

2016 Annual MTW Plan

Portage Metropolitan Housing Authority (OH031)

State Route 59

Ravenna, OH 44266

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Section I: Introduction

Portage Metropolitan Housing Authority seeks to develop itself as a top-quality local government entity 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 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 within 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 and removes systemic incentives for people to remain unemployed.

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. Government employees are as motivated as private sector employees to see their communities thrive; Moving to Work is critical to demonstrating and utilizing that motivation at Portage Metropolitan Housing Authority.

SHORT TERM GOALS

Portage Metropolitan Housing Authority established the following goals and objectives for 2016:

1. Maintain and Expand Excellence in Property Management
 - PMHA will operate Public Housing to the level of a High Performer.
 - PMHA will maintain and improve the quality of its housing.
 - PMHA will explore opportunities to acquire or develop additional housing units.
2. Achieve and Maintain Excellence in Tenant-Based Housing Programs
 - PMHA will achieve program results equating to High Performer status.
 - Tenant-based housing programs will achieve and maintain full lease-up.

- Six households will become new homeowners through the Housing Choice Voucher Homeownership Program in 2016.
3. Improve Productivity and Cost Effectiveness
 - Further development and enhancement of the Yardi software system to better manage PMHA programs and operations.
 - Examine opportunities to improve productivity and cost effectiveness through technology.
 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.
 - PMHA will seek to expand partnerships that improve community housing activities for all citizens.

SECTION II: General Housing Authority Operating Information

II.1.Plan.HousingStock

A. MTW Plan: Housing Stock Information

Planned New Public Housing Units to be Added During the Fiscal Year

AMP Name and Number	Bedroom Size							Total Units	Population Type *	# of UFAS Units	
	0	1	2	3	4	5	6+			Fully Accessible	Adaptable
OH031000001 East Side Developments	0	0	0	0	0	0	0	0	NA	0	0
OH030100002 West Side Developments	0	0	1	1	0	0	0	2	General	1	2
Total Public Housing Units to be Added								2			
* Select Population Type from: Elderly, Disabled, General, Elderly/Disabled, Other											
If Other, please describe: <input type="text" value="NA"/>											

Planned Public Housing Units to be Removed During the Fiscal Year

PIC Dev. # / AMP and PIC Dev. Name	Number of Units to be Removed	Explanation for Removal
OH031000001 East Side Developments	0	NA
OH030100002 West Side Developments	0	NA
Total Number of Units to be Removed	0	

New Housing Choice Vouchers to be Project-Based During the Fiscal Year			
Property Name	Anticipated Number of New Vouchers to be Project-Based *	Description of Project	
Phoenix	8	One bedroom apartments in Ravenna for persons with mental illness	
Harvest Rose	30	Two bedroom apartments in Ravenna for Senior Citizens	
Maple Brook	30	One and two bedroom apartments for seniors in Kent.	
Anticipated Total New Vouchers to be Project-Based	68	Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year	180
		Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year	153
<p>*New refers to tenant-based vouchers that are being project-based for the first time. The count should only include agreements in which a HAP agreement will be in place by the end of the year.</p>			
Other Changes to the Housing Stock Anticipated During the Fiscal Year			
<p>PMHA expects to take three units offline in Public Housing for at least part of 2016 for substantial rehabilitation. These are single family homes that were older homes when acquired by PMHA.</p>			
<p>Examples of the types of other changes can include but are not limited to units that are held off-line due to the relocation of residents, units that are off-line due to substantial rehabilitation and potential plans for acquiring units.</p>			
General Description of All Planned Capital Fund Expenditures During the Plan Year			
<p>Scattered sites in OH3100001 would have an extensive interior and exterior renovation costing \$70,000. Harvest Woods in Ravenna would have \$90,000 in roof work. Also Eastowne Manor will have a roof replacement at \$35,000. At Townsquare, \$75,000 will spent on site and exterior of the development.</p>			

II.2.Plan.Leasing

B. MTW Plan: Leasing Information

Planned Number of Households Served at the End of the Fiscal Year

MTW Households to be Served Through:	Planned Number of Households to be Served*	Planned Number of Unit Months Occupied/Leased***
Federal MTW Public Housing Units to be Leased	283	3,398
Federal MTW Voucher (HCV) Units to be Utilized	1,562	18,745
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Property-Based Assistance Programs **	8	96
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Tenant-Based Assistance Programs **	0	0
Total Households Projected to be Served	1853	22239

* Calculated by dividing the planned number of unit months occupied/leased by 12.

