



Portage Metropolitan Housing Authority

2832, State Route 59,
Ravenna, Ohio 44266

Moving To Work 2024 Annual Plan

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Mission Statement: The Portage Metropolitan Housing Authority is dedicated to meeting the housing needs of low-income families and individuals of Portage County by developing, managing and supporting decent, affordable housing in cooperation with community partners.

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GENERAL INFORMATION



Demographics:

Portage Metropolitan Housing Authority (PMHA) is located in Portage County, Ohio, a mostly rural county in the midst of northeastern Ohio’s urban centers. It offers convenient access to the Greater Cleveland, Akron/Canton, and Warren/Youngstown metropolitan areas. It is the home of Kent State University, Hiram College, and Northeast Ohio Medical University.

Per the United States Census Bureau QuickFacts statistics, Portage County is home to 161,745 persons, of which 90.3% are White, 5.0% are Black or African American, 2.1% are Asian, 2.3% are two or more races, and 0.2% are American Indian and Alaska Native. Of this population, 2.2% are Hispanic or Latino.

According to the United States Census Bureau QuickFacts statistics as of July 1, 2022, 12.4% of Portage County persons live in poverty. The comparable past poverty rates were 13.1% based on 2019 data, 12.5% based on 2020 data, and 9.9% based on 2021 data.

Based on Ohio Department of Job and Family Services Office of Workforce Development data for April 2023, the Unemployment Rate for Ohio was 3.2% and for Portage County, it was 3.2%.

A study conducted by the Joint Center for Housing Studies of Harvard University in 2011 ranked the Akron Metropolitan area (Summit/Portage Counties) 6th in the nation as the “least affordable”, based on the comparison of household income to the cost of living. The report cites that nearly a third of renters were paying more than half of their incomes for rent and utilities, which is significantly higher than the federally recommended maximum of 35% of income for housing costs (Ohio Department of Development, Office of Policy, Planning and Research).

The six (6) most populated municipalities in Portage County include:

| <u>City</u> | <u>Population</u> |
|--------------------|--------------------------|
| Kent City | 29,761 |
| Streetsboro City | 16,224 |
| Aurora City | 15,712 |
| Ravenna City | 11,582 |
| Brimfield Township | 10,361 |
| Ravenna Township | 9,060 |

History:

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

Presently, PMHA provides subsidized housing to low and moderate-income families and individuals. The agency operates two housing programs: The Public Housing program which consists of 303 units owned and managed by the agency, and the Section 8 program which entails the administration of a monthly subsidy paid to private landlords on behalf of specific families or individuals. The Section 8 program provides rental assistance to approximately 2000 households/units in Portage County, which includes 1609 MTW households.

PMHA is the only Public Housing Authority (PHA) in Ohio that is part of the original/"initial" Moving To Work (MTW) demonstration, which consisted of 39 public housing authorities (PHAs). MTW provides PHAs the opportunity to create and test innovative, locally designed strategies that use Federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. MTW allows PHAs exemptions from many existing public housing and voucher program rules and provides funding flexibility with how they use their Federal funds.

PMHA's MTW program began on March 15, 1999. PMHA has participated in MTW since its inception. PMHA signed a Standard Agreement in 2008, extending its participation in MTW until the end of its 2018 fiscal year; however, in 2016, PMHA's participation in the demonstration was extended through year 2028.

Throughout its 55-year history, PMHA has continued to be a proven leader and innovator in affordable housing and has earned the HUD designation of "High-Performer".



Portage Metropolitan Housing Authority

Board of Commissioners:

Thomas Sicuro, Board Chairman
Jean Meadows, Board Vice-Chairman
Scott Mikula, Commissioner
John Thomas, Commissioner
Michael Edwards, Resident Commissioner

Executive Director:

Pamela Nation Calhoun

PMHA Executive Leadership Team:

Amy Bower, Assistant Director
Mariah Blake, Finance Manager
Carolyn Budd, Special Programs Manager
Cindy Blevins, Housing Portfolio Manager
Trevana Kaminski, Section 8 Manager
Wes Ransom, Project Manager
Justin Spear, Asset Maintenance Manager

SECTION I: INTRODUCTION

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

1. Reduce cost and achieve greater cost effectiveness in federal expenditures
2. Give incentives for families to work, seek work, or prepare for work and become economically self-sufficient
3. Increase housing choices for low-income families

Short-Term Goals (For Current Plan Year)

Portage Metropolitan Housing Authority established the following MTW goals and objectives for 2023:

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

Long-Term Vision MTW Goals (Extending Through the Duration of the MTW Agreement)

Portage Metropolitan Housing Authority seeks to develop itself as a top-quality real estate organization with the mission of:

1. Integrating community services that will assist residents in continual economic improvement leading to either homeownership or private market housing.
2. Providing decent, safe, and affordable housing as a choice among elderly and disabled residents in order to promote aging in place and improvement in quality of life.

To accomplish the long-term vision PMHA will:

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

SECTION II: GENERAL OPERATING INFORMATION

A. HOUSING STOCK INFORMATION

i. Planned New Public Housing Units

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

| ASSET MANAGEMENT PROJECT (AMP) FILL IN NAME AND NUMBER | 0/1 Bdm | 2 Bdm | 3 Bdm | 4 Bdm | 5 Bdm | 6+ Bdm | TOTAL UNITS | POPULATION TYPE** | Section 504 Accessible Units* (Mobility) | Section 504 Units* (Hearing / Vision) |
|---|---------|-------|-------|-------|-------|--------|-------------|-------------------|--|---------------------------------------|
| East Side OH031000001 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | N/A | N/A | N/A |
| West Side OH031000002 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | General | 0 | 0 |
| Total Public Housing Units to be Added in the Plan Year: | | | | | | | 2 | | | |

* The federal accessibility standard under HUD’s Section 504 regulation is the Uniform Federal Accessibility Standards (UFAS) for purposes of Section 504 compliance (24 CFR 8.32). HUD recipients may alternatively use the 2010 ADA Standards for Accessible Design under Title II of the ADA, except for certain specific identified provisions, as detailed in HUD’s Notice on “Instructions for use of alternative accessibility standard,” published in the Federal Register on May 23, 2014 (“Deeming Notice”) for purposes of Section 504 compliance, <https://www.govinfo.gov/content/pkg/FR-2014-05-23/pdf/2014-11844.pdf>

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

If “Population Type” is “Other” please describe:

| |
|-----|
| N/A |
|-----|

ii. Planned Public Housing Units to be Removed

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

| AMP NAME AND NUMBER | NUMBER OF UNITS TO BE REMOVED | EXPLANATION FOR REMOVAL |
|--|-------------------------------|-------------------------|
| East Side OH031000001 | 0 | N/A |
| West Side OH031000002 | 0 | N/A |
| TOTAL: Public Housing Units to be Removed in the Plan Year | 0 | |

iii. Planned New Project Based Vouchers

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

| PROPERTY NAME | NUMBER OF VOUCHERS TO BE PROJECT-BASED | RAD? | DESCRIPTION OF PROJECT |
|---|--|------|------------------------|
| None | 0 | N/A | N/A |
| TOTAL: Planned new Project Based Units in Plan Year | 0 | | |

iv. Existing Project Based Vouchers

Tenant-based vouchers that the MTW PHA is currently project-basing in the Plan Year. These include only those in which at least an AHAP is already in place at the beginning of the Plan Year. Select one of the of the following to indicate the *Planned Status by the end of the Plan Year: “Committed,” “Leased,” or “Issued.” In column three, indicate whether the unit is included in RAD.

| PROPERTY NAME | NUMBER OF PROJECT-BASED VOUCHERS | PLANNED STATUS AT END OF PLAN YEAR* | RAD? | DESCRIPTION OF PROJECT |
|----------------------------------|----------------------------------|-------------------------------------|------|--|
| Coleman Professional Services #1 | 8 | Leased | No | Eight 1-BR units for disabled individuals |
| Coleman Professional Services #2 | 4 | Leased | No | Four 1-BR units for disabled individuals |
| Family & Community Services #1 | 17 | Leased | No | Sixteen 2-BR units & One 3-BR unit for families |
| Family & Community Services #2 | 9 | Leased | No | Two 1-BR units & Seven 2-BR units for families |
| Family & Community Services #3 | 3 | Leased | No | Three 2-BR units for families |
| Portage Housing III | 2 | Leased | No | Two 3-BR units for families |
| Prospect House | 24 | Leased | No | Twenty-four 1-BR units for elderly |
| Family & Community Services #6 | 2 | Leased | No | Two 1-BR units for individuals |
| Family & Community Services #5 | 2 | Leased | No | One 2-BR unit & One 3-BR unit for families |
| Family & Community Services #4 | 3 | Leased | No | One studio unit & Two 1-BR units for individuals |
| Coleman Professional Services #3 | 5 | Leased | No | Four 1-BR units & One 2-BR units for persons with disabilities |
| Streetsboro Family Homes | 26 | Leased | No | Twenty-two 3-BR units & Four 2-BR units for families |
| Harvest Rose Stage 1 | 17 | Leased | No | Seventeen 2-BR units for elderly |

| | | | | |
|---|-----|--------|----|--|
| Harvest Rose Stage 2 | 2 | Leased | No | Two 2-BR units for elderly |
| Coleman Professional Services #4 | 8 | Leased | No | Seven 1-BR units & One 3-BR unit for persons with disabilities |
| Coleman Professional Services #5 | 10 | Leased | No | Ten 1-BR units for individuals with disabilities |
| Family & Community Services #7 | 4 | Leased | No | Four 1-BR units for individuals with disabilities |
| Harvest Rose #4 | 2 | Leased | No | Two 2-BR units for elderly |
| Coleman Professional Services #6 | 4 | Leased | No | Two studio units & Two 1-BR units for disabled individuals |
| Family & Community Services PARC | 23 | Leased | No | Twenty-three SRO units for individuals with addiction-related disabilities |
| Family & Community Services Eagle | 8 | Leased | No | Eight 1-BR units for individuals with addiction-related disabilities |
| Family & Community Services #12 | 6 | Leased | No | Six studio units for individuals with addiction-related disabilities |
| Family & Community Services Kentway | 4 | Leased | No | Four studio units for elderly |
| Family & Community Services Kentway II | 4 | Leased | No | One studio unit & Three 1-BR units for elderly |
| Family & Community Services Kentway III | 1 | Leased | No | One 1-BR unit for elderly |
| Coleman Professional Services #7 | 10 | Leased | No | Ten 1-BR units for disabled individuals |
| Residential Resources for the Developmentally Challenged (Brady Lake) | 7 | Leased | No | Seven SRO units for individuals with disabilities |
| Prospect House #3 | 3 | Leased | No | Three 1-BR units for the elderly |
| The Wilds at Harvest Rose | 23 | Leased | No | Five 1-BR units & Eighteen 2-BR units for elderly |
| Coleman Professional Services #8 | 4 | Leased | No | Three 1-BR units & One 2-BR unit for disabled individuals |
| Family & Community Services #14 | 1 | Leased | No | One 2-BR unit for elderly |
| Family & Community Services #15 | 3 | Leased | No | Three 2-BR units for disabled families |
| Family & Community Services #16 | 1 | Leased | No | One 2-BR unit for families |
| Total: Planned and Actual Existing Project-Based | 250 | | | |

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

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

| PLANNED OTHER CHANGES TO MTW HOUSING STOCK ANTICIPATED IN THE PLAN YEAR |
|---|
| PMHA will continue to explore potential purchases of two (2) properties to replace the Willow Street Public Housing units that were previously acquired by Kent State University. |

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

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

| GENERAL DESCRIPTION OF ALL PLANNED CAPITAL EXPENDITURES DURING THE PLAN YEAR |
|---|
| <p>East Amp1-OH031000001: Renaissance Vanities, Toilets, Tubs/Surrounds - \$114,877.65 Scattered Sites Central Air - \$120,000.00 Ravenna, Woods Exterior Doors - \$86,448.40 Ravenna Woods Interior Blinds - \$10,000.00 Community Estates Interior Doors - \$40,000.00 Community Estates Splash Pad - \$15,409.60</p> <p>West Amp2-OH031000002: Athena Gardens Bath Vanities/Toilets/Tubs/Surrounds - \$106,412.00 Heritage Knolls Roofs - \$77,348.75 Athena Gardens Kitchen Cabinets/Countertops - \$100,00.00</p> |

B. LEASING INFORMATION

i. Planned Number of Households Served

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

| PLANNED NUMBER OF HOUSEHOLDS SERVED THROUGH: | PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED* | PLANNED NUMBER OF HOUSEHOLD TO BE SERVED** |
|---|---|---|
| MTW Public Housing Units Leased | 3636 | 303 |
| MTW Housing Choice Vouchers (HCV) Utilized | 19,428 | 1619 |
| Local, Non-Traditional: Tenant-Based^ | 0 | 0 |
| Local, Non-Traditional: Property-Based^ | 0 | 0 |
| Local, Non-Traditional: Homeownership^ | 0 | 0 |
| Planned Total Households Served: | 23,064 | 1922 |

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

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

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

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

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

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

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

| HOUSING PROGRAM | DESCRIPTION OF ANTICIPATED LEASING ISSUES AND POSSIBLE SOLUTIONS |
|----------------------------|--|
| MTW Public Housing | None |
| MTW Housing Choice Voucher | <p>Issue: PMHA’s MTW HCV program is currently under-leased.</p> <p>Solutions: On August 30, 2023, PMHA hired a Housing Resource Specialist. After extensive training in 2023, the goal is that in 2024 this staff member will serve as the point of contact for voucher holders struggling to locate units, recruit new landlords/properties, and host various events including landlord orientations, educational workshops, and match events. Additionally, she will promote PMHA’s landlord incentives and the landlord referral program, as well as improve marketing strategies and overall outreach.</p> |
| Local, Non-Traditional | N/A |

C. WAITING LIST INFORMATION

i. **Waiting List Information Anticipated**

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

| WAITING LIST NAME | DESCRIPTION | NUMBER OF HOUSEHOLDS ON WAITING LIST | WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED | PLANS TO OPEN THE WAITING LIST DURING THE PLAN YEAR |
|---|---|--------------------------------------|---|---|
| Section 8 MTW | Voucher waiting list for Section 8 and Mainstream programs | 3754 | Closed 12/31/2023 | Projected to remain closed |
| Public Housing MTW | Waiting list for Public Housing units | 3443 | Open | Projected to remain open |
| Scattered Site Public Housing Transfer Waiting List | Current Public Housing residents who may qualify for PMHA’s MTW scattered site transfer activity (Activity PH-15) | 37 | Open | Projected to remain open |

| | | | | |
|-------------------|--|-----|-----|-----|
| HUD-VASH | Not a waiting list; PMHA receives referrals from the VA | N/A | N/A | N/A |
| Shelter Plus Care | Not a waiting list; PMHA receives referrals through CoC centralized database | N/A | N/A | N/A |

Please describe any duplication of applicants across waiting lists:

Applicants may apply for the Section 8 MTW waiting list and the Public Housing MTW waiting list and therefore appear on these lists simultaneously.

ii. Planned Changes to Waiting List in the Plan Year

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

| WAITING LIST NAME | DESCRIPTION OF PLANNED CHANGES TO WAITING LIST |
|-------------------|---|
| N/A | No anticipated changes to the MTW waiting lists |

SECTION III: PROPOSED MTW ACTIVITIES

There are no proposed MTW activities for 2024. PMHA plans to evaluate the effectiveness of current activities during the coming program year and revise as needed.

