



PORTAGE METROPOLITAN HOUSING AUTHORITY

2012 ANNUAL MTW REPORT

Portage Metropolitan Housing Authority (OH 031)
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I. Introduction

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B. Overview of the Agency's MTW Goals and Objectives

Portage Metropolitan Housing Authority established the following goals and objectives for 2012:

1. Maintain and Expand excellence in Property Management

- PMHA will continue to achieve property management results for Public Housing that equate to High Performer status.
- PMHA will expand the number of units within its portfolio of housing.
- PMHA plans to be selected to provide contract property management services for other housing providers in Portage County.

PMHA did not have as successful a year in property management as was desired. Vacancy issues affected PMHA with the Washington Group Home. This property has been converted from a group home for developmentally disabled persons, after the loss of the service provider for those residents, to a home for young women aging out of foster care. The group home setting proved to be undesirable for most of the target population, and the service provider selected to market the property and provide services was ineffective. As a result, this property accounted for 6-7 vacancies at any one time throughout 2012.

PMHA was unable to secure the contract to manage a new Low Income Tax Credit project, with its lack of experience in such management leading to equity providers opposing this arrangement. During the course of the year, questions arose as to PMHA's eligibility for doing property management over properties it does not own, as it does not have a licensed Realtor on staff. An appeal to the Ohio Department of Commerce did result in clarification that the Housing Authority would be eligible to manage any low-income housing projects. PMHA also expanded its maintenance services to Family & Community Services and their affordable housing and emergency shelter properties.

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 homeowners through the Housing Choice Voucher Homeownership Program in 2012
- Fifteen households will be able to retain their homes through the proposed Housing Choice Voucher Foreclosure Prevention Program in 2012
- Fifteen households will be able to participate in the Expedited Voucher Program for Homeless Families
- Admissions preferences will be reviewed and amended as necessary to meet community standards

Lease-up rates for the Housing Choice Voucher program were unsatisfactory and would have caused the HCV program to be considered a standard performer. All other aspects of the SEMAP assessment were high performer level. Neither the homeownership program nor the foreclosure prevention activities hit their goal numbers. Homeowner candidates struggled to get mortgage financing in the current market. The foreclosure prevention program has encountered opposition by the foreclosure prevention counseling community because they feel participants should not be putting any resources into the effort to avoid the loss of their home. No admissions preferences changes were made, as none were determined to be necessary.

3. Improve Productivity and Cost Effectiveness

- A pilot program was 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.

PMHA now provides electronic payments for Housing Assistance Payments to landlords in the Housing Choice Voucher Program. Existing landlords were offered the opportunity to “opt-in” to the electronic payments system, and new landlords are mandated to receive payments in this way. Acceptance of this program has been widespread and warmly received, as it expedites receipt of funds. PMHA did not consider electronic debit cards a desirable option at this time, primarily as service charges to participants threatened to consume a significant portion of utility allowance amounts. Yardi software has continued to be upgraded, and an employee is now designated to lead efforts on both the technology front and in providing training to employees on an on-going basis and for new features.

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.
- PMHA will investigate methods of inter-agency cooperation that will lessen barriers to assistance for applicants and participants.

PMHA collaborated with PATH to assist them in obtaining funding for supportive services, and has re-designing program elements to help meet new requirements for housing and service provisions. This re-design continues to be a work in progress, but

was showing promise as a means of using vouchers to promote supportive and transitional housing, prior to the federal budget sequester.

The Portage Horizons project, a group home for youth aging out of foster care, proved unsuccessful. The PMHA is in the process of finalizing a partnership with Family and Community Services to provide on-site services to males with substance abuse issues at the 8-resident site. No other new opportunities came to fruition during 2012, although substantial talks were held as to possibilities surrounding permanent supportive housing for persons with developmental disabilities.

PMHA is a regular participant in Continuum of Care activities and through the VASH program opened up a new collaboration with the Veterans Administration. PMHA was also able to develop a collaboration with the City of Ravenna to provide inspection services for the city's rental housing licensing program. This allowed PMHA to expand its contacts with Ravenna rental housing landlords, produced additional income for the housing authority, and opened the door for further collaboration in the area of overall housing code enforcement.

II. General Housing Authority Operating Information

A. HOUSING STOCK INFORMATION

Number of Public Housing units at the end of the Plan year; discuss any changes over 10%:

PMHA had 305 units of Public Housing under ACC when the 2012 Annual MTW Plan was submitted. This number remained constant during 2012. Because of HUD changes from transitional housing to supportive housing, the former PATH office at Community Estates converted back to resident housing, and the PATH program of transitional housing for homeless families is being transferred out of Public Housing and into the Housing Choice Voucher program. This transition does not affect the number of Public Housing units, but does allow for general admissions for the Renaissance Place project in Ravenna.

General Description of any significant capital expenditures by development:

No capital expenditures in 2012 met the definition of significant in a particular development.

Description of any new Public Housing units added during the year by development:

No new Public Housing units were added during 2012.

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

Portage Metropolitan Housing Authority planned to replace three units, which were to be disposed of in late 2011 or early 2012. The plan was to replace the disposed scattered-site units with other scattered-site units. One unit, located on Highland Avenue in Ravenna, was removed from the potential demolition-disposal list. The sale of the duplex located on Willow Street, Kent, is agreed to between Kent State University and PMHA, and is now being reviewed by the Special Applications Center (SAC) at HUD. No timeline has been offered by SAC as to if or when the application will be approved.

Number of MTW Housing Choice Vouchers units authorized at the end of the Plan year, discuss any changes over 10%:

Portage Metropolitan Housing Authority has 1,524 Housing Choice Vouchers included under Moving-to-Work provisions. PMHA has an additional 74 Mainstream Housing Choice Vouchers that follow conventional HCV regulations, 18 enhanced Housing Choice Vouchers that follow the regulations and laws applicable to those types of vouchers. PMHA added 25 units of VASH vouchers during the year. There were no changes made to the number of units available.

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

PMHA has project-based 106 Housing Choice Vouchers under MTW authority.

These projects are:

Coleman Professional Services- Several group homes; residents receive mental health services from Coleman Professional Services. Units: 23

F&CS- A mixture of duplexes and multi-family (low rise) units; residents receive a variety of supportive service aimed at increases self-sufficiency. Units: 45

Prospect House- A high rise building for low-income elderly tenants; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 26

CEDCorp/Maple Grove- Row houses/townhouses; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 6

NDS Portage Housing III- Newly constructed tax-credit single-family homes; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 6

The number of project-based units will continue to fluctuate from year-to-year based upon a number of factors. Project-based units that remain vacant in excess of 120 days lose their project-based designation. Vacancies have led to a number of units being removed from the program over the years. There are times when owners chose to rent units previously designed as project-based to either tenant-based voucher holders or market renters. Primarily this happens in two instances: 1) where the owner rents to a family under the project-based voucher programs and the family subsequently receives a tenant-based voucher and the owner and tenant agree to allow the family to remain in the unit and forego the project-based designation; 2) where the family is no longer eligible for assistance under the project-based voucher program and the owner makes the decision to keep the family as a tenant. In addition to decreases in the number of project-based voucher units, there may also be increases.

