willing to live in group home setting and rent only a bedroom is proving increasingly difficult. Despite being low-income, most persons have no or little desire to live in a community setting on a long-term basis, and with competition from Housing Choice Vouchers, the individuals can simply wait for a voucher and move out into conventional housing. The market for such a property is also limited, in that it would need to be demolished or substantially rehabbed to turn into conventional apartments. Other properties, such as a former nursing home, have been on the sale market for over 5 years despite being located in a more desirable neighborhood than the Washington Group Home.

Public Housing also suffers from the competition of the Housing Choice Voucher program. It is not the quality of the units themselves that is a difficulty, as much as location (several rural units that require tenants to own vehicles to access shopping), and the freedom given to locate outside of Portage County through the portability functions of the voucher. Increased development of tax credit properties will also add to Public Housing leasing challenges.

The Housing Choice Voucher Program is not expected to face lease-up issues in 2013. The biggest issues is that between rising demand caused by foreclosures and the expected growth of population seeking rental housing from increasing development of gas and oil extraction and the influx of labor that results, it is expected rents may continue to increase. Availability of security deposit funding will continue to be an issue, as HCV landlords may charge one month's total rent for a security deposit and many do follow that procedure.

### C. WAITING LIST INFORMATION

*Description of anticipated changes in waiting lists:*

PMHA anticipates making no changes in its waiting lists in 2013.

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

PMHA operates two program waiting lists, for Public Housing and Section 8. These waiting lists operate independently of each other, in that a program participant in one program remains eligible for the other waiting list. Both Public Housing and Section 8 Voucher wait lists are open and will remain open in 2013. PMHA anticipates the Section 8 Voucher list will grow considerably, but is choosing to manage that list as an open list to provide a better picture of affordable housing demand in Portage County and Northeast Ohio. PMHA anticipates that the Section 8 Wait List will increase by 1,500 households in 2013. The Public Housing Wait List remains open continuously, and PMHA projects an increase of 3% to the waiting list for that program.



### **III. Non-MTW Related Housing Authority**

#### ***A. PLANNED SOURCES AND USES OF OTHER HUD OR OTHER FEDERAL FUNDS***

Portage Metropolitan Housing Authority has a Shelter Plus Care housing program for 50 units of housing for individuals with disabilities. Households receive supportive services through Coleman Professional Services, while PMHA provides housing subsidy to allow the family safe, decent, affordable housing. The Shelter Plus Care grant is an annual grant, requiring renewal applications through Ohio's Balance of State application process, although PMHA is still within the initial 5-year contract period for 25 of these units.

PMHA would anticipate pursuing another ROSS grant if funding is made available to support activities at either family sites or for the senior/disabled Public Housing developments. PMHA does not anticipate pursuing other Federal funds, but will re-consider this position based on available funding opportunities.

#### ***B. DESCRIPTION OF NON-MTW ACTIVITIES PROPOSED BY THE AGENCY***

PMHA's affiliate, Franklin Development Corporation acquired a 50% share of an affordable housing development called Terrill Suites in 2012. This project is being funded primarily through low income housing tax credits as a rehabilitation project, and is currently affordable family housing located in Ravenna, Ohio. Rehab of the project is expected to begin in 2012 and to continue through 2013. PMHA is not using Moving to Work in any way to participate in the Terrill Suites project.

Resident Commissioner: The City Manager of Kent, Ohio appoints the resident commissioner position. As of October 31, 2011, this appointment is Linda Umbayemake.

Non-Smoking Policy for Public Housing: PMHA has adopted a non-smoking policy for Walnut House, a Public Housing development in Ravenna. This building houses 13 households, individuals with mental illnesses and provided supportive services by Coleman Professional Services. PMHA has also made Washington Group Home a non-smoking housing facility, as the majority of the group home is community space and the "tenant" units are insufficiently independent to reasonably permit smoking in the building. PMHA is not making any of its Public Housing rental units that have independent dwellings non-smoking.

Violence Against Women Act: PMHA is committed to assisting victims of domestic violence. PMHA's Administrative 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 perpetrated against them. PMHA reviews police reports for Public Housing to identify the need to refer residents to counseling and other necessary domestic violence programs. PHMHA will also pursue evictions against residents responsible for domestic

violence. For the purposes of discussion here, these activities include victims of dating violence and/or stalking.

Shelter Plus Care: PMHA will continue to apply for renewals of Shelter Plus Care funding for 25 units and has 25 units of Shelter Plus Care under an initial 5-year contract which will begin January 1, 2013 and end December 31, 2017. PMHA does not have plans to apply for additional Shelter Plus Care units in 2013.

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 Commissioner of PMHA.
- Actions that require an MTW waiver approval from the Department of Housing and Urban Development.

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

#### **IV. Long-term MTW Plan**

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

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

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

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

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

**V. Proposed MTW Activities: HUD Approval Requested**

No new activities are planned for 2013.

**VI. Ongoing MTW Activities: HUD Approval Previously Granted**

For the following listed activities, this describes the information requested for HUD-50900.

- A: List activities continued from the prior plan year(s); specify the Plan Year in which the activity was first identified and implemented.
- B. Provide an update on the status of the activity.
- C. For the Plan Year, indicate if the Agency anticipates any changes, modifications or additions to Attachment C authorizations
- D. Describe if the Agency is using outside evaluators

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

Families seeking to move out of Portage County would be permitted to utilize portability to any jurisdiction if the receiving jurisdiction were willing to absorb the household. If the receiving jurisdiction chose to bill PMHA, the family could port to that jurisdiction only if the receiving jurisdiction had payment standards or fair market rents less than or equal to Portage County (Akron MSA).

- A. Year Identified and Implemented: 2009
- B. The activity has been implemented and is a part of the “port-out” process for Housing Choice Voucher participants who are seeking to move to communities where payment standards exceed those of Portage Metropolitan Housing Authority, as a means of reducing impact on budgeted resources caused by portability moves outside of Ohio to high-rent communities where the receiving Housing Authority may not absorb the in-coming participant
- C. PMHA anticipates no change or modification to this authorization.
- D. No outside evaluator is being used for this activity

***HCV-2. Amend the Homeownership Voucher Program to include households who are presently homeowners and under foreclosure.***

Homeowners under foreclosure would be permitted to participate in the Homeownership Voucher Program to assist in resolving issues with the bank/mortgage company seeking foreclosure.

