## PORTAGE METROPOLITAN HOUSING AUTHORITY

## 2011 Annual MTW Plan

## Portage Metropolitan Housing Authority (OH 031)

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## I. Introduction

## **TABLE OF CONTENTS**

1.	Overview of Goals and Objectives	3
2.	General Housing Authority Operating Information	4
3.	Non-MTW Related Housing Authority Information	8
4.	Long-term MTW Plan	10
5.	Proposed MTW Activities	11
6.	Ongoing MTW Activities	13
7.	Sources and Uses of Funding	21
8.	Administrative	23

#### **OVERVIEW OF AGENCY'S MTW GOALS AND OBJECTIVES**

Portage Metropolitan Housing Authority establishes the following goals and objectives for 2011:

- 1. Achieve and Maintain Excellence in Property Management
  - PMHA will continue to achieve property management results for Public Housing that equate to High Performer status.
  - Admissions preferences will be reviewed and amended as necessary to meet community needs.
- 2. Achieve and Maintain Excellence in Tenant-Based Housing Programs
  - PMHA will continue to achieve program results equating to High Performer status.
  - Tenant-based housing programs will achieve and maintain full lease-up.
  - Five households will become new homeowners through the Housing Choice Voucher Homeownership Program in 2011
  - Fifteen households will be able to retain their home through the Housing Choice Voucher Foreclosure Prevention Program in 2011
  - Admissions preferences will be reviewed and amended as necessary to meet community standards
- 3. Improve Productivity and Cost Effectiveness
  - A pilot program will be launched in 2011 to explore the effectiveness of electronic funds transfer for the purpose of Housing Assistance Payments to landlords involved in the Housing Choice Voucher Program.
  - PMHA will determine the feasibility of an electronic debit card system for the distribution of utility allowance payments to residents of Public Housing and participants in the Housing Choice Voucher Program.
  - The Yardi software will be upgraded and staff provided training in the applicable features of the program for managing PMHA programs and operations.
- 4. Collaborate with Community Partners to Leverage Resources to Benefit Households Assisted by PMHA and Portage County
  - PMHA will investigate new funding opportunities to continue supportive services and housing for transitional housing programs operated by PATH and PMHA at Community Estates and Renaissance Place.
  - PMHA will investigate opportunities to develop and manage permanent supportive housing for the homeless.
  - PMHA will investigate methods of inter-agency cooperation that will lessen barriers to assistance for applicants and participants.

## II. General Housing Authority Operating Information

#### A. HOUSING STOCK INFORMATION

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

Portage Metropolitan Housing Authority has 305 units of public housing under ACC. Of the total, 2 units are not used for housing, but rather for supportive services on-site.

General description of any planned significant capital expenditures by development: A listing of Capital Fund projects for the next year and five years is included at the end of Section 7. PMHA is not planning any significant capital expenditures by development that meets the HUD definition of "significant."

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

Portage Metropolitan Housing Authority has no plans to add to its Public Housing program.

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

Portage Metropolitan Housing Authority will request that two specific housing units to be removed from the Public Housing Program. These units are located at 213 South Willow Street in Kent, and 224 Highland Avenue in Ravenna. The property in Kent is a duplex that has been converted into a homeless shelter, a facility rented to Family and Community Services for operation as a shelter. It has been surrounded by properties all purchased by Kent State University and is sought by Kent State to complete a block of land for future development. The property is dependent upon Family and Community Services for its function, and if reverted to the PMHA, would be extremely costly to rehabilitate into a duplex for families again. PMHA will be better served to dispose of the property and acquire other property to replace the lost units.

The property at 224 Highland Avenue is in need of extensive rehabilitation, and would not be an effective cost-effective project for the Housing Authority. PMHA seeks to dispose of the unit and use the proceeds of sale for the acquisition of additional unit(s). It is a single-family home.

PMHA also will seek designation from HUD for the Eastowne Manor property to become a senior-only housing development.

Number of MTW Housing Choice Vouchers (HCV) units authorized: Portage Metropolitan Housing Authority has 1,524 Housing Choice Vouchers authorized and considered MTW Housing Choice Vouchers.

Number of non-MTW Housing Choice Voucher units authorized:

Portage Metropolitan Housing Authority has 74 Mainstream Housing Choice Vouchers that comply with the NOFA requirements for administration and are not part of the MTW Demonstration. There are also 18 enhanced Housing Choice Vouchers that comply with regulations applicable to that form of assistance. PMHA intends to submit an application for Family Unification Vouchers by end of 2010.

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

PMHA has project-based 98 Housing Choice Vouchers under MTW authority. PMHA's entire project-based Voucher program is operated under MTW authority.

#### These projects are:

Coleman Professional Services- Several group homes; residents receive mental health services from Coleman Professional Services. Coleman has 16 units under contract among their 45 units in affected projects.

F&CS- A mixture of duplexes and multi-family (low rise) units; residents receive a variety of supportive service aimed at increases self-sufficiency. There are 37 units under PBV contract among the 48 units in affected projects.

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

CEDCorp/Maple Grove- Row houses/townhouses; residents have access to all supportive services provided by Neighborhood Development Services Inc. Of the 57 units at this project, 9 are under contract for vouchers.

NDS Portage Housing II- Newly constructed tax-credit single-family homes; residents have access to all supportive services provided by Neighborhood Development Services Inc. Two units are project-based among the 25 total units.

NDS Portage Housing III- Newly constructed tax-credit single-family homes; residents have access to all supportive services provided by Neighborhood Development Services Inc. There are 8 project-based units among the 30 units at this project.

PMHA will solicit new projects for project-based vouchers at housing developments with supportive services attached to the properties.

Description of other properties owned or managed by the Agency:

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

#### Housing:

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

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

614 and 614 ½ Virginia Avenue, Kent. A duplex with units leasing for \$567 per month and available to Section 8 or market renters.

## Office Property

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

#### **Commercial Properties**

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

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

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

Anticipated total number of MTW public housing units leased in the Plan year: All PMHA Public Housing units are considered MTW units. All available residential units will be leased during the year. Two units are under ACC but are permitted to be used for site-based services while retaining subsidy, at Renaissance Place and Community Estates.

Anticipated total number of non-MTW public housing units leased in Plan year. There are no non-Moving to Work Public Housing units at Portage Metropolitan Housing Authority.

Anticipated total number of MTW Housing Choice Voucher units leased in the Plan year: PMHA anticipates being fully leased during 2011 for the Housing Choice Voucher Program. Fully leased is defined as all 1,616 vouchers or 100% of the funding allocated for HAP contracts during the year. Of these, 1,524 are MTW Vouchers, the remaining 92 are non- MTW vouchers. The Voucher Program is fully leased as August 2010 and maintaining that status is not anticipated to be difficult considering the housing need in the community and the willingness of landlords to participate in the program.

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

Ninety-two vouchers are anticipated to be leased in 2011, under the Mainstream Voucher Program and enhanced vouchers.

Description of anticipated issues relating to any potential difficulties in leasing units: PMHA offers affordable, quality housing in locations that ought to ensure leasing levels of 97% or greater for the year. Recent Capital Fund and ARRA modernization efforts have improved the properties in the Public Housing inventory, but in many cases, PMHA must compete against a more desirable Housing Choice Voucher program as well as newer construction developed through the low income housing tax credit program. Some sites are also located in neighborhoods or rural communities with limited transportation, leading at times to less than desirable vacancies in selected single family homes.

The Housing Choice Voucher Program is not expected to face lease-up issues in 2011. Although more people are seeking rental units as the cumulative effect of foreclosures logically should have increased the number of persons seeking rental housing, there are also more units potentially available for investors to acquire and lease under the voucher program. Availability of security deposit funding will continue to be an issue, as HCV landlords may charge one month's total rent for a security deposit and many do follow that procedure.

#### C. WAITING LIST INFORMATION

Description of anticipated changes in waiting lists: PMHA anticipates making no changes in its waiting lists in 2011.

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

PMHA operates two program waiting lists, for Public Housing and Section 8. These waiting lists operate independently of each other, in that a program participant in one program remains eligible for the other waiting list. PMHA anticipates that the Section 8 Wait List will be re-opened in 2011, and that a net increase of 1,200 households (approximately 100% increase) will be added to the list. The Public Housing Wait List remains open continuously, and PMHA projects an increase of 3% to the waiting list for that program.

## III. Non-MTW Related Housing Authority

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

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

In 2011, PMHA anticipates submitting an application for a renewal of the Shelter Plus Care grant.

PMHA would anticipate pursuing another ROSS grant if funding is made available to support activities at either family sites or for the senior/disabled Public Housing developments. PMHA does not anticipate pursuing other Federal funds.