Overview of other housing managed by the Agency, that is; tax credit, state-funded, market rate.

Descriptions of other housing owned or managed by PMHA are included below. PMHA is also in the process, through a non-profit subsidiary called Franklin Development Corporation, of acquiring and managing a Low-Income Tax Credit property in Ravenna called Terrill Suites.

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

Housing:

Portage Landings: Two 12-unit apartment buildings located at 170 Spaulding Drive and 221 Spaulding Drive in Kent. The properties feature 2 1-bedroom units renting for \$460 per month, 18 2-bedroom units renting for \$560 per month, and

4 3-bedroom units renting for \$650 per month. Renters include both Section 8 Voucher holders and residents paying the market rent amount.

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

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

Office Property

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

Commercial Properties

219 and 223 West Main Street, Ravenna. This property is currently leased to Triangle Pharmacy, a for-profit entity not affiliated with PMHA except through the lease of the property. Triangle Pharmacy has been located at the site for approximately 60 years. It recently sub-leased one of the properties to an attorney.

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

B. LEASING INFORMATION- ACTUAL

All PMHA Public Housing units are MTW units. All available residential units were leased during the year with several exceptions. After much thought, PMHA decided to renovate Highland Avenue rather than sell the unit. Renovations will begin during 2013. Four units were under ACC but were permitted to be used for site-based services while retaining subsidy, at Renaissance Place, Community Estates and the former Washington Group Home (2 units). During 2012, the unit at Community Estates returned to resident housing due to the changes within the Transitional Housing Program. Additionally, retroactive to December 9, 2011, one unit at Walnut House has designation usage for “other resident activities.”

Total Number of MTW PH units leased in 2012:

As of December 31, 2012, 295 Public Housing units were under lease.

Total Number of non-MTW Public Housing Units Leased in 2012.

Portage Metropolitan Housing Authority has no non-MTW Public Housing units within its inventory.

Total Number of MTW HCV Units Leased in 2012

PMHA had 1,453 Moving to Work Vouchers in use as of December 31, 2012.

Total Number of Non-MTW HCV units leased in 2012:

Another 97 units of non-MTW Vouchers were also leased. Of these, 76 were Mainstream Housing Choice Vouchers and the remaining 21 were VASH Vouchers.

Description of any issues related to leasing of PH or HCVs:

Lease up issues with Washington Group Home or Portage Horizons, the 8-unit group home formerly for persons with developmental disabilities, continued during 2012. Recruitment was unsuccessful with only two women housed during 2012. Thus, PMHA found it necessary to end the partnership with Ohio Multi-County Development Corporation. These vacancies were responsible for 8 of the PMHA's 10 vacancies on December 31, 2012. Through partnership with Family and Community Services, PMHA will lease the building to FCS to serve men with substance abuse issues beginning April 1, 2013. Otherwise, Public Housing leasing efforts have proven successful and similar to other years.

The private housing rental market has tightened some as landlords have been able to become choosier and raise rents in the face of growing demand for rental housing. As a result, leasing activities have been more difficult.

During 2012, staff worked towards leasing optimization. In addition to the traditional leasing activities, staff ensured that voucher holders searching for units were aware of various resources to assist with their housing search including online tools such as the Ohio Housing Locator and GoSection8.com websites. Clients were encouraged to utilize the agency's computer labs to assist in their housing search and make contact with organizations that administered programs that provided financial assistance to help defray moving costs (e.g. security deposits, utility assistance, etc.) These efforts, coupled with decreased turnaround time between the submission of Request for Tenancy Approvals and the completion of Housing Quality Standards Inspections allowed PMHA to continue to move towards maximized leasing despite the challenges that existed in the rental market during 2012.

Number of project-based vouchers committed or in use at the end of 2012

PMHA has project-based 154 Housing Choice Vouchers under MTW authority. There was a total number of 63 new units added in 2012.

These projects are:

Coleman Professional Services- Several group homes; residents receive mental health services from Coleman Professional Services. Units: 43

F&CS- A mixture of duplexes and multi-family (low rise) units; residents receive a variety of supportive service aimed at increases self-sufficiency. Units: 45

Prospect House- A high rise building for low-income elderly tenants; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 26

CEDCorp/Maple Grove- Row houses/townhouses; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 6

NDS Portage Housing III- Newly constructed tax-credit single-family homes; residents have access to all supportive services provided by Neighborhood Development Services Inc. Units: 6

C. WAITING LIST INFORMATION

Number and Characteristics of Households on the Waiting Lists at the End of 2012.

Public Housing Waiting List

1 bedroom		826 Applicants		
Gender				
	Male	363		44%
	Female	463		56%
	Total	826		100%
Race				
	White		517	63%
	Black		250	30%
	All Other		5	1%
	Unknown		54	7%
	Total		826	100%
Household Ethnicity				
	Hispanic		4	0.5%
Disabled Not Elderly			237	29%
Average Income			\$ 1,416	

2 bedrooms		959 Applicants		
Gender				
	Male	117		12%
	Female	842		88%
	Total	959		100%
Race				
	White		589	61%
	Black		308	32%
	All Other		9	1%
	Unknown		53	6%

	Total		959	100%
Household Ethnicity				
	Hispanic		5	1%
Disabled Not Elderly			97	10%
Average Income			\$ 868	

3 bedrooms		367 Applicants		
Gender				
	Male	39		11%
	Female	328		89%
	Total	367		100%
Race				
	White		203	55%
	Black		146	40%
	All Other		4	1%
	Unknown		14	4%
	Total		367	100%
Household Ethnicity				
	Hispanic		3	1%
Disabled Not Elderly			35	10%
Average Income			\$ 1,164	

4 bedrooms		138 Applicants		
Gender				
	Male	14		10%
	Female	124		99%
	Total	138		100%
Race				
	White		53	38%
	Black		67	49%
	All Other		4	3%
	Unknown		14	10%
	Total		138	100%
Household Ethnicity				
	Hispanic		3	2%
Disabled Not Elderly			20	14%
Average Income			\$ 1,789	

Housing Choice Voucher Wait List

All bedrooms		1,676 Applicants	
Gender			
	Male	327	19.5%
	Female	1,349	80.5%
	Total	1,676	100%
Race			
	White	998	59.5%
	Black	606	36.2%
	All Other	20	1.2%
	Unknown	52	3.1%
	Total	1,676	100%
Household Ethnicity			
	Hispanic	13	0.8%
Disabled Not Elderly		370	22.1%
Average Income		\$977	

Description of Waiting Lists

Waiting lists are community-wide lists, and applications are received at the Central Office of Portage Metropolitan Housing Authority. The waiting list for the Housing Choice Voucher program was re-opened on May 4, 2012 after being completely depleted through voucher issuance and purges.

Waiting lists for Public Housing were maintained open throughout 2012, as a community-wide waiting list. The Public Housing wait list was last purged June 2012. The number of families on the Public Housing Wait List grew by over 50% in 2012.

III. Non-MTW Related Housing Authority Information

This section of the report is optional according to Attachment B of the Standard Agreement, and is not provided in this report.