** In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households to be served, the PHA should estimate the number of households to be served.

***Unit Months Occupied/Leased is the total number of months the PHA has leased/occupied units, according to unit category during the fiscal year.

Reporting Compliance with Statutory MTW Requirements

If the PHA has been out of compliance with any of the required statutory MTW requirements listed in Section II(C) of the Standard MTW Agreement, the PHA will provide a narrative discussion and a plan as to how it will return to compliance. If the PHA is currently in compliance, no discussion or reporting is necessary.

The Portage Metropolitan Housing Authority is currently in compliance with the three required statutory MTW requirements.

Description of any Anticipated Issues Related to Leasing of Public Housing, Housing Choice Vouchers and/or Local, Non-Traditional Units and Possible Solutions

Housing Program	Description of Anticipated Leasing Issues and Possible Solutions
NA	PMHA does not anticipate significant issues related to leasing Public Housing, Housing Choice Vouchers or non-traditional units.

II.3.Plan.WaitList

C. MTW Plan: Wait List Information

Wait List Information Projected for the Beginning of the Fiscal Year

Housing Program(s) *	Wait List Type**	Number of Households on Wait List	Wait List Open, Partially Open or Closed***	Are There Plans to Open the Wait List During the Fiscal Year
Housing Choice Vouchers - MTW	Community-Wide	2247	Closed	Yes
MTW Public Housing	Community-Wide	2242	Open	Yes

Rows for additional waiting lists may be added, if needed.

* *Select Housing Program* : Federal MTW Public Housing Units; Federal MTW Housing Choice Voucher Program; Federal non-MTW Housing Choice Voucher Units; Tenant-Based Local, Non-Traditional MTW Housing Assistance Program; Project-Based Local, Non-Traditional MTW Housing Assistance Program; and Combined Tenant-Based and Project-Based Local, Non-Traditional MTW Housing Assistance Program.

** *Select Wait List Types* : Community-Wide, Site-Based, Merged (Combined Public Housing or Voucher Wait List), Program Specific (Limited by HUD or Local PHA Rules to Certain Categories of Households which are Described in the Rules for Program Participation), None (If the Program is a New Wait List, Not an Existing Wait List), or Other (Please Provide a Brief Description of this Wait List Type).

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

If Local, Non-Traditional Housing Program, please describe:

If Other Wait List Type, please describe:

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

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

Not Applicable

Narrative Detailing Changes to the Organizational Structure of the Wait List or Policy Changes Regarding the Wait List:

PMHA is proposing to change its waiting list system from one based on preferences intended to address individual and community needs identified by PMHA, to a system based on first-come, first-served. Preference systems inherently come with a risk of discrimination claims, as certain characteristics get priority that may have disparate impacts on protected classes, get priority treatment in obtaining housing aid. These changes are presented as part of the annual plan hearings, but are not considered Moving to Work features. As a result, action by PMHA may be taken prior to MTW Plan approval.

SECTION III: Proposed MTW Activities

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

This activity would allow residents who are paying ceiling rents to self-certify their income for the purposes of the re-verification process. These families would be paying the same rental amount regardless of the amount of their income so there is no financial incentive to deceive PMHA as to the amount of their annual income.

This activity would assist PMHA in achieving the statutory objective of reducing costs and achieving greater cost effectiveness in federal expenditures, by; reducing/eliminating the amount of time involved in verifying resident household income when the results of that verification are not meaningful in determining rental amounts charged.

PMHA anticipates that the activity could be implemented by March 2016, assuming approval by January 1, 2016 by HUD and with implementing resolution by the PMHA Board in January 2016.

CE #1 Agency Cost Savings			
Unit of Measurement	Baseline	Benchmark	Outcome
Total Cost of Task in dollars	\$2,100	\$175	Savings of \$1,925
CE #2 Staff Time Savings			
Unit of Measurement	Baseline	Benchmark	Outcome
Total Time to Complete Task in Staff Hours	3 Hours	36 Hours	0 hours of staff time

PMHA will use internal data of time for the task, time saved and number of affected families to determine cost savings.

The activity is permitted through authorizations described in Attachment C, Section C (4) of the Restated Agreement and 24 CFR 966.4, and 24 CFR 960.257.