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

PMHA expects to add to its inventory of housing through the development of a permanent supportive housing project or a tax credit development. Initial groundwork was performed in 2010 to determine if a project for youth who have aged out of foster care, and a potential site was identified. As of this writing, discussions with the site owners have not been fruitful in resolving in the differences of opinion over price. Other sites are being reviewed and discussed to determine if a suitable site can be located and acquired.

Resident Commissioner: As of October 2010, the resident commissioner position is vacant. PMHA is working with the City Manager of Kent, Ohio to appoint a resident commissioner to serve a five-year term on the five-member board of commissioners.

Non-Smoking Policy for Public Housing: PMHA has adopted a non-smoking policy for Walnut House, a Public Housing development in Ravenna. This building houses multiple households, individuals with mental illnesses and provided supportive services by Coleman Professional Services. PMHA is not seeking additional authority for non-smoking Public Hosing units.

Violence Against Women Act: PMHA is committed to assisting victims of domestic violence. PMHA's Administrative Plan and Admissions and Continued Occupancy Plans are written to protect victims of either gender from unfair evictions and program terminations due to the violence perpetrated against them. PMHA reviews police reports for Public Housing to identify the need to refer residents to counseling and other necessary domestic violence programs. PHMHA will also pursue evictions against residents responsible for domestic violence. For the purposes of discussion here, these activities include victims of dating violence and/or stalking.

Shelter Plus Care: PMHA will continue to apply for renewals of Shelter Plus Care funding for 25 units and will consider an expansion to a total of 50 units if funding is available for rent and for matching resources.

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

- Actions that fundamentally change the PMHA mission statement, goals and objectives
- Actions that fundamentally change PMHA plans or policies in a manner that is inconsistent with the existing mission, goals, or objectives and requiring formal approval of the Board of Commissioner of PMHA.

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

## IV. Long-term MTW Plan

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

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

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

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

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

## V. Proposed MTW Activities: HUD Approval Requested

#### **Housing Choice Voucher Program**

1. Alternative Housing Quality Standards Compliance

Describe Proposed MTW Activity: Portage Metropolitan Housing Authority will amend the requirements for demonstrating compliance with Housing Quality Standards by:

- Permitting households headed by elderly persons age 62 or over to self-certify, in conjunction with the owner, that the unit is in compliance with Housing Quality Standards, if the household has leased the unit for the previous year. Each unit will be inspected by PMHA no less than every other year to ensure compliance, and the households opting for the self-certification will be subject to a 10% quality control inspection. The universe of re-certified units where the parties self-certify to HQS will be randomly selected for a quality control inspection. PMHA will retain the obligation to inspect on the basis of complaint, or if the PMHA determines that the self-certification is not entered into good faith (i.e., a simple drive-by detects a condition that would cause an HQS failure).
- PMHA will permit housing units subject to municipal inspections and licensing to opt out of a PMHA HQS inspection if the same household is in place for a second consecutive year and it has passed the municipal inspection and received the appropriate license. Like the elderly provision, the household and the owner must both agree to accept the licensing inspection in lieu of the PMHA inspection and self-certify to the HQS. Self-certified units will be subject to a 10% quality control inspection. Units will be selected from the universe of self-certified units through random selection. PMHA will retain the obligation to inspect on the basis of complaint, or if the PMHA determines that the self-certification is not entered into good faith (i.e., a simple drive-by detects a condition that would cause an HQS failure).

Describe How Each Proposed Activity Relates to at Least One of the Three Statutory Objectives: PMHA expects this activity to reduce cost and achieve greater cost effectiveness in Federal expenditures.

Identify and discuss the anticipated impact of the proposed MTW activity: Fewer HQS inspections for households that choose to self-certify compliance, and are typically in an age group that infrequently causes damage to a housing unit. Since both landlord and tenant must self-certify, both parties will share responsibility for the conditions of the unit. Additionally, by changing inspection frequency in communities that already apply similar or stricter standards than the Housing Quality Standards also results in savings to the PMHA and reduces the burden of providing housing to low-income persons by eliminating duplicative government activities.

Describe baselines, proposed benchmarks and metrics to assess outcomes, including anticipated schedules: Assuming approval for January 1, 2011, PMHA would anticipate that the first round of inspections to be affected would be those occurring in February 2011, allowing time for notices to be sent to households and

landlords and inform them of the process. PMHA anticipates that this will provide administrative relief to 350 households in 2011 as a new activity, resulting in an estimated cost saving of \$2,800 in labor costs as a measurable. PMHA also anticipates that re-certification activities will also be streamlined and be completed earlier than the current condition. Fewer HQS inspections for households that choose to self-certify compliance, and are typically in an age group that infrequently causes damage to a housing unit. Since both landlord and tenant must self-certify, both parties will share responsibility for the conditions of the unit. Additionally, by changing inspection frequency in communities that already apply similar or stricter standards than the Housing Quality Standards also results in savings to the PMHA and reduces the burden of providing housing to low-income persons by eliminating duplicative government activities.

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Cost Effectiveness	Reduced number of HQS inspections	Number of households relieved of the need for an HQS inspection per year	0 households exempt from HQS inspection	350 households are anticipated to be exempt from HQS inspections in FY2011	Actual number of households exempt from HQS inspections in FY2011
Cost Effectiveness	Reduced costs for HQS inspections	Amount of money saved as a result of alternate HQS compliance activity	\$0 savings under old HQS inspection policy based on HUD requirements	PMHA will save \$2,800 in labor costs in FY2011 compared to what would be needed under conventional requirements	Actual savings from alternate HQS compliance activity in FY2011

Describe the data collection process and the proposed metrics the Agency will use to measure how this activity will achieve one or more of the MTW statutory objectives: PMHA inspectors and housing specialists will compile a log of those households opting for the alternative HQS compliance methods. The Finance Department will provide the labor values according to payroll records and historical data on the time of inspections will be used to determine the cost savings.

Cite Authorizations in Attachment C that give the Agency the flexibility to conduct the activity: Attachment C, Section D.5., Ability to Certify Housing Quality Standards. This references 24 CFR 982.405(a), specifically related the requirement that a unit shall be inspected "at least annually." PMHA seeks to alter that to biennially as described above, if all parties agree to self-certify to acceptable housing conditions. If either party declines the self-certification or PMHA deems a need for an inspection due to information available to it, the annual inspection will take place as normal.

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

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

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

#### **HOUSING CHOICE VOUCHERS**

- HCV-1. Restrict portability moves out of Portage County for the Housing Choice Voucher Program.
  - A. Year Identified and Implemented: 2009
  - B. The activity has been implemented and is a part of the "port-out" process for Housing Choice Voucher participants who are seeking to move to communities where payment standards exceed those of Portage Metropolitan Housing Authority, as a means of reducing impact on budgeted resources caused by portability moves outside of Ohio to high-rent communities where the receiving Housing Authority may not absorb the in-coming participant
  - C. PMHA anticipates no change or modification to this authorization.
  - D. No outside evaluator is being used for this activity
- HCV-2. Amend the Homeownership Voucher Program to include households who are presently homeowners and under foreclosure.
  - A. Year Identified and Implemented: 2010 (amended from original homeownership program authorization in 1999.)
  - B. This activity is being implemented as of August 2010, and will begin providing assistance to identified homeowners in the fourth quarter of 2010. The partner agency, Neighborhood Development Services, has identified households for referral, and adjustments to the points system for ranking Wait List applicants was determined necessary to begin issuing vouchers up to the 20 vouchers authorized. The 1999 Homeownership Program authorized in 1999 had essentially become the same as the Voucher Homeownership Program available to other, non-MTW housing authorities. The foreclosure activity is unique, however.
  - C. PMHA does not expect to modify the feature during 2011.
  - D. No outside evaluator is being used for this activity.
- HCV-3. Initial rent burden cap of 50% of adjusted monthly income.
  - A. Year Identified and Implemented: 1999
  - B. The activity is an ongoing activity of the PMHA for over a decade. It is a feature that permits the Housing Choice Voucher participant to choose housing that may be more costly than otherwise permitted under HUD rules and the US Housing Act of 1937. No family is required to do so, but for those who can and are willing to adjust family expenditures to reflect desires for housing over other wants and needs.
  - C. PMHA does not expect to modify this feature in 2011.
  - D. No outside evaluator is being used for this activity.

## HCV-4. Project-Based Voucher Program

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

#### **PUBLIC HOUSING**

#### PH-1. Escalating Minimum Rent

- A. Year Identified and Approved by HUD: 2009
- B. The activity was implemented in 2009, and some families are paying a minimum rent of \$50 based on their longevity in Public Housing, others are paying \$25 a month based on their longevity.
- C. PMHA will have ended this practice by March 2011. The policy is very difficult to implement in a "real world" environment where people's incomes may change dramatically from month to month, and tracking what families should be paying is cumbersome. PMHA will implement minimum rents that simply follow a schedule where a family moving into Public Housing will pay \$0 minimum rent in Year One of occupancy. Effective in the 13<sup>th</sup> month of occupancy, the minimum rent will be set at \$50 per month, with no escalation. The authority to set and implement this policy is not considered a MTW policy.
- D. No outside evaluator is being used for this activity.