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

Describe Any Activities That Were Proposed in the Plan Approved by HUD, But Not Implemented and Discuss Why These Activities Were No Implemented.

Housing Choice Voucher Program

1. Alternative Housing Quality Standards Compliance

This activity was approved by HUD but not implemented in 2012. A test sample of inspections compliance found that initial implementation was administratively burdensome and was being revised at the end of 2012. It is still believed this approach can be useful in utilizing local standards for rental housing and result in overall savings to the organization.

VI. ONGOING MTW ACTIVITIES: HUD APPROVAL PREVIOUSLY GRANTED

Housing Choice Voucher Program

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

PMHA will approve portability only to housing authorities who absorb the incoming family, or administer Fair Market Rents at or below the amounts applicable to Portage County. Plan Year: 2009 Implementation: 2010.

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Reduce costs and achieve greater cost effectiveness in federal expenditures	Eliminate the number of households who port to higher cost jurisdictions who expend HAP funds at a greater rate than budgeted for in Portage County	Number of Households who are refused portability due to the policy	Households initially denied portability due to higher fair market rents and unwillingness to absorb: 2009-0 2010-2 2011-15	Projected reduction in portability due to cost reasons	In 2012, 22 households were initially denied portability due to higher fair market rents and unwillingness to absorb.

If benchmarks were not achieved or if the activity was determined ineffective provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

Benchmarks in this activity were achieved in 2012.

Authorization(s):

Attachment C, Heading D. (1g) of the Standard Agreement- This authorization waives certain sections of 24 CFR 982.355(c) (4).

This authorization was necessary and useful in preventing portability to higher cost jurisdictions and permit improved cost control.

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

MTW Homeownership Program: PMHA will continue to expand the MTW homeownership program, which identifies families with homeownership as one of their goals, screens the family for eligibility and applies a homeownership assistance payment to participants who purchase a home under the program. Plan Year: 1999. Implementation: 2000

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Increase housing choices for low-income families	Increase in the number of low-income families owning homes and receiving supportive services aimed at helping families move from renting to home ownership.	Households participating in various aspects of the homeownership program and households who purchased homes under the program	Households purchasing homes: 2009-4 2010-4 2011-2 Families participated in various pre-purchase activities: 2009-10 2010-19 2011-29	Projected that 5 households would purchase homes in 2012.	In 2012, 2 households became homeowners and 3 families were participating in pre-purchase activities. Zero families were coming from foreclosure for assistance.

Historically, the PMHA has had the following results for MTW Homeownership:

Year	Closings	Total Homeowners	Defaults
2001	1	1	0
2002	9	10	0
2003	4	14	0
2004	4	18	0
2005	6	24	0
2006	5	29	1
2007	6	34	0
2008	2	36	0
2009	4	40	0
2010	4	44	1
2011	2	46	0
2012	2	48	0
Total	50	48	2

If benchmarks were not achieved or if the activity was determined ineffective provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

PMHA identifies an increasingly tight credit market for the decline in the move to homeownership. Low-income homeowner candidates have a more difficult time getting needed financing or even accumulating or getting access to down payment funds that can overcome higher standards in lending. More families than ever, however, are expressing an interest in homeownership, as they identify the lower housing prices and

greater value in homeownership than in renting. As a result, PMHA sees this as a major growth area for the future.

Authorization(s)

Attachment C, Part D, Section 8 This authorization waives certain provisions of Section 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R. 982.625 through 982.643 inclusive as necessary to implement the Agency’s Annual MTW Plan. In reviewing the program and current homeownership requirements established by HUD, the new homeownership program probably does not need MTW authorization to operate. The slight provisions under MTW could be met through creative use of preferences to maintain the program for Public Housing residents who wish to become homeowners.

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

Comment

Initial Rent Burden Cap of 50% of adjusted monthly income. PMHA will allow HCV participants to utilize an initial rent burden of 50% to maximize housing choice will maintaining a level of affordability. Plan Year: 1999. Implemented: 2000

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Increase housing choices for low-income families	Expand housing choice by allowing participants to devote a greater percentage of AMI towards housing costs and allows participants to lease units in geographic areas that provide more opportunities and expand the housing choices.	Newly admitted households	Households who began new tenancies with initial rent burdens at 41-50% of AMI. 2009- 86 (28%) of 304 households 2010- 9 (12%) of 75 2011- 30 (16%) of 182	Increase in the number of households with an initial rent burden in the range of 41-50% of AMI.	In 2012, 46 (24%) of the 193 households beginning new tenancies had initial rent burdens in the 41-50% AMI range.

If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

The benchmark was achieved in 2012. This may indicate a shift in the rental housing market in Portage County towards higher market rents, as more households seek rental

housing and the increase in supply of rental units may not be keeping up with the increase in demand.

Authorization(s)

Rent Policies and Term Limits

Attachment C, Part D, Section 2.a This authorization waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503 and 982.518, as necessary to Implement the Agency’s Annual MTW Plan.

Moving to Work authorization allows for this activity to occur, by providing an additional 10% of income for residents to choose to use towards housing costs, above the established 40% allowed nationally.

HCV-4 Project-Based Voucher Program

Comment

PMHA uses a number of waivers from the original and current HCV guidelines to assist developers to build or rehabilitate properties for the use of homeless, disabled or other families in need of supportive services.

Impacts

The MTW Project-Based Voucher Program provided a project-based Housing Choice Voucher subsidy to 154 units during 2012, although 3 units were removed during the year due to inactivity (extended vacancy by the owner). As of December 2012, 74 units were occupied out of 154, with turnover activity going on to fill vacant units. A total of 63 new units were added to the program in 2012.

Historically, the MTW Project-Based Voucher Program has seen the following activity:

Year	Number of Units	Added	Removed
2002	9	10	1
2003	31	22	0
2004	93	62	0
2005	121	30	2
2006	112	12	21
2007	114	6	4
2008	106	10	18
2009	102	0	4
2010	96	0	6
2011	94	0	2
2012	154	63	3

Authorization(s)

Attachment C, Part D, Section 7 This authorization waives certain provisions of Section 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R. 982.625 through 982.643 inclusive as necessary to implement the Agency’s Annual MTW Plan.

The original Project-Based Voucher for Moving to Work pre-dated the current PBV program, and thus was a waiver of initial Housing Choice Voucher (then Section 8 Voucher and Certificate) rules. It was also an attempt to take what was proposed for Project-Based Vouchers at the time, and to pre-empt objectionable portions of the proposed legislation and regulations and design a locally-desirable program. Today, the authorizations and waivers have allowed a locally-designed program to remain responsive to potential new projects by local housing developers and foster more purchase and rehab of existing real estate by those entities.

PUBLIC HOUSING

PH-1 Escalating Minimum Rent

Comment

This activity ended in 2011 as specified in the 2012 Annual MTW Plan.

PH-2 Maximum Rent

Comment

Note: During 2012, Maximum Rents increased by \$15 per month. The increases are reflected in this report.