- A. Year Identified and Implemented: 2010 (amended from original homeownership program authorization in 1999.)
- B. This activity is in place, awaiting referrals of qualified households. PMHA is seeking additional partners to make referrals, as well as address issues identified with requiring a professional home inspection in addition to an HQS inspection prior to the beginning of assistance. The 1999 Homeownership Program authorized in 1999 had essentially become the same as the Voucher Homeownership Program available to other, non-MTW housing authorities. The foreclosure activity is unique, however.
- C. PMHA does not expect to modify the feature during 2013.
- D. No outside evaluator is being used for this activity.

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

Rather than utilizing the 40% initial rent burden cap set by Congress and HUD, PMHA utilizes a 50% cap in one effort to assist in housing choice for families who desire to use a great share of income for housing purposes.

- A. Year Identified and Implemented: 1999
- B. The activity is an ongoing activity of the PMHA for over a decade. It is a feature that permits the Housing Choice Voucher participant to choose housing that may be more costly than otherwise permitted under HUD rules and the US Housing Act of 1937. No family is required to do so, but for those who can and are willing to adjust family expenditures to reflect desires for housing over other wants and needs.
- C. PMHA does not expect to modify this feature in 2013.
- D. No outside evaluator is being used for this activity.

*HCV-4. Project-Based Voucher Program*

A project-based voucher program would be developed with a different set of rules and regulations than those provided by the HUD standard program.

- A. Year Identified and Implemented: 1999, with additional authorizations granted and implemented in 2009.
- B. The activity underwent significant change, through clarification and amendment, after a HUD audit determined additional authorizations were needed to ensure program success and compliance with all HUD regulations.
- C. This feature will be examined and reviewed to determine if it should be continued and additional units added to the program, or if a more efficient method of promoting supportive permanent housing can be devised.
- D. No outside evaluator is being used for this activity.

*HCV-5. Alternative Housing Quality Standards Compliance*

PMHA will use the results of municipal housing/rental housing inspections as an alternative to HQS, where available.

- A. Year Identified and Implemented: 2011
- B. The activity was implemented in 2011 as a means of ensuring HQS standards while minimizing the amount of intrusion upon Section 8 landlords and participants through multiple housing inspections by various government entities. PMHA, for one community, as won the contract to conducting ALL municipal rental housing inspections and as a result will continue to provide rental housing inspections for that community regardless of the permission to waive the Section 8 inspection.
- C. PMHA does not expect to modify this feature in 2013.
- D. No outside evaluator is being used for this activity.

*HCV-6 Time Limits*

Participants will be permitted three years of Housing Choice Voucher assistance upon admission. They can earn extensions by reporting work and education activities or by documented participation in community service activities.

- A. Year Identified and Implemented: 2012
- B. The activity is under implementation in 2012, with drafting of policies, information sharing with residents and consultation with community groups and stakeholders in process. The HCV time limits will impose a three-year time limit for households that have adult members who are not disabled or elderly. Extensions

- of time will be granted on a month for month basis for individuals who report work, educational, or approved community service activities.
- C. PMHA does not expect to modify this feature in 2013.
  - D. No outside evaluator is being used for this activity.

#### *HCV-7 Capped Utility Reimbursement Checks*

Utility allowance checks will be capped based on the rates and amounts provided through the Public Utilities Commission's PIPP Plus program, which allows low-income families to pay for utilities on a percentage of income rather than usage, with the difference forgiven by the utility.

- A. Year Identified and Implemented: 2012
- B. The activity is implemented in 2012. The activity addresses the double-payment issue for participants with extremely low income by capping the amount of utility reimbursements related to PIPP covered utilities to the amount charged by utility companies. In general, the PIPP program allows participants to pay utility charges based on their income or \$10 per month, whichever is greater, while the PHA under HUD rules normally pays for the full cost of the utilities. This creates a double subsidy for utilities of tenants, one from consumers and one from taxpayers.
- C. PMHA does not expect to modify this feature in 2013.
- D. No outside evaluator is being used for this activity.

#### *HCV-8 Transitional Housing Vouchers*

The Transitional Housing Voucher feature allows for PMHA to move a long-standing transitional housing program located at Renaissance Place, a Public Housing development, to a tenant-based program that offers supportive services and also offers greater choice in housing choice for participating families. This change allows for Public Housing to become more uniformly managed, while offering a more flexible approach to housing formerly homeless persons for one year.

- A. Year Identified and Implemented: 2012
- B. This activity has been implemented in 2012. It provides a one-year voucher to families participating in a transitional housing program. Intensive supportive services are provided to participants, with an emphasis on employment and self-sufficiency during the year. The voucher ends after one year and is not renewable, but participants are eligible to obtain Public Housing or a traditional Housing Choice Voucher during their time in this program. PMHA proposes to merely expand the number of vouchers available under this feature by six in 2013.
- C. PMHA seeks to modify this feature slightly by increasing the maximum number of vouchers authorized from 42 to 48 vouchers.
- D. No outside evaluator is being used for this activity.

### **PUBLIC HOUSING**

#### *PH-1. Escalating Minimum Rent*

The basis for this activity was to create an economic incentive for families to seek economic improvement during their Public Housing occupancy, or to exit Public Housing if they had an extended period of time at minimum rent levels over several years, while avoiding arbitrary time limits on Public Housing occupancy.

- A. Year Identified and Approved by HUD: 2009

- B. The activity was implemented in 2009, and some families are paying a minimum rent of \$50 based on their longevity in Public Housing, others are paying \$25 a month based on their longevity.
- C. This activity was ended in 2011, as its implementation was unwieldy and not beneficial to the goals of the agency and the MTW Demonstration.
- D. No outside evaluator is being used for this activity.

*PH-2. Maximum Rent*

The Maximum Rent feature offers rent relief to families who attain better employment and/or increase their income, capping their rents at levels designed to encourage long term of residency, resident asset accumulation, and provide greater stability to PMHA Public Housing developments.