#### PH-2. Maximum Rent

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

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

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

## PH-4. Change in Employment Income

- A. Year Identified and Approved by HUD: 2009
- B. The activity permits relatively small changes in income, which can occur frequently, to have no effect on rental amounts. Rents are adjusted at the next annual re-certification rather than at each change event. It was implemented in 2009
- C. PMHA does not intend a change in this policy for 2011.
- D. No outside evaluator is being used for this activity.

#### PH-5. Rent Adjustment for Income Decreases

- A. Year Identified and Approved by HUD: 2009
- B. The activity was implemented in 2009, and has reduced administrative burden by not making adjustments for changes in rents when a decrease in income is of less than 30 day duration or is of less than \$1,000 in value.
- C. PMHA does not intend a change in this policy for 2011.
- D. No outside evaluator is being used for this activity.

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

- A. Year Identified and Approved by HUD: 2009
- B. This activity is in the midst of implementation and will be fully implemented in 2011. The purpose is to simplify rent calculations for improved transparency by both residents and PHA staff, as well as saving time. It is being implemented in conjunction with the several of the following activities.
- C. This activity is going to be fully implemented in 2011 and will continue. It will be evaluated as it continues to ensure affordability is not compromised.
- D. No outside evaluator is being used for this activity.

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

- A. Year Identified and Approved by HUD:
- B. This activity is intertwined as part of the implementation described in #6 above, and is intended to simplify the rent calculation process.
- C. This activity is going to be fully implemented in 2011 and will continue. It will be evaluated as it continues to ensure affordability is not compromised.
- D. No outside evaluator is being used for this activity.

#### PH-8. Raise the Percentage of Income for Non-Reimbursed Medical Expenses

- A. Year Identified and Approved by HUD: 2009
- B. This activity is not going to be implemented as approved, as it fails to achieve the desired objectives of simplifying rent calculations.
- C. This activity will be dropped as approved. A future proposal will be offered to address the need to simplify rent calculations and how medical expenses interact with that process.
- D. No outside evaluator is being used for this activity.

#### PH-9. Deduction for Elderly or Disabled Adults

- A. Year Identified and Approved by HUD: 2009
- B. The amount has not been changed as of this writing. It may be changed by end 2010. This increase will provide some rent relief and was originally considered to offset a change in the medical deductions.
- C. This activity is going to be fully implemented in 2011 and will continue. It will be evaluated as it continues to ensure affordability is not compromised.

D. No outside evaluator is being used for this activity.

#### PH-10. Deduction for Absent Child

- A. Year Identified and Approved by HUD: 2009
- B. The policy may be implemented by the end of 2010, as part of the overall rent reform, allowing under limited circumstances the opportunity to get a rent deduction for families paying child support for up to 2 children not residing in the household
- C. This activity is going to be fully implemented in 2011 and will continue. It will be evaluated as it continues to ensure affordability is not compromised. One suggestion was offered to allow such a deduction for any adult participant, noting that many single male veterans are paying child support such that their income net of the child support makes even subsidized housing unaffordable.
- D. No outside evaluator is being used for this activity.

## PH-11. Providing Transitional Housing

- A. Year Identified and Approved by HUD: 1999
- B. This activity was implemented under local waivers granted by HUD prior to 1999, and has continued uninterrupted since 1999. This housing provides a critical niche in the housing continuum for Portage County. MTW implementation is 1999.
- C. No changes to the policy or agreements in place are expected in 2011.
- D. No outside evaluator is being used for this activity.

## PH-12. PMHA to Operate a Group Home for Disabled Persons as Public Housing

- A. Year Identified and Approved by HUD: 2009
- B. This activity was implemented several years before approval in 2009 and has been a continuing activity. It became a MTW activity when opinions offered by HUD suggested that a group home as Public Housing was not an allowed activity. This activity permits 8 individuals to continue to reside in a supportive, group home environment. As a result, PMHA considers for MTW purposes this activity to have been implemented in 2009.
- C. The service provider is constructing a new facility and is expected to vacate the property in 2011. A new provider and residents is being sought to replace the departing caseworkers and residents.
- D. No outside evaluator is being used for this activity.

## PUBLIC HOUSING AND HOUSING CHOICE VOUCHER BOTH

- B-1. Exclusion of overtime, bonuses and income from bank assets
  - A. Year Identified and Implemented: 1999
  - B. The activity is part of the overall rent reform initiatives created with the original Moving to Work application and agreement, and has simplified some aspects of rent calculations, as it relates to bank assets. The exclusion of overtime and bonuses has become relatively insignificant in general, as high unemployment rates have diminished opportunities for overtime. Bonuses has become virtually non-existent.
  - C. PMHA will partially end this feature in 2011, if not by the end of 2010, in favor of the fully-implemented simplified rent calculation rent reform activity approved by HUD. PMHA will retain the exclusion of bank assets from rent calculations.

- Impact analysis will take place with the rent reform activity and the hardship policy will be reviewed.
- D. No outside evaluator is being used for this activity.
- B-2 Cap on dependent child deduction
  - A. Year Identified and Implemented: 1999.
  - B. The activity continues as part of the overall rent reform activities of 1999. It has been unchanged since its inception. Families who have additional children are still provided vouchers at the appropriate size for the family, and thus increases to the family size do lead to more housing subsidy if the family is under-housed.
  - C. This feature is not scheduled for change in 2011.
  - D. No outside evaluator is being used for this activity.
- B-3 Utility Allowance Payments are used to repay participant debts owed to the Housing Authority.
  - A. Year Identified and Implemented: 2009
  - B. The activity has been useful in reducing the administrative burden of sending out utility allowance checks to the same households that the housing authority is pursuing collection actions against, for the repayment of debts owed to the Housing Authority.
  - C. No change in this feature is expected in 2011.
  - D. No outside evaluator is being used for this activity.
- B-4 Pro-ration of the utility allowance schedule up to the percentage of pro-ration of funding as established by HUD due to appropriations.
  - A. Year Identified and Approved by HUD: 2009.
  - B. The activity has not been implemented. The Housing Authority did not feel the 2009 pro-ration was a significant negative impact on the ability of the agency to serve an appropriate number of families.
  - C. There is no change requested for this authorization. Utilization of this authority is dependent on the results of HUD appropriations by Congress.
  - D. No outside evaluator is being used for this activity.
- B-5. Income verifications conducted for approved government programs may be substituted for PMHA income verifications if performed within the previous 90 days.
  - A. Year Identified and Approved by HUD: 2009
  - B. The activity was not implemented, as the agencies involved determined that the forecasted efficiencies were not going to be realized. Confidentiality was forecast as being difficult to maintain, in the absence of electronic data sharing. The Job and Family Services agency director has since announced her retirement, and PMHA will consider re-opening discussions with the successor.
  - C. There is no change requested for this authorization.
  - D. No outside evaluator is being used for this activity.
- B-6. Single Fund Budgeting with Full Flexibility for Eligible Funds
  - A. Year Identified and Approved by HUD: 2009
  - B. The activity is used in very limited ways in 2010, with funds used to co-fund family self-sufficiency/homeownership coordination, and the use of Capital funds to provide a minimal level of supportive service activity.
  - C. In 2011, PMHA anticipates using Section 8 program funds to support the acquisition and rehabilitation of a 65-unit family development in Ravenna

Township, at a level of approximately \$180,000. These funds originally were non-Federal funds transferred to the voucher program in response to a Federal audit. The development in question will be financed through the Low Income Tax Credit Program. PMHA will hold a public hearing and comment session prior to submitting a PMHA Board-authorized request to HUD to amend the Standard MTW Agreement.

D. No outside evaluator is being used for this activity.

## VII. Sources and Uses of Funding

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

Portage Metropolitan Housing Authority anticipates receiving funds from the following HUD sources during 2011 for MTW activities:

- Public Housing Operating Subsidy to be used for conventional Public Housing operations: \$904,837, pending federal appropriations.
- Housing Choice Voucher Housing Assistance Payments to be used for leaseup and homeownership activities: \$9,823,445, pending federal appropriations.
- Capital Fund Formula Grant for approved modernization and administration expenses: \$483,039, pending federal appropriations.