Maximum Rent allows for rents set at less than 30% of adjusted income. Maximum rents are \$465 per month for 1 and 2 bedroom units, and \$490 per month for 3 and 4 bedroom units, regardless of income. Households are permitted to reside in public housing for as many as 5 years at these amounts, before having their maximum rent increase to 90% of the HUD Fair Market Rents. There is no time limit for this higher maximum rent level. Income re-verifications will be biennially for these households. Elderly or disabled households will have no time limit for the ceiling rents.

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Increase Self Sufficiency	Impact #1 Incentives to Maintain Employment	Households	Number of Households maintaining maximum rent 2010- 37 2011- 31	Projected 2012 Number of Households maintaining maximum rent 35	2012 Actual Number of Households maintaining maximum rent 39
	Impact #1 Incentives to Maintain	Households	Maximum Rent Households	Projected 2012 Maximum	2012 Actual Maximum Rent

	Employment		experiencing a rent reduction 2010- 6 2011- 13	Rent Households experiencing a rent reduction 5	Households experiencing a rent reduction 4
	Impact #1 Incentives to Maintain Employment	Households	Maximum Rent Households moved from public housing 2010- 5 2011- 8	Projected 2012 Maximum Rent Households moving from public housing 7	2012 Actual Maximum Rent Households moved from public housing 4
Cost Efficiency	Impact #2 Increased Rent Revenue	Dollars	Monthly Rent Revenue 2010- \$18,379 2011- \$17,838	Projected 2012 Rent Revenue \$15,000 (Month)	Actual 2012 Rent Revenue \$18,095 (Month)
Housing Choice	Impact #3 Encourage Stability at PH Developments	Households	Maximum Rent HH moved 2010- 5 (14%) vs. 72 (24%) 2011- 8(11%) vs. 75 (25%) All public housing moves	Projected 2012 Maximum Rent HH moves 5	2012 Actual Maximum Rent HH moves 4 (5%) vs. All public housing moves 74 (24%)
Cost Effectiveness	Less staff time used to re-certify income	Staff Time and Cost	2010 Savings Time= 108 hrs. Cost= \$1,456 2011 Savings Time= 98hrs. Cost= \$1,254	Projected 2012 Savings Time= 105 hrs. Cost= \$1,380	Actual 2012 Savings Time= 117 hrs. Cost = \$1,521

If benchmarks were not achieved or if the activity was determined ineffective provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

Benchmarks were achieved.

Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.

Rent Policies and Term Limits-

Section 3(a)(2), 3(a)(3)(A) and Section 6(1) of the 1937 Act and 24 CFR 5.603, 5.611, 5.628, 5.630, 5.632, 5.632 and 960.255 and 966 Subpart A as necessary to implement the Agency's Annual MTW Plan.

Initial, Annual and Interim Income Review Process

Sections 3 (a)(1) and 3 (a)(2) of the 1937Act and 24 CFR 966.4 and 960.257

PH-3 Elderly and Disabled Rent Re-certifications Biennially

Comments

Elderly and disabled households who have 90% or more of their income from Social Security, SSI or other disability payments, and pensions will have a rent re-determination every two years. However, they may choose to have their income reexamined at any time. Plan Year: 1999 Implemented: 1999

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Cost Effectiveness	Less staff time spent on annual re-certifications for elderly or disabled residents	Staff Time and Cost	Number of residents opting out of annual re-certifications 2010-20 Savings Time=60 hrs. Cost=\$780 2011-25 Savings Time=75 hrs. Cost=\$1,011	2012 Projection of residents opting out of annual re-certifications 23 2012 Projection Savings Time=69 hrs. Cost=\$897	2012 Actual Number of residents opting out of annual re-certifications 34 2012 Savings Time=102 hrs. Cost=\$1,326

If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

Benchmarks were achieved and exceeded. Number of residents opting out can be influenced by Social Security/SSI increases and resident turnover.

Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how

the waived section of the Act or regulation was necessary to achieve the MTW activity.

Initial, Annual and Interim Income Review Process

Sections 3 (a)(1) and 3 (a)(2) of the 1937 Act and 24 CFR 966.4 and 960.257

PH-4 Change in Employment Income

Comment

Change in employment income resulting in an increase or decrease of \$1,000 in annual income is not processed until the next annual re-certification. However, residents are expected to report changes. Plan Year: 2008 Implemented: April 2008

The this activity was modified during 2012 as follows:

Change in employment income resulting in an increase in annual income of any amount or a decrease in employment income of \$1,000 or less is not processed until the next annual re-certification. However, residents are expected to report changes. Plan Year: 2008 Implemented: January 2012

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Cost Effectiveness	Reduces Administrative Burden for completion of multiple rent calculations	Number of residents with income increases of any amount or decreases of \$1,000 or less in annual income	2011 Number of residents with income increases or decreases of \$1,000 or less in annual income 2 Savings Time= 6 hrs Cost= \$78	2012 Projection of residents with income increases of any amount or decreases of \$1,000 or less in annual income 10 Projected Savings Time= 30 hrs Cost= \$390	2012 Actual Number of residents with income increases of any amount or decreases of \$1,000 or less in annual income 25 Savings Time= 75 hrs Cost= \$975

If benchmarks were not achieved or if the activity was determined ineffective provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

PMHA observed a that the number of instances in which this feature applied, as originally written, was small. In order to support work as well as reduce the administrative burden for completion of multiple rent calculations, the PMHA opted to remove a maximum amount for earned income until annual recertification. Additionally, the PMHA finds the decrease in wages of \$1,000 or less to be beneficial to management by reducing the administrative burden for completion of multiple rent calculations.

Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.

Initial, Annual and Interim Income Review Process
 Sections 3 (a)(1) and 3 (a)(2) of the 1937Act and 24 CFR 966.4 and 960.257

The waived section of the 1937 Act and regulations was necessary in that relatively minor and frequent changes in income did create administrative burden when reported. No hardship requests were made in relation to this policy.

PH-5 Rent Adjustment for Income Decreases

Comment

Rent adjustment for income decreases that are expected to be 30 days or longer will be processed. Note: Decreases in employment income resulting in less than \$1,000 will not be processed until the next annual re-certification. Plan Year: Prior to 2008 Implemented: Prior to 2008

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Cost Effectiveness	Reduces Administrative Burden for completion of multiple rent calculations	Number of residents with income decreases lasting less than 30 days	Number of residents with income decreases lasting less than 30 days 2010-11 2011-8	2012 Projection of residents with income decreases lasting less than 30 days 10	2012 Actual Number of residents with income decreases lasting less than 30 days : 15
Cost Effectiveness	Less staff time spent on interim re-certifications	Staff time and cost savings	Staff time saved: 2010 -Hours saved: 33 Cost savings: \$429 2011 -Hours saved: 24 Cost savings: \$324	2012 Projections Hours saved: 30 Cost Savings: \$390	2012 Actual Staff time saved: 45 hours Cost Savings \$585

If benchmarks were not achieved or if the activity was determined ineffective provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

The benchmark was exceeded in 2012. The majority of lost income was employment or earned income. The majority of new income was employment or earned income. It appears that residents were leaving jobs but also finding other employment with minimal difficulty.

Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.