- A. Year Identified and Approved by HUD: 2009
- B. The activity was implemented in 2009 and several families are now paying the maximum rent. Families paying maximum rent demonstrate greater willingness to remain in Public Housing and to provide stability to PMHA rental communities than under the previous ceiling rents and the pure "income-based" rents.
- C. PMHA will evaluate the amounts used for the Maximum Rent feature, but it is not changing the policy or philosophy behind the activity.
- D. No outside evaluator is being used for this activity.

*PH-3. Elderly and Disabled Rent Recertifications Biennially*

Elderly and/or disabled persons with "fixed" incomes would be subjected to rent determinations biennially instead of annually, as both a convenience to tenants and a cost-saving administrative improvement for Public Housing.

- A. Year Identified and Approved by HUD: 2000
- B. The activity has been implemented since 2000, and provides both administrative relief to PMHA and additional convenience to individuals whose incomes are relatively fixed, and typically only increase by a minor amount each year. By verifying income and adjusting rents upward accordingly, PMHA does sacrifice some income, but at the relief of office time to verify minimal changes. All affected households can choose to be certified annually, but will be assessed the appropriate rent those calculations determine.
- C. PMHA does not intend to change this policy.
- D. No outside evaluator is being used for this activity.

*PH-4. Change in Employment Income*

Increases in employment income would not be counted towards rent amounts until the next annual re-certification.

- A. Year Identified and Approved by HUD: 2009
- B. The activity permits relatively small changes in income, which can occur frequently, to have no effect on rental amounts. Rents are adjusted at the next annual re-certification rather than at each change event. It was implemented in 2009
- C. PMHA does not intend a change in this policy for 2013.
- D. No outside evaluator is being used for this activity.

*PH-5. Rent Adjustment for Income Decreases*

This activity limits rent adjustments for temporary and relatively small income decreases, providing an administrative efficiency to PMHA.

- A. Year Identified and Approved by HUD: 2009
- B. The activity was implemented in 2009, and has reduced administrative burden by not making adjustments for changes in rents when a decrease in income is of less than 30 day duration or is of less than \$1,000 in value.
- C. PMHA does not intend a change in this policy for 2013.
- D. No outside evaluator is being used for this activity.

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

The percentage of earned income would be set at a rate lower than 30% of income in an effort to promote work activity and to offset the elimination of the allowance for non-reimbursed childcare expenses.

- A. Year Identified and Approved by HUD: 2009
- B. This activity is in the midst of implementation. The purpose is to simplify rent calculations for improved transparency by both residents and PHA staff, as well as saving time. It is being implemented in conjunction with the several of the other rent-setting activities.
- C. This activity will continue. It will be evaluated as it continues to ensure affordability is not compromised.
- D. No outside evaluator is being used for this activity.

*PH-7. Eliminate Allowance for Non-Reimbursed Childcare Expenses*

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 persons who have earnings.

- A. Year Identified and Approved by HUD:
- B. This activity is intertwined as part of the implementation described in #6 above, and is intended to simplify the rent calculation process.
- C. This activity will continue. It will be evaluated as it continues to ensure affordability is not compromised.
- D. No outside evaluator is being used for this activity.

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

The activity is designed to increase the deduction for elderly and disabled households from \$400 to another, higher deduction amount as part of an effort to eliminate the allowance for unreimbursed medical expenses.

- A. Year Identified and Approved by HUD: 2009
- B. The amount has not been changed as of this writing. It may be changed by end 2011. This increase will provide some rent relief and was originally considered to offset a change in the medical deductions.
- C. It is unclear if this activity will be implemented in 2013, as an appropriate solution to the issue of verifying medical deductions that maintains affordability for the most vulnerable tenants while eliminating verifications in a responsible manner has not yet been determined..
- D. No outside evaluator is being used for this activity.

*PH-9. Providing Transitional Housing*

PMHA has dedicated Renaissance Place and a portion of Community Estates, two Public Housing developments, for the purpose of two-year transitional housing for the homeless.

- A. Year Identified and Approved by HUD: 1999



- B. This activity was implemented under local waivers granted by HUD prior to 1999, and has continued uninterrupted since 1999. This housing provides a critical niche in the housing continuum for Portage County. MTW implementation is 1999.
- C. PMHA is in process of ending the program of offering transitional housing at Renaissance Place, a PMHA Public Housing development. The funding for services to the residents has changed and decreased, changing the focus of the services offered to residents. As a result, PMHA has used MTW authority to create a transitional Housing Choice Voucher better equipped to match housing with services and is phasing out transitional housing at Renaissance Place.
- D. No outside evaluator is being used for this activity.

*PH-10. PMHA to Operate Group Homes as Public Housing*

PMHA has long operated group home buildings as Public Housing. As described below, in 2009 some at HUD questioned whether group homes were a legal use under the Public Housing program, even though the Washington Group Home was constructed specifically as a group home with HUD development funds in 1985, and HUD was prominently represented at the grand opening of the project. PMHA's request to include its two group home properties to provide protection to the residents of the group homes, that they would not be made to move as a result of a change in HUD policy, as well as to protect important community assets for Portage County.

- A. Year Identified and Approved by HUD: 2009
- B. This activity was implemented several years before approval in 2009 and has been a continuing activity. It became a MTW activity when opinions offered by HUD suggested that a group home as Public Housing was not an allowed activity. This activity permits 8 individuals to continue to reside in a supportive, group home environment. As a result, PMHA considers for MTW purposes this activity to have been implemented in 2009. PMHA has a second property identified as a group home, Walnut House, which houses persons with mental illnesses. This property has 13 units of housing, but PMHA is requesting that this property be permitted to use one of those 13 units as a space for supportive services activities
- C. The Washington Group Home was transitioned into a group home for young women aging out of foster care and other housing needy situations. Occupancy will include 6 units of housing in the form of 6 single bedroom units, along with 2 units being used for 24-hour supportive services and case management activity to promote individual self-sufficiency. This new direction has to date proven unsatisfactory for occupancy goals and needs, as PMHA has struggled to fill the building. PMHA, for 2013, seeks to lease the property to a non-profit organization for a group home purpose. The non-profit would be able to continue to use the property as a group home, but also provide services at the facility designed to meet the needs of the population housed there. PMHA would retain a property oversight and maintenance role in a one-year lease arrangement. The activity would be assessed midway through the year for effectiveness and efficiency in the use of a housing asset. In the meantime, PMHA will explore with the non-profit provider the desirability of a disposition of the property. Also, Walnut House has received designation for Neighborhood Networks and other self-sufficiency activities, and PMHA would like to dedicate one unit to support activities as needed. PMHA requests that the three supportive services spaces needed remain eligible for operating subsidy.
- D. No outside evaluator is being used for this activity.