Source of MTW Funds	<u>Amount</u>
HUD Operating Subsidy	\$904,837
HUD Capital Funds	\$483,039
HUD Housing Choice	\$10,409,082
Voucher	
Tenant Rents	\$502,433
TOTAL	\$12,299,391

Uses of Funds	Amount
Administrative	\$1,560,142
Tenant Services	\$88,661
Utilities	\$255,274
Maintenance	\$695,071
Insurance	\$101,548
HAP to Landlords	\$9,598,695
TOTAL	\$12,299,391

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

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

- Shelter Plus Care, funds provided to fund rental housing assistance for disabled homeless persons. Those housed also receive mental health services addressing stability, healing and self sufficiency supportive services. PMHA anticipates \$188,000 for the 25 units of tenant-based assistance.
- City of Kent grant funds (if available and awarded in 2011) would promote security and community improvements at all PMHA-owned developments in the city limits. PMHA would expect to apply for \$10,000 in 2011.

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

Source	<u>Amount</u>
Capital Grants	\$66,157
Management Fee	\$171,693
Asset Management Fee	\$36,600
Bookkeeping Fee	\$19,346
TOTAL	\$293,796

<u>Source</u>	<u>Amount</u>
Administrative Expenses	\$222,391
Maintenance Expenses	\$11,212
Utility Expenses	\$26,137
Insurance	\$3,690
Other	\$243
TOTAL	\$263,673

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

Not applicable.

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

PMHA is not currently planning to use Single-Fund flexibility during 2011. It considers this flexibility valuable, however, as a tool to allow the housing authority to address potential shortfalls in funding caused by Congressional appropriations decisions, particularly in light of a historic shortage of funds for Public Housing Operating subsidy.

Although not directly related to this topic, MTW authority was granted by HUD to permit the HCV Family Self Sufficiency Coordinator to provide services to both Housing Choice Voucher and Public Housing residents.

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

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

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

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

## VIII. Administrative

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

The resolution is attached.

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

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

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

## Capital Fund 2011

	Annual Statement/Performance and Eval		Hausing Easter of	n al		U.			Jrban Developmen
	Capital Fund Program, Capital Fund Program	gram Replacement	Housing Factor at	na					and Indian Housing
	Capital Fund Financing Program							OMB No. 257	
									Expires 4/30/201
Part I:	Summary								
PHA N	ame:	Grant Type and	Number					FFY of Grant:	
		Capital Fund Prog	ram Grant No: OH12P(	031501-11	Replace	ment Housing F	actor Grant No:	2011	
Porta	age Metropolitan Housing Authority	Date of CFFP:						FFY of Grant Ap	proval:
Туре о	f Grant								
X	Original Annual Statement	Reserve for Disas	sters/Emergencies		Revised	Annual Statem	ent (revision no:	)	
П	Performance and Evaluation Report or Period End				Final Performance		•		
			_	<u> </u>					
Line	Summary by Development Account			tal Estimate				otal Actual Cost	
			Origin	al	Rev	ised 2	Obligated	Ex	pended
1	Total non-CFP Funds								
2	1406 Operations (may not exceed 20% of line 20	)		113,828.00		0.00	0.00		0.00
3	1408 Management Improvements			65,910.00		0.00	0.00		0.00
4	1410 Administration ( may not exceed 10% of lin	e 20)		56,914.00	-	0.00	0.00		0.00
5	1411 Audit			0.00		0.00	0.00		0.00
6	1415 Liquidated Damages			12,000.00		0.00	0.00		0.00
	1430 Fees and Cost			0.00 0.0					
8	1440 Site Acquisition			0.00			0.00 0.00		0.00
9	1450 Site Improvement			176,500.00			0.00 0.0		0.00
10	1460 Dwelling Structures			107,100.00			0.00	-	
11	1465.1 Dwelling Equipment - Nonexpendable			0.00		0.00	0.00		
12	1470 Non-dwelling Structures		0.00		0.00 0.0				
13	1475 Non-dwelling Equipment			0.00		0.00	0.00		0.00
14	1485 Demolition			0.00		0.00	0.00		0.00
15	1492 Moving to Work Demonstration			33,000.00	0.00		0.00		0.00
16	1495.1 Relocation Costs			0.00			0.00		0.0
17	1499 Development Activities 4			0.00		0.00	0.00		0.00
18a	1501 Collateralization or Debt Service paid by the			0.00			0.00		0.00
18ba	9000 Collateralization or Debt Service paid Via S		nt	0.00		0.00	0.00	)	0.00
19	1502 Contingency (may not exceed 8% of line 20	))		3,888.00		0.00	0.00		0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)			569,140.00		0.00	0.00		0.00
21	Amount of line 20 Related to LBP Activities	_		0.00	1	0.00	0.00		0.00
22	Amount of line 20 Related to Section 504 Activitie			6,000.00	-	0.00	0.00		0.00
23	Amount of line 20 Related to Security - Soft Cost			2,500.00		0.00	0.00		0.00
25	Amount of line 20 Related to Security - Hard Cos Amount of line 20 Related to Energy Conservatio			59,500.00	1	0.00	0.00	1	0.00
25	Signature of Executive Director	i measures	Date	39,300.00	Cionatur	e of Public Hou	nina Director		Date
	Signature of Executive Director		Date		Signatur	e of Public nou	sing Director		Date
			June 1, 2010	0					
1	To be completed for the Performance and B	Evaluation Report							
	To be completed for the Performance and E	•	a Davisad Angual 6	Statement					
	PHAs with under 250 units in management	may use 100% of 0	SEP Grants for oper	ations.					
4	RHF funds shall be included here.								
			Page 1 of 3				form H	HUD-50075.1 (4/	(2008)

## **Portage Metropolitan Housing Authority**

	m, Capital Fund Program Repla	cement Hous	ing Factor a	ind				c and Indian Housin
Capital Fund Financ	ing Program							OMB No. 2577-022
								Expires 4/30/201
Part II: Supporting	Pages							
PHA Name:	, ,	Grant Type a	nd Number	CFFP (Yes/No):		Federal FFY of Gr	ant:	
		Capital Fund P	rogram Grant	No: OH12P031501-11		2011		
Portage Metropo	olitan Housing Authority	Replacement I	Housing Factor	r Grant No:				
Development Number	General Description of Major Work	Development	Quantity	Total Estima	ted Costs	Total Ac	tual Cost	Status of Work
Name/PHA - Wide	Categories	Account No.						
Activities							<b>-</b>	
				Original	Revised 1	Funds	Funds	
OH31000001 - EAST	Operations	4400		50.044.00		Obligated 2	Expended 2	
OH31000001 - EAST OH31000002 - WEST		1406 1406		56,914.00 56,914.00				
JH3 1000002 - WEST	Operations	1400		30,914.00				
	Management Improvements							
OH31000001 - EAST	Resident Security	1408		1,250.00				
OH31000002 - WEST	Resident Security	1408		1,250.00				
OU21000001 EAST	Coordinator Drug Elimination	1408		31,705.00				
	Coordinator Drug Elimination	1408		31,705.00				
01131000002 11201	Coordinator Drug Ellinination	1400		31,703.00				
	Administration							
OH31000001 - EAST	Salaries/Fringe Benefits	1410		41,200.00				
OH31000002 - WEST	Salaries/Fringe Benefits	1410		15,714.00				
	Advertising for Bids	1410						
OH31000002 - WEST	Advertising for Bids	1410						
OH31000001 - EAST	Non-dwelling Equipment	1475						
OH31000001 - EAST		1475						
OH31000002 - WE31	Fees and Costs	1473		12.000.00				
	Contingency	1502		3.888.00				
	contangency	1002		5,000.00				
	To be completed for the Perform							
	To be completed for the Perform							
	PHAs with under 250 units in ma		y use 100%	of CFP Grants for op	erations.			
4	RHF funds shall be included her	e.						
				Page 2 of 3		form HUD-50075.	1 (4/2008)	
				age Z of J		IOIIII 110D-500/5.	1 (4/2000)	