SECTION IV: APPROVED MTW ACTIVITIES

A. IMPLEMENTED ACTIVITIES

HOUSING CHOICE VOUCHER PROGRAM

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

Plan Year Approved: 2009

Implemented: 2010

Amended: N/A

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

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

HCV-2 MTW Homeownership Voucher Program

Plan Year Approved: 1999

Implemented: 2000

Amended: 2010

Description/Update: PMHA identifies families with homeownership as one of their goals, screens the family for eligibility, provides the family with referrals to organizations that assist in overcoming barriers to homeownership, and applies a homeownership assistance payment to monthly mortgage payments of participants who purchase a home under the program. PMHA provides a preference for Public Housing residents to participate in the program and, upon purchase of a home, transfer into the MTW Homeownership Voucher Program. PMHA will continue to expand this program on an ongoing basis.

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

Planned Non-Significant Changes: None

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

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

Plan Year Approved: 1999
Implemented: 2000
Amended: 2014, 2017

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

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

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

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

Plan Year Approved: 1999
Implemented: 2002
Amended: 2009, 2019

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

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

In 2019, PMHA was granted additional authorizations for this activity, to allow for changes to be made to the terms of project-based Agreements to enter into Housing Assistance Payments (AHAP) contracts for newly constructed or rehabilitated housing, after the AHAPs have already been signed, contingent upon agreement by the project owner and

PMHA; specifically, these changes include, but are not be limited to, changing the date(s) that units are to be brought online, and changing a single-stage project to a multi-stage project, to allow for units that are ready to come online ahead of schedule to be put under HAP contract and filled as soon as the units are completed and determined eligible.

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

HCV-5 Alternative Housing Quality Standards Compliance

Plan Year Approved: 2011
Implemented: 2011
Amended: N/A

Closed Out: 2014 - Refer to Section D. Closed Out Activities.

HCV-6 Time Limits for Housing Choice Voucher Participants

Plan Year Approved: 2013
Implemented: 2014
Amended: N/A

Closed Out: 2017 - Refer to Section D. Closed Out Activities.

HCV-7 Capped Utility Reimbursement Checks

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

Closed Out: 2017 - Refer to D. Closed-Out Activities.

HCV-8 Transitional Housing Vouchers

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

Closed Out: 2017 - Refer to D. Closed-Out Activities.

HCV-9 Elimination of Deductions in Total Tenant Payment Calculations

Plan Year Approved: 2014

Implemented: 2015

Amended: N/A

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

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

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

Plan Year Approved: 2014

Implemented: 2014

Amended: 2015-2016

Refer to C. Activities on Hold.

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

Plan Year Approved: 2014

Implemented: 2014

Amended: N/A

Closed Out: 2022 - Refer to Section D. Closed Out Activities.

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

Plan Year Approved: 2014

Implemented: N/A

Amended: N/A

Closed Out: 2014 - Refer to Section D. Closed Out Activities.

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

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

Description/Update: PMHA extends the period of time that a \$0 HAP family may be considered a Housing Choice Voucher participant household from 6 months to up to 12 months.

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

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

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

Plan Year Approved: 2014
Implemented: N/A

Refer to B. Not Yet Implemented Activities.

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

Plan Year Approved: 2014
Implemented: 2015
Amended: N/A

Description/Update: PMHA no longer applies escrow credits for interest earned on funds deposited for the Housing Choice Voucher Family Self-Sufficiency Program. These funds will be made available for ongoing HAP needs for the Housing Choice Voucher Program as a whole. PMHA expects that the impact of this activity will provide minimal additional revenue to the Housing Choice Voucher funds. Minimal staff time savings will also result.

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

HCV-16 Section 8 Landlord Incentive Program

Plan Year Approved: 2019
Implemented: 2019
Amended: 2022

Description/Update: In 2019, this activity was proposed as “Incentive for New Landlords”. PMHA provided new landlords a one-time additional incentive Housing Assistance Payment (HAP) of \$200.00 upon the execution of a HAP contract for a tenant-based HCV participant. A new landlord was defined as a landlord who has not rented to a voucher holder within the past two (2) years. It was found that this incentive was not adequate and thus the activity underperformed.

This activity was amended and repropose in 2022. PMHA currently offers the following four (4) incentives:

1. **New Landlords Incentive-** PMHA offers a one-time incentive HAP payment of \$1,000.00 to new landlords, upon the execution of a new HAP contract for an MTW tenant-based HCV participant. A “new landlord” would be defined as a landlord who has not rented to a tenant-based voucher participant within the past twelve (12) months. The landlord would not be eligible for the \$1,000.00 incentive HAP payment if the contract is executed for a transfer of units with the same landlord, or if the contract is executed due to a lease renewal or change. Additionally, properties owned or managed by PMHA or any other PHA would be ineligible for this incentive.
2. **Existing Landlords Incentive-** PMHA proposes to offer a one-time \$500.00 incentive HAP payment to existing landlords who execute a new HAP contract for an MTW tenant-based HCV participant. An “existing landlord” would be defined as a landlord who has rented to a tenant-based voucher participant at any time within the past twelve (12) months. The landlord would not be eligible for the \$500.00 incentive HAP payment if the contract is executed for a transfer of units with the same landlord, or if the contract is executed due to a lease renewal or change. Additionally, properties owned or managed by PMHA or any other PHA would be ineligible for this incentive HAP payment.
3. **Rent Affordability Incentive-** PMHA proposes to offer a one-time rent affordability payment when rent must be negotiated down in order for the unit to be affordable for the MTW tenant-based voucher participant. “Affordable” would be defined as an initial rent burden of no more than 50% of the household’s monthly income. The rent affordability payment would be equal to the amount the proposed monthly rent

is reduced by to make it affordable and allow the voucher holder to qualify, multiplied by 12.

4. **Limited Damage Claim Incentive-** PMHA proposes to offer a limited damage claim not to exceed one month's contract rent to owner in cases where an MTW tenant-based voucher participant's tenancy ends and there is tenant-caused damage to the unit that exceeds the security deposit collected by the owner. The damage claim would be verified by a special inspection conducted by a PMHA HQS inspector. The special inspection will be required to be conducted within 30 calendar days of the MTW tenant-based HCV participant's move-out date.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

HCV-17 Protecting Tenants Living in Foreclosed Rental Properties

Plan Year Approved: 2020

Implemented: N/A

Refer to B. Not Yet Implemented Activities.

PUBLIC HOUSING PROGRAM

PH-1 Escalating Minimum Rent

Plan Year Approved: 2008

Implemented: 2008

Amended: N/A

Closed Out: 2011 - Refer to D. Closed-Out Activities.

PH-2 Maximum Rent

Plan Year Approved: 2009

Implemented: 2009

Amended: N/A

Description/Update: The Maximum Rent activity allows for rents set at less than 30% of adjusted income. Maximum rents are \$465 per month for 1- and 2-bedroom units, and \$490 per month for 3- and 4-bedroom units, regardless of income. Households will have

no time limit for ceiling rents, except for the over-income limitations set forth by the Housing Opportunity Through Modernization Act of 2016 (HOTMA).

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

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

1. Description of the proposed activity:

PMHA proposes to amend this activity to increase the maximum rent amounts to be more comparable to market rents in the area, while still offering households rent affordability that encourages self-sufficiency. The maximum rent amounts have not been increased in several years and have been significantly lower than the HUD Flat Rent Policy. This proposal would increase 1-bedroom unit rent from \$465 to \$612 per month, 2-bedroom unit rent from \$465 to \$779 per month, 3-bedroom unit rent from \$490 to \$976, and 4-bedroom unit rent from \$490 to \$1,042 per month. These increase amounts represent 75% of the 2024 Fair Market Rents (FMRs) for the Akron, Ohio Metropolitan Statistical Area.

A local rent comparable analysis was conducted in connection with the proposed maximum rent increase. The Rent Comparable Range (low to high) is as follows: 1-bedroom at \$716-\$855/month, 2-bedroom at \$866-\$1009 per month, 3-bedroom at \$1173-\$1569 per month, and 4-bedroom at \$1366-1722/month. PMHA's proposed increase to the maximum rent amounts is still significantly more affordable than the low-end comparable unit rents obtained in this study.

If approved, a total of 65 current Public Housing households would be impacted by the proposed change, as these households are paying the current HUD-approved PMHA maximum rents. Of these 65 households, 28 would pay the new maximum rent amounts. The remaining 37 households would pay an amount that falls between the current maximum rent and the newly proposed maximum rent.

This proposed change has no impact on the calculation method for the Total Tenant Payment (TTP). Households who currently do not pay the maximum rent of \$465 or \$490 would not be affected by this change unless their income increases and therefore their TTP increases resulting in a higher rent portion.

Implementation of the new maximum rent amounts under this change will be effective the date of a move-in for new tenants and at the Annual Recertification and unit transfers for existing tenants, upon HUD approval of PMHA's MTW 2024 Annual Plan.

On an annual basis, PMHA will review FMRs and adjust the maximum rent amounts as warranted by increases in the FMRs. The adjusted maximum rent amounts will be based upon 75% of the HUD FMRs for that year, and maximum rent increases will be effective January 1st of every year.

Hardship Policy: If a tenant's rental payment prior to any applicable adjustments for utilities payments increases by more than 35% as a result of changes to the maximum rent amount, the increase will be phased-in such that a family does not experience an increase in their rental payment of more than 35% in any one year.

To determine how to phase-in increases in rental payments, PMHA will on a case-by-case basis, at the family's next annual rent recertification, compare the updated rent amount applicable to the unit to the rent that was being paid by the family immediately prior to the annual rent recertification:

- If the new rent amount would not increase a family's rental payment by more than 35%, the family will pay the updated rent amount; OR
- If PMHA determines that the updated rent amount would increase a household's rental payment by more than 35% percent, the family will pay the phased-in rent amount resulting from the rent impact analysis. (Current rent amount x 1.35 = Phased-in rent amount).
- If a household experiences a decrease in income that is expected to last more than 30 days, an Interim Recertification will be conducted per existing policies.

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

This activity gives incentives to families whose heads of household are either working, seeking work, or are participating in job training educational or other programs to assist in obtaining employment and become economically self-sufficient.

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

The Maximum rent feature offers rent relief to households who attain better employment and/or increase their income, capping rents at levels designed to encourage asset accumulation and provide greater stability to PMHA's Public Housing developments.

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

| <i>SS#1: Increase in Household Income</i> | | |
|---|--|--|
| Unit of Measurement | Baseline | Benchmark |
| Average earned income of households affected by this policy in dollars (increase) | Average earned income of households affected by this policy prior to implementation of the activity (in dollars) | Expected average earned income of households affected by this policy after implementation of the activity (in dollars) |
| | \$0 | \$30,000 |

| <i>SS#4: Households Removed from Temporary Assistance for Needy Families (TANF)</i> | | |
|--|--|--|
| Unit of Measurement | Baseline | Benchmark |
| Number of households receiving TANF assistance (decrease) | Households receiving TANF prior to implementation of the activity (number) | Expected number of households receiving TANF after implementation of the activity (number) |
| | 22 | 10 |

| <i>SS#7: Increase in Agency Rent Revenue</i> | | |
|---|--|--|
| Unit of Measurement | Baseline | Benchmark |
| PHA rental revenue in dollars (increase) | PHA rental revenue prior to implementation of the activity (dollars) | Expected PHA rental revenue after implementation of the activity (dollars) |
| | \$33,899 per month | \$75,000 per month |

| <i>SS#8: Households Transitioned to Self-Sufficiency</i> | | |
|--|--|--|
| Unit of Measurement | Baseline | Benchmark |
| Number of households transitioned to self-sufficiency (increase) | Households transitioned to self-sufficiency prior to implementation of the activity (number) | Expected households transitioned to self-sufficiency after implementation of the activity (number) |
| | 0 | 28 |

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

The data sources from which the metric data will be compiled include management system reports and departmental data tracking. The metrics tracked will include increases in household income, households removed from TANF, increases in agency rent revenue, and households transitioned to self-sufficiency after implementation of the activity and the proposed amendment.