*PH-11 Deduction for Absent Child*

A deduction for a child being supported in another household through child support would be allowed, subject to the maximum child deduction cap of two children total.

- A. Year Identified and Approved by HUD: 2009
- B. The policy was not implemented, a decision reached after reviewing the documentation and work efforts needed to verify circumstances involved, the resulting impact on households and further policy discussion relating to desired results on low-income and participating households.
- C. The activity will not be implemented

**PUBLIC HOUSING AND HOUSING CHOICE VOUCHER BOTH**

*B-1. Exclusion of overtime, bonuses and income from bank assets*

To promote the accumulation of assets, PMHA does not count overtime and bonuses from work, nor does it count income from bank assets towards the rent determination calculations.

- A. Year Identified and Implemented: 1999
- B. The activity is part of the overall rent reform initiatives created with the original Moving to Work application and agreement, and has simplified some aspects of rent calculations, as it relates to bank assets. The exclusion of overtime and bonuses has become relatively insignificant in general, as high unemployment rates have diminished opportunities for overtime. Bonuses has become virtually non-existent.
- C. PMHA will end this feature in 2012, in favor of a fully-implemented simplified rent calculation rent reform activity approved by HUD. PMHA will retain the exclusion of bank assets from rent calculations. Impact analysis will take place with the rent reform activity and the hardship policy will be reviewed.
- D. No outside evaluator is being used for this activity.

*B-2 Cap on dependent child deduction*

The maximum child deduction a family with children may receive is based on no more than two children, regardless of the number of the children in the household.

- A. Year Identified and Implemented: 1999.
- B. The activity continues as part of the overall rent reform activities of 1999. It has been unchanged since its inception. Families who have additional children are still provided vouchers at the appropriate size for the family, and thus increases to the family size do lead to more housing subsidy if the family is under-housed.
- C. This feature is not scheduled for change in 2013.
- D. No outside evaluator is being used for this activity.

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

Rather than mail out utility allowance checks to tenants and participants who owe money to the housing authority, PMHA will recapture these funds for the purposes of re-paying the debts. Once the tenant account is returned to a zero balance, the utility allowance checks will continue.

- A. Year Identified and Implemented: 2009
- B. The activity has been useful in reducing the administrative burden of sending out utility allowance checks to the same households that the housing authority is

pursuing collection actions against, for the repayment of debts owed to the Housing Authority.

- C. For the Public Housing Program, this authorization will remain in use as is for 2013. For the Housing Choice Voucher Program, the Housing Authority will offers participants indebted to PMHA the opportunity to “sign over” utility allowance payments as part of a repayment agreement, but this is no longer mandatory since the cap on utility reimbursement checks based on the Public Utilities Commission PIPP program (Activity HCV-7 above) is implemented. *PMHA will not re-capture utility allowance payments for Housing Choice Voucher participants that owe money to PMHA. By adopting this approach, affected participants will be able to maintain their on-going participation in PIPP Plus.*
- D. No outside evaluator is being used for this activity.

*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.*

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.

- A. Year Identified and Approved by HUD: 2009.
- B. The activity has not been implemented. The Housing Authority did not feel the 2011 pro-ration was a significant negative impact on the ability of the agency to serve an appropriate number of families.
- C. There is no change requested for this authorization. Utilization of this authority is dependent on the results of HUD appropriations by Congress. PMHA anticipates that the authorization for B-4 will be unused for the Housing Choice Voucher Program, because of the implementation of the cap on utility allowance checks approved for 2012. (Activity HCV-7 above). *PMHA has not requested applying the Capped Utility Reimbursement feature to the Public Housing Program, and the B-4 authorization may still be used.*
- D. No outside evaluator is being used for this activity.

*B-5 Single Fund Budgeting with Full Flexibility for Eligible Funds*

Authority to use fungibility for eligible funds to meet housing needs and services, regardless of the housing program.

- A. Year Identified and Approved by HUD: 2009
- B. The activity is used in very limited ways in 2012, with funds used to co-fund family self-sufficiency/homeownership coordination, and the use of Capital funds to provide a minimal level of supportive service activity.
- C. There is no change requested for this authorization.
- D. No outside evaluator is being used for this activity.

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

Authority to use the income verifications for TANF or other means-tested government programs as a substitute for the PMHA income verifications, if those other income verifications are not considered “stale.”

- A. Year Identified and Approved by HUD: 2009
- B. The activity was not implemented in 2012, postponed during 2012 as the TANF agency went through significant personnel changes within both management and personnel due to retirements and other turnover as well as personnel cuts caused by budgetary reasons.

- C. There is no change requested for this authorization. Whether the policy will be able to be implemented in 2013 is questionable, but the collaboration and activities involved in the PIPP Plus cap on utility allowance checks may open new opportunities as far as sharing the income verifications involved with that program.
- D. No outside evaluator is being used for this activity.

**VII. Sources and Uses of Funding**

**A. List planned sources (Operating, Capital, HCV) and uses of MTW funds.**

Portage Metropolitan Housing Authority anticipates receiving funds from the following HUD sources during 2013 for MTW activities:

- Public Housing Operating Subsidy to be used for conventional Public Housing operations: \$883,321, pending federal appropriations.
- Housing Choice Voucher Housing Assistance Payments to be used for lease-up and homeownership activities: \$9,693,706, pending federal appropriations.
- Capital Fund Formula Grant for approved modernization and administration expenses: \$395,245, pending federal appropriations.