SECTION IV: APPROVED MTW ACTIVITIES
IMPLEMENTED ACTIVITIES

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

Approved and Implemented: 2009

Families seeking to move out of Portage County are 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). This restriction does not apply to portability moves out of Portage County that are justified under laws and regulations applicable to reasonable accommodations for disability and to federal Violence Against Women Act provisions. PMHA anticipates no change or modification to this authorization.

PMHA does not anticipate making any changes or modification to this activity in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

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

Approved and Implemented: 2010

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. The activity has been discussed with the referral agency potential consolidates but to date it has provided no referrals for the activity, which remains a part of the Administrative Plan and PMHA prepared to administer.

PMHA does not anticipate making any changes or modification to this activity in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

HCV-3 Initial rent burden cap of 70% of adjusted monthly income.

Approved and Implemented: 2014

PMHA utilizes a 70% initial rent burden cap of 70% for families that desire to expand their housing choices available to them in Portage County, enabling them to cheese a greater portion of their income for the purposes of meeting housing expenses.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

HCV-4 Project-Based Voucher Program

Approved and Implemented: 1999, with additional authorizations granted and implemented in 2009

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

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

HCV-5 Alternative Housing Quality Standards Compliance

Approved and Implemented: 2011

This activity was closed out during 2014. This activity did not yield expected outcomes. See Closed Out Activities for additional information.

HCV-6 Time Limits

Approved and Implemented: 2013 approval, 2014 implemented

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

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

HCV-8 Transitional Housing Vouchers

Approved and Implemented: 2012

PMHA has designated up to 48 vouchers for use as a transitional housing voucher, permitting one year of non-renewable voucher assistance, supplemented with supportive services intended to move the families to self-sufficiency during the year. This program served as a replacement for a transitional housing program formerly located in one of its public housing developments, but proved costly for unit due to unit turnovers and experienced cuts in supportive service provision.

PMHA will examine, with its partner agency, if the program continues to serve a need during a trend to permanent supportive housing that discourages the traditional transitional housing model.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

HCV-9 Elimination of Deductions in Total Tenant Payment Calculations
Approved and Implemented: 2012

PMHA has eliminated dependent, elderly and disabled deductions as well as allowances for unreimbursed child care and medical expenses, and set the new calculation for rental amounts at 29.6% of total income. Current participant families are subject to having their total tenant payment increased by no more than \$30 in the first year of implementation as a hardship consideration across the board for all families.

PMHA has started this activity in late 2014, and is uncertain whether any need to make adjustments to the policy to account for unintended consequences.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

HCV-10 Biennial Reviews for Non-Elderly/Non-Disabled Households
Approved and Implemented: 2014

PMHA will conduct re-verification reviews no less than every 24 months for any family designated as a non-elderly, non-disabled household, instead of the typical standard requiring an annual review.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

HCV-11 Permit Households at \$0 HAP to Self-Certify Income
Approved and Implemented: 2014

PMHA permits households who reach \$0 monthly HAP to self-certify their income, as there are administrative benefits to this activity and the participant gains no financial benefit by misrepresenting their income to the housing authority.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

HCV-13 Extend the \$0 HAP Period to 12 months
Approved and Implemented: 2014

PMHA allows households who reach \$0 HAP amounts to remain on the Housing Choice Voucher program for 12 months instead of the regulatory 6 month period.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

HCV-15 Change the Allocation of Interest Earned for the Housing Choice Voucher Family Self Sufficiency Program
Approved and Implemented: 2014

PMHA will use interest earned on FSS program escrow accounts for the purposes of supplementing lease-up activities rather than allocate those funds to the escrow accounts.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016

PH-2 Maximum Rent
Approved and Implemented: 2009

PMHA has set a maximum rent for their Public Housing unit that is meant to create naturally formed mixed income communities within its developments, with some administrative burden lifted and to encourage resident self-sufficiency.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

PH-4 Change in Employment Income
Approved and Implemented: 2009

Changes in employment income are not counted towards rent amounts until the next regular re-certification.