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

Attachment C, Part C, Section 11 – Rent Policies and Term Limits: This authorization waives certain provisions of Section 3(a) (2), 3(a) (3) (A) and Section 6(l) of the 1937 Act and 24 C.F. R. 5.603, 5.611, 5.628, 5.630, 5.632, 5.634 and 960.255 and 966 Subpart A as necessary to implement the Agency’s Annual MTW Plan.

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

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

Closed Out: 2014 - Refer to D. Closed-Out Activities.

PH-4 *Change in Employment Income*

Plan Year Approved: 2008
 Implemented: 2012
 Amended: N/A

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

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

PH-5 Rent Adjustment for Income Decreases

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

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

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

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

PH-6 Overall Percentage of Income Amounts for Rent Calculations

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

Closed Out: 2018 - Refer to D. Closed-Out Activities.

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

Plan Year Approved: 2012
Implemented: April 1, 2012
Amended: N/A

Closed Out: 2018 - Refer to D. Closed-Out Activities.

PH-8 Deduction for Elderly or Disabled Adults

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

Closed Out: 2014 - Refer to D. Closed-Out Activities.

PH-9 Providing Transitional Housing

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

Closed Out: 2012 - Refer to D. Closed Out Activities.

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

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

Description/Update: PMHA currently operates two (2) group homes as Public Housing, as follows:

1. **Walnut House**, located in Ravenna, houses persons with severe mental illnesses, in partnership with Coleman Professional Services. Coleman Professional Services provides on-site services to residents, including mental health services, daily living skills, and transportation. This property has 13 units of housing.
2. **Washington Group Home**, located in Ravenna Township, has a capacity for 8 individuals to reside in a supportive group home environment. PMHA entered into a partnership with Family and Community Services, Inc. (F&CS) to lease the building for the purposes of providing housing and services to men who are addressing alcohol and drug addiction issues. F&CS provides residents with comprehensive services to facilitate a successful transition back to community living. This project was finalized during the first half of 2013. The program has flourished and is well-received in the community.

Residents are not entered into PIC due to the nature of the specific population served. F&CS screens and selects eligible candidates for this program, known as ROOT. Thus, Standard HUD Metrics do not apply.

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

PH-11 Deduction for Absent Child

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

Closed Out: 2013 - Refer to D. Closed out Activities.

PH-12 Cap on Dependent Child Deduction

Plan Year Approved: 1999
Implemented: 2000
Amended: 2014

Closed Out: 2018 - Refer to D. Closed-Out Activities.

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

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

Closed Out: 2022 - Refer to D. Closed-Out Activities.

PH-14 Elimination of Deductions in Total Tenant Payment Calculations

Plan Year Approved: 2018
Implemented: 2018
Amended: N/A

Description/Update: PMHA calculates total tenant payments and bases Public Housing assistance for all households on a calculation that is 29.6% of gross monthly income and eliminates deductions and allowances for being elderly or disabled, for dependents, and for unreimbursed medical and childcare expenses. The only exception to the 30% of

monthly gross income is a continuation of a \$50 minimum rent for households who otherwise pay less than \$50 per month.

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

PH-15 Scattered Site Transfers

Plan Year Approved: 2020
Implemented: 2020
Amended: N/A

Description/Update: PMHA fills vacancies in Public Housing scattered single family and/or duplex sites by offering unit transfers to select current Public Housing families based on their household size and positive rental histories with PMHA. This activity ensures that families with positive rental histories with PMHA are given first choice to move into vacated scattered site units, which is expected to save on PMHA's costs for staff time and expenses incurred to turn over units between tenancies.

PMHA maintains a formal waiting list of Public Housing residents who are eligible for the bedroom size of the unit available and who meet the following rental history criteria:

- Have been Public Housing residents for at least 12 months,
- Have zero housekeeping violations in the last 12 months,
- Have zero substantiated neighbor complaints in the last 24 months, and
- Have a timely rent payment history for the last 12 months (no 3-day notices issued for late payment and/or non-payment of rent).

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

BOTH HOUSING CHOICE VOUCHER AND PUBLIC HOUSING PROGRAMS

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

Plan Year Approved: 1999
Implemented: 2000
Amended: 2012

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

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

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

B-2 Cap on dependent child deduction

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

Closed Out: 2014 (for HCV), 2018 (Public Housing) - Refer to D. Closed-Out Activities.

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

Plan Year Approved: 2009
Implemented: 2010
Amended: N/A

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

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

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

Plan Year Approved: 2009
Implemented: 2014 (Public Housing Program only); Refer to Section B. Not Yet Implemented Activities for HCV Program.
Amended: N/A

Description/Update: To offer an additional tool to deal with reductions in HUD subsidy for Public Housing or Housing Choice Vouchers, PMHA has authority to reduce utility allowance payments to address funding shortfalls. This feature was not utilized from 2017 through 2023, but it will be reviewed for possible Public Housing utilization and HCV implementation in the future.

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

B-5 Single Fund Budget Flexibility

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

Closed Out: 2014 - Refer to D. Closed out Activities.

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

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

Closed Out: 2014 - Refer to D. Closed out Activities.

B-7 Employment and education deductions

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

Closed Out: 2012 (Public Housing), 2015 (HCV) - Refer to D. Closed-Out Activities.

B-8 Adoption of Local Investment Policies

Plan Year Approved: 2014
Implemented: N/A

Refer to B. Not Yet Implemented Activities.

B-9 Verifications of Income Valid for 180 Days

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

Description/Update: PMHA extends the length of time for verified application data to be considered valid to 180 days. This activity reduces costs and achieves greater cost effectiveness in Federal expenditures. It also reduces the amount of duplicative work caused by various factors in validating all needed information provided at the time of a completed application and process from the wait list.

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

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

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

Refer to C. Activities on Hold.

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

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

Refer to C. Activities on Hold.

B-12 Re-Entry Initiative

Plan Year Approved: 2020
Implemented: 2021
Amended: N/A

Description/Update: This activity provides housing assistance to up to 150 eligible participants who were incarcerated, involved in drug court and/or court-ordered diversion programs, and/or released from in-patient treatment within the past twelve (12) months,

and are seeking affordable housing upon re-entry into the community. The goal of this activity is to provide an immediate impact for offenders coming out of prison and/or treatment facilities, who need housing and supportive services, and who would otherwise be left homeless and without services needed for successful reintegration into the community.

All eligible participants must be referred to PMHA by its re-entry program partner, Portage County Adult Probation, and are either reuniting with a qualifying family member currently participating in PMHA's Section 8 program or Public Housing Program, or referred to PMHA for a Section 8 MTW tenant-based voucher under the re-entry program, or referred to PMHA for an emergency short-term stay of approximately 30 days at a dedicated PMHA-owned non-Public Housing unit (or a PMHA-owned Public Housing unit, should this be more feasible) while seeking permanent housing through the program's Section 8 MTW tenant-based voucher option, or an applicant on the PMHA Section 8 waiting list who otherwise would be denied for criminal activity, but who is currently involved with Portage County Adult Probation, meets all eligibility requirements for the program when he/she is selected for processing (in the existing waiting list order), and is recommended for participation in the program by Portage County Adult Probation.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

B-13 Self-Certification as Highest Form of Income Verification

Plan Year Approved: 2021

Implemented: 2022

Amended: 2021

Description/Update: PMHA was approved to waive the requirement to use the HUD system of income verification hierarchy when verifying certain types of income and instead to consider self-certification as the highest form of income verification for annual and interim reexaminations in both the HCV and Public Housing programs. The specific types of income were employment income, child support for which no court order exists, in-kind income, miscellaneous income (i.e., handyperson jobs, mowing, babysitting, cleaning, and other similar odd jobs), TANF benefits (given that the amount self-certified is consistent with the amount specified by the State for the household size), zero income status, and asset balance. The self-certification was obtained verbally or in written format from the program participant, and PMHA staff used the self-certification, cross-checked with the EIV income report, to determine the dollar amount of a participant's income for rent calculation purposes.

In March 2021, PMHA proposed and was approved to amend this activity to waive the requirement to use the HUD system of income verification hierarchy described by Notice PIH 2018-18 when verifying *all* types of income and allow PMHA to forgo third-party

income verification requirements, except for the use of EIV. PMHA proposed to allow self-certification to serve as the highest form of income verification for *all* types of income, to process new admissions and to process annual and interim reexaminations in both the HCV and Public Housing programs. This occurs over the telephone and is documented by PHA staff with a contemporaneous written record, through an email or postal mail with a self-certification form by the tenant, or through other electronic communications. PMHA is responsible for addressing any material discrepancies (i.e., unreported income or a substantial difference in reported income) that arise from review of EIV in connection with the recertification, as well as any material discrepancies that arise later from any source, and likewise PMHA takes enforcement action in accordance with our policies and procedures.

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

B-14 Change in Social Security and Supplemental Security Income (SSI) Processing

Plan Year Approved: 2021
Implemented: 2021
Amended: N/A

Description/Update: Annual Social Security and SSI Cost-of-Living Adjustments (COLA) that result in an increase in a program participant's income are not processed until the household's next annual reexamination effective date. Program participants are not required to report this income to PMHA until the household's annual reexamination. This activity is not used for HCV and Public Housing program applicants who are processing for initial eligibility, or for other circumstances where eligibility for a new HCV voucher is required (i.e., unit changes).

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

B-15 Change in Temporary Assistance for Needy Families (TANF) Cost-of-Living Adjustment (COLA) Processing

Plan Year Approved: 2023
Implemented: 2023
Amended: N/A

Description/Update: Cost-of-Living Adjustments (COLA) to Temporary Assistance for Needy Families (TANF) income, including Ohio Works First (OWF) and Refugee Cash

Assistance, which result in an increase in a program participant's household income, are not processed until the household's next annual reexamination effective date. Program participants are not required to report the COLA income to PMHA until either the household's next annual reexamination or any other event that triggers an interim recertification, whichever occurs first.

The increased income will not be counted until the next annual reexamination unless the household experiences an income *decrease*, which triggers the processing of an interim recertification. As part of the interim recertification calculation, the full amount of TANF, including the COLA, will be counted at that time as replacement income.

This activity is not used for HCV and Public Housing program applicants who are processing for initial eligibility, or for other circumstances where eligibility for a new HCV voucher is required (i.e., unit changes).

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

B. NOT YET IMPLEMENTED ACTIVITIES

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

Plan Year: 2014

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

This activity will be reviewed for possible implementation in the future.

Planned Non-Significant Changes: None

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

HCV-17 Protecting Tenants Living in Foreclosed Rental Properties

Plan Year Approved: 2020

Description/Update: This activity protects renters who are living in foreclosed rental properties. PMHA provides tenant-based vouchers and rental assistance to those who were living in rental properties that have gone through foreclosure and are currently owned by the Portage County Land Bank. This activity is expected to preserve housing units for households who would otherwise be displaced or their rental units not available to them due to the housing costs. The program size will not exceed twenty-four (24) eligible participants in eligible units.

This activity will be reviewed for possible implementation in the future.

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

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

Plan Year: 2009

Description/Update: To offer an additional tool to deal with reductions in HUD subsidy for Public Housing or Housing Choice Vouchers, PMHA has authority to reduce utility allowance payments to address funding shortfalls. This activity was implemented in 2014 for the Public Housing Program. Although this feature was not utilized in 2017 through 2022, it will be reviewed for possible Public Housing utilization in the future.

For the HCV Program, this activity was not implemented, and it will be reviewed for possible implementation in the future.

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

B-8 Adoption of Local Investment Policies

Plan Year: 2014

Description/Update: PMHA seeks to evaluate and utilize State of Ohio investment alternatives when appropriate for earning greater returns without compromising asset safety. This activity will allow PMHA to invest in a state government program for state and local governments in Ohio that permits pooled collateralized investment that obtains higher interest rates than is typically available to PMHA on its own while remaining completely liquid as an asset.

PMHA has not implemented new local investment policies; however, this activity will be reviewed for possible implementation in 2024.

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

C. ACTIVITIES ON HOLD

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

Plan Year Approved: 2014

Implemented: 2014

Amended: 2015-2016

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

This activity was expected to simplify income verifications, saving time for PMHA staff, participants, and other agencies. PMHA anticipated this activity would reduce the costs of annual re-certifications for the program. Although time and cost savings resulted, these savings were negated by additional administrative burden imposed on other staff to monitor and track households and recertification schedules, to calculate debt resulting from household non-reporting, and to troubleshoot management systems issues related to limited tracking capabilities. Additionally, the implementation of activity HCV-9 is suspected to have contributed to the time and cost savings previously attributed to this activity.

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

This activity was put back on hold effective January 2019, due to administrative burden and issues with the management system tracking capabilities. This activity may be

revisited once data is available to compare time and cost savings with implementation and without.

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

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

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

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

While PIH 2013-04 provides guidance for this activity, the approval as a MTW activity would ensure that developed practices would continue if PIH 2013-04 is rescinded, amended, or superseded.