<b>Source of MTW Funds</b>	<b>Amount</b>
HUD Operating Subsidy	\$831,112
HUD Capital Funds	\$343,288
HUD Housing Choice Voucher	\$9,499,832
Tenant Rents	\$567,033
<b>TOTAL</b>	<b>\$11,241,265</b>

<b>Uses of Funds</b>	<b>Amount</b>
Administrative	\$1,382,477
Tenant Services	\$49,255
Utilities	\$264,241
Maintenance	\$572,985
Insurance	\$142,286
HAP to Landlords	\$8,655,978
<b>TOTAL</b>	<b>\$11,067,222</b>

**B. List planned sources and uses of State or local funds.**

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

- Shelter Plus Care, funds provided to fund rental housing assistance for disabled homeless persons. Those housed also receive mental health services addressing stability, healing and self-sufficiency supportive services. PMHA anticipates \$184,380 for the 25 units of tenant-based assistance as a renewal of an existing grant. PMHA has also been awarded an additional 25 units of tenant-based assistance for a 5-year period worth \$873,000 for the entirety of the grant.
- City of Kent grant funds (if available and awarded in 2013) would promote security and community improvements at all PMHA-owned developments in the city limits. PMHA would expect to apply for \$10,000 in 2013.
- PMHA is preparing to use surplus proceeds from locally generated funds a means of repaying MTW funds transferred to the COCC.

**C. List planned sources and uses of the COCC.**

<u>Source</u>	<u>Amount</u>
Capital Grants	\$46,788
Management Fee	\$162,573
Asset Management Fee	\$0
Bookkeeping Fee	\$18,748
TOTAL	\$228,109

<u>Source</u>	<u>Amount</u>
Administrative Expenses	\$179,744
Maintenance Expenses	\$11,350
Utility Expenses	\$29,825
Insurance	\$4,789
Other	\$256
TOTAL	\$228,271

**D. If using a cost allocation or fee for service approach that differs from 1937 Act requirements, describe the deviations and the reasons therefore.**

Not applicable.

**E. List or describe use of single-fund flexibility, if applicable, describe uses across traditional program lines or special circumstances in support of an MTW activity.**

PMHA is not currently planning to use Single-Fund flexibility during 2013. It considers this flexibility valuable, however, as a tool to allow the housing authority to address potential shortfalls in funding caused by Congressional appropriations decisions, particularly in light of initial draft bills from both the House of Representatives and the US Senate indicating substantial shortfalls in funding for Public Housing Operating and Capital Fund purposes.

PMHA has become, through a non-profit affiliate, a part-owner in a 65-unit project that is being rehabilitated through a low income housing tax credit award. Neither the non-profit nor the project will be receiving funds through the HUD funds allocated to the housing authority, and the non-profit finances will also operate separate and distinct from the housing authority.

**F. List reserve balances at the beginning of the Plan year.**

PMHA opts not to provide this information in the Annual Plan.

**G. In Plan Appendix, provide planned sources and uses by AMP**

PMHA opts not to provide this information in the Annual Plan.

**VIII. Administrative****A. Resolution signed by the Board of Commissioners adopting the Annual MTW Plan Certification of Compliance.**

The resolution is attached.

**B. Description of any planned or ongoing Agency-directed evaluations of the demonstration.**

Portage Metropolitan Housing Authority has no planned or on-going external evaluations of the Moving to Work Demonstration. Romaine Chritton, Housing and Special Projects Manager, and Pamela Nation, Section 8 Program Manager, compile and analyze data generated for and by the agency to assess the impacts of the activities and results of MTW policy choices.

Primary data used for this assessment is primarily income amounts and sources, rents and HAP assistance data, along with information related to time and activity of staff. PMHA has a good amount of historic background data from previous years' participation in the demonstration, although much of it is in paper form, making it burdensome for additional compilation. Changes in software have improved the ability to collect and analyze data.

**APPENDIX: CAPITAL FUND INFORMATION**

Annual Statement/Performance and Evaluation Report		U.S. Department of Housing and Urban Development			
Capital Fund Program, Capital Fund Program Replacement Housing Factor and		Office of Public and Indian Housing			
Capital Fund Financing Program		OMB No. 2577-0226			
		Expires 4/30/2011			
<b>Part I: Summary</b>					
<b>PHA Name:</b>		<b>Grant Type and Number</b>			
Portage Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P031501-13			
		Date of CFFP:			
		<b>FFY of Grant:</b>			
		2013			
		<b>FFY of Grant Approval:</b>			
<b>Type of Grant</b>					
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies			
<input type="checkbox"/> Performance and Evaluation Report or Period Ending:		Revised Annual Statement (revision no: )			
		Final Performance and Evaluation Report			
<b>Line</b>	<b>Summary by Development Account</b>	<b>Total Estimated cost</b>		<b>Total Actual Cost</b>	
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)	32,225.00	0.00	0.00	0.00
3	1408 Management Improvements	27,500.00	0.00	0.00	0.00
4	1410 Administration ( may not exceed 10% of line 20)	26,957.00	0.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Cost	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	50,000.00	0.00	0.00	0.00
10	1460 Dwelling Structures	215,500.00	0.00	0.00	0.00
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	3,500.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	3,888.00	0.00	0.00	0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	359,570.00	0.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	18,000.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	2,500.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	97,500.00			
	Signature of Executive Director	Date	Signature of Public Housing Director	Date	
		September 4, 2012			
1 To be completed for the Performance and Evaluation Report.					
2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement					
3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.					
4 RHF funds shall be included here.					
Page 1 of 3				form HUD-50075.1 (4/2008)	



Annual Statement/Performance and Evaluation Report U.S. Department of Housing and Urban Development  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and Office of Public and Indian Housing  
 Capital Fund Financing Program OMB No. 2577-0226  
 Expires 4/30/2011

**Part II: Supporting Pages**

<b>PHA Name:</b>		<b>Grant Type and Number:</b> CFFP (Yes/No): _____			<b>Federal FFY of Grant:</b>			
		Capital Fund Program Grant No: OH12P031501-13			2013			
<b>Portage Metropolitan Housing Authority</b>		Replacement Housing Factor Grant No:						
Development Number Name/PHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OH31000001 - EAST	<b>Operations</b>	1406		22,235.00				
OH31000002 - WEST	<b>Operations</b>	1406		9,990.00				
	<b>Management Improvements</b>							
OH31000001 - EAST	Resident Security	1408		1,725.00				
OH31000002 - WEST	Resident Security	1408		775.00				
OH31000001 - EAST	Coordinator Drug Elimination	1408		17,250.00				
OH31000002 - WEST	Coordinator Drug Elimination	1408		7,750.00				
	<b>Administration</b>							
OH31000001 - EAST	Salaries/Fringe Benefits	1410		5,391.00				
OH31000002 - WEST	Salaries/Fringe Benefits	1410		21,566.00				
OH31000001 - EAST	Advertising for Bids	1410						
OH31000002 - WEST	Advertising for Bids	1410						
	<b>Non-dwelling Equipment</b>							
OH31000001 - EAST		1475						
OH31000002 - WEST		1475						
	<b>Fees and Costs</b>	1430						
	<b>Contingency</b>	1502		3,888.00				