PMHA will review this activity in light of budgetary developments for HUD out of the political process, but does not anticipate changing it in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

PH-5 Rent Adjustment for Income Decreases

Approved and Implemented: 2009

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

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

PH-6 Overall Percentage of Income Amounts for Rent Calculations

Approved and Implemented: 2009

PMHA uses a rent calculation that uses 26% of earned income, rather than the 30% rate applied to other income sources, in order to promote work activity and to account for both payroll taxes and the removal of an allowance for unreimbursed child care expenses.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

PH-7 Eliminate Allowance for Non-Reimbursed Childcare Expenses

Approved and Implemented: 2009

PMHA does not provide any allowance for tenants with non-reimbursed child care expenses that assist them in being able to work, as both an administrative efficiency and as an attempt to reduce potential opportunities for fraud. Instead, employment income is given preferential treatment in rent calculations.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

PH-10 PMHA to Operate Group Homes as Public Housing

Approved and Implemented: 2009

PMHA had, for many years, operated group homes as Public Housing. One was a home for persons with mental illness, and the other building was built to house and support persons with developmental disabilities. Both activities were HUD-approved long before Moving To Work, but concerns over their current eligibility force PMHA to ask for MTW waivers to operate the programs as they had before.

In 2011, the development disability home, Washington Group Home, lost its services provider and its residents. An attempt was made under MTW to re-purpose the facility for housing for

young adults who had aged out of foster care, but the experiment failed as only 2 young adults chose to live in the building (which has 8 bedrooms). In 2013, HUD approved a MTW plan that permits PMHA to rent the building in total for less than one year at a time to a local non-profit that gets funding from the local Mental Health and Recovery Board to treat and house men recovering from alcohol and drug addictions, primarily heroin addictions. Over 50% of participants now complete the program, a first for Portage County and only possible through Moving to Work and the use of otherwise un-marketable resources to meet community needs. The program was recognized with awards from the City Chamber of Commerce for its innovation.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

PH-12 Exclusion of overtime, bonuses and income from bank assets
Approved and Implemented: 1999

PMHA does not count overtime income, bonuses and bank asset income in the rent calculation process.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

PH-13 Cap on Dependent Child Deduction
Originally approved and implemented in 1999, but re-stated and implemented for Public Housing in 2014.

PMHA will cap Public Housing dependent allowances to two instead of the unlimited number permitted in the conventional Public Housing program.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

B-2 Utility Allowance Payments are used to repay participant debts owed to the Housing Authority
Approved and Implemented: 2009

PMHA will not send out utility allowance payments to tenants and participants who have debts owed to the Portage Metropolitan Housing Authority. These funds, until the debt balance reaches zero, will be withheld as part of a repayment agreement.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

B-3 Pro-ration of the Utility Allowance Schedule up to the Percentage of Proration of Funding Established by HUD

Approved and Implemented: 2009

PMHA reserves the right to pro-rate the utility allowance schedule for Public Housing and Housing Choice Vouchers in response to pro-rated funding from appropriations by Congress to the Department of Housing and Urban Development.

PMHA has no reason to expect a need to change any aspect of this activity during 2016. It has used this activity in Public Housing; PMHA has not chosen to use this activity for the Housing Choice Voucher program, but reserves its authority to do so as needed.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

B-8 Verifications of Income Valid for 180 Days

Approved and Implemented: 2014

PMHA will permit information obtained during income verifications to be valid for as long as 10 days for both Public Housing and Housing Choice Vouchers.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

B-9 Eliminate All Excluded Income from the Income Verification Process

Approved and Implemented: 2014

PMHA will not conduct any activity to verify income amounts from sources that are not applicable to the rent/assistance determination process.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

B-10 Elderly and Disabled Rent Re-certifications Every Three Years

Approved and Implemented: 2014

PMHA will conduct an income re-certification no less than every 36 months for households designated as elderly or disabled.

PMHA does not expect to modify this feature in 2016.

PMHA does not anticipate making any changes or modifications to metrics, baselines or benchmarks during 2016.

NOT YET IMPLEMENTED ACTIVITIES

B-7 Adoption of Local Investment Policies

Proposed and approved in 2014, PMHA has not implemented the new local investment policies, but expects to submit for Board approval a new policy by the end of 2016. 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, and remains completely liquid as an asset as well.

As stated above, this activity will be approved as policy in 2016, and will allow for investment decisions in 2016/2017 based on this new policy.

No changes are expected to the original activity proposed.

ACTIVITIES ON HOLD

HCV-7 Capped Utility Reimbursement Checks

Approved in 2012, this activity was intended to eliminate “double dipping” for utility costs by setting utility allowance reimbursement maximums based on the State of Ohio’s PIPP Plus program, a program that subsidizes low-income households’ utilities by allowing them to pay utility bills on the basis on income, not on the amount of service used. However, these same families were eligible for and receiving utility reimbursement checks with the intention to pay off their entire month’s utility bill.