Initial, Annual and Interim Income Review Process-No change. The activity appears to meet the objective of cost effectiveness, and no hardship requests were made by residents.

Sections 3 (a)(1) and 3 (a)(2) of the 1937Act and 24 CFR 966.4 and 960.257

PH-6 Overall Percentage of Income Amounts for Rent Calculations

Comment

This activity was implemented April 1, 2012. In order to reward “work” or employment, residents with wage income receive a deduction from annual gross income of an amount equal to 4% of annual “earned income”. There is no limit on the number of times a household member can receive this benefit or any restrictions on the number of household members that are eligible for this feature. The 4% deduction of annual earned income offsets the previous employment and education deductions of \$500 each and the childcare allowance.

The purpose of this feature is to simplify rent calculations for improved transparency shared by both residents and PHA staff, as well as reducing administrative burden relating to documentation.

Plan Year: 2012 Implemented: April 1, 2012

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Increase Self Sufficiency	Impact #1 Incentives to Maintain Employment	Households	2012 Number of Households receiving a 4% earned income exclusion 113	Projected 2012 Number of Households receiving a 4% earned income exclusion N/A	2012 Actual Number of Households receiving a 4% earned income exclusion 113
Increase Self Sufficiency	Impact #2 Increased incentive to Maintain Employment	Dollars	2012 Employment, Education, Childcare deductions- Average benefit to household \$673	Projected 2012 4% Average Benefit to Household N/A	Actual 2012 4% Average Benefit to Household \$783
Cost Effectiveness	Less staff time spent on securing documentation	Staff time and cost savings	2012 Staff time saved: N/A	2012 Projections Hours saved: N/A	2012 Actual Staff time saved: 170=hours Cost savings: \$2,210

If benchmarks were not achieved or if the activity was determined ineffective provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

PMHA will evaluate this feature as it continues to ensure affordability.

Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.

Rent Policies and Term Limits-

Section 3(a)(2), 3(a)(3)(A) and Section 6(1) of the 1937 Act and 24 CFR 5.603, 5.611, 5.628, 5.630, 5.632, 5.632 and 960.255 and 966 Subpart A as necessary to implement the Agency's Annual MTW Plan.

Initial, Annual and Interim Income Review Process

Sections 3 (a)(1) and 3 (a)(2) of the 1937Act and 24 CFR 966.4 and 960.257

PH-7 Eliminate Allowance for Non-Reimbursed Childcare Expenses

This feature was adopted and implemented April 1, 2012. The impact of implementation is reflected in **PH-6**. This activity will be evaluated as it continues to ensure affordability.

PH-8 Deduction for Elderly or Disabled Adults

As indicated in the 2012 plan, this activity has not been implemented. It is unclear if this activity will be implemented in 2013 as an appropriate solution to the issue of verifying medical deductions that maintains affordability for the most vulnerable tenants while eliminating verifications in a responsible manner has not yet been determined.

PH-9 Providing Transitional Housing

Comment

Note: During 2012, the long-standing partnership with Family and Community Services and its Portage Area Transitional Housing (PATH) program evolved to address a more permanent supportive housing program as defined by HUD. It was determined that a public housing format was ineffective for the operation of a supportive housing program. Because of the change from a two-year Transitional Housing program to a one-year supportive housing program with the emphasis on transitioning in place, the PMHA found the number and cost of unit turnovers increasing, since not all participants were able and willing to transition in place. Renaissance Place consists of three and four bedroom units. Many of the PATH families required two-bedroom units. With HUD new program guidelines, the landscape of the PATH program changed. PMHA opened its entire housing stock to PATH participants with the emphasis on moving participants into the units with the needed number of bedrooms. However, this approach diluted the relationship between participants and PATH staff. Thus, because of programmatic changes, it became necessary to phase-out the Transitional Housing program. At the end of 2012, only four PATH families remained as active participants. No future PATH families will be added or moved-in public housing units.

Up to 42 units of transitional housing will be set aside for previously homeless families at Renaissance Place and Community Estates. Through partnership with Family and Community Services and its Portage Area Transitional Housing (PATH) program,

residents receive on-site intensified case management services as they move toward self-sufficiency. Plan Year: 1999 Implemented: 1999

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Housing Choice	Impact #1 Homeless Families Housed	Number of Homeless Families Housed	Number of Homeless Families Housed 2010-64 2011-64	2012 Projection of Homeless Families Housed Minimum of 42	2012 Actual Number of Homeless Families Housed 44
Self-Sufficiency	Impact #2 On-Site Supportive Services Provided to previously homeless families	Number of Families receiving supportive services	Number of Families receiving supportive services 2010-64 2011-64	2012 Projection of Homeless Families receiving supportive services 42	2012 Actual Number of Homeless Families receiving supportive services 44
Housing Choice & Self-sufficiency	Impact #3 Homeless Families complete Transitional Housing Program	Number of Homeless Families completing Transitional Housing Program	Number of Homeless Families completing Transitional Housing Program 2010-11 2011-22	2012 Projection of Homeless Families completing Transitional Housing Program 10	2012 Actual Number of Homeless Families completing Transitional Housing Program 13

If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

Benchmarks were attained.

Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.

This authorization waives certain provisions of Sections 3,4,5,8, and 9 of the 1937 Act and 24 CFR 941, and 960 Subpart B as necessary to implement the 2009 PMHA Annual MTW Plan. MTW authorization is critical to this activity. In 1998, the supportive services funding was not renewed, and the MTW authorization provided the grounds for

Congressional action to re-establish funding after evaluators deemed the funding ineligible because transitional housing is not allowed in Public Housing.

PH-10 PMHA to Operate a Group Home as Public Housing

The Washington Group Home was transitioned into a group home for young women aging out of foster care and other housing needy situations. The name of this program was Portage Horizons. Occupancy was to include 6 units of housing in the form of 6 single bedroom units, along with 2 units being used for 24-hour supportive services and case management activity to promote individual self-sufficiency. Additionally, PMHA requested one other unit to support a Neighborhood Network site within the unit. The Cleveland office approved a NNP for this site. Plan Year: 2009 Implemented: 2009

Impacts

Portage Horizons had two clients or residents during 2012. The housing authority and the service provider, Ohio Multi-County Development Corporation, have been unable to successfully market the property to young adults, with only two individuals from the PMHA waiting list expressing an interest in the property.

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Increase Housing Choice	Increase the number of units available to vulnerable populations	Number of Units	2009-2010 Baseline: 8 Units of supportive housing	Maintain 8 Units of supportive housing	Number of supportive housing units maintained in 2012 2

If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges, and if possible, identify potential new strategies that might be more effective.

PMHA has run into difficulties replacing the original service provider who operated the group home for over 25 years. Funding cuts to providers and changes in philosophies for housing has made the group home facility difficult to utilize, and the tastes of subsidized households for other types of housing and availability of other forms of subsidized housing may have made the building outdated. In the local housing market, there are other group home and nursing home facilities that have remained vacant and unsold for years; this does not bode well for Washington Group Home or Portage Horizons.

As a result, PMHA has entered into a partnership with Family and Community Services to lease the building and provide around-the-clock services to men with substance abuse issues on a voluntary basis. It is anticipated that the finalization of this project will be during the first half of 2013.