1 To be completed for the Performance and Evaluation Report.  
 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
 4 RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part II: Supporting Pages**

<b>PHA Name:</b>	<b>Grant Type and Number:</b> CFFP (Yes/No): _____	<b>Federal FFY of Grant:</b>
	Capital Fund Program Grant No: OH12P031501-13	2013
<b>Portage Metropolitan Housing Authority</b>		<b>Replacement Housing Factor Grant No:</b>

Development Number Name/PHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>OH31000001 - EAST SIDE</b>								
OH3100P Ravenna Woods 616 - 646 Harvest Drive Ravenna, Ohio 44266	Repl / Gutters / Downspouts	1450	as needed	50,000.00				
PHA Wide	Install ADA Bathing System / ADA Commode	1460 1460	as needed as needed	4,000.00				
<b>31000002 - WEST SIDE</b>								
OH3100P Townsquare Villas 1344 - 1360 Town Square Dr. Kent, Ohio 44240	Replace Siding / Brick / Shutters	1460	all	97,500.00				
OH3100P Townsquare Villas 1344 - 1360 Town Square Dr. Kent, Ohio 44240	Replacement of Roofs / Gutters and Downspouts	1460	all	62,500.00				
PHA Wide	Install ADA Bathing System / ADA Commode	1460	as needed	4,000.00				
514 Harris Street, Kent	Rehab of unit as needed	1460		47,500.00				

- 1 To be completed for the Performance and Evaluation Report.
- 2
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.











<b>Capital Fund Program - Five -Year Action Plan</b>			U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011	
<b>Part III: Supporting Pages - Management Needs Work Statement(s)</b>				
	Work Statement for Year: 2 FFY: 2014		Work Statement for Year: 2 2014	
Work Statement for Year 1 FFY 2013	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
Annual Statement	<b>OH31000001 - EAST AMP</b>		<b>OH31000002 - WEST AMP</b>	
	Resident Security	1,250.00	Resident Security	1,250.00
	Coordinator of Social Service for Drug Elimination	9,524.00	Coordinator of Social Service for Drug Elimination	10,500.00
	Administration Salaries and Fringes	18,652.00	Administration Salaries and Fringes	8,380.00
	Operations	35,063.00	Operations	15,753.00
	Non-Dwelling Equipment - 1475 Non-Dwelling Structures - 1470 31 - 02 Replace Sheds - 9	6,300.00	Non-Dwelling Equipment - 1475 Non-Dwelling Structures - 1470 31 - 02 Replace Sheds - 9	6,300.00
	Subtotal of Estimated Costs	\$ 70,789.00	Subtotal of Estimated Costs	\$ 42,183.00









Portage Metropolitan Housing Authority

2013 Annual MTW Plan

Annual Statement/Performance and Evaluation Report	U.S. Department of Housing and Urban Development
Capital Fund Program, Capital Fund Program Replacement Housing Factor and	Office of Public and Indian Housing
Capital Fund Financing Program	OMB No. 2577-0226
	Expires 4/30/2011

Part I: Summary

PHA Name: Portage Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P031501-10 Replacement Housing Factor Grant No:	FFY of Grant: 2010
	Date of CFFP:	FFY of Grant Approval:

Type of Grant

Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )

Performance and Evaluation Report or Period Ending: 06.30.2012  Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)	79,734.00	101,032.00	101,032.00	59,466.00
3	1408 Management Improvements	65,910.00	24,514.94	18,117.53	18,117.53
4	1410 Administration ( may not exceed 10% of line 20)	50,516.00	50,516.00	34,819.09	34,819.09
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Cost	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	121,100.00	128,401.06	128,401.06	61,093.56
10	1460 Dwelling Structures	182,900.00	195,696.00	195,696.00	83,890.83
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	5,000.00	5,000.00	5,000.00	5,000.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	505,160.00	505,160.00	483,065.68	262,387.01
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	5,000.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	2,500.00	2,500.00	2,500.00	1,553.15
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	42,500.00	52,335.00	0.00	0.00

Signature of Executive Director	Date	Signature of Public Housing Director	Date
	June 30, 2012		

- 1 To be completed for the Performance and Evaluation Report.
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report	U.S. Department of Housing and Urban Development
Capital Fund Program, Capital Fund Program Replacement Housing Factor and	Office of Public and Indian Housing
Capital Fund Financing Program	OMB No. 2577-0226
	Expires 4/30/2011

**Part II: Supporting Pages**

<b>PHA Name:</b>		<b>Grant Type and Number:</b> <input type="checkbox"/> FFP (Yes/No): _____			<b>Federal FFY of Grant:</b>			
Portage Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P031501-10			2010			
		Replacement Housing Factor Grant No:						
Development Number Name/PHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OH31000001 - EAST	<b>Operations</b>	1406		55,016.00	69,712.00	69,712.00	41,032.00	
OH31000002 - WEST	<b>Operations</b>	1406		24,718.00	31,320.00	31,320.00	18,434.00	
	<b>Management Improvements</b>							
OH31000001 - EAST	Resident Security	1408		1,525.00	1,525.00	1,071.67	1,071.67	
OH31000002 - WEST	Resident Security	1408		975.00	975.00	481.48	481.48	
OH31000001 - EAST	Dev Job Training/Business	1408		0.00	0.00			
OH31000002 - WEST	Dev Job Training/Business	1408		0.00	0.00			
OH31000001 - EAST	Coordinator Drug Elimination	1408	69%	43,753.00	15,263.94	\$12,322.18	12,322.18	
OH31000002 - WEST	Coordinator Drug Elimination	1408	31%	19,657.00	6,751.00	\$4,242.20	4,242.20	
	<b>Administration</b>							
OH31000001 - EAST	Salaries/Fringe Benefits	1410		15,660.00	15,660.00			
OH31000002 - WEST	Salaries/Fringe Benefits	1410		34,856.00	34,856.00	34,819.09	34,819.09	
	<b>Non-dwelling Equipment</b>							
OH31000001 - EAST	Vehicle	1475		0.00	0.00			
OH31000002 - WEST	Vehicle	1475		0.00	0.00			
	<b>Contingency</b>	1502		0.00	0.00			

- 1 To be completed for the Performance and Evaluation Report.
- 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement
- 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.
- 4 RHF funds shall be included here.