	oital Fund Program Replacemen	t Housing F	actor and			(	Office of Public an	
Capital Fund Financing Pro	ogram							B No. 2577-022
							E	xpires 4/30/201
Part II: Supporting Page	)							
PHA Name:	25	Grant Type	and Number	CFFP (Yes/No):		Federal FFY of G	ant	
FIIA Name.				No: OH12P031501	-11	redefailirioidi	2011	
Portage Metropolitan	Housing Authority		t Housing Facto				2011	
Development Number	General Description of Major Work	Development		Total Estima	tod Conto	Total As	tual Cost	Status of Work
Name/PHA - Wide	Categories	Account No.	Quantity	Total Estilla	ileu Cosis	Total Ac	tual Cost	Status of Work
Activities	Categories	Account No.						
Activities				Original	Revised 1	Funds	Funds	
	OH31000001 - EAST SIDE			Original	revised i	Obligated 2	Expended 2	
OH31002P Scattered Sites								
227 S. Walnut Street	Rehab Porches & Walkways	1460	all	15,000.00				
	Replace Siding	1460	all	25,000.00				
<u> </u>	Basement Drainage	1460	as needed	8,500.00				
	Outside Drainage	1450	as needed	6,500.00				
	Concrete Work	1450	as needed	10,000.00				-
OLIZADOZD Davisana Wasada	T D	1450	as needed	10.000.00				+
OH3 1003P Ravenna Woods	Tree Removal/Trimming/Landscaping	1450	as needed	10,000.00				+
OH31004P Fastowne Manor	Install ADA Shower/Bath/Commode	1460		6,000.00				
CHOTOCH Education manor	motal / to/ to no work but in continuous	1100		0,000.00				
OH310015P Renaissance Place	Replace Asphalt Driveway	1450	all	125,000.00				
	31000002 - WEST SIDE							
OH31002P Scattered Sites								
220, 222, 226, & 228 W. Elm	Replace Siding/Gutters/Downspouts	1460	all	34,500.00				
	Basement Waterproofing	1460	all	12,500.00				-
514 Harris Street	Basement Waterproofing	1460	all	5,600.00				
000 000 000 8 000 W FI	Outside Drainage	1450 1450	as needed as needed	9,500.00 15,500.00				-
220, 222, 226, & 228 W. Elm	Outside Drainage	1430	as needed	15,500.00				
1	To be completed for the Performa	ance and Ev	aluation Reno	rt.				
	To be completed for the Performa				nnual Statemen	nt		
	PHAs with under 250 units in ma							
	RHF funds shall be included here	_	, 450 10070	C. OIT Granto 10	. operations.			
•	Tan ionas sinai se modued her							
				Page 3 of 3		form HUD-50075.	1 (4/2008)	
				age 5 th 5		IOTH 110D-30073.	1 (4/2000)	

							-					
	Capital Fund Program - I	Five -Year Actio	n Plar	1			U.S	S. Departme			and Urban Develop	
									Office of	Publi	c and Indian Housi	
											Expires 4/30/	2011
	Part I: Summary											
	Portage Metropolitan Housing	Authority - OH31	City	of Kent - 442	40 Cit	y of Ravenna - 44266	X C	Original 5-Y	ear Plan		Revision No:	
	- coage menopement	,		Portage Cour				g				
۹.	Development Number	Work Statement	Work	Statement		Work Statement		Work State	ement		Work Statement	
	and Name	for Year 1		r Year 1				for Year			for Year 1	
		FFY: 2011		Y: 2012		FFY: 2013		FFY: 20	-		FFY: 2015	
3.	Physical Improvements	Annual										
	Subtotal	Statement	\$	285,290.00	\$	271,898.00	\$	28	2,136.00	\$	279,70	0.00
О.	Management			-								
	Improvements			78,108.00		78,900.00		81,262.00			83,69	8.00
D.	PHA-Wide Non-dwelling											
	Structures and Equipment			0.00		12,600.00	-		0.00			0.00
Ε.	Administration			56,914.00		56,914.00		56,914.00			56,91	
F	Other			35,000.00		35,000.00		3	35,000.00		35,00	00.00
G.	Operations			113,828.00		113,828.00		113,828.00			113,82	8.00
Н.	Demolition			0.00		0.00		0.00				0.00
	Development			0.00		0.00		0.00				0.00
J.	Capital Fund Financing-											
	Debt Service			0.00		0.00			0.00			0.00
<b>〈</b>	Total CFP Funds		\$	569,140.00	\$	569,140.00	_	56	9,140.00	\$	569,14	0.00
	Total Non-CFP Funds			0.00		0.00		0.00				0.00
И	Grand Total		\$	569,140.00	\$	569,140.00	\$	56	9,140.00	\$	569,14	0.00
												.75
	(4/2008)			Page 1 c	of 9						form HUD-500	J/5.2

	Capital Fund Program - Five	-Year Action P	lan		U.S. Department of Housing and Urban Development					
						Office o		d Indian Ho		
							E	xpires 4/30/	201	
Part II: Su	ıpporting Pages - Physical Ne	eds Work Stat	ement(s)							
	Work Stateme	nt for Year: 2			Work State	ment for Yea	ır: 2			
Work	FFY:	2012			FF'	Y: 2012				
Statement	Development Number/Name		Estima	ted	Development Number/Name					
for	General Description of Major	Quantity	Cos	t	General Description of Major	Quantit	y	Estimated	1	
Year 1 FFY	Work Categories	-			Work Categories			Cost		
2011	_				_					
See	OH31000001 - EAST AMP				OH31000002 - WEST AMP					
Annual	OH31-001P Community Estates				OH31-001P Athena Gardens					
Statement	Replace Flooring			500.00	Replace Flooring			92,00		
	Repair Drainage Problem (6466-6468	6)	15,0	00.00	Concrete Center Islands			15,000.0		
	Consrete pads/sidewalks		12,64		Concrete pads/sidewalks	as need	ed	16,145.		
	Landscaping		15,0	00.00	Landscaping			15,00	0.00	
	OH31-004P Eastowne Manor									
	Install ADA Shower/Bath/Commode	1	9,0	00.00						
									_	
	Subtotal of Estimated Costs		\$ 147,	145.00	Subtotal of Estimated Costs		\$	138,14	5.00	
		-	Page 2 of 9				fo	rm HUD-50	075.	
	(4/2008)		J							

	Capital Fund Program - Five -	ear Action Pla	n		U.S. Departn	nent of Hou	using an	d Urban	Develop	men
						Office	of Publi		ndian Ho	
								Expi	res 4/30/	201
Part II: Su	⊥ ıpporting Pages - Physical Nee	ds Work Stater	nent(s)							
	Work Stateme				Work State	ment for Y	ear: 3			
Work	FFY: 2	2013			FF'	Y: 2013				
Statement	Development Number/Name		Estima	ated	Development Number/Name					
for	General Description of Major	Quantity	Cos	st	General Description of Major	Quan	tity	E	stimated	ı
Year 1 FFY 2011	Work Categories				Work Categories				Cost	
Annual	OH31000001 - EAST AMP				OH31000002 - WEST AMP					
Statement	OH31-002P Scattered Sites				OH31-009P Heritage Knolls					
	Rehab Units - Marks	4 units	79,	500.00	Siding/Insulation/Gutters/Down					
	Replace Furnaces & Ductwork -				Spouts/Shutters/Doors				125,00	0.00
	Marks	4 units			OH31-009P Heritage Knolls					
	Concrete Work	4 units	9,	700.00	Replace Roofs	Al	l		37,50	0.00
	OH31-004P Eastowne Manor									
	Install ADA Shower/Bath/Commode	1	9,	,000.00						_
										_
	Subtotal of Estimated Costs		\$ 109,	398.00	Subtotal of Estimated Costs			\$	162,50	0.00
		F	Page 3 of 9	)				form	HUD-500	075.2
	(4/2008)		J							

			•					_	
	Capital Fund Program - Five	-Year Action Pl	lan		U.S. Departn	nent of Housing a			
						Office of Pub			
							Expir	es 4/30/	201
Part II: Su	pporting Pages - Physical Ne	eds Work Stat	ement(s	)					
	Work Stateme					ment for Year: 4			
Work	FFY:	2014			FFY: 2014				
Statement	Development Number/Name		Estim		Development Number/Name				
for	General Description of Major	Quantity	Cos	st	General Description of Major	Quantity	E:	stimated	
Year 1 FFY 2011	Work Categories				Work Categories			Cost	
Annual	OH31000001 - EAST AMP				OH31000002 - WEST AMP				
Statement	OH31-001P Community Estates				OH31-001P Athena Gardens				
	Replace Roofs/Gutters/Downs	All	52,	000.00	Replace Roofs/Gutters/Downs	All	_	44,13	6.00
					OH31-005P Townsquare Villas				
					Siding/Insulation/Gutters/Down				
	OH31-004P Eastowne Manor				Spouts/Shutters	All		123,00	0.00
	Install ADA Shower/Bath/Commode	1	9	000.00	Replace Roofs	All		44,00	0.00
	OH31-010P Ravenna Single Family								
	Replace Appliances & Range								
	Hoods	All	10	00.00					
	Subtotal of Estimated Costs		<b>\$</b> 71	000 00	Subtotal of Estimated Costs		\$	211,13	6.00
	Oublotal of Estimated Costs		Ψ /1,	000.00	Outstal of Estimated Costs		Ψ	211,13	0.00
		F	Page 4 of 9	)			form	HUD-500	75.2
	(4/2008)		_						