The status of this building will be the same as the Willow Street 2-unit property in Kent. Residents will not be entered in PIC, but the building will provide housing and supportive services to a specific population. Family and Community Services will screen and select eligible candidates for this program known as ROOT.

PH-11 Deduction for Absent Child

As indicated in the Annual Plan, this activity will not be implemented.

BOTH HOUSING VOUCHER and PUBLIC HOUSING PROGRAMS

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

PMHA excluded interest income from bank assets such as checking and savings accounts and certificates of deposit. Plan year: 1999. Implemented: 2000.

Housing Choice Voucher Program

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Increase Self Sufficiency	Promote asset accumulation; increase the number of households that accumulate bank assets	Households reporting bank assets or overtime and bonuses	Number of households reporting bank assets 2009- 694 2010- 974 2011- 1,096	Projected increase in households with bank assets	2012 1,070 households reported bank assets.

If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

Benchmarks were achieved and an increase in families reporting bank assets was observed.

Authorization(s)

Attachment C, Part D, Section 2.a This authorization waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503 and 982.518, as necessary to Implement the Agency’s Annual MTW Plan.

This authorization dates to the original MTW agreement. It is conceivable PMHA could waive such aspects of income without authorization as a permissible, optional income deduction, but has been maintained within the MTW Agreement.

PUBLIC HOUSING PROGRAM

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Increase Self Sufficiency	Promote Asset Accumulation	Number of Households with Assets	Number of Households 2010- 95 2011- 101	2012 Projection 90	2012 Actual Number 109
Increase Self Sufficiency	Promote Asset Accumulation	2011 Dollar Amount	2010- \$247,477 2011- \$248,055	Projected Increase \$3,000	Actual increase in Dollar Amt. \$238,367
			2010 Avg. Asset Value: \$2,650 Median Value: \$100 2011 Avg. Asset Value: \$2,456 Median Value: \$100	2012 Avg. Asset Value: \$4,463 Median Value: \$50	
Cost Effectiveness	Less staff time used to verify income from assets	Staff time and cost savings	2010 -Staff Time saved: 95 hours Cost savings: \$1,235 2011 -Staff time saved: 101 hours Cost savings: \$1,361	2012 Projections Hours saved: 90 Cost Savings: \$1,170	2012 Actual Staff time saved: 109 hours Cost Savings: \$1,417

If benchmarks were not achieved or if the activity was determined ineffective provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

Most benchmarks were achieved; however, the dramatic increase in assets rests with the Elderly/Disabled population. This population saw an increase in assets valued at \$209,921 in March 2012 to \$470,480 in December 2012. This increase is most likely due to annual recertification updates as well as the housing of new elderly/disabled residents with significant assets. Family assets in March 2012 totaled \$23,207 and \$15,942 in December 2012. The median family asset decreased from \$70 in March 2012 to \$34 in December 2012. It appears that families are spending their incomes to meet the costs of daily demands and do not have disposable incomes for savings.

Cite the specific provision(s) of the Act or regulation that is waived under MTW that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.

Rent Policies and Term Limits-No change

Section 3(a)(2), 3(a)(3)(A) and Section 6(1) of the 1937 Act and 24 CFR 5.603, 5.611, 5.628, 5.630, 5.632, 5.632 and 960.255 and 966 Subpart A as necessary to implement the 2009 PMHA Annual MTW Plan

Use of Public Housing as an Incentive for Economic Progress
 Section 6 (c) of the 1937 Act and 24 CFR 960.201

B-2 Cap on dependent child deduction

The Housing Choice Voucher Program will continue to give a \$480 allowance for each family member (other than the head or spouse), who is disabled or a minor, and for family members who are 18 and older who are full-time students or who are disabled. This allowance is not to exceed \$960, except that current residents (as of April 23, 1999) are entitled to an allowance of \$480 for each family member who is a minor and for family members who were 18 and older and full-time students or who are disabled as of June 1, 2000. Plan Year: 1999 Implemented: 2000

Housing Choice Voucher Program

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Reduce costs and achieve greater cost effectiveness in federal expenditures	HAP expenditures associated with households with three or more dependents will be reduced	HAP savings/expenditures	In 2010, there were 237 families with 3 or more dependents. A total of \$373,440 in annual income that would have been excluded was included in the determination of annual income. A HAP savings of \$3,606 was realized as a result. In 2011, there were 226 households with three or more minors. A total of \$382,560 in annual income that would have been excluded was now included in the	Projected reduction in HAP expenditures	In 2012, there were 217 households with three or more minors. A total of \$373,440 in annual income that would have been excluded was now included in the determination of annual income. A HAP savings of \$3,963 was realized.

			determination of annual income. A HAP savings of \$3,974 was realized.		
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Public Housing Program

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Reduce costs and achieve greater cost effectiveness in federal expenditures	Increase savings associated with households with three or more dependents	Savings	In 2010, there were 35 families with 3 or more dependents. A total of \$16,800 in annual income that would have been excluded was included in the determination of annual income. In 2011, there were 38 families with 3 or more dependents. A total of \$22,080 in annual income that would have been excluded was included in the determination of annual income.	Projected reduction in Public Housing expenditures	In 2012, there were 45 families with three or more minors. A total of \$28,320 in annual income that would have been excluded was now included in the determination of annual income.

If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

Benchmarks were achieved. With Renaissance Place open to non-PATH families during 2012, PMHA was able to house larger families needing three and four bedroom units.

Authorization(s)

Attachment C, Part D, Section 2.a This authorization waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503 and 982.518, as necessary to Implement the Agency’s Annual MTW Plan.

This authorization is necessary under MTW as there is no provision for capping dependent deductions within current law or regulation.

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

PMHA will withhold utility allowance checks for households who owe PMHA money, to be used to repay those debts. Plan Year: 2009 Implementation: 2010.

Housing Choice Voucher and Public Housing Programs

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Reduce costs and achieve greater cost effectiveness in federal expenditures	Reduce the amount of outstanding debt owed by program participants	Amount of dollars repaid to PMHA through withholding of utility allowances	Number of households in the MCV & PH programs and amount of debt repaid to PMHA through the withholding of their utility allowance checks: 2009, zero 2010, 27 households repaid \$5,278 2011, 110 households repaid \$17,324.	Projected reduction in debt owed to PMHA	In 2012, 94 households in the HCV & PH programs repaid \$14,303 in debts owed to PMHA through the withholding of their utility allowance checks.

If benchmarks were not achieved or if the activity was determined ineffective provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

PMHA did achieve benchmarks of reducing debt owed to PMHA and considers this feature a valuable tool in addressing debt recovery from families.

Authorization(s):

Attachment C, Heading D. (2a) of the Standard Agreement. This authorization waives certain sections of 24 CFR 982.518.

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.

There was no need to pro-rate utility allowances for Housing Choice Voucher participants or Public Housing residents in 2012. PMHA has implemented a new utility rent reform that caps the utility allowance payment to the amount of PIPP Plus, an income-based utility program that sets utility bills to a percentage of household income. As a result, the pro-ration utility allowance is not likely to be used. However, there is no change requested for this authorization. Utilization of this authority is dependent on the results of HUD appropriations by Congress.

