

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

Medina Metropolitan Housing Authority Agency Plan

5 Year Plan for Fiscal Years Beginning 2005 - 2009
Annual Plan for Fiscal Year 2005

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Medina Metropolitan Housing Authority

PHA Number: OH - 027

PHA Fiscal Year Beginning: (mm/yyyy) 07/2005

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS BEGINNING 2005 - 2009
[24 CFR Part 903.5]

A. Mission

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is to develop and manage properties and programs that provide affordable housing opportunities for low and moderate income residents of Medina County.

B. Goals

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other:
 - a. Investigate joint application for State rental vouchers (with other agencies) and other Housing Trust Fund resources aimed at homelessness prevention
 - b. Work cooperatively in the Medina County Housing Network to draw additional affordable housing resources to the Authority's jurisdiction.
 - c. Collaborate with ADAMH Board on the development of an additional 11 units for homeless persons with severe mental illness
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: (Survey results)
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below) Other:
 - a. Expand non-profit's housing inventory to promote choice and quality units for the Voucher Program
 - b. Work with Consolidated Plan districts to study effectiveness of rental rehabilitation programs for landlords

HUD Strategic Goal: Improve community quality of life and economic vitality

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: Study the potential expansion (cost benefit analysis) of the current HCV Family Self-Sufficiency Program.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other:
 - a. Work collaboratively with the Medina County Fair Housing Consortium on training initiatives for staff, landlords, and clients (Fair Housing Curriculum)
 - b. Work with the Fair Housing Contact Service for ongoing staff training and issue specific guidance.

Other PHA Goals and Objectives:

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

Medina Metropolitan Housing Authority
Annual Plan for Fiscal Year 2005

Executive Summary

The Medina Metropolitan Housing Authority (MMHA or the "Authority") Annual Plan includes components for both the Public Housing and Section 8 Programs.

For Public Housing (PH), the Authority plans to continue the modernization of apartments as called for in the Modernization Needs Assessment.

The Authority also plans to continue to work with advocacy groups of Special Populations to assure a sufficient waiting list for the development. Regular meetings will continue, as well, with the Resident Advisory Board (RAB).

The Authority is also committed to keeping its staff trained on new legislative initiatives as well as innovative management techniques and legal issues pertaining to rental housing. As such, all possible training initiatives will be reviewed for merit and staff will be trained as resources allow.

For the Housing Choice Voucher Program (fka S8), Authority staff will continue to aggressively market the program to landlords. The Authority increased the number of landlords participating in the program by 10% in the past fiscal year.

The Authority will also apply for additional Vouchers, as funding opportunities become known to it. This includes federal and state vouchers.

Most importantly, the Authority will continue its expansion of its Home Ownership Program. The Authority plans, too, to maintain its expanded FSS Program with funding from the local department of Human Services, HUD, or other sources of funding.

Each of the items noted in this Executive Summary are designed to help the Authority meet its fourth year goals and objectives as outlined in the Five Year Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	
1. Housing Needs	4
2. Financial Resources	9
3. Policies on Eligibility, Selection and Admissions	10
4. Rent Determination Policies	19
5. Operations and Management Policies	22
6. Grievance Procedures	23
7. Capital Improvement Needs	24
8. Demolition and Disposition	28
9. Designation of Housing	28
10. Conversions of Public Housing	29
11. Homeownership	31
12. Community Service Programs	32
13. Crime and Safety	35
14. Pets (Inactive for January 1 PHAs)	36
15. Civil Rights Certifications (included with PHA Plan Certifications)	37
16. Audit	37
17. Asset Management	37
18. Other Information	38

Attachments

Required Attachments:

- Admissions Policy for De-concentration
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Maintenance Policy

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	eradication of pest infestation (including cockroach infestation)	
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(list individually; use as many lines as necessary)	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,788	5	5	4	2	2	2
Income >30% but <=50% of AMI	3,450	5	5	4	2	2	2
Income >50% but <80% of AMI	6,174	4	4	4	2	2	2
Elderly	5,283	5	2	3	3	2	2
Families with Disabilities	19,535	5	5	4	5	5	5
Race/Ethnicity: White	53,069	5	5	4	3	3	2
Race/Ethnicity: Black	490	5	5	4	3	3	2
Race/Ethnicity: American Indian or Eskimo	109	5	5	4	3	3	2
Race/Ethnicity: Asian	357	5	5	4	3	3	2
Race/Ethnicity: Other	517	5	5	4	3	3	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