	C	V A-4: D	I			
	Capital Fund Program - Five	-Year Action P	lan	U.S. Departm		nd Urban Developmen
					Office of Pub	olic and Indian Housing
						Expires 4/30/201
Part II: Su	ipporting Pages - Physical Ne	eds Work Stat	ement(s)			
	Work Statement for Year: 5			Work Statement for Year: 5		
Work	FFY:	2015		FFY	′: 2015	
Statement	Development Number/Name		Estimated	Development Number/Name		
for	General Description of Major	Quantity	Cost	General Description of Major	Quantity	Estimated
Year 1 FFY 2011	Work Categories			Work Categories		Cost
Annual	OH31000001 - EAST AMP			OH31000002 - WEST AMP		
Statement	OH31-015P Renaissance Place					
	Replace Flooring	All	115,000.00			
	Replace Appliances	All	35,000.00			
	OH31-002P Scattered Sites					
	1066 Williams Avenue					
	Interior and Exterior Renovations		68,000.00			
	301 Ohio Avenue					
	Interior and Exterior Renovations		52,700.00			
	OH31-004P Eastowne Manor					
	Install ADA Shower/Bath/Commode	1	9,000.00			
	Subtotal of Estimated Costs		\$ 279,700.00	Subtotal of Estimated Costs		\$ -
			Page 5 of 9			form HUD-50075.2

	Capital Fund Program - Five -Yea	r Action Plan	U.S. Department of H	ousing and Urban Development
				ce of Public and Indian Housing
				Expires 4/30/2011
Part III: S	⊥ upporting Pages - Management Ne	eeds Work Statement(	s)	
	Work Statement for Y		Work Statement for	Year: 2
Work	FFY: 2012		FFY: 2012	
Statement	Development Number/Name		Development Number/Name	
for	General Description of Major	Estimated Cost	General Description of Major	Estimated Cost
Year 1 FFY	Work Categories		Work Categories	
2011	0.004000004 54.07 4440		OUR ARRON MEST AND	
Annual Statement	OH31000001 - EAST AMP		OH31000002 - WEST AMP	
Statement	Resident Security	2,000.00	Resident Security	2,000.00
	Coordinator of Social Service for Drug		Coordinator of Social Service for Drug	
	Elimination	37,054.00	Elimination	37,054.00
	Administration Salaries and Fringes	33,457.00	Administration Salaries and Fringes	23,457.00
	Operations	56,914.00	Operations	56,914.00
	Subtotal of Estimated Costs	\$ 129,425.00	Subtotal of Estimated Costs	\$ 119,425.00
		Page 6 of 9		form HUD-50075

	Capital Fund Program - Five -Yea	r Action Plan	U.S. Department of H	ousing and Urban Developmen	
	- Capitali and regions in the real real real real real real real rea		Office of Public and Indian Housin		
				Expires 4/30/201	
Part III: S	⊥ upporting Pages - Management No	eeds Work Statement(	s)		
	Work Statement for N		Work Statement for	Year: 3	
Work	FFY: 2013		FFY: 2013		
Statement	Development Number/Name		Development Number/Name		
for	General Description of Major	Estimated Cost	General Description of Major	Estimated Cost	
Year 1 FFY 2011	Work Categories		Work Categories		
Annual	OH31000001 - EAST AMP		OH31000002 - WEST AMP		
Statement					
	Resident Security	1,250.00	Resident Security	1,250.00	
	Coordinator of Social Service for Drug		Coordinator of Social Service for Drug		
	Elimination	38,200.00	Elimination	38,200.00	
	Administration Salaries and Fringes	30,315.00	Administration Salaries and Fringes	26,599.00	
	Operations	56,914.00	Operations	56,914.00	
	Non-Dwelling Equipment - 1475		Non-Dwelling Equipment - 1475		
	Non-Dwelling Structures - 1470		Non-Dwelling Structures - 1470		
	31 - 02 Replace Sheds - 9	6,300.00	31 - 02 Replace Sheds - 9	6,300.00	
	Subtotal of Estimated Costs	\$ 132,979.00	Subtotal of Estimated Costs	\$ 129,263.00	
		Page 7 of 9		form HUD-50075.2	
	(4/2008)	r age 7 01 3		101111100-00010.2	

	Capital Fund Program - Five -Yea	r Action Plan	ILS Department of Ho	using and Urban Developmen	
	Capitair und rogiam - rive -rea	i Action i ian		e of Public and Indian Housing	
			Onic	Expires 4/30/2011	
Part III: S	upporting Pages - Management N	eeds Work Statement(	s)		
	Work Statement for Y	'ear: 4	Work Statement for Year: 4		
Work	FFY: 2014		FFY: 2014		
Statement	Development Number/Name		Development Number/Name		
for	General Description of Major	Estimated Cost	General Description of Major	Estimated Cost	
Year 1 FFY	Work Categories		Work Categories		
2011	OH31000001 - EAST AMP		OU24000002 MECT AMD		
Annual Statement	OH31000001 - EAST AMP		OH31000002 - WEST AMP		
Statement	Resident Security	1 250 00	Resident Security	1,250.00	
	The black of the b	1,200.00	Troolatin Cooliny	1,200.00	
	Coordinator of Social Service for Drug		Coordinator of Social Service for Drug		
	Elimination	39,381.00	Elimination	39,381.00	
	Administration Salaries and Fringes	42,471.00	Administration Salaries and Fringes	14,443.00	
	Operations	56 914 00	Operations	56.914.00	
	o porazione	00,011.00	o portatione	00,011.00	
	Subtotal of Estimated Costs	\$ 140,016.00	Subtotal of Estimated Costs	\$ 111,988.00	
	(4/2008)	Page 8 of 9		form HUD-50075.2	

	Capital Fund Program - Five -Yea	r Action Plan		ousing and Urban Developme	
			Office of Public and Indian Housin		
				Expires 4/30/20	
Part III: S	upporting Pages - Management Ne	eds Work Statement(	s)		
	Work Statement for Year: 5		Work Statement for	Year: 5	
Work	FFY: 2015		FFY: 2015		
Statement	Development Number/Name		Development Number/Name		
for	General Description of Major	Estimated Cost	General Description of Major	Estimated Cost	
Year 1 FFY	Work Categories		Work Categories		
2011 Annual	OH31000001 - EAST AMP		OH31000002 - WEST AMP		
Statement	OHSTOODOOT - EAST AME		OHSTOODOUZ - WEST AME		
	Resident Security	1,250.00	Resident Security	1,250.0	
	Coordinator of Social Service for Drug		Coordinator of Social Service for Drug		
	Elimination	40,599.00	-	40,599.0	
	Limitation	40,500.00	Zimination	40,000.0	
	Administration Salaries and Fringes	56,914.00	Administration Salaries and Fringes		
	Operations	56,914.00	Operations	56,914.0	
	•				
	Subtotal of Estimated Costs	\$ 155,677.00	Subtotal of Estimated Costs	\$ 98,763.0	
		Page 9 of 9		form HUD-50075	
	(4/2008)				

## **Public and Resident Comments**

#### March 12, 2010

A meeting of the Resident Advisory Committee was held March 12, 2010 at 11:00 a.m. at the PMHA Office. Residents in attendance were La Tresa Gray and Abigail Brezovsky. Romaine Chritton and Debbie Bragg represented the PMHA. Agenda items included:

- I. Welcome/Introductions
- II. Overview of HUD Grants
- III. Review of Moving To Work Initiatives
- IV. How Can Grant Funds Help Residents?
- V. Review of Leadership Training Materials
- VI. Other Matters

## **ROSS Grants**

Chritton provided an overview of the ROSS 2006 Family Self-Sufficiency and Homeownership. She emphasized that assistance with transportation costs for the first two weeks of new employment is available as well as assistance with work-related items such as clothing, tools, supplies, etc. She encouraged residents to continue to contact Case Manager, Debbie Bragg, when needs arise. She also explained that opportunities for on-line employment could be explored through the Neighborhood Network Program, and a summary of ROSS 2007 Elderly/Disabled Persons grant was provided.

## Review of Moving To Work Initiatives

Residents felt that persons basically don't have a say when it comes to keeping a job. They felt that economic conditions drive workforce needs. They indicated that programs assisting youth with employment opportunities have experienced funding cuts. Thus, there was a general feeling of resignation when it came to finding jobs.

One resident felt that Moms working or attending school detracted from creating a stable environment for families, especially for single-parent families.

Residents felt that Minimum Rent adversely impacted their ability to pay their utility bills, however, they thought that Maximum Rent was a good idea.

#### Assisting Residents Through Grants

Suggestions for assisting residents included computer classes, career assessments and interest testing. They also felt that assistance to start-up businesses would be helpful.

Other suggestions included yoga classes for residents and workshops dealing with depression.

#### Other Matters

Congratulations were extended to La Tresa Gray on the completion of her STNA class at Maplewood Career Center. ROSS funds supported her achievement.

The meeting adjourned at 12:15 p.m.