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

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

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

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

This activity was expected to increase administrative efficiency and reduce costs to PHA programs through the reduction of annual re-certifications. Although time and cost savings resulted, the activity placed greater administrative burden on other staff to monitor and track households and recertification schedules, to calculate debt resulting from household non-reporting, and to troubleshoot management systems issues related to limited tracking capabilities. The implementation of activities HCV-9 and PH-14 created time and cost savings that reduced the need for this activity, while bringing to light the previously overlooked struggles with effectively managing this activity and showed that it is no longer as effective as anticipated for the relief of administrative burden.

This activity was put on hold for HCV effective April 2019 and for Public Housing effective December 2019, due to administrative burden and issues with the management system tracking capabilities. This activity may be revisited once data is available to compare time and cost savings with implementation and without.

Planned Non-Significant Changes: None

Planned Changes to Metrics/Data Collection: None

Planned Significant Changes: None

D. CLOSED OUT ACTIVITIES

HCV-5 Alternative Housing Quality Standards Compliance

Plan Year Approved: 2011

Implemented: 2011

Amended: N/A

Closed Out: 2014

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

HCV-6 Time Limits for Housing Choice Voucher Participants

Plan Year Approved: 2013

Implemented: 2014

Amended: N/A

Closed Out: 2017

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

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

HCV-7 Capped Utility Reimbursement Checks

Plan Year Approved: 2012
Implemented: N/A
Amended: N/A
Closed Out: 2017

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

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

HCV-8 Transitional Housing Vouchers

Plan Year Approved: 2012
Implemented: 2012
Amended: N/A
Closed Out: 2017

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

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

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

Plan Year Approved: 2014
Implemented: 2014
Amended: N/A
Closed Out: 2022

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

This activity was closed out at the implementation of Activity B-13, which allows self-certification to serve as the highest form of income verification for all types of income for all households.

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

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

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

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

PH-1 Escalating Minimum Rent

Plan Year Approved: 2008
Implemented: 2008
Amended: N/A
Closed Out: 2011

PMHA established a schedule of minimum rents that started at \$25 per month and would increase every two years by \$25.

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

PH-3 Elderly and Disabled Household Rent Recertifications Biennially

Plan Year Approved: 2000
Implemented: 2000
Amended: N/A
Closed Out: 2014

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

PH-6 Overall Percentage of Income Amounts for Rent Calculations

Plan Year Approved: 2012
Implemented: 2012
Amended: N/A
Closed Out: 2018

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

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

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

Plan Year Approved: 2012
Implemented: 2012
Amended: N/A
Closed Out: 2018

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

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

PH-8 Deduction for Elderly and Disabled Adults

Plan Year Approved: 2009
Implemented: N/A
Amended: N/A
Closed Out: 2014

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

PH-9 Providing Transitional Housing

Plan Year Approved: 1999
Implemented: 1999
Amended: N/A
Closed Out: 2012

Up to 42 units of transitional housing were set aside for previously homeless families at Renaissance Place and Community Estates. Through a partnership with Family and Community Services, Inc. (F&CS) and its Portage Area Transitional Housing (PATH) program, residents received on-site intensified case management services as they moved toward self-sufficiency over the course of a two-year time limit.

This program proved to be costly to PMHA due to higher turnover and shorter participation limits. Additionally, funding for transitional housing from HUD and other sources had progressively declined as the emphasis shifted nationally to a Housing First model.

PH-11 Deduction for Absent Child

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

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

PH-12 Cap on Dependent Child Deduction

Plan Year Approved: 1999
Implemented: 2000
Amended: 2014
Closed Out: 2018

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

allowance of \$480 for each family member who was a minor and for family members who were 18 and older and full-time students or who were disabled as of June 1, 2000.

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

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

Plan Year Approved: 2015

Implemented: 2016

Amended: N/A

Closed Out: 2022

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

This activity was closed out at the implementation of Activity B-13, which allows self-certification to serve as the highest form of income verification for all types of income for all households.

B-2 Cap on Dependent Child Deduction

Plan Year Approved: 1999

Implemented: 2000

Amended: 2014

Closed Out: 2018

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

This activity was discontinued for Public Housing and closed out in 2018 due to a revised rent-reform policy with a flat 29.6% of income calculation, known as Activity PH-14.

B-5 Single Fund Budget Flexibility

Plan Year Approved: 2009

Implemented: 2009

Amended: N/A

Closed Out: 2014

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

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 it is no longer reported as such.

B-6 Income Verifications Conducted for Approved Government Programs May Be Substituted for PMHA Income Verifications if Performed Within 90 Days

Plan Year Approved: 2009
Implemented: N/A
Amended: N/A
Closed Out: 2014

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

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

B-7 Employment and Education Deductions

Plan Year Approved: 1999
Implemented: 2000
Amended: 2012
Closed Out: 2015

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

The activity was discontinued for HCV program in 2015 due to rent reform activities and subsequently closed out.

SECTION V: SOURCES AND USES OF FUNDS

A. ESTIMATED SOURCES AND USES OF MTW FUNDS

i. Estimated Sources of MTW Funds

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

Note: the information collected in this section is to fulfill MTW programmatic reporting requirements and does not replace the MTW PHA's obligation to annually complete its audited financial statements through HUD's Financial Data Schedule (FDS).

| FDS LINE ITEM NUMBER | FDS LINE ITEM NAME | DOLLAR AMOUNT |
|---------------------------------------|--|---------------------|
| 70500 (70300+70400) | Total Tenant Revenue | \$801,676 |
| 70600 | HUD PHA Operating Grants | \$12,704,198 |
| 70610 | Capital Grants | \$628,947 |
| 70700 (70710+70720+70730+70740+70750) | Total Fee Revenue | \$0 |
| 71100+72000 | Interest Income | \$19,987 |
| 71600 | Gain or Loss on Sale of Capital Assets | \$10,723 |
| 71200+71300+71310+71400+71500 | Other Income | \$329,427 |
| 70000 | Total Revenue | \$14,494,958 |

ii. Estimated Uses of MTW Funds

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

Note: the information collected in this section is to fulfill MTW programmatic reporting requirements and does not replace the MTW PHA's obligation to annually complete its audited financial statements through HUD's Financial Data Schedule.

| FDS LINE ITEM NUMBER | FDS LINE ITEM NAME | DOLLAR AMOUNT |
|---|--|---------------|
| 91000 (91100+91200+91400+91500+91600+91700+91800+91900) | Total Operating - Administrative | \$1,693,551 |
| 91300+91310+92000 | Management Fee Expense | \$581,272 |
| 91810 | Allocated Overhead | \$0 |
| 92500 (92100+92200+92300+92400) | Total Tenant Services | \$28,231 |
| 93000 (93100+93600+93200+93300+93400+93800) | Total Utilities | \$327,427 |
| 93500+93700 | Labor | \$0 |
| 94000 (94100+94200+94300+94500) | Total Ordinary Maintenance | \$1,428,984 |
| 95000 (95100+95200+95300+95500) | Total Protective Services | \$0 |
| 96100 (96110+96120+96130+96140) | Total Insurance Premiums | \$138,990 |
| 96000 (96200+96210+96300+96400+96500+96600+96800) | Total Other General Expenses | \$342,612 |
| 96700 (96710+96720+96730) | Total Interest Expense & Amortization Cost | \$0 |
| 97100+97200 | Total Extraordinary Maintenance | \$216 |
| 97300+97350 | HAP + HAP Portability-In | \$9,888,168 |

| | | |
|-------------------------|----------------------|--------------|
| 97400 | Depreciation Expense | \$670,707 |
| 97500+97600+97700+97800 | All Other Expense | \$0 |
| 90000 | Total Expenses | \$15,099,942 |

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

Expenses are projected to exceed revenue in 2024. See below regarding MTW Funding Flexibility and planned uses of HUD-held reserves.

iii. Description of Planned Use of MTW Single Fund Flexibility

MTW agencies have the flexibility to apply fungibility across three core funding programs’ funding streams – public housing Operating Funds, public housing Capital Funds, and HCV assistance (to include both HAP and Administrative Fees) – hereinafter referred to as “MTW Funding.” The MTW PHA shall provide a thorough narrative of planned activities it plans to undertake using its unspent MTW Funding. Where possible, the MTW PHA may provide metrics to track the outcomes of these programs and/or activities. Activities that use other MTW authorizations in Attachment C and/or D of the Standard MTW Agreement (or analogous section in a successor MTW Agreement) do not need to be described here, as they are already found in Section (III) or Section (IV) of the Annual MTW Plan. The MTW PHA shall also provide a thorough description of how it plans to use MTW funding flexibility to direct funding towards specific housing and/or service programs and/or other MTW activity, as included in an approved MTW Plan.

| PLANNED APPLICATION OF MTW FUNDING FLEXIBILITY |
|---|
| <p>PMHA plans to use the MTW Single-Fund Flexibility to combine its funding sources to form an MTW Block Grant that will be used to administer current and future MTW projects and activities, and support areas of need, such as operational expenses including salaries, capital fund projects, and housing assistance. PMHA plans to operate its Public Housing, Section 8 assistance, and Capital Fund as a single fund budget with full flexibility.</p> <p>Uses of MTW single fund flexibility include the following: Utilize MTW funds for extraordinary maintenance, enhanced security, and renovation/rehabilitation of PMHA-owned existing affordable housing; utilize savings achieved through MTW initiatives to over-lease and provide HCV assistance to more households than permissible under our HUD-established baseline; and to continue operations during any current and/or future government shutdown and/or emergencies declared by the Federal, State or local government.</p> <p>In the 2023 plan year, PMHA was approved to use its MTW single fund flexibility with respect to its HCV HAP funds and/or any other funds during the fiscal year and ongoing, for other expenses to assist households to lease units. These activities may include the following:</p> <ol style="list-style-type: none"> 1. Administrative Activities – This includes front-line, day-to-day operational activities including but not limited to applicant intake, lease-up activities, income determinations and reexaminations, unit inspections, disbursing HAP to landlords, as well as policy and operational planning and implementation, financial management, and HCV record-keeping and reporting. These activities also include the indirect overhead activities associated with operating the HCV program including but not limited to PHA management, human resources, legal, finance, accounting and payroll, information technology, procurement, and quality control. Administrative activities could also include housing search assistance activities such as pre-move counseling, helping a family identify and visit potentially available units during their housing search, helping a family find a unit that meets the household’s disability-related needs, providing transportation and directions, and assisting with the completion of rental applications. These activities also include post-lease up activities often related to housing search assistance efforts, such as post-move counseling and landlord/tenant mediation. These activities cover HCV owner recruitment and outreach activities, including the costs |

associated with materials or webpages specifically geared to owners, as well as landlord liaison staff and associated expenses.

2. Security Deposit Assistance – PMHA may provide security deposit assistance for the family. The amount of the security deposit assistance will not exceed the actual security deposit required by the owner or the maximum security deposit allowed under applicable state and/or local law. PMHA may pay the security deposit directly to the owner or may pay the assistance to the family provided PMHA verifies the family paid the security deposit. PMHA may place conditions on the security deposit assistance, such as requiring the owner or family to return the security deposit assistance to PMHA at the end of the family’s tenancy (less any amounts retained by the owner in accordance with the lease).

3. Utility Deposit Assistance / Utility Arrears – PMHA may provide utility deposit assistance for some or all of the family’s utility deposit expenses. Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. PMHA may choose to pay the utility deposit assistance directly to the utility company or may pay the assistance to the family, provided PMHA verifies the family paid the utility deposit. PMHA may place conditions on the utility deposit assistance, such as requiring the utility supplier or family to return the utility deposit assistance to PMHA at such time the deposit is returned by the utility supplier (less any amounts retained by the utility supplier.) In addition, some families may have large balances with gas, electric, water, sewer, or trash companies prior to admission to the HCV program that will make it difficult if not impossible to establish services for tenant-supplied utilities. PMHA may also provide the family with assistance to help address these utility arrears to facilitate leasing and their admission to the HCV program.

4. Application Fees – PMHA may assist the family with some or all of the following expenses: application fees/non-refundable administrative or processing fees/refundable application deposit assistance/broker fees.

5. Holding Fees – PMHA may cover part or all of the holding fee for units where the fee is required by the owner after a tenant’s application has been accepted but before the lease signing. PMHA and the owner must agree how the holding fee gets rolled into the deposit and under what conditions the fee will be returned. Furthermore, owners need to accept responsibility for making needed repairs to a unit required by the initial housing quality standards (HQS) inspection and can only keep the holding fee if the family is at fault for not entering into the lease.

6. Renter’s Insurance (if required by the lease) – PMHA may assist the family with some or all of the cost of renter’s insurance but only in cases where the purchase of renter’s insurance is a condition of the lease and is also required of unassisted families on the premises.