This activity has been placed on hold as PMHA works with its software provider to ensure rent calculations and utility allowance checks are accurately performed and issued.

PMHA intends to revisit this activity in 2016 and determine if the cost for software changes is appropriate and affordable for the value gained from the activity. A decision will be reached for a final decision on this activity by July 1, 2016.

No changes have been made to this activity since originally approved.

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

Approved in 2014, this activity would permit the housing authority to reduce payment standards on existing participant households at the next scheduled verification, rather than the established HUD schedule.

This activity has been placed on hold as PMHA has had no need to reduce payment standards since the establishment of this activity.

PMHA will review HUD fair market rents and local rental market conditions each year, in relation to budgetary constraints, to determine whether payment standards need to be reduced in a year. If payment standards are not reduced, the activity remains on hold.

No changes have been made to this activity since originally approved.

CLOSED OUT ACTIVITIES

HCV-5 Alternative Housing Quality Standards Compliance
Approved and Implemented: 2011

This activity did not yield expected outcomes due to changes within inspection programs by local cities and conflict with tenant move-in schedules.

PH-1 Escalating Minimum Rent
Approved by HUD and implemented: 2009

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.

This activity was closed out in 2011.

PH-3 Elderly and Disabled Household Rent Re-certifications Biennially
Approved by HUD and implemented: 2000

PMHA was conducting rent re-certifications for elderly and disabled households every two years instead of annually.

PMHA expanded the activity in 2014 and was re-named as Activity B-10.

This activity was closed out in 2014.

PH-8 Deduction for Elderly and Disabled Adults
Approved by HUD in 2009, but never implemented.

PMHA was considering increasing the deduction from income from \$400 to a higher amount as part of a larger rent reform.

PMHA never implemented this idea. 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.

The activity was close out in 2014.

PH-9 Providing Transitional Housing

Approved by HUD and implemented: 1999

PMHA had approved to use some of its Public Housing inventory in conjunction with a non-profit partner to use as transitional housing for the homeless with a two-year time limit.

This activity was phased out in its entirety in 2013, and PMHA now provides some transitional housing assistance through a MTW activity in the Housing Choice Voucher program. The on-site, project-based program proved to be costly to PMHA due to higher turnover and lower resident rent income than its typical developments, and the funding for transitional housing from HUD and other sources had progressively declined as the emphasis shifted nationally to a “Housing First” model.

The activity was closed out in 2013.

PH-11 Deduction for Absent Child

Approved by HUD in 2009

PMHA had approved to provide a dependent deduction to households that were paying child support for a child living in another subsidized household.

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.

The activity was closed out in 2013.

B-1 Cap on Dependent Child Deduction

Approved by HUD in 1999 for both Public Housing and Housing Choice Vouchers

PMHA was capping the dependent child deduction to two, regardless of the number of children in the household for both Public Housing and Housing Choice Vouchers.

This activity was changed in 2014 and the cap removed on Housing Choice Voucher families as part of the 2014 rent reforms in that program.

This activity was closed out in 2014 for the Housing Choice Voucher program and is renamed and included as a current activity above for Public Housing.

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

Approved by HUD and implemented: 2009

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

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

This activity was closed out in 2014 as stated in the paragraph above.

B-5 Income Verifications Conducted for Approved Government Programs may be Substituted for PMHA Income Verifications if Performed Within 90 Days

Approved by HUD in 2009

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

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

This activity was closed out in its entirety in 2014 as a possible reform.

SECTION V: MTW SOURCES AND USES of FUNDS

V.1.Plan.Sources and Uses of MTW Funds

A. MTW Plan: Sources and Uses of MTW Funds

Estimated Sources of MTW Funding for the Fiscal Year

PHAs shall provide the estimated sources and amounts of MTW funding by FDS line item.

Sources		
FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	\$842,709
70600	HUD PHA Operating Grants	\$12,843,139
70610	Capital Grants	\$348,875
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$250,481
71100+72000	Interest Income	\$6,298
71600	Gain or Loss on Sale of Capital Assets	\$0
71200+71300+71310+71400+71500	Other Income	\$299,883
70000	Total Revenue	\$14,591,385

Estimated Uses of MTW Funding for the Fiscal Year

PHAs shall provide the estimated uses and amounts of MTW spending by FDS line item.