## **April 29, 2010**

A meeting of the Resident Advisory Committee was held April 29, 2010 at 3:30 p.m. at Eastowne Manor. Residents in attendance were Harvey Smith, Chet Leavengood, Robert Pfile, Kenneth Gibson, Ralph Beeman, Sandra Norman, Scott Nicholson, Rose Wilkinson, Ruth Nicholson, Walter Lowers, Mary Lowers, Meranda Main, Robert Osburn Susan Large, Nancy Townend, Fran Cooley, Carol Gant, Katherine White, Lola Kincaid, Edwina Ramsey, Rita Eichler, Brenda Jagers, Lois Roseling, Norma Higgs, Florence Allen, and Alice Dillon. Romaine Chritton and Amy Mason represented the PMHA. Agenda items included:

- I. No Smoking Policies
- II. Pets
- III. Overview of Moving To Work Initiatives
- IV. Safety and Security Concerns
- V. Up-date on ROSS Grants
- VI. Other Matters

#### No Smoking Policies

Chritton informed residents that a survey would be sent to residents regarding the impact of smoke on residents and suggestions for areas that would allow smoking as well as prohibit smoking. She encouraged full participation.

#### Pets

Mason reminded residents of the registrations process for owners with pets as well as the need for pet owners to pick up after their pets.

## Overview of Moving To Work

Residents felt that both Minimum and Maximum Rents are fair. They also felt positive about bi-annual re-certifications and exclusion of asset/interest income for rent determination.

#### Safety and Security

Overall, residents feel safe living at Eastowne Manor. Several suggested a close-circuit TV system be linked with the buzzers.

#### Capital Funds

Ideas for capital funds included new windows for the units, carpeting throughout the building, and the upgrading of the security system.

#### **ROSS Grants**

Chritton provided an overview of ROSS grants. She pointed out that several residents are employed and benefit from these grants. Residents suggested a treadmill be purchased under the ROSS Elderly/Disabled Persons grant. The meeting adjourned at 4:35 p.m.

#### Other Matters

One resident explained the Old Cell Phones for Seniors program, which allows seniors to receive a donated cell phone that will connect them with emergency numbers only. Lola Kincaid offered to coordinate this program.

The meeting adjourned at 4:35 p.m.

#### **July 12, 2010**

A resident meeting was scheduled at the PMHA Office on July 12, 2010 at 10:00 a.m. No residents attended.

## July 14, 2010

A resident meeting was scheduled at Heritage Knolls on July 14, 2010 at 11:00 a.m. No residents attended.

## July 16, 2010

A resident meeting was held on July 16, 2010 at Athena Gardens beginning 2:30 p.m. Romaine Chritton represented the PMHA. Residents attending were: Sarah Crago, Chad Crago, and Larry Gray. Agenda items included:

- I. Safety and Security Concerns
- II. Ideas for Capital Funds
- III. Review of Moving To Work Initiatives
- IV. Overview of ROSS Grants and NNP Opportunities
- V. Smoking in PH Units
- VI. Other Matters

## Safety and Security

Residents did not have any safety or security concerns other than unsupervised children in the neighborhood, but not directly those living at Athena Gardens.

#### Capital Funds

Ideas for Capital Funds included: new carpeting, better landscaping including the addition of mulch and shrubs and better grade of kitchen floor tile.

#### Review of Moving To Work Initiatives

Residents felt that the PMHA offers good program features and services.

#### **ROSS Grants**

Chritton provided an overview of the ROSS programs. Residents like receiving gas cards for new employment to cover initial transportation costs.

## Smoking in PH Units

Residents felt it was fine to smoke in development units and with courtesy in common areas.

## Other Matters

Residents were happy that the outside lights were repaired. They would like to see the grass cut more frequently. They mentioned that bees and cats are problematic.

The meeting was adjourned at 3:00 p.m.

#### July 19, 2010

A resident meeting was held at Town Square Villas on July 19, 2010 at 1:00 p.m. Romaine Chritton represented the PMHA. Attending were: Meriam Wright, Jo Ann Capito, Brenda Horner, Tammy Reed and Heather Boggs. Agenda items included:

- I. Safety and Security Concerns
- II. Ideas for Capital Funds
- III. Review of Moving To Work Initiatives.
- IV. Overview of ROSS Grants and NNP Opportunities
- V. Smoking in PH Units
- VI. Other Matters

## Safety and Security

Residents indicated that there have been attempted break-ins and one actual break-in. Police were notified. They felt that the motion detecting outside lights on each unit would be a more effective deterrent to crime if they were to remain lit.

#### Ideas for Capital Funds

Residents would like to see their units painted. They also mentioned that the kitchen counter strips keep coming off and the sink stoppers wore out. They suggested an outlet be installed so sweeping could be done more efficiently and patio partitions be installed. They would like to see one of the following installed at the development: volleyball net, baseball diamond, or badminton court.

## Review of Moving To Work Initiatives

No significant comments were offered.

#### **ROSS Grants**

Chritton provided an up-date of the ROSS grants. The residents felt that the services offered help residents. Recommended topics for workshops included

getting along with neighbors and self-defense moves. They also requested new picnic tables for summer lunch and other programs.

## **Smoking in PH Units**

It was felt that residents should be allowed to smoke in their units.

#### Other Matters

Residents volunteered to stain the existing picnic tables if PMHA provided the supplies.

The meeting was adjourned at 1:50 p.m.

## July 21, 2010

A meeting was held at Harvest Drive on July 21, 2010 at 2:00 p.m. Romaine Chritton represented the PMHA. Residents attending were Melissa Dickson, Brittany Wolfe, and Patricia Tate. Agenda items included:

- I. Safety and Security Concerns
- II. Ideas for Capital Funds
- III. Review of Moving To Work Initiatives
- IV. Overview of ROSS Grants and NNP Opportunities
- V. Smoking in PH Units
- VI. Other Matters

## Safety and Security Concerns

Overall residents feel safe. There were expressed concerns about a black bear spotted in the area and raccoons scavenging through the garbage. Also, there was one break-in, and the suspected intruder's name was given to the police.

#### Ideas for Capital Funds

Residents would like to have privacy fences and new garbage containers that prevent raccoons from getting into the trash.

#### Review of Moving to Work Initiatives

Residents recommended delaying rent increases resulting from employment until they could stabilize their finances.

## Overview of ROSS Grants

Chritton provided an up-date of the ROSS grants. Residents felt that the assistance provided helps people keep their jobs. A major barrier to self-sufficiency is not being able to keep their cars running.

## Smoking in PH Units

No comments were offered.

#### Other Matters

Residents would like to see mowing delayed after rain, because mowing on the wet ground "rips" their yards.

The meeting was adjourned at 2:50 p.m.

## July 21, 2010

A resident meeting was scheduled at the PMHA Office on July 21, 2010 at 4:00 p.m. No residents showed.

## July 23, 2010

A meeting was scheduled at the PMHA office on July 23, 2010 at 1:00 p.m. However, no residents showed.

## July 26, 2010

A meeting was scheduled at Renaissance Place on July 26, 2010 at 11:00 a.m. Romaine Chritton represented the PMHA. Residents in attendance were Aisling Somerville, Denise Frye, Audrea Overby, Dwan Hartney, and Kory Dunaway. Agenda items included:

- I. Safety and Security Concerns
- II. Ideas for Capital Funds
- III. Review of Moving To Work Initiatives
- IV. Overview of ROSS Grants and NNP Opportunities
- V. Smoking in PH Units
- VI. Other Matters

#### Safety and Security Concerns

One resident mentioned that her house was broken into, however, she feels safer with the new windows that were installed recently. Another indicated that there is an open drug problem at the development.

#### Ideas for Capital Funds

Residents would like to see a playground to accommodate older children. They would also like to have mulch for flowerbeds and common areas. A suggestion was made to explore solar energy options at Renaissance Place, and possibly install solar panels.

#### Review of Moving To Work Initiatives

Residents felt that it would be helpful to families if rent increases were delayed for a month or two following new employment.

#### Overview of ROSS Grants

Chritton provided an overview of ROSS grants. One resident indicated that it was difficult to work on her GED due to lack of childcare. Chritton said she would explore on-site GED classes through the Neighborhood Network Program.

#### Smoking in PH Units

No comments were offered.

#### Other Matters

Residents thought a recycling program would be a great learning program for children and adults. They also thought larger dumpsters or more frequent pick-ups could prevent overflows especially when resident move.

The meeting was adjourned at 11:50 a.m.