Prior to undertaking any of these activities, PMHA will first adopt a policy in the PMHA Section 8 Administrative Plan that governs the terms and conditions of the activity, including any limitations or eligibility criteria for these activities (e.g., to support families leasing units in areas of opportunity, or to support vulnerable populations such as homeless families, etc.). PMHA will not create policies, criteria, or methods of administration that result in discrimination against individuals with protected characteristics under fair housing and civil rights laws and regulations. As such, PMHA will provide reasonable accommodations when necessary to policies established for these activities to ensure equal access to their programs and activities by individuals with disabilities.

iv. Planned Application of PHA Unspent Operating Fund and HCV Funding

| Original Funding Source | Beginning of FY - Unspent Balances | Planned Application of PHA Unspent Funds during FY |
|-------------------------|------------------------------------|--|
| HCV HAP* | \$1,235,311 | \$1,975,711.81 (HCV Reserves) |
| HCV Admin Fee | \$0 | \$0 |
| PH Operating Subsidy | \$0 | \$0 |
| TOTAL: | \$1,235,311 | \$1,975,711.81 |

Description of Planned Expenditures of Unspent Operating Fund and HCV Funding

The MTW PHA shall provide a description of planned activities and/or use(s) for unexpended Operating Fund and HCV Funding. The original funding source is defined as the legacy MTW PHA’s appropriated Section 8 and Section 9 funding source(s) (HCV HAP, HCV Admin Fee, and PH Operating Subsidy). The MTW agency receives this information in their Annual Renewal Allocation, which provides a breakdown of the annual obligations for HCV HAP. For HCV Admin Fee, the biannual cash management reconciliation includes the HCV Admin Fee that has been earned at two points during the year; midyear at June 30th and end-of-year at December 31st. For the public housing operating fund unspent balance, the MTW PHA may derive their unspent funds by subtracting current assets from current liabilities in the most recent FDS submission. Current assets are the sums of FDS lines 111, 114, 115, 120, 131, 135, 142, 144, and 145. Current liabilities are the sums of FDS line 310 and 343. Table XX below represents the applicable FDS lines with definitions that MTW PHA(s) should utilize to calculate public housing operating fund unspent funds. More information on FDS line items can be found at: https://www.hud.gov/sites/dfiles/PIH/documents/FDSLineDefinitionGuide_vJuly2020.pdf.

FDS Line Items Used to Calculate Public Housing Operating Fund Unspent Funds

| FDS Line Number | FDS Line Item | Definition |
|----------------------------|--|---|
| Current Assets | | |
| 111 | Cash-Unrestricted | This FDS line represents cash and cash equivalents in any form available for use to support any activity of the program or project. |
| 114 | Cash-Tenant Security Deposits | This FDS line represents cash in the Security Deposit Fund. |
| 115 | Cash-Restricted for Payment of Current Liabilities | This line represents restricted cash and cash equivalents that are only to be expended for specified purposes. |
| 120 | Total Receivables | This line represents the total of all receivables less the amounts established as allowances for estimated uncollectible amounts. |
| 131 | Investments-Unrestricted | This line represents the fair market value of all investments which can be used to support any activity of a program, project, activity, COCC, or entities. |
| 135 | Investments-Restricted for Payment of Current Liability | This line represents the fair market value of all investments designated for specific purposes that will be used to liquidate a current liability in the next fiscal year or offset unearned revenue. |
| 142 | Prepaid Expenses and Other Assets | This line represents all prepaid expenses. These are not expected to be converted. |
| 144 | Inter-program-Due From | This line represents amounts due from other PHA projects, programs, and activities of a temporary nature. |
| 145 | Assets Held for Sale | This line item represents assets that the entity expects to sell to qualified applicants. This line item is typically used as part of the homeownership program. |
| Current Liabilities | | |
| 310 | Total Current Liabilities | This FDS line is the sum of lines 311 through 348 and represents the total of all current liabilities. |
| 343 | Current Portion of Long-Term Debt (Capital Projects/Bonds) | This line includes the current portion of debts acquired and debts issued for capital purposes of the PHA/entity. |

For HCV funding, the biannual cash management reconciliation for HUD-held reserves includes both HCV and SPV reserves. MTW PHA(s)' accounting records should include sufficient detail to report on the amount that are HCV versus SPV reserves. Where possible, please identify the planned use, the estimated amount, to which funding source the planned use(s) is attributable, as well as the projected timeline or timeline update.

Note: the information collected in this section is to fulfill MTW programmatic reporting requirements and does not replace the MTW PHA's obligation to annually complete its audited financial statements through HUD's Financial Data Schedule.

Estimated uses of MTW funds exceed estimated sources of funds for 2024. The planned uses of HUD-held reserves during the fiscal year are described in the Additional Appendix Items section of this Plan.

* Unspent HAP funding should not include amounts recognized as Special Purpose Vouchers reserves.

** HUD's approval of the MTW Plan does not extend to a PHA's planned usage of unspent funds amount entered as an agency's operating reserve. Such recording is to ensure agencies are actively monitoring unspent funding levels and usage(s) to ensure successful outcomes as per the short- and long-term goals detailed in the Plan.

B. LOCAL ASSET MANAGEMENT PLAN

- i. Is the MTW PHA allocating costs within statute?
- ii. Is the MTW PHA implementing a local asset management plan (LAMP)?
- iii. Has the MTW PHA provide a LAMP in the appendix?
- iv. If the MTW PHA has provided a LAMP in the appendix, please describe any proposed changes to the LAMP in the Plan Year or state that the MTW PHA does not plan to make any changes in the Plan Year.

C. RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION

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

RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION

N/A – None

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

No

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

N/A

SECTION VI: ADMINISTRATIVE

A. BOARD RESOLUTION AND CERTIFICATIONS OF COMPLIANCE

The PMHA Board Resolution, the Certifications of Compliance (HUD Form 50900), and the Certifications by State or Local Officials of PHA Plans Consistency with the Consolidated Plan (form HUD-50077-SL) appear below.

Resolution No. 23-37

APPROVING 2024 MOVING TO WORK ANNUAL PLAN

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

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


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

1. 2024 Moving To Work Annual Plan
2. HUD Form 50900, Certifications of Compliance


Passed by the PMHA September 26, 2023

PORTAGE METROPOLITAN HOUSING AUTHORITY


BY:



Chairman



Secretary



I, Pamela Nation Calhoun, Secretary of the Board of the PMHA, do hereby certify that the foregoing is a true and correct copy of a Resolution of the PMHA duly adopted September 26, 2023, 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.

Board Resolution for Proposed Amendment to Activity PH-2

Resolution No. 24-02

AUTHORIZING MOVING TO WORK ANNUAL PLAN REVISION

WHEREAS, as directed by the Moving To Work (MTW) Revised Agreement requirement that all Public Housing Authorities prepare and submit an Annual and 5-Year Plan, the Portage Metropolitan Housing Authority has drafted an amendment to the 2021 Moving To Work Annual Plan following the public hearing process; and


WHEREAS, the Board of Portage Metropolitan Housing Authority has reviewed the proposed amendment and any resident comments;

NOW, THEREFORE, BE IT RESOLVED that the Board of the Portage Metropolitan Housing Authority hereby certifies that the public hearing requirement has been met and further approves revision of the Maximum Rent Activity set forth under PH-2 of the 2024 MTW Plan, attached hereto and incorporated herein by reference.

Passed by the PMHA January 30, 2024

PORTAGE METROPOLITAN HOUSING AUTHORITY

BY:



Chairman



Secretary

I, Pamela Nation Calhoun, Secretary of the Board of the PMHA, do hereby certify that the foregoing is a true and correct copy of a Resolution of the PMHA duly adopted January 30, 2024, and that all deliberations of this Board were in meetings open to the public, in compliance with all legal requirements including Sec. 121.22 of the ORC.

CERTIFICATIONS OF COMPLIANCE

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

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

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chair or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning 01/01/2024, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

- (1) The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- (5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements set out in HUD regulations found at Title 24 of the Code of Federal Regulations, including regulations in place at the time of this certification, and any subsequently promulgated regulations governing the obligation to affirmatively further fair housing. The MTW PHA is always responsible for understanding and implementing the requirements of HUD regulations and policies, and has a continuing obligation to affirmatively further fair housing in compliance with the 1968 Fair Housing Act, the Housing and Community Development Act of 1974, The Cranston-Gonzalez National Affordable Housing Act, and the Quality Housing and Work Responsibility Act of 1998. (42 U.S.C. 3608, 5304(b)(2), 5306(d)(7)(B), 12705(b)(15), and 1437C-1(d)(16)). The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15, which means that it will take meaningful actions to further the goals identified in its Analysis of Impediments to Fair Housing Choice(AI), Assessment of Fair Housing (AFH), and/or other fair housing planning documents conducted in accordance with the requirements of 24 CFR Part 5, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o), and will address impediments to fair housing choice identified in its AI, AFH, and/or other fair housing planning documents associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975 and HUD's implementing regulations at 24 C.F.R. Part 146.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identity, or marital status.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 75.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 225 (Cost Principles for State, Local and Indian Tribal Governments) and 2 CFR Part 200.
- (21) The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of Housing Quality Standards, as defined in 24 CFR Part 982 or as approved by HUD, for any Housing Choice Voucher units under administration.
- (22) The MTW PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
- (23) All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

Portage Metropolitan Housing Authority
 MTW PHA NAME

OH031
 MTW PHA NUMBER/HA CODE

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Thomas Sicuro
 NAME OF AUTHORIZED OFFICIAL

Board Chairman
 TITLE


 SIGNATURE

9/26/2023
 DATE

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

form HUD 50900: Certifications of Compliance (3/2021)

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

U. S Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 3/31/2024

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

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

certify that the 5-Year PHA Plan for fiscal years ----- and/or Annual PHA Plan for fiscal
 year 2024 of the Portage Metropolitan Housing Authority is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair
 Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

County of Portage, State of Ohio
Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR § 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
 State Consolidated Plan. PMHA provides and implements public and subsidized housing programs to address the housing needs
of low-to-moderate income households within Portage County, Ohio. It also offers the opportunity for homeownership. Portage County
sees an increase in the number of residents over 55 years of age, as well as residents with fewer job opportunities since the decline of
jobs in manufacturing. Thus, affordable housing is integral to meeting the needs of those aging and those employed but receiving low
wages. Indicators, such as the Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Plan,
demonstrate that PMHA complies with Fair Housing principles.

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

| | |
|--|--|
| Name of Authorized Official: Todd Peetz | Title: Director, Portage County Regional Planning Commission |
| Signature:  | Date: 8/3/23 |

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S.
 Code, Section 1701 et seq. and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information
 are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to
 ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing
 instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD
 may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

B. DOCUMENTATION OF PUBLIC PROCESS

PMHA distributed surveys online and in paper format to all Public Housing residents to develop ideas for the 2024 Annual Plan. The survey was emailed to all residents for which PMHA had current email addresses, via Survey Monkey, and the link to the survey on SurveyMonkey was put onto PMHA's social media pages. Residents who preferred to utilize a paper survey were provided the option to mail it back in, place it in the office drop box, or scan/photograph and email it to Carolyn Budd, Special Programs Manager. Residents were invited to participate in the survey from April 26, 2023 through May 24, 2023. A total of 54 households participated in the survey. Records of all survey responses are kept at the PMHA main office.

The final draft of the 2023 MTW Plan was made available for public review on August 12, 2023, with a public hearing held on September 11, 2023.

PMHA utilizes existing PMHA staff members for collecting information for the purposes of evaluating MTW program activities, for reporting program results in the annual MTW Report to HUD, and for the purposes of planning and developing future MTW Plans. PMHA does not hire any independent outside evaluators to perform assessments of the activities or of the MTW program, as a whole.

Public Hearing Agenda



Portage Metropolitan Housing Authority

Public Hearing – PMHA’s Moving To Work 2024 Annual Plan

Monday, September 11, 2023 at 2:00 p.m.

AGENDA

- I. **Introduction**
- II. **Background on Moving to Work Program**
- III. **Three Statutory Goals**
 - Reduce Cost and achieve greater cost effectiveness in federal expenditures
 - Create incentives for families to work, seek work, or prepare for work
 - Increase housing choices for low-income families
- IV. **Review of PMHA’s Moving to Work 2024 Annual Plan**
- V. **New or Revised Goals and/or Activities**
 - No new activities for 2024 Plan
 - Updates on projects from the 2021 and 2022 Plans
 - Updates on projects from the 2023 Plan utilizing HUD-Held Reserves
- VI. **Other Issues / Questions**
- VII. **Adjournment**

Public Hearing Minutes



Portage Metropolitan Housing Authority

Public Hearing - 2024 Moving To Work Annual Plan

Monday, September 11, 2023 at 2:00 p.m.

2832 State Route 59, Ravenna, OH 44266

MINUTES

The Public Hearing convened at 2:00 p.m. at the PMHA office by Carolyn Budd, PMHA Special Programs Manager.

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

The meeting was adjourned at 2:20 p.m.

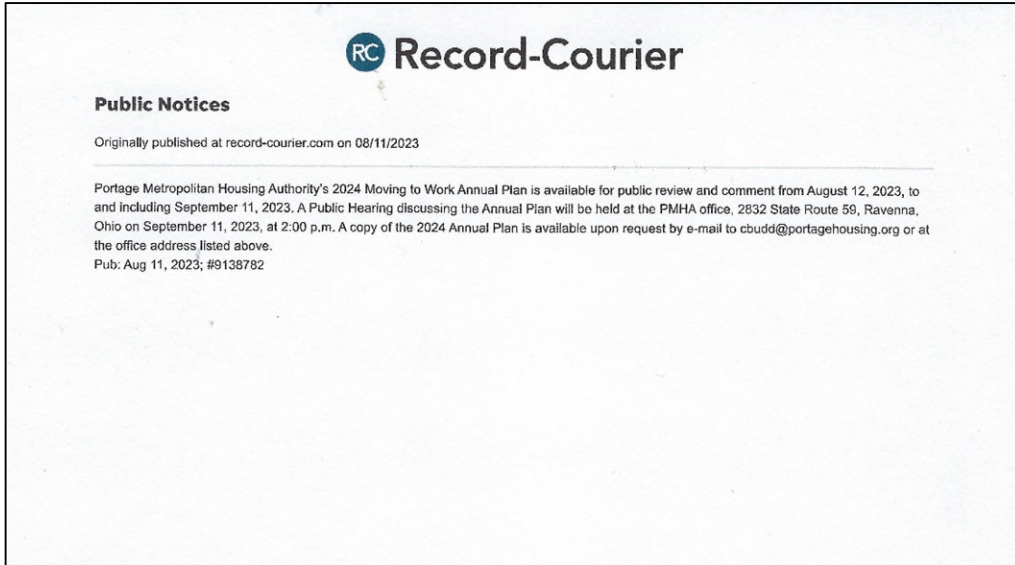
Respectfully Submitted by:

A handwritten signature in black ink, appearing to read "Carolyn Budd", is written over a light blue horizontal line.