B-5 Single Fund Budget Flexibility:

PMHA chose to not use budget fungibility in 2012. It did not participate in any new housing development, and managed the programs so that using this facet of Moving to Work authority was deemed unnecessary during the year.

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

This activity was not implemented as the agencies involved determined that the forecasted efficiencies were not going to be realized. The PMHA will consider implementation during 2013 if renewed discussions yield a positive result.

B-7 Employment and education deductions

PMHA will continue to give \$500 deductions from annual income where the head of household or spouse is employed 32 hours or more for the HCV Program in the same position or is registered as a full-time student at an educational institution, as defined by the standards of the institution, and maintaining a minimum of a 2.0 grade point average. Plan Year: 1999 Implementation: 2000.

Housing Choice Voucher Program

Statutory Objective	Anticipated Impacts	Metric	Baseline	Benchmark	Outcome
Increase Self Sufficiency	Increase in the number of participants who obtain/maintain full-time employment or increase employment income as well as by the number of participants who are enrolled in formal educational	Households with Head of Household who are employed or attending school full-time	Number of households receiving the employment deduction: 2009-209 2010-127 2011-116 Number of households receiving the education deduction: 2009-73	Projected increase in families with HOH employed full-time or full-time students	In 2012, 144 families were given the employment deduction and 59 received the education deduction.

	institutions		2010-80 2011-63		
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If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges and, if possible, identify potential new strategies that might be more effective:

The employment and education deductions ended April 1, 2012 for Public Housing households. They were replaced with a deduction from annual gross income of an amount equal to 4% of annual “earned income”. Refer to PH-6 for related data.

Employment levels among residents decreased even as unemployment rates in general fell in Portage County. It is possible that some families have dropped out of the labor force and no longer counted as unemployed, and the housing subsidy may make this choice to be more financially viable that it might be otherwise. Unfortunately, there is also a decrease in education activity among residents, which may further reinforce declines in employment results.

Authorization(s):

Attachment C, Part D, Section 2.a This authorization waives certain provisions of Sections 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R. 982.508, 982.503 and 982.518, as necessary to Implement the Agency’s Annual MTW Plan. PMHA expects that the deductions offered could be provided within the discretionary rent policies available to any housing authority, and will seek to eliminate these features in exchange for lower percentage of income rates for employment.

VII. SOURCES AND USES OF FUNDING

A. List planned vs. actual sources (Operating, Capital, and HCV) and uses of MTW Funds (excluding HOPE VI). Provide a narrative description of any major changes from the approved MTW Plan.

Source of MTW Funds	Projected in 2012 MTW Plan	Adopted Budget	Actual
PH Rental Income	\$527,555	\$758,009	\$757,683
Public Housing Subsidy	\$883,321	\$893,676	\$609,933
Public Housing MTW Capital Fund	\$395,245	\$446,255	\$438,781
HCV Subsidy and Fees	\$9,693,706	\$10,748,366	\$9,898,790
Investment Income		\$7,415	\$7,270
Totals	\$11,499,827	\$14,480,656	\$14,467,971

Uses of MTW Funds	Projected in 2012 MTW Plan	Adopted Budget	Actual
Administrative	\$1,400,745	\$1,750,753	\$1,985,084
Tenant Services	\$52,555	\$48,461	\$73,938
Utilities	\$258,956	\$325,421	\$311,942
Maintenance	\$568,258	\$586,567	\$723,782
Insurance	\$128,643	\$89,650	\$108,745
HAP to Landlords	\$8,724,336	\$9,925,000	\$10,743,372
Totals	\$11,133,493	\$14,473,477	\$14,849,906

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

PMHA plans on local funds for security and management improvements from a City of Kent grant in its Kent developments, and did receive a \$9,000 grant for these activities in 2012. This is the only source of local or state funds.

C. If applicable, list planned vs. actual sources and uses of the COCC.

Source	Actual Amount	Planned Amount	Uses
Management Fee	\$180,592	\$169,411	Salaries and Central Office Operations
Asset Management Fee	\$36,600	\$36,600	Salaries and Central Office Operations
Bookkeeping Fee	\$26,408	\$18,748	Financial Management functions

D. If using a cost allocation approach or fee-for-service approach that differs from 1937 Act Requirements, describe the actual deviations that were made during the Plan year:

PMHA did not use a cost allocation or fee-for-service approach that differed from the 1937 Act requirements for the Public Housing program.

E. List or describe planned vs. actual use of single-fund flexibility:

PMHA only planned to use single-fund flexibility if it deemed necessary due to substantial under-funding of one particular program. This was not necessary in 2012.

A copy of the most recently completed PMHA Audit will be forwarded by U.S. Mail.

VIII. ADMINISTRATIVE

A. Description of progress on the correction or elimination of observed deficiencies cited in monitoring visits, physical inspections or other oversight and monitoring mechanisms, if applicable.

Not applicable.

B. Results of latest Agency-directed evaluations of the demonstration:

The Portage Metropolitan Housing Authority has had no agency-directed evaluations of the Moving to Work demonstration.

C. Performance and Evaluation Report for Capital Fund activities not included in the MTW Block Grant.

See attached addendum.

D. Certification that the Agency has met the three statutory requirements of: 1) assuring that at least 75 percent of the families assisted by the Agency are very low-income families; 2) continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and 3) maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration.

PMHA certifies that it meets the three statutory requirements of assuring at least 75% of families assisted are very low-income families, that it continues to assist substantially the same number of eligible low-income families and maintaining a comparable family size mix served as would have been provided had the housing authority not participated in the MTW Demonstration.

CAPITAL FUND ADDENDUM

Annual Statement/Performance and Evaluation Report		U.S. Department of Housing and Urban Development		
Capital Fund Program, Capital Fund Program Replacement Housing Factor and		Office of Public and Indian Housing		
Capital Fund Financing Program		OMB No. 2577-0226		
		Expires 4/30/2011		
Part I: Summary				
PHA Name:		Grant Type and Number		
Portage Metropolitan Housing Authority		Capital Fund Program Grant No: OHI2P03150109 Replacement Housing Factor Grant No:		
		Date of CFFP: _____		
		FFY of Grant:		
		2009		
		FFY of Grant Approval:		
		2009		
Type of Grant				
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		
<input checked="" type="checkbox"/> Performance and Evaluation Report of Period Ending: 06.30.2011		Revised Annual Statement (revision no:)		
		Final Performance and Evaluation Report		
Line	Summary by Development Account	Total Estimated cost		Total Actual Cost 1
		Original	Revised 2	Expended
1	Total non-CFP Funds			
2	1406 Operations (may not exceed 20% of line 21) 3	102,316.00	101,996.00	97,590.29
3	1408 Management Improvements	63,500.00	67,663.24	39,679.70
4	1410 Administration (may not exceed 10% of line 21)	51,158.00	50,993.00	24,325.52
5	1411 Audit	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00
7	1430 Fees and Cost	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00
9	1450 Site Improvement	83,110.00	17,470.00	17,470.00
10	1460 Dwelling Structures	199,500.00	237,296.16	116,323.66
11	1465.1 Dwelling Equipment - Nonexpendable	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	3,500.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	5,000.00	34,531.00	24,727.88
16	1495.1 Relocation Costs	0.00	0.00	0.00
17	1499 Development Activities 4	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00
18ba	3000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	3,500.00	0.00	0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	511,584.00	509,339.40	445,485.26
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	5,000.00	5,000.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	2,000.00	2,000.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures			
	Signature of Executive Director	Date	Signature of Public Housing Director	Date
		June 30, 2011		
<p>1 To be completed for the Performance and Evaluation Report.</p> <p>2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement</p> <p>3 PHAs with under 250 units in management may use 100% of CFP Grants for operations.</p> <p>4 RHF funds shall be included here.</p>				