Annual Statement/Performance and Evaluation Report U.S. Department of Housing and Urban Development  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and Office of Public and Indian Housing  
 Capital Fund Financing Program OMB No. 2577-0226  
 Expires 4/30/2011

**Part II: Supporting Pages**

**PHA Name:** Portage Metropolitan Housing Authority **Grant Type and Number:** RHP (Yes/No): \_\_\_\_\_ **Federal FFY of Grant:** 2010  
 Capital Fund Program Grant No: OH12P031501-10  
 Replacement Housing Factor Grant No:

Development Number Name/PHA - Wide	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Activities	<b>OH31000002 - WEST SIDE</b>							
OH12P031-002W								
220 - 222 W. Elm St.	Outside Drainage/Concrete Work	1450	All	20,000.00	20,000.00	\$20,000.00		Moved back to CF 2010
226 - 228 W. Elm St.	Outside Drainage/Concrete Work	1450	All	20,000.00	20,000.00	\$20,000.00		to obligate funds
514 Harris Street	Outside Drainage/Concrete Work	1450	All	0.00	27,307.50	\$27,307.50		Moved back to CF 2010
220 - 222 W. Elm St.	Basement Waterproofing	1460	All	10,450.00	10,450.00	\$10,450.00		
226 - 228 W. Elm St.	Basement Waterproofing	1460	All	10,450.00	10,450.00	10,450.00		
514 Harris Street	Basement Waterproofing	1460	All	0.00	5,000.00	5,000.00		Moved back to CF 2010
220 - 222 W. Elm St.	Replace Siding/Gutters/Downs	1460	All	16,000.00	26,168.00	26,168.00		
226 - 228 W. Elm St.	Replace Siding/Gutters/Downs	1460	All	16,000.00	26,167.00	26,167.00		

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Portage Metropolitan Housing Authority

2013 Annual MTW Plan

Annual Statement/Performance and Evaluation Report	U.S. Department of Housing and Urban Development
Capital Fund Program, Capital Fund Program Replacement Housing Factor and	Office of Public and Indian Housing
Capital Fund Financing Program	OMB No. 2577-0226
	Expires 4/30/2011

Part I: Summary

<b>PHA Name:</b>	<b>Grant Type and Number</b>	<b>FFY of Grant:</b>
Portage Metropolitan Housing Authority	Capital Fund Program Grant No: OH12P031501-11 Replacement Housing Factor Grant No:	2011
	Date of CFFP:	<b>FFY of Grant Approval:</b>
<b>Type of Grant</b>		
<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
<input checked="" type="checkbox"/> Performance and Evaluation Report or Period Ending: 06.30.2012		<input type="checkbox"/> Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)	67,885.30	77,688.00	0.00	0.00
3	1408 Management Improvements	41,344.00	27,500.30	0.00	0.00
4	1410 Administration ( may not exceed 10% of line 20)	38,844.00	38,844.00	3,049.84	3,049.84
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Cost	5,000.00	5,925.00	5,925.00	4,180.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	39,500.00	65,266.00	7,000.00	0.00
10	1460 Dwelling Structures	177,600.00	154,950.00	91,990.00	15,982.50
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	18,268.70	18,268.70	18,268.70	18,268.70
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	388,442.00	388,442.00	126,233.54	41,481.04
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	6,000.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	2,500.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	59,500.00			

Signature of Executive Director	Date	Signature of Public Housing Director	Date
	June 30, 2012		

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Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part II: Supporting Pages**

<b>PHA Name:</b>		<b>Grant Type and Number</b> CFFP (Yes/No):			<b>Federal FFY of Grant:</b>			
Portage Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P031501-11			2011			
		Replacement Housing Factor Grant No:						
Development Number Name/PHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
OH31000001 - EAST	<b>Operations</b>	1406	69%	46,841.30	53,604.00			
OH31000002 - WEST	<b>Operations</b>	1406	31%	21,044.00	24,084.00			
	<b>Management Improvements</b>							
OH31000001 - EAST	Resident Security	1408		1,525.00	1,525.00			
OH31000002 - WEST	Resident Security	1408		975.00	975.00			
OH31000001 - EAST	Coordinator Drug Elimination	1408		23,694.00	17,250.30			
OH31000002 - WEST	Coordinator Drug Elimination	1408		15,150.00	7,750.00			
	<b>Administration</b>							
OH31000001 - EAST	Salaries/Fringe Benefits	1410		32,565.00	32,565.00	3,049.84	3,049.84	
OH31000002 - WEST	Salaries/Fringe Benefits	1410		6,279.00	6,279.00			
OH31000001 - EAST	Advertising for Bids	1410						
OH31000002 - WEST	Advertising for Bids	1410						
	<b>Non-dwelling Equipment</b>							
OH31000001 - EAST		1475						
OH31000002 - WEST		1475						
	<b>Fees and Costs</b>	1430		5,000.00	5,000.00			
	<b>Contingency</b>	1502		0.00	0.00			

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Portage Metropolitan Housing Authority