Carolyn Budd
Special Programs Manager

Classified Advertisement in the Record-Courier

Documentations of Public Notice, as published in Record-Courier and flyer format, are below:



The flyer contains the following text: "The Portage Metropolitan Housing Authority's proposed 2024 Moving to Work (MTW) Annual Plan is available for public review and comment from August 12, 2023 to and including September 11, 2023. A public hearing discussing the Annual Plan will be held at the PMHA office, 2832 State Route 59, Ravenna, Ohio on **Monday, September 11, 2023 at 2:00 p.m.**" "A draft of the Portage Metropolitan Housing Authority's proposed 2024 Moving to Work Annual Plan is available for review online at PMHA's website, at <http://www.portagehousing.org>." "A copy of the 2024 Annual Plan is available upon request by e-mail to cbudd@portagehousing.org or at the office address listed above. Questions or comments should be directed to Carolyn Budd, Special Programs Manager." At the bottom left is the PMHA logo, and at the bottom right is a blue box with the text: "Portage Metropolitan Housing Authority", "2832 State Route 59", "Ravenna, Ohio 44266", "Phone: (330) 297-1489", and "Website: www.portagehousing.org".

Public Hearing Agenda for Proposed Amendment to Activity PH-2



Portage Metropolitan Housing Authority

**Public Hearing – Amendment to PMHA's
2024 Moving To Work Annual Plan**
Monday, December 18, 2023 at 2:00 p.m.

AGENDA

- I. **Introduction**
- II. **Background on Moving to Work Program**
 - See handout "The Moving to Work (MTW) Program at PMHA"
- III. **Three Statutory Goals**
 - Reduce Cost and achieve greater cost effectiveness in federal expenditures
 - Create incentives for families to work, seek work, or prepare for work
 - Increase housing choices for low-income families
- IV. **Review of Moving to Work Annual Plan 2024**
 - Not yet approved by HUD
 - Implementation date - Pending
- V. **New or Revised Goals and/or Activities**
 - PH-2 Maximum Rent (Revised): This proposal would increase 1-bedroom unit rent from \$465 to \$612 per month, 2-bedroom unit rent from \$465 to \$779 per month, 3-bedroom unit rent from \$490 to \$976, and 4-bedroom unit rent from \$490 to \$1,042 per month.
 - Comments/Questions
- VI. **Adjournment**

Public Hearing Minutes for Proposed Amendment to Activity PH-2

Page 1 of 2



Portage Metropolitan Housing Authority

Public Hearing - 2024 Moving To Work Annual Plan Proposed Amendment

December 18, 2023 at 2:00 p.m.

2832 State Route 59, Ravenna, OH 44266

MINUTES

The Public Hearing was convened at 2:03 p.m. at the PMHA Office, by Carolyn Budd, PMHA Special Programs Manager. Attending was Cindy Belvins, PMHA Housing Portfolio Manager, as well as the following PMHA Public Housing residents: Randy Yommer, Walter "Budd" Lowers, Mary Lowers, Dixie Steen, Lemoyne Smith, Linda Crock, Annie Harris, Cathleen White, Deanna White, Curtice Black, and Malcolm Babb.

Ms. Budd provided an overview of Moving to Work and the three (3) statutory goals of the program. Also provided was an update on the status of PMHA's 2024 Moving to Work Annual Plan. A handout, titled "The Moving to Work (MTW) Program at PMHA" was provided to interested attendees.

Ms. Budd then explained the revision proposal for MTW Activity PH-2: Maximum Rent, including the proposed rent amount increases. Ms. Budd and Mrs. Blevins addressed questions from attendees to assist in their understanding of the proposal. A handout, titled "PH-2 Maximum Rent" was provided to interested attendees.

A summary of the comments that were offered during the Public Hearing follows:

- New rent amounts are a drastic increase and will make housing unaffordable.
- Households on fixed incomes and with medical expenses who pay the current maximum rent amounts cannot afford the proposed maximum rent increases.
- The proposed new maximum rent amounts will increase rent too quickly for such a significant increase. It does not allow time for households to prepare for this change.
- New maximum rent amounts should be phased in, not implemented all at once.
- It feels like those who are employed are being punished for having a higher income than those who are not employed.
- It feels like married couples with two incomes are being punished for having higher household income.

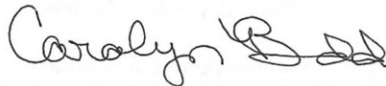
Discussions ensued pertaining to unit amenities and maintenance needs, and Mrs. Blevins directed affected residents to PMHA Maintenance Department staff for assistance while on-site at the PMHA office.

The meeting was adjourned at 2:42 p.m.

The following verbal and written the comments were offered by eight (8) PMHA Public Housing residents during the Public Comment period of November 15, 2023 through December 15, 2023:

- Two (2) residents expressed concern over how the proposed change could impact them specifically and the impact on rent affordability.
- Resident commented that she cannot afford the proposed rent increase on a fixed income, expressed hardship concerns for people with disabilities and the elderly including those who pay medical expenses, and commented that she had been told her ceiling (maximum) rent amount would never increase.
- Resident stated that the proposed rent increase is out of her household's affordability due to a fixed income and indicated that she feels she will be forced to move.
- Resident stated she lives on a fixed income, which creates challenges when food and utilities costs have increased. Resident indicated she feels the proposed maximum rent increases will eliminate housing for low-income households and is discriminatory toward low-income households and people with disabilities.
- Resident expressed concern over the amount of the proposed maximum rent increase, especially in light of gross rent being analyzed instead of rent minus medical insurance deducted from pay. Resident stated she feels the system is encouraging people not to work.
- Resident stated that the proposal is extreme and an excessive increase in the maximum rent amounts.
- Resident suggested that maximum rents stay the same or adjust by 3% to 5% to mirror Social Security COLA. Resident expressed concern about her ability to pay the higher maximum rent along with her other bills if the proposal is approved. Resident suggested that the increased maximum rent amounts apply only to new move-ins and those who experience increases in household income.

Respectfully Submitted by:



Carolyn Budd
Special Programs Manager

Public Hearing Attendance Record for Proposed Amendment to Activity PH-2



Public Hearing
Attendance Sheet for the
Amendment to 2024 MTW Annual Plan

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


Monday, December 18, 2023 at 2:00 p.m.

| Printed Name, Signature | Address, Phone Number, Email: |
|--|---|
| Carolyn Budd (PMHA) <i>Carolyn Budd</i> | 2832 State Route 59, Ravenna 330-297-1489 Ext. 239, cbudd@portagehousing.org |
| <i>Randy Yommer</i> <i>RY</i> | <i>5650 S. Prospect St</i> |
| <i>Budd Lowens</i> | <i>773 Eastowne Dr. 201</i> |
| <i>MARY Lower</i> | <i>777 Eastowne Apt. 201</i> |
| <i>Dixie Steen</i> | <i>777 Eastowne</i> |
| <i>LeMoyne Smith</i> | <i>777 Eastowne Dr #104</i> |
| <i>Linda M Clark</i> | <i>777 Eastowne Dr. #114</i> |
| <i>Annie Davis</i> | <i>777 Eastowne Dr #307</i> |

| Printed Name, Signature: | Address, Phone Number, Email: |
|--------------------------------|--|
| Cathleen L White | 5650 S. Prospect Apt 301 |
| Deanna L White | Ravenna OH 44266 |
| Curtrice Black Malcolm Babb | 624 Harvest Drive Curtriceblack16@ Ravenna Oh 44266 Yahoo.com |
| Cindy Blevins Cindy Blevins | PMHA |
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Public Hearing Agenda Classified Advertisement in the Record-Courier

Documentations of Public Notice, as published in Record-Courier and flyer format, are below:



Public Notices

Originally published at record-courier.com on 11/15/2023


A proposed amendment to the Portage Metropolitan Housing Authority's 2024 Moving to Work Annual Plan is available for public review and comment from November 15, 2023 to and including December 15, 2023. A public hearing discussing the proposed amendment to the Annual Plan will be held at the PMHA office, 2832 State Route 59, Ravenna, Ohio, on December 18, 2023 at 2:00 p.m. A copy of the amended 2024 Annual Plan proposal is available upon request by email to cbudd@portagehousing.org, at the office address listed above, and online at www.portagehousing.org. Questions and comments should be directed to Carolyn Budd at cbudd@portagehousing.org.
Pub: Nov. 15, 2023; #9512613

A proposed amendment to the Portage Metropolitan Housing Authority's (PMHA's) 2024 Moving to Work (MTW) Annual Plan is available for public review and comment from November 15, 2023 to and including December 15, 2023.

A public hearing discussing the proposed amendment to the Annual Plan will be held at the PMHA office, 2832 State Route 59, Ravenna, Ohio, on **Monday, December 18, 2023 at 2:00 p.m.**

A copy of PMHA's proposed amendment to the 2024 MTW Annual Plan is available for review upon request by email to cbudd@portagehousing.org, at the office address listed above, and online at www.portagehousing.org.

Questions and comments should be directed to Carolyn Budd at cbudd@portagehousing.org.



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

C. PLANNED AND ONGOING EVALUATIONS

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

PMHA chooses not to be evaluated under the Public Housing Assessment System (PHAS) and the Section 8 Management Assessment Program (SEMAP) until required to do so by the Department of Housing and Urban Development.

D. LOBBYING DISCLOSURES

N/A: No lobbying activities.

A signed copy of the Disclosure of Lobbying Activities (SF-LLL) and the related Certification of Payments to Influence Federal Transactions (form HUD-50071) are on the next page:

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
4040-0013

| | | |
|--|--|--|
| 1. * Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance | 2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award | 3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change |
| 4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: Portage Metropolitan Housing Authority * Street 1: 2832 State Route 59 Street 2: _____ * City: Ravenna State: OH: Ohio Zip: 44266 Congressional District, if known: 13, 14 | | |
| 5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: | | |
| 6. * Federal Department/Agency: U.S. Department of HUD | 7. * Federal Program Name/Description: Moving to Work (MTW) Demonstration program CFDA Number, if applicable: _____ | |
| 8. Federal Action Number, if known: _____ | 9. Award Amount, if known: \$ _____ | |
| 10. a. Name and Address of Lobbying Registrant: Prefix: _____ * First Name: N/A Middle Name: _____ * Last Name: N/A Suffix: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____ | | |
| b. Individual Performing Services (including address if different from No. 10a) Prefix: _____ * First Name: N/A Middle Name: _____ * Last Name: N/A Suffix: _____ * Street 1: _____ Street 2: _____ * City: _____ State: _____ Zip: _____ | | |
| 11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <u>Pamela Nation Calhoun</u> * Name: Prefix: _____ * First Name: Pamela Middle Name: _____ * Last Name: Nation Calhoun Suffix: _____ Title: Executive Director Telephone No.: 330-297-1489 Ext. 244 Date: 07/12/2023 | | |
| Federal Use Only: | | Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97) |

**Certification of Payments
to Influence Federal Transactions**

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

OMB Approval No. 2577-0157 (Exp. 11/30/2023)

Public reporting burden for this information collection is estimated to average 30 minutes. This includes the time for collecting, reviewing, and reporting data. The information requested is required to obtain a benefit. This form is used to ensure federal funds are not used to influence members of Congress. There are no assurances of confidentiality. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number.

Applicant Name

Portage Metropolitan Housing Authority (PMHA)

Program/Activity Receiving Federal Grant Funding

Moving to Work (MTW) Demonstration Program

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

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

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

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

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

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

Name of Authorized Official

Pamela Nation Calhoun

Title

Executive Director

Signature



Date (mm/dd/yyyy)

07/12/2023

Previous edition is obsolete

form HUD 50071 (01/14)

ADDITIONAL APPENDIX ITEMS

Significant Changes/Modifications to Activities: HUD requires MTW PHAs to re-propose activities that require "significant changes." A "significant change" occurs when the nature of the activity has changed such that an additional MTW authorization is needed OR when an MTW PHA fundamentally changes the nature and scope of an activity to the extent that there is the potential for a different impact on residents (e.g., changing the calculation of rent). In these cases, the activity must undergo a new public process. HUD reserves the right to determine on a case-by-case basis if the change made to an activity crosses this threshold and therefore requires the activity to be re-proposed.

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

Non-Smoking Policy in Public Housing: PMHA designated all Public Housing properties as smoke free effective July 30, 2018, per HUD's Final Rule "Instituting Smoke-Free Public Housing" published on December 6, 2016 and HUD Notice PIH-2017-03 issued on February 15, 2017. In 2018, PMHA conducted resident meetings for input on the draft smoke-free policy and modified the draft policy based on resident input. PMHA issued the revised draft policy to all Public Housing residents for a 30-day comment period. The policy was implemented by the effective date of July 30, 2018. Under this policy, PMHA bans the use of all prohibited tobacco products in all PMHA owned and/or managed dwelling units, within all units, indoor common areas, administrative offices and buildings, and in outdoor areas within 25 feet of any PMHA housing or administrative offices, buildings, or structures along with outdoor common areas that include but are not limited to playgrounds, mailbox and dumpster areas, and school bus stops. PMHA offered residents information regarding and referrals to community organizations that provide smoking cessation services, as well as brought the Portage County Health District to one PMHA-owned building, the Opportunity Resource Center, to assist residents in preparation for smoke-free housing by providing a series of 5 tobacco cessation classes. PMHA will adopt any further non-smoking policies as required by law or HUD regulation.