Part II: Supporting Pages

PHA Name:		Grant Type and Number CFFP (Yes/No):			Federal FFY of Grant:			
Portage Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P03150109			2009			
Development Number		Replacement Housing Factor Grant No:						
Name/PHA - Wide		Development Account No.	Quantity	Total Estimated Costs		Total Actual Cos:		Status of Work
Activities				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
FAST	Operations	1405		51,158.00	50,993.00	50,993.00	48,795.15	
WEST	Operations	1403		51,158.00	50,993.00	50,993.00	48,795.14	
Management Improvements								
EAST	Resident Security	1403		1,000.00	1,000.00	706.63	706.63	
WEST	Resident Security	1403		1,000.00	1,000.00	317.40	317.40	
EAST	Dev Job Training/Eusiness	1403		7,500.00	0.00			
WEST	Dev Job Training/Eusiness	1403		7,500.00	0.00			
EAST	Coordinator Drug Elimination	1403		23,250.00	32,831.62	27,772.82	27,772.82	
WEST	Coordinator Drug Elimination	1403		23,250.00	32,831.62	10,882.85	10,882.35	
Administration								
EAST	Salaries/Fringe Benefits	1410		25,279.00	31,100.00	24,325.52	24,325.52	
WEST	Salaries/Fringe Benefits	1410		25,279.00	19,887.00			
EAST	Advertising for Bids	1410		375.00				
WEST	Advertising for Bids	1410		225.00	0.00			
Non-dwelling Equipment								
EAST	Maintenance Equipment	1475		1,750.00	0.00			
WEST	Maintenance Equipment	1475		1,750.00	0.00			
HA - WIDE	Contingency	1502		3,500.00	0.00			

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Part I: Summary			
PHA Name: Portage Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P031501-10 Replacement Housing Factor Grant No:	FFY of Grant: 2010	FFY of Grant Approval:
Type of Grant			
<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Performance and Evaluation Report or Period Ending: 06.30.2011		<input type="checkbox"/> Final Performance and Evaluation Report	

Line	Summary by Development Account	Total Estimated cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20)	102,316.00	59,466.00	0.00	0.00
3	1408 Management Improvements	101,410.00	83,660.00	0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)	50,558.00	50,516.00	0.00	0.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Cost	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	20,000.00	81,100.00	0.00	0.00
10	1460 Dwelling Structures	135,000.00	130,000.00	0.00	0.00
11	1465.1 Dwelling Equipment - Nonexpendable	35,000.00	93,500.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	30,000.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	29,000.00	5,000.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	7,700.00	1,918.00	0.00	0.00
20	Amount of Annual Grant: (sum of lines 2 - 19)	510,984.00	505,160.00	0.00	0.00
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	5,000.00	5,000.00	0.00	0.00
23	Amount of line 20 Related to Security - Soft Costs	2,500.00	2,500.00	0.00	0.00
24	Amount of line 20 Related to Security - Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	42,500.00	40,000.00		
Signature of Executive Director		Date	Signature of Public Housing Director	Date	
		June 30, 2011			

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Part II: Supporting Pages

PHA Name:		Grant Type and Number CFFP (Yes/No):		Federal FFY of Grant:			
Portage Metropolitan Housing Authority		Capital Fund Program Grant No: OH12P031501-10		2010			
Development Number/PHA - Wide Activities		Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost	Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2
OH31000001 - EAST	Operations	1406		51,158.00	29,733.00		
OH31000002 - WEST	Operations	1406		51,158.00	29,733.00		
Management Improvements							
OH31000001 - EAST	Resident Security	1408		1,250.00	1,250.00		
OH31000002 - WEST	Resident Security	1408		1,250.00	1,250.00		
OH31000001 - EAST	Dev Job Training/Business	1408		17,750.00	0.00		
OH31000002 - WEST	Dev Job Training/Business	1408		17,750.00	0.00		
OH31000001 - EAST	Coordinator Drug Elimination	1408		31,705.00	40,580.00		
OH31000002 - WEST	Coordinator Drug Elimination	1408		31,705.00	40,580.00		
Administration							
OH31000001 - EAST	Salaries/Fringe Benefits	1410		40,444.00	40,423.00		
OH31000002 - WEST	Salaries/Fringe Benefits	1410		10,114.00	10,093.00		
Non-dwelling Equipment							
OH31000001 - EAST	Vehicle	1475		15,000.00	0.00		
OH31000002 - WEST	Vehicle	1475		15,000.00	0.00		
Contingency		1502		0.00	1,918.00		
<p>1 To be completed for the Performance and Evaluation Report. 2 To be completed for the Performance and Evaluation Report or a Revised Annual Statement 3 PHAs with under 250 units in management may use 100% of CFP Grants for operations. 4 RHF funds shall be included here.</p>							

Part II: Supporting Pages

PHA Name:		Grant Type and Number CFFP (Yes/No): _____				Federal FFY of Grant:		
		Capital Fund Program Grant No: OH12P031501-10				2010		
Portage Metropolitan Housing Authority		Replacement Housing Factor Grant No:						
Development Number Name/PHA - Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Costs		Total Actual Cost		Status of Work
				Original	Revised 1	Funds Obligated 2	Funds Expended 2	
OH3100001 - EAST SIDE								
OH12P031-004P								
Eastowne Manor	Removal of Trees & Stumps	1450	As Needed	20,000.00	0.00			
	Install ADA Shower/Bath/Common	1460	As Needed	5,000.00	0.00			
	Repl Heaters in Common Areas	1460	As Needed	5,000.00	0.00			
	Replace Ranges/Hoods/Refrig	1465	All		45,000.00			
OH12P031-015P								
Acquisition Rehab	Replace Ranges & Refrigerators	1465	All	5,000.00	0.00			
OH12P031-006								
Etna House	Replace Ranges/Hoods/Refrig	1465	All		18,500.00			
31000002 - WEST SIDE								
OH31-001A								
Athena Gardens	Repl Privacy Fences / Pads	1450	All		81,100.00			
OH31-005P								
Town Square Villas								
	Replace Flooring	1460	All	60,000.00	62,500.00			
OH12P031-009P	Replace Flooring	1460		65,000.00	67,500.00			
Heritage Knolls	Replace Ranges/Hoods/Refrig with Energy Star	1465	60	30,000.00	30,000.00			

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