2013 Annual MTW Plan

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part II: Supporting Pages**

<b>PHA Name:</b>		<b>Grant Type and Number</b> CFFP (Yes/No): _____				<b>Federal FFY of Grant:</b>			
Portage Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P031501-11				2011			
Development Number Name/PHA - Wide		General Description of Major Work Categories		Development Account No.	Quantity	Total Estimated Costs	Total Actual Cost	Status of Work	
Activities						Original	Revised	Funds Obligated	Funds Expended
		<b>OH3100001 - EAST SIDE</b>							
OH31002P Scattered Sites	227 S. Walnut Street	Rehab Porches & Walkways	1460	all	29,900.00	29,900.00			
		Replace Siding	1460	all	28,500.00	28,500.00			
		Basement Drainage	1460	as needed	4,560.00	4,560.00			
		Outside Drainage	1450	as needed	12,500.00	12,500.00			
		Concrete Work	1450	as needed	15,000.00	15,000.00			
	301 Ohio Avenue	Rehab entire unit	1460		91,990.00	91,990.00	91,990.00	15,982.50	
		Outside Drainage	1450		7,000.00	7,000.00	7,000.00		
OH31003P Ravenna Woods		Tree Removal/Trimming/Landscaping	1450	as needed	0.00	0.00			
OH31004P Eastowne Manor		Install ADA Shower/Bath/Commode	1460		0.00	0.00			
OH310015P Renaissance Place		Replace Asphalt Driveway	1450	all	0.00	0.00			
		<b>31000002 - WEST SIDE</b>							
OH31002P Scattered Sites	220, 222, 226, & 228 W. Elm	Replace Siding/Gutters/Downspouts	1460	all	0.00	0.00			
	220, 222, 226, & 228 W. Elm	Basement Waterproofing	1460	all	0.00	0.00			
	514 Harris Street	Basement Waterproofing	1460	all	22,650.00	0.00			Moved bk to 501-10 to obligate funds
	514 Harris Street	Outside Drainage	1450	as needed	5,000.00	0.00			
	220, 222, 226, & 228 W. Elm	Outside Drainage	1450	as needed	0.00	0.00			
OH31001K Athena Gardens	1645 - 1693 Athena Drive		1450	as needed	0.00	30,766.00			Moved from 501-12 to obligate funds

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Portage Metropolitan Housing Authority

2013 Annual MTW Plan

Annual Statement/Performance and Evaluation Report	U.S. Department of Housing and Urban Development
Capital Fund Program, Capital Fund Program Replacement Housing Factor and	Office of Public and Indian Housing
Capital Fund Financing Program	OMB No. 2577-0226
	Expires 4/30/2011

Part I: Summary

<b>PHA Name:</b>	<b>Grant Type and Number</b>	<b>FFY of Grant:</b>
Portage Metropolitan Housing Authority	Capital Fund Program Grant No: OH12P031501-12	2012
	Date of CFFP:	<b>FFY of Grant Approval:</b>
<b>Type of Grant</b>		
<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	Revised Annual Statement (revision no: 1 )
<input checked="" type="checkbox"/> Performance and Evaluation Report or Period Ending: 06.30.2012		Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)	104,000.00	71,914.00	0.00	0.00
3	1408 Management Improvements	50,910.00	37,156.00	0.00	0.00
4	1410 Administration ( may not exceed 10% of line 20)	52,000.00	29,500.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Cost	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	88,790.00	20,500.00	0.00	0.00
10	1460 Dwelling Structures	196,500.00	195,500.00	0.00	0.00
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	23,912.00	5,000.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities <sup>4</sup>	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	3,888.00	0.00	0.00	0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	520,000.00	359,570.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	9,000.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	2,500.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	59,500.00			

Signature of Executive Director	Date	Signature of Public Housing Director	Date
	June 30, 2012		

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Annual Statement/Performance and Evaluation Report U.S. Department of Housing and Urban Development  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and Office of Public and Indian Housing  
 Capital Fund Financing Program OMB No. 2577-0226  
 Expires 4/30/2011

**Part II: Supporting Pages**

<b>PHA Name:</b>		<b>Grant Type and Number</b> CFFP (Yes/No): _____			<b>Federal FFY of Grant:</b>			
Portage Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P031501-12			2012			
		Replacement Housing Factor Grant No:						
Development Number Name/PHA - Wide	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
OH31000001 - EAST	<b>Operations</b>	1406		52,000.00	49,621.00			
OH31000002 - WEST	<b>Operations</b>	1406		52,000.00	22,293.00			
	<b>Management Improvements</b>							
OH31000001 - EAST	Resident Security	1408		1,250.00	1,250.00			
OH31000002 - WEST	Resident Security	1408		1,250.00	1,250.00			
OH31000001 - EAST	Coordinator Drug Elimination	1408		24,205.00	20,215.00			
OH31000002 - WEST	Coordinator Drug Elimination	1408		24,205.00	14,441.00			
	<b>Administration</b>							
OH31000001 - EAST	Salaries/Fringe Benefits	1410		26,000.00	29,500.00			
OH31000002 - WEST	Salaries/Fringe Benefits	1410		26,000.00				
OH31000001 - EAST	Advertising for Bids	1410						
OH31000002 - WEST	Advertising for Bids	1410						
	<b>Non-dwelling Equipment</b>							
OH31000001 - EAST		1475						
OH31000002 - WEST		1475						
	<b>Fees and Costs</b>	1430						
	<b>Contingency</b>	1502		3,888.00	0.00			

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and Office of Public and Indian Housing  
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 Expires 4/30/2011

**Part II: Supporting Pages**

<b>PHA Name:</b>	<b>Grant Type and Number</b> CFFP (Yes/No):	<b>Federal FFY of Grant:</b>
Portage Metropolitan Housing Authority	Capital Fund Program Grant No: OH12P031501-12 Replacement Housing Factor Grant No:	2012

Development Number Name/PHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
<b>OH3100001 - EAST SIDE</b>								
OH3100P Community Estates								
6443 - 6499 S. Fairfield St. Ravenna, Ohio 44266	Replacement of Flooring	1460	all	95,500.00	95,500.00			
	Repair Drainage (6466-6468)	1450	as needed	15,000.00	20,500.00			
	Concrete pad / sidewalks	1450	as needed	12,645.00	0.00			
	Landscaping	1450	as needed	15,000.00	0.00			
Eastowne Manor								
777 Eastowne Drive Ravenna, Ohio 44266	Install ADA Bathing System / ADA Commode	1460 1460	as needed as needed	 9,000.00	 8,000.00			
<b>31000002 - WEST SIDE</b>								
OH3100P Athena Gardens								
1645 - 1693 Athena Drive Kent, Ohio 44240	Replacement of Flooring	1460	all	92,000.00	92,000.00			
	Concrete Center Islands	1450	all	15,000.00	0.00			
	Concrete pads / sidewalks	1450	as needed	16,145.00	0.00			
	Landscaping	1450	as needed	15,000.00	0.00			

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