Public Housing Over-Income Limit under the Housing Opportunity Through Modernization Act of 2016 (HOTMA) Policy in Public Housing: HOTMA was signed into law on July 29, 2016 (Public Law 114-201, 130 Stat. 782); section 103 of HOTMA amends section 16(a) of the United States Housing Act of 1937 (42 U.S.C. 1437n(a)) (1937 Act) and established income limitations for continued occupancy in Public Housing. The law requires that after a family's income has exceeded 120 percent of the area median income (AMI), or a different limitation as may be established by the Secretary, for two consecutive years, a PHA must terminate the family's tenancy within 6 months of the second income determination or charge the family a monthly rent equal to the greater of: (1) the applicable Fair Market Rent (FMR); or (2) the amount of monthly subsidy for the

unit, including amounts from the operating and capital fund, as determined by regulations. Section 103 of HOTMA requires PHAs to implement this over-income limit and, as such, PMHA has updated its Public Housing Admissions and Continued Occupancy Policies (ACOP) to implement these changes and to establish policies for continued occupancy in Public Housing. PMHA will update its over-income limits annually in the ACOP, as required by HOTMA, no later than 60 days after HUD publishes new income limits each year. PMHA will adopt any further income limitation policies as required by law or HUD regulation.

Violence Against Women Act Policies: PMHA is committed to assisting victims of domestic violence. PMHA's Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Plan (ACOP) are written to protect victims of either gender from unfair evictions and program terminations due to the violence perpetuated against them. PMHA reviews police reports for Public Housing to identify the need to refer residents to counseling and other necessary domestic violence programs. PMHA also will 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.

Affirmatively Furthering Fair Housing Policy in Section 8: It is a goal of the Portage Metropolitan Housing Authority (PMHA) to promote nondiscrimination and to provide fair and equal housing opportunities for all. To that end, PMHA undertakes extraordinary efforts to affirmatively further fair housing.

The PMHA's Section 8 Program is designed to achieve three major goals: (1) to provide decent, safe and sanitary housing for very low-income families while maintaining their rent payments at an affordable level; (2) to promote freedom of housing choice and spatial de-concentration of very low-income families of all races and ethnic backgrounds; and (3) to provide an incentive to private property owners to rent to very low-income families by offering timely assistance payments. In addition, PMHA strives to encourage self-sufficiency of assisted families.

In furtherance of its commitment to full compliance with applicable civil rights laws, the PMHA provides information to Section 8 program participants regarding discrimination and corrective actions that are available to them if they feel they have been victims of discrimination. This information is made available to participating families during the Section 8 Briefing Session. All applicable Fair Housing information and Discrimination Complaint forms are also provided to program participants at the time of the Section 8 Briefing Session.

The PMHA strives for objectivity and consistency in the application of eligibility guidelines governing the administration of the Section 8 program. PMHA staff reviews family information without regard to any factors other than the eligibility determinants set forth in the Section 8 Administrative Plan. Each family is provided with the opportunity to explain

their circumstances, to furnish additional supporting documents/information, and to receive an explanation of any decisions made by PMHA in connection with their application for housing assistance.

The ultimate goals of all of these actions are the elimination of impediments to fair housing, to remedy discrimination in housing, and to promote fair housing rights and fair housing choice.

PMHA will also take steps to affirmatively further fair housing in its Family Self-Sufficiency (FSS) program and will maintain records of those steps and their impacts. PMHA will: (1) advertise widely in the community for the coordinator position, (2) market the FSS program to all eligible persons, including persons with disabilities and person with limited English proficiency, (3) make buildings and communications that facilitate applications and service delivery accessible to persons with disabilities, (3) provide fair housing counseling services or referrals to fair housing agencies to program participants, (5) inform program participants of how to file a fair housing complaint, including providing the toll-free number for the Housing Discrimination Hotline, and (6) recruit landlords and service providers in areas that expand housing choice to program participants.

The City of Kent is the only community in Portage County that has a Consolidated Plan and thus, prepares an analysis of impediments to fair housing. According to Kent's Consolidated Plan, the impediments to affordable housing include high cost of rental housing fueled by competition from university students, lack of public transportation and prejudice towards minorities and special needs populations. PMHA works with the City of Kent and other local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require PMHA's involvement to affirmatively further fair housing.

The local fair housing advocacy agency, Fair Housing Contact Service, offers many services to landlords and tenants in order to educate them on fair housing laws. The PMHA, as a paying member of Fair Housing Contact Service, receives newsletters and brochures for distribution to Section 8 landlords and tenants. In the past, PMHA sponsored a workshop conducted by Fair Housing Contact Service aimed at educating Section 8 landlords. In addition, Fair Housing Contact Services completed a staff development session for employees of PMHA.

The steps above are in addition to the on-going administrative efforts followed in order to comply with civil rights laws. PMHA works with local partner agencies to assist families with accessing supportive services. The agency also provides assistance to voucher holders searching for units, approves higher rents for accessible units and provides assistance to owners regarding program access. Additionally, PMHA works to identify potential funds for accessibility.

PMHA routinely furthers fair housing by distributing fair housing materials and discrimination complaint forms at all briefing sessions and maintains a landlord discrimination complaint log. PMHA distributes information on how to file a fair housing

complaint and the toll-free number (1.800.669.9777) for the Housing Discrimination Hotline (and the Federal Information Relay Service, 1.800.887.8339) in the Section 8 Briefing packet. In addition, complaint forms and the hotline number are displayed in the PMHA lobby and are available at the front desk. In addition, PMHA completes ongoing reviews of its programs.

At least annually, staff prepares demographic reports of various components of the Section 8 program, in order to ensure the fair treatment of applicants and participants. PMHA maintains records of the analyses and actions relating to steps taking to affirmatively further fair housing requirements of 24 CFR Part 903.7(o).

Security Improvements Project (from 2021 Plan) – Update: PMHA is taking steps to improve upon security at our six (6) Public Housing family sites, which are Athena Gardens, Community Estates, Ravenna (Harvest) Woods, Heritage Knolls, Renaissance Place, and Townsquare Villas. The primary purpose of this project is to improve the safety, security, and monitoring at these sites. This project was first included in PMHA’s approved 2021 MTW Annual Plan.

PMHA plans to equip each site with security cameras mounted to either buildings or light posts, to offer surveillance coverage for the protection of our sites and our residents. Each site will also receive necessary lighting upgrades to help with camera surveillance under night or low daylight conditions. Each site will have multiple cameras, with either wired or wireless connection, connected to a central digital video recorder (DVR) located in either a locked property garage or locked community space office. Each DVR will be accessible remotely and viewable by select PMHA staff as a way to monitor site activity. This will serve as a resource if an incident occurs, and footage would be needed by PMHA to enforce a lease or by law enforcement. In addition to the lighting upgrades and security camera system installation, the units at each site, except for Ravenna (Harvest) Woods, will receive new front and rear exterior entry doors and code-compliant lever hardware to ensure the safety of every resident and of PMHA’s properties. The replacement doors and hardware at Ravenna (Harvest) Woods were already incorporated into a separate project under the Capital Funds grant.

As of the date of submission on this Plan, PMHA has finalized plans for this project, and the project specifications are being completed. The project will go out to bid soon. It is anticipated work on this project will begin prior to the end of the 2023 calendar year.

This project is being solely funded by HUD-held reserves and will not utilize current HAP funds.

Athena Gardens & Renaissance Place HVAC Project (from 2022 Plan) – Update: Upon approval of PMHA’s 2022 MTW Annual Plan, PMHA commenced an HVAC project at two (2) Public Housing family sites, Athena Gardens and Renaissance Place. The

primary purpose of this project was to replace the aging furnace systems at these sites as well as provide central air conditioning, which was not previously present at either site.

This project was solely funded by HUD held reserves and does not utilize current HAP funds.

It was anticipated that PMHA would utilize approximately \$300,000 of reserves for the project at the two (2) sites. The actual cost for installation at Athena Gardens was \$138,528 and the actual cost for installation was \$161,472 for Renaissance. This included removing and disposing of existing forced air furnaces and replacing them with new, energy-efficient furnaces and installing condenser units for central air conditioning.

The HVAC replacement at Athena Gardens had been completed on August 16, 2022. The HVAC replacement at Renaissance Place was completed on April 13, 2023.

Planned Uses of HUD-Held Reserves (Projects from 2023 Plan) – Update:

Eastowne Manor & Etna House

1. Full Modernization of Eastowne & Etna Elevators- Both the Eastowne Manor and Etna House elevators are in need of replacement. The modernization would allow PMHA to keep the elevators running safely, reliably and in an energy-efficient manner. Completion of the project will require temporary displacement of residents. The estimate for the replacement of the elevators at both properties is approximately \$293,500. The buildings' machine rooms, elevator shafts, and pits all must be brought up to existing code requirements whenever the controller is replaced. The cost associated is not included in the budget estimates. As of the writing of this Plan, PMHA was planning preliminary discussions on the project with our architect within the next several months, and it is estimated that the project will take approximately a year to plan.
2. Roof Replacement- The Etna House roof replacement was completed on June 7, 2023. The Eastowne Manor roof replacement is in progress as of the date of the writing of this Plan, and the project is almost complete.
3. Intercom & Door System Replacement- The Etna House system replacement was completed as of November 10, 2022. The Eastowne Manor system replacement is pending.
4. Community Room, Computer Lab and Lobby Upgrade- The community spaces are essential to the socialization of the elderly and disabled residents of these properties. The spaces are used as gathering rooms, the venue for social events, and recreational activities. Service providers also use the space to host events pertaining to the health and welfare of residents. The spaces are in need of upgrades. The community room upgrades will include the replacement of tables,

chairs, flooring, window coverings, and upgrades to the kitchenettes. Computer Lab upgrades will include new flooring, the installation of new computer workstations, and the removal of existing plumbing and cabinetry. The lobby upgrades will include the purchase of replacement furniture and accessories. All spaces will include painting/wallpaper. As of the date of the writing of this Plan, discussion plans for the project have commenced, and PMHA is researching potential contractors to obtain furniture for the common spaces. Work on this project should begin prior to the end of 2023.

Etna House

1. Installation of air conditioning- The property is occupied by elderly and disabled residents, many of whom require air conditioning due to chronic health conditions. Unlike the other elderly/disabled property in PMHA's Public Housing inventory, the units at Etna House do not have air conditioning. As of the writing of this Plan, PMHA's architect is researching which system design will work for the building and the unit layout.

Eastowne Manor

1. Upgrade of office space- Eastowne Manor contains office space that is currently unused. The space will be upgraded and serve as a satellite office to be used by PMHA staff and community partners who provide services to the elderly and disabled residents at the property. The upgrade will include the purchase of office furniture, electronics (computer, printer, phone, etc.) and other items needed to bring the space online as a usable office. As of the writing of this Plan, it is anticipated that this project will be completed in tandem with the upgrades of the community room, lobby, and computer room.

Scattered Sites

1. Installation of new HVAC systems- PMHA will install new HVAC systems, including energy efficient furnaces and central air at the thirty-seven (37) scattered single-family homes and duplexes that are part of PMHA's Public Housing portfolio. As of the writing of this Plan, PMHA's Project Manager was obtaining quotes for this project. To date, three (3) of the scattered site units have been quoted. The architect is starting work on putting together a bigger project to include the remaining thirty-four (34) scattered site units.

PHA-Wide Appliance Replacement

1. Replacements- Stoves, refrigerators, and rangehoods at all Public Housing properties will be replaced with energy efficient appliances. As of the writing of this Plan, PMHA's Project Manager was preparing to put this project out to bid, starting with Renaissance Place, within the next several weeks. After Renaissance Place is completed, PMHA plans to update appliances by site until all are replaced.

Planned Uses of HUD-Held Reserves in 2024: PMHA plans to use its HUD-held Reserves for the projects described below.

1. Playground Upgrades at All Public Housing Family Sites- PMHA will upgrade all playground surfaces and equipment at all six (6) sites that have playgrounds.
2. Window Replacement at Etna House- PMHA will replace all resident unit windows, as well as the windows on the 4th floor community room.
3. Pavilions at all Public Housing Sites- PMHA will install a pavilion at all sites to give residents an outdoor space to gather for events.
4. Interior & Exterior Upgrades for Public Housing Scattered Sites- PMHA will renovate the interiors and exteriors of the Public Housing scattered sites that have not been upgraded.
5. HVAC Replacement for Public Housing Scattered Sites- PMHA will install new HVAC systems at each scattered site, including new furnaces and central air conditioning.
6. Acquisition of Two (2) Units to Replace Willow Street Public Housing Units- PMHA is continuing to search for potential Willow Street replacements. The real estate market is extremely tight in Portage County. It has been challenging to find suitable units. PMHA is exploring the possibility of new builds as well as renovating existing units. The use of HUD-held reserves may be necessary to make the property acquisition possible given the cost of real estate in our area.