**B. Housing Needs of Families on the Public Housing and Section 8
Tenant- Based Assistance Waiting Lists**

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families S8 / PH	% of total families	Annual Turnover
Waiting list total	1359 / 37		
Extremely low income <=30% AMI	1155 / 29	85% / 78%	
Very low income (>30% but <=50% AMI)	190 / 8	14% / 22%	
Low income (>50% but <80% AMI)	14 / 0	1% / 0%	
Families with children	? / 1	?% / .03%	
Elderly families	83 / 11	6% / 30%	
Families with Disabilities	213 / 26	16% / 70%	
Race/white	870 / not available	64% / not available	
Race/black	435 / not available	32% / not available	
Race/ Other	27 / not available	2% / not available	
Race/Hispanic	27 / not available	2% / not available	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	37	100%	
2 BR			
3 BR			
4 BR			
5 BR			

Housing Needs of Families on the Waiting List			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Section 8 only – not PH) If yes: How long has it been closed (# of months)? 11 (as of 04/2004) Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

- Apply for additional section 8 units should they become available

- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Utilize collaborative relationships with other affiliate and non-affiliate non-profit organizations for property development enterprises

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Work with various advocacy groups to assure access to rental assistance and rental units for those families at or below 30% of the County median income

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Work with various advocacy groups to assure access to rental assistance and rental units for those families at or below 50% of the County median income

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Work with the Office for Older Adults to develop programs aimed at the current needs of older adults in the jurisdiction

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Maintain and possibly expand the working relationship with the ADAMH Board and the MR/DD Board

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations, if applicable
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance

- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$ 100,908.00	
b) Public Housing Capital Fund	89,311.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,822,064.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	114,624.00	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	215,244.00	
4. Other income – Excess Utilities	7,560.00	
4. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	\$3,349,711.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Eligibility is verified at the time a family is placed on the waiting list; if a family's information is "older" than 90 days when a unit is offered to it, the information is verified again

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe): We do not use local, state, or federal law enforcement agencies. We use a private contractor [Comprehensive Loss Prevention]. This contractor checks court records.

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 1

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? There is only one list.

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One

- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
 The PHA's Admissions and (Continued) Occupancy policy
 PHA briefing seminars or written materials
 Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
 Any time family composition changes
 At family request for revision
 Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: Up to an additional 30 days may be granted if the applicant can demonstrate that a search's results require additional time.

(4) Admissions Preferences

- a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan

- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)

- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- When income increases and it is from a new source.

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper

- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA’s minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

A. PHA Management Structure

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning 07/04	Expected Turnover
Public Housing	83	10
Section 8 Vouchers	470	100
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list		

individually)		

C. Management and Maintenance Policies

(1) Public Housing Maintenance and Management: The Authority's Maintenance Policy is attached.

(2) Section 8 Management: The Section 8 Administrative Policy is attached.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office

Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number: OH12P02750105 FFY of Grant Approval: 2005

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	\$8,931
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	80,380

11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$89,311
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
OH-027-1	Modernize six units	1460	\$48,000
OH-027-1	Replace roof	1460	32,380
OH-027-1	Administrative costs	1410	8,931

**Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
OH-027-1	September 30, 2007	September 30, 2009

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan.
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
 26 - 50 participants
 51 to 100 participants
 more than 100 participants

b. PHA-established eligibility criteria

- Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 08/09/2005)
Public Housing	Not applicable	Not applicable
Section 8	0	106

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports

- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Coordinated activities with the local police department

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)
- Provided below:

The comments of the Resident Advisory Board were that they agreed with what Medina MHA had proposed for the Capital Fund Program in this PHA Plan. Specifically, they stated they were in agreement with the two planned work items: renovating six more units and repairing the roof.

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: Completely accepted the recommendations offered.

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Left to the decision of the appointing authority

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: Medina County, Medina City, Wadsworth City, and Brunswick City

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Medina Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH12P02750103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration	0.00	8,034.00	8,034.00	8,034.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	36,348.00	39,212.24	39,212.24	6,395.25
10	1460 Dwelling Structures	44,000.00	33,101.76	33,101.76	33,101.76
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Medina Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P02750103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
--	--	-------------------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement
 Performance and Evaluation Report for Period Ending: 06-30-2005 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines 2 through 19)	80,348.00	80,348.00	80,348.00	47,531.01
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Medina Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH12P02750103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
OH-027-1	Dwelling Structures								
	Modernize six units		1460		34,000.00	33,101.76		33,101.76	
	Maintenance labor dedicated to rehab		1460		10,000.00	0.00		0.00	
	Site Improvements		1450						
	Concrete repairs and construction of ADA approved wheelchair access in the sidewalk areas of the property		1450		10,000.00	12,864.24		6,395.25	
	Repair existing parking lot		1450		26,348.00	26,348.00		0.00	
	Administrative Costs		1410		0.00	8,034.00		8,034.00	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Medina Metropolitan Housing Authority	Grant Type and Number Capital Fund Program No: OH12P02750103 Replacement Housing Factor No:	Federal FY of Grant: 2003
---	--	---------------------------