Uses		
FDS Line Item	FDS Line Item Name	Dollar Amount
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$1,881,398
91300+91310+92000	Management Fee Expense	\$250,481
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$60,319
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$305,768
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$749,037
95000 (95100+95200+95300+95500)	Total Protective Services	\$1,281
96100 (96110+96120+96130+96140)	Total insurance Premiums	\$110,513
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$95,142
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	\$0
97100+97200	Total Extraordinary Maintenance	\$9,465
97300+97350	Housing Assistance Payments + HAP Portability-In	\$10,486,802
97400	Depreciation Expense	\$635,509
97500+97600+97700+97800	All Other Expenses	\$0
90000	Total Expenses	\$14,585,715

Describe the Activities that Will Use Only MTW Single Fund Flexibility

No activity will only utilize the Single Fund Flexibility.

V.2.Plan.Local Asset Management Plan

B. MTW Plan: Local Asset Management Plan

Is the PHA allocating costs within statute?

Yes

or

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

No

If the PHA is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. The narrative shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.

Has the PHA provided a LAMP in the appendix?

No

Not Applicable

SECTION VI: ADMINISTRATIVE

The Board Resolution approving this plan is attached at the end of the document in the Appendix.

PMHA held public meetings to develop and present the 2016 Annual Plan as follows:

May 7, 2015	Etna House, Ravenna
May 14, 2015	Eastowne Manor, Ravenna
May 21, 2015	Athena Gardens, Kent Heritage Knolls, Kent

Town Square Villas, Brimfield

June 11, 2015 PMHA Office; Harvest Woods; Community Estates; and Renaissance Place, all located in Ravenna

July 1, 2015 Heritage Knolls, Kent
Town Square Villas, Brimfield

A total of 29 individuals participated in the meetings to develop and review the plan. The final draft of the Plan was made available for public review September 10, 2015, with a public hearing held on September 24, 2015.

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 or outside evaluators to perform assessments of the activities or the MTW program as a whole.

The Annual Statement/Performance and Evaluation Report (HUD 50075.1) is attached as an Appendix.

ADDITIONAL APPENDIX ITEMS

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

Non-Smoking Policies in Public Housing: PMHA has adopted non-smoking policies for its group homes, Walnut House and Washington Group Home, due to the community living environment both facilities feature for the residents. PMHA has no intention of implementing a non-smoking policy in Public Housing as long as it is not a requirement of law or HUD regulation.

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. PMHA will also pursue evictions against residents responsible for domestic violence. For the purposes of discussion here, these activities include victims of all criminal activity covered under the VAWA.

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

- Actions that fundamentally change the PMHA mission statement, goals, and objectives
- Actions that fundamentally change PMHA plans or policies in a manner that is inconsistent with the existing mission, goals, or objectives and requiring formal approval of the Board of Commissioners of PMHA.
- Actions that require a MTW waiver approval from the Department of Housing and Urban Development

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

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

Attachment B

Certifications of Compliance

Annual Moving to Work Plan
Certifications of Compliance

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

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning 01/01/2016, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA conducted a public hearing to discuss the Plan and invited public comment.
2. The PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
3. The PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1.
4. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
6. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
7. The PHA will affirmatively further fair housing by examining its programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Portage Metropolitan Housing Authority OH031

PHA Name

PHA Number/HA Code

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

Thomas Sicuro

Chairman of the Board

Name of Authorized Official

Title


Signature

October 13, 2015

Date

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

Resolution No. 15-25

APPROVING PMHA'S 2016 MTW AGENCY PLAN

WHEREAS, as directed by the MTW Revised Agreement requirement that all PHAs 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,

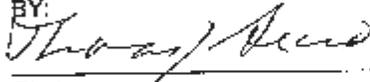
NOW, THEREFORE, BE IT RESOLVED that the Board of the Portage Metropolitan Housing Authority hereby certifies that the public hearing requirement has been met and further approves the following:

1. 2016 MTW Agency Plan
2. HUD Form 50077, Certification of Compliance with PHA Plan.

Passed by the PMHA, October 13, 2015

PORTAGE METROPOLITAN HOUSING AUTHORITY

BY:



Chairman

Secretary

I, Fred Zawilnski, 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, October 13, 2015, 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.