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

Capital Fund Program – Five Year Action Plan

| Capital Fund Program - Five -Year Action Plan | | U.S. Department of Housing and Urban Development Office of Public and Indian Housing Expires 4/30/2011 | | | | |
|---|--|--|--|--|--|--|
| Part I: Summary | | | | | | |
| Portage Metropolitan Housing Authority - OH31 | | City of Kent - 44240, City of Ravenna - 44266 and Portage County, Ohio | | <input checked="" type="checkbox"/> Original 5-Year Plan | | <input type="checkbox"/> Revision No: |
| A. | Development Number and Name | Work Statement for Year 1 FFY: 2023 | Work Statement for Year 2 FFY: 2024 | Work Statement for Year 3 FFY: 2025 | Work Statement for Year 4 FFY: 2026 | Work Statement for Year 5 FFY: 2027 |
| B. | Physical Improvements Subtotal | Annual Statement | \$ 698,006.40 | \$ 698,006.40 | \$ 698,006.40 | \$ 698,006.40 |
| C. | Management Improvements | | - | - | - | - |
| D. | PHA-Wide Non-dwelling Structures and Equipment | | 0.00 | 0.00 | 0.00 | 0.00 |
| E. | Administration | | 94,750.80 | 94,750.80 | 94,750.80 | 94,750.80 |
| F. | Other | | 60,000.00 | 60,000.00 | 60,000.00 | 60,000.00 |
| G. | MTW Demonstration | | - | | | |
| H. | Operating | | 94,750.80 | 94,750.80 | 94,750.80 | 94,750.80 |
| I. | Development | | 0.00 | 0.00 | 0.00 | 0.00 |
| J. | Capital Fund Financing-Debt Service | | 0.00 | 0.00 | 0.00 | 0.00 |
| K. | Total CFP Funds | | \$ 947,508.00 | \$ 947,508.00 | \$ 947,508.00 | \$ 947,508.00 |
| L. | Total Non-CFP Funds | | 0.00 | 0.00 | 0.00 | 0.00 |
| M. | Grand Total | | \$ 947,508.00 | \$ 947,508.00 | \$ 947,508.00 | \$ 947,508.00 |

Capital Fund Program - Five -Year Action Plan

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

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

| Work Statement for Year 1 FFY 2023 | Work Statement for Year: 2 FFY: 2024 | | | Work Statement for Year: 2 FFY: 2024 | | |
|------------------------------------|--|----------|-------------------|--|----------|-------------------|
| | Development Number/Name General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name General Description of Major Work Categories | Quantity | Estimated Cost |
| See | OH31000001 - EAST AMP | | | OH31000001 -WEST AMP | | |
| Annual Statement | Renaissance Vanities, Toilets Tubs/Surrounds | All | 114,877.65 | Athena Gardens Interior Upgrade | All | 106,412.00 |
| | PHA Wide Pavilion(s) | | 20,000.00 | Heritage Knolls Roofs | All | 77,348.75 |
| | Scattered Sites Central Air | All | 100,000.00 | | | |
| | | | | Scattered Site Interior/Exterior upgrade | All | 80,000.00 |
| | Ravenna Woods Exterior Entry Doors | | 86,448.40 | PHA Wide Pavilion(s) | | 20,000.00 |
| | Ravenna Woods Interior Blinds | | 10,000.00 | | | |
| | Comm Estates Interior Doors | | 27,510.00 | | | |
| | Comm Estates Office Addition | | 40,000.00 | | | |
| | Community Estates Splash Pad | | 15,409.60 | | | |
| | Subtotal of Estimated Costs | | \$ 414,245.65 | Subtotal of Estimated Costs | | \$ 283,760.75 |

Capital Fund Program - Five -Year Action Plan

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

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

| Work Statement for Year 1 FFY 2023 | Work Statement for Year: 3 FFY: 2025 | | | Work Statement for Year: 3 FFY: 2025 | | |
|------------------------------------|--|----------|-------------------|--|----------|-------------------|
| | Development Number/Name General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name General Description of Major Work Categories | Quantity | Estimated Cost |
| Annual Statement | OH31000001 - EAST AMP | | | OH31000002 - WEST AMP | | |
| | Interior Doors PHA Wide | All | 55,566.75 | Town Square Parking Lot | | 50,000.00 |
| | Harvest Drive Flooring upgrade | All | 56,207.20 | Scattered Site Central Air | | 46,500.00 |
| | Renaissance Roofs | All | 60,000.00 | Townsquare Cabinets/Countertop Bath Vanities and fixtures | | 57,426.65 |
| | Etna Elevator Repair/Replacement | | 50,000.00 | | | |
| | Etna Window Replacement | | 5,000.00 | | | |
| | Comm. Est. Bath Vanities and fixtures | | 36,000.00 | Townsquare Plygrnd/Spray Pool | | 10,000.00 |
| | Ravenna Woods Site-Wide Internet | | 15,000.00 | 514 Harris Int and Ext Renovation | | 30,000.00 |
| | Ravenna Woods Splash Pad | | 15,409.60 | Town Square Site Lighting | | 32,302.80 |
| | Renaissance | | | | | |
| | Siding/gutters/downspts/storm doors | | 92,145.00 | 220-228 W Elm Exterior Upgrade | | 86,448.40 |
| | Entry Doors, brick repair | | | | | |
| | | | | | | |
| | | | | | | |
| | Subtotal of Estimated Costs | | \$ 385,328.55 | Subtotal of Estimated Costs | | \$ 312,677.85 |

Capital Fund Program - Five -Year Action Plan

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

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

| Work Statement for Year 1 FFY 2023 | Work Statement for Year: 4 FFY: 2026 | | | Work Statement for Year: 4 FFY: 2026 | | |
|------------------------------------|--|----------|-------------------|--|----------|-------------------|
| | Development Number/Name General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name General Description of Major Work Categories | Quantity | Estimated Cost |
| Annual Statement | OH31000001 - EAST AMP | | | OH31000002 - WEST AMP | | |
| | | All | | Security Cameras Walter Street | | 14,223.12 |
| | Scattered Interior/Exterior Renovation | All | 106,215.23 | Security Cameras Town Square | | 15,224.84 |
| | | | | | | |
| | | | | Town Square Office Addition | | 86,448.40 |
| | Secur. Cameras Community Estates | | 24,154.22 | PHA Wide Appliance Upgrade | | 15,409.60 |
| | | | | | | |
| | Renaissance Site-Wide Internet | | 27,451.00 | Security Cameras Athena Gardens | | 15,000.00 |
| | | | | | | |
| | Eastowne Elevator Replacement | | 55,207.20 | Athena Gardens Plygrnd/Spray Pool | | 15,000.00 |
| | | | | | | |
| | Appliance Upgrade | | 29,553.00 | Athena Gardens Site-Wide Internet | | 62,302.80 |
| | | | | | | |
| | Eastowne Intercom System | | 50,000.00 | | | |
| | 4325-4327 Marks Ave Septic Upgrade | | 54,295.75 | PHA Interior Doors | | 127,521.24 |
| | Interior Upgrade | | | | | |
| | | | | | | |
| | Subtotal of Estimated Costs | | \$ 346,876.40 | Subtotal of Estimated Costs | | \$ 351,130.00 |

Capital Fund Program - Five -Year Action Plan

U.S. Department of Housing and Urban Development
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Part II: Supporting Pages - Physical Needs Work Statement(s)

| Work Statement for Year 1 FFY 2023 | Work Statement for Year: 5 FFY: 2027 | | | Work Statement for Year: 5 FFY: 2027 | | |
|------------------------------------|--|----------|-------------------|--|----------|-------------------|
| | Development Number/Name General Description of Major Work Categories | Quantity | Estimated Cost | Development Number/Name General Description of Major Work Categories | Quantity | Estimated Cost |
| Annual Statement | OH31000001 - EAST AMP | | | OH31000002 - WEST AMP | | |
| | Renaissance Comm. Space Upgrade | | 32,214.56 | Heritage Knolls Community Space | | 27629.52 |
| | | | | | | |
| | Security Cameras Ravenna Woods | | 20,000.00 | Heritage Knolls Storm/Entry Doors | | 25,207.20 |
| | | | | | | |
| | Ravenna Woods plygrnd/Spray Pool | | 13,768.00 | Athena Office Addition | | 52,302.80 |
| | | | | | | |
| | 4333-4339 Marks Ave Septic Rplcmt Interior upgrade | | 54,295.75 | Heritage Knolls Plygrnd/Spray Pool | | 30,409.60 |
| | | | | | | |
| | Ravenna Woods Office Addition | | 86,448.40 | Heritage Knolls Site Lighting | | 20,000.00 |
| | | | | | | |
| | Etna Central Air | | 75,000.00 | Heritage Knolls Cabinets/Counters/ Shower/surround, toilets, vanities | | 94,498.57 |
| | | | | | | |
| | Community Estates Cabinets/ Countertops | | 101,232.00 | Heritage Knolls Site-Wide Internet | | 50,000.00 |
| | | | | | | |
| | Renaissance Plygrnd/Spray Pool | | 15,000.00 | | | |
| | Subtotal of Estimated Costs | | \$ 397,958.71 | Subtotal of Estimated Costs | | \$ 300,047.69 |

Capital Fund Program - Five -Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
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Part III: Supporting Pages - Management Needs Work Statement(s)

| Work Statement for Year 1 FFY 2023 | Work Statement for Year: 2 2024 | | Work Statement for Year: 2 2024 | |
|------------------------------------|--|----------------|--|----------------|
| | Development Number/Name General Description of Major Work Categories | Estimated Cost | Development Number/Name General Description of Major Work Categories | Estimated Cost |
| Annual Statement | OH31000001 - EAST AMP | | OH31000002 - WEST AMP | |
| | | | | |
| | | | | |
| | Fees & Costs- Advertising Bids & Architect Fee | 39,500.00 | Fees & Costs- Advertising Bids & Architect Fee | 20,500.00 |
| | | | | |
| | Administration- CFP Management Fee | 66,325.56 | Administration- CFP Management Fee | 28,425.24 |
| | | | | |
| | Operating Fund | 66,325.56 | Operating Fund | 28,425.24 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Subtotal of Estimated Costs | \$ 172,151.12 | Subtotal of Estimated Costs | \$ 77,350.48 |

Capital Fund Program - Five -Year Action Plan

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

Part III: Supporting Pages - Management Needs Work Statement(s)

| Work Statement for Year 1 FFY 2023 | Work Statement for Year: 3 FFY: 2025 | | Work Statement for Year: 3 FFY: 2025 | |
|------------------------------------|--|----------------|--|----------------|
| | Development Number/Name General Description of Major Work Categories | Estimated Cost | Development Number/Name General Description of Major Work Categories | Estimated Cost |
| Annual Statement: | OH31000001 - EAST AMP | | OH31000002 - WEST AMP | |
| | | | | |
| | | | | |
| | Fees & Costs- Advertising Bids & Architect Fee | 39,500.00 | Fees & Costs- Advertising Bids & Architect Fee | 20,500.00 |
| | | | | |
| | Administration- CFP Management Fee | 66,325.56 | Administration- CFP Management Fee | 28,425.24 |
| | | | | |
| | Operations | 66,325.56 | Operations | 28,425.24 |
| | | | | |
| | | | | |
| | Subtotal of Estimated Costs | \$ 172,151.12 | Subtotal of Estimated Costs | \$ 77,350.48 |

Capital Fund Program - Five -Year Action Plan

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

Part III: Supporting Pages - Management Needs Work Statement(s)

| Work Statement for Year 1 FFY 2023 | Work Statement for Year: 4 FFY: 2026 | | Work Statement for Year: 4 FFY: 2026 | |
|------------------------------------|--|----------------|--|----------------|
| | Development Number/Name General Description of Major Work Categories | Estimated Cost | Development Number/Name General Description of Major Work Categories | Estimated Cost |
| Annual Statement | OH31000001 - EAST AMP | | OH31000002 - WEST AMP | |
| | | | | |
| | | | | |
| | Fees & Costs- Advertising Bids & Architect Fee | 39,500.00 | Fees & Costs- Advertising Bids & Architect Fee | 20,500.00 |
| | | | | |
| | Administration- CFP Management Fee | 66,325.56 | Administration- CFP Management Fee | 28,425.24 |
| | | | | |
| | | | | |
| | MTW Demonstration | 66,325.56 | MTW Demonstration | 28,425.24 |
| | | | | |
| | | | | |
| | Subtotal of Estimated Costs | \$ 172,151.12 | Subtotal of Estimated Costs | \$ 77,350.48 |

Capital Fund Program - Five -Year Action Plan

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

Part III: Supporting Pages - Management Needs Work Statement(s)

| Work Statement for Year 1 FFY 2023 | Work Statement for Year: 5 FFY: 2027 | | Work Statement for Year: 5 FFY: 2027 | |
|------------------------------------|--|----------------|--|----------------|
| | Development Number/Name General Description of Major Work Categories | Estimated Cost | Development Number/Name General Description of Major Work Categories | Estimated Cost |
| Annual Statement | OH31000001 - EAST AMP | | OH31000002 - WEST AMP | |
| | | | | |
| | | | | |
| | Fees & Costs- Advertising Bids & Architect Fee | 39,500.00 | Fees & Costs- Advertising Bids & Architect Fee | 20,500.00 |
| | | | | |
| | Administration- CFP Management Fee | 66,325.56 | Administration- CFP Management Fee | 28,425.24 |
| | | | | |
| | | | | |
| | Operating | 66,325.56 | Operating | 28,425.24 |
| | | | Site Acquisition | 1,000.00 |
| | | | | |
| | Subtotal of Estimated Costs | \$ 172,151.12 | Subtotal of Estimated Costs | \$ 78,350.48 |