#### July 26, 2010

A resident meeting was held at Etna House on July 26, 2010 at 1:00 p.m. Romaine Chritton represented the PMHA. Residents attending were Joanne Bacy, Russell McEwen, Michele Lambert, Virginia Barnosky, Olga Katzmiller, Bernard Belknap, Carolyn McElwain, Sherry Lyons, Eloise Murry and Cecilia Taylor. Agenda items included:

- I. Safety and Security Concerns
- II. Ideas for Capital Funds
- III. Review of Moving To Work Initiatives
- VI. Overview of ROSS Grants and NNP Opportunities
- V. Smoking in PH Units
- VI. Other Matters

## Safety and Security

There are problems with the outside door on a reoccurring basis. Persons from the street were taking the grocery carts from the vestibule so residents moved them to the lobby. Residents feel a security light in the alley would be helpful since residents walk through it after parking their vehicles.

#### Ideas for Capital Funds

Ideas included new roofing and ceiling tiles in the Community Room.

#### Review of Moving To Work Initiatives

No significant comments were offered

#### **ROSS Grants**

Chritton provided an up-date of the ROSS grants. Residents enjoy the activities offered at Etna House.

#### Smoking in PH Units

Residents felt that smoking should only be inside the residents' own units.

The meeting was adjourned at 1:45 p.m.

## July 28, 2010

A meeting was scheduled at Community Estates on July 28, 2010 at 11:00 a.m. Romaine Chritton represented the PMHA. Residents in attendance were Barbara Rogers, Anne Stull, Gabriel Eichelberger, and Candy Thompson. Agenda items included:

- I. Safety and Security Concerns
- II. Ideas for Capital Funds
- III. Review of Moving To Work Initiatives
- IV. Overview of ROSS Grants and NNP Opportunities
- V. Smoking in PH Units
- VI. Other Matters

#### Safety and Security Concerns

Residents said that people take things that do not belong to them from patios. They do not feel that children are properly supervised, and many children use foul language. There is also poison ivy on the grounds. Raccoons are problematic.

## Ideas for Capital Funds

Requests for new carpets and stronger locks with dead bolts for outside doors were made. Residents would like to see a larger playground or other recreational outlets for the children.

## Review of Moving To Work Initiatives

No comments were offered.

#### Overview of ROSS Grants

Chritton provided an overview of ROSS grants. Proposed topics for resident workshops included respecting the personal space of others, how to be respectful, and how to ensure your child is safe.

#### Smoking in PH Units

Residents felt that smoking should be allowed in individual units and in common areas with courtesy.

The meeting was adjourned at 11:55 a.m.

## **August 30, 2010**

Public Hearing held at 4:00 PM at the PMHA Offices regarding the Annual Plan 2011 and Admissions Preferences for Public Housing and Housing Choice Voucher Programs for 2010. In attendance was Fred Zawilinski, Leslie Knoyer, Heather Bobner. Zawilinski first addressed the admissions preferences for 2010, by providing an overview of the existing preferences and describing the plans to change the preferences to accommodate changing priorities in Portage County.

Zawilinski also presented an overview of the Moving to Work Plan, as it exists for 2010 and the plans for 2011. He explained that because of the concentrated effort on the ARRA stimulus funding and need to perform well on those programs, that few new efforts would implemented in 2011, and those would concentrate on allowing for Housing Choice Voucher participants to have a lighter burden for Housing Quality Inspections.

Knoyer and Bobner commented that this was the first time they had attended a hearing at PMHA, and found the information helpful in understanding current programs as well as the plans for the future. They asked to be notified as to future hearings, particularly as they would affect Public Housing.

## **September 7, 2010**

A meeting was held at Walnut House on September 1, 2009 at 2:00 p.m. Romaine Chritton, Cindy Blevins and Debbie Bragg represented the PMHA. Residents attending were: Philomena Barbera, Luci Dobosh, Starla Zavecz, Tony Hymes, Susan Eston, Wendell Marshall and Leesha Nush. Glady Taskin and Jessica Miller represented Coleman Professional Services. Agenda items included:

## Safety and Security Concerns

Residents felt unsafe when smoking was allowed inside. They support the "No Smoking" policy. They feel unsafe when folks forget to lock the outside doors. Chritton recommended that signs be made on the computer to remind residents to lock doors.

## Ideas for Capital Funds

Repairs to the porch, installation of outside handrails, and a shower to accommodate residents with disabling conditions were requested.

#### Moving To Work Initiatives

No comments were offered.

#### Overview of ROSS Grants

Residents would like to go on a day trip to see animals. Arrangements for such a trip will be coordinated. They would also like a Foose Ball or Air Hockey game. Items needed to assist with daily living activities include cutlery for the kitchen. Debbie Bragg will follow-up with these requests.

## **Smoking in PH Units**

Cindy Blevins reviewed the "No Smoking Policy" and had residents sign it.

#### Other Matters

Several residents said they lost their keys to their rooms. Chritton said she would forward the information to Maintenance.

The meeting adjourned 3:15 p.m.

## September 8, 9, 15, 2010

A series of meetings were held at the PMHA office for Section 8 and Public Housing participants who also are PMHA employees. Chritton represented the PMHA. Participants included Tami Floody, Renita Claridy, Michelle Hostetler, Chris Rogers, David Bosley and Kelley Pesicek. Agenda items included:

- I. Safety and Security Concerns
- II. Ideas for Capital Funds
- III. Review of Moving To Work Initiatives
- IV. Overview of ROSS Grants and NNP Opportunities
- V. Smoking in PH Units
- VI. Other Matters

## Safety and Security Concerns

Overwhelmingly, participants felt safe where they live. A public housing resident indicated the need for deadbolts, however, did not feel unsafe in his neighborhood.

#### Ideas for Capital Funds

One suggestion was to update kitchens in all scattered site housing.

#### Moving To Work Initiatives

Comments included:

- Rent reform could better reward employment by increasing the \$500 employment and education deductions.
- PMHA should delay rent increases resulting from employment for several months so folks could adjust to the changes in their household income including decreases in food stamps, utility allowances, childcare, etc.
- Count only a percentage of Child Support payments received as income since the payments are used for both living expenses (shelter) for children as well as for clothing, school supplies and activities, etc.
- Allow deductions for work-related expenses such as car insurance, payments, repairs and gas.
- PMHA should not count its employees' wages as income for rent determination because wages are low.

#### Overview of ROSS Grants

Chritton explained the Neighborhood Network Program at the PMHA office. Participants felt that the program should be better advertised to increase usage of the computers and services.

#### Smoking in PH Units

Several participants felt that the policy should be "no smoking" in units, because of the resulting damage, which includes burn holes in carpets and stained walls.

## Other Matters

No additional comments were received.

## **September 20, 2010**

A meeting was held on September 20, 2010 at 1:00 p.m. Romaine Chritton represented the PMHA. Resident in attendance was Mary Beth Charnovich. Agenda items included:

- I. Safety and Security Concerns
- II. Ideas for Capital Funds
- III. Review of Moving To Work Initiatives
- IV. Overview of ROSS Grants and NNP Opportunities
- V. Smoking in PH Units
- VI. Other Matters

## Safety and Security Concerns

Mrs. Charnovich stated that she has been a resident at Heritage Knolls for a long time, and feels safe.

## Ideas for Capital Funds

Resident felt that PMHA Maintenance does a fine job of keeping up the development. She said the only things she could think of is power washing the siding and installing a basketball hoop for the children. She also mentioned that the parking lot needs to be re-lined and spaces numbered. She said that her family shovels their two parking spaces in the morning only to return to see other cars parked in the spaces. She feels that having the lines and spaces re-painted will make other residents aware that spaces are assigned to units.

#### Review of Moving To Work Initiatives

No comments were offered.

#### Overview of ROSS Grants

Chritton provided an overview of ROSS and the City of Kent grants. Mrs. Charnovich feels that the cleaning workshops supported by the City of Kent grant helps residents keep their units in good, clean condition. She appreciated the information and supplies provided.

## Smoking in PH Units

The resident feels that smoking should be allowed only outside. She said that smoking inside damages the units by leaving residue on the walls.

The meeting was adjourned at 1:30 p.m.

## Safety and Security Concerns

Residents felt unsafe when smoking was allowed inside. They support the "No Smoking" policy. They feel unsafe when folks forget to lock the outside doors.

Chritton recommended that signs be made on the computer to remind residents to lock doors.

## Ideas for Capital Funds

Repairs to the porch, installation of outside handrails, and a shower to accommodate residents with disabling conditions were requested.

#### Moving To Work Initiatives

No comments were offered.

#### Overview of ROSS Grants

Residents would like to go on a day trip to see animals. Arrangements for such a trip will be coordinated. They would also like a Foose Ball or Air Hockey game. Items needed to assist with daily living activities include cutlery for the kitchen. Debbie Bragg will follow-up with these requests.

## **Smoking in PH Units**

Cindy Blevins reviewed the "No Smoking Policy" and had residents sign it.

#### Other Matters

Several residents said they lost their keys to their rooms. Chritton said she would forward the information to Maintenance.

The meeting adjourned 3:15 p.m.