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OH-027-1	09/16/2005			09/16/2007			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
Total CFP Funds (Est.)					
Total Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Medina Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH12P02750203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	0.00	6,193.00	6,193.00	6,193.00
8	1440 Site Acquisition				
9	1450 Site Improvement	16,970.00	10,777.00	10,777.00	0.00
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Medina Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P02750203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
---	---	------------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement
 Performance and Evaluation Report for Period Ending: 06-30-2005 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines 2 through 19)	16,970.00	16,970.00	16,970.00	6,193.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Medina Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH12P02750203 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
OH-027-1	Site Improvements								
	Repair existing parking lot		1450		16,970.00	10,777.00		0.00	
	Fees and Costs		1430		0.00	6,193.00		6,193.00	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Medina Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: OH12P02750203 Replacement Housing Factor No:					Federal FY of Grant: 2003
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OH-027-1	09/16/2005			09/16/2007			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
Total CFP Funds (Est.)					
Total Replacement Housing Factor Funds					

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : _____ FFY Grant: PHA FY:			Activities for Year: _____ FFY Grant: PHA FY:		

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Medina Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH12P02750104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06-30-2005 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	15,000.00	9,402.00	9,402.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	64,022.00	71,840.00	71,840.00	4,410.62
11	1465.1 Dwelling Equipment—Nonexpendable	10,000.00	7,780.00	7,780.00	7,780.00
12	1470 Nondwelling Structures	5,000.00	5,000.00	5,000.00	0.00
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Medina Metropolitan Housing Authority	Grant Type and Number Capital Fund Program Grant No: OH12P02750104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
---	---	------------------------------

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement
 Performance and Evaluation Report for Period Ending: 06-30-2005 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines 2 through 19)	94,022.00	94,022.00	94,022.00	12,190.62
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Medina Metropolitan Housing Authority		Grant Type and Number Capital Fund Program Grant No: OH12P02750104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
OH-027-1	Dwelling Structure								
	Rehab office space		1460		10,000.00	10,000.00		0.00	
	Rehab resident mail room		1460		8,000.00	8,000.00		0.00	
	Upgrade interior signage		1460		1,022.00	1,022.00		0.00	
	Roof		1460		27,220.00	33,191.00		0.00	
	Front door surveillance		1460		5,000.00	2,600.00		2,383.62	
	Community room electronics		1460		5,000.00	5,000.00		0.00	
	ADA door opener - front		1460		5,000.00	5,000.00		0.00	
	Common area floor covering		1460		5,000.00	5,000.00		0.00	
	Maint & admin labor		1460		15,000.00	0.00		0.00	
	Replace emergency exit doors		1460		0.00	2,027.00		2,027.00	
	Dwelling Equipment								
	Upgrade resident air conditioners		1465		10,000.00	7,780.00		7,780.00	
	Nondwelling structure								
	Pavilion		1470		5,000.00	5,000.00		0.00	
	Administrative Costs		1410		0.00	9,402.00		0.00	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Medina Metropolitan Housing Authority		Grant Type and Number Capital Fund Program No: OH12P02750104 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
OH-027-1	09/13/2006			09/13/2008			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
Total CFP Funds (Est.)					
Total Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		

Resident Membership on Governing Board

Mrs. Ruth Fullard, appointed to the Medina Metropolitan Housing Authority Board in June of 2000, is the resident member of the Board. She resides in North View Manor located at 860 Walter Road in Medina, Ohio. Her unit number is 325.

Attachment nya

MB Approval o. 5-015 (exp. 33100)

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

APPEDI -I

Annual Statement for Year # 1 CFP 2

HA ame

G EACH HSIG AHY

Comprehensive Grant Program

Y3P1

2

Revised Annual Statement Revision number

Performance and Evaluation Report for Program Year Ending.

Final Performance and Evaluation Report.

A ESIMAE CS

A ACA CS 2

Line o.	Summary by Development Account	Original	Revised	Bligated	Expended
1	Total on-CGP Funds				
10	operations (May not to exceed 0 of line 0)	1,0.00	1,0.00	0.00	0.00
3	10 Management Improvements	,500.00	,500.00	0.00	0.00
	110 Administration	0,000.00	0,000.00	0.00	0.00
5	111 Audit				
	115 Liuidated damages				
	130 Fees and Costs				
	10 Site Acquisition				
10	150 Site Improvements	10,000.00	10,000.00	0.00	0.00
	10 Dwelling Structures	1,.	1,.	0.00	0.00
11	15.1 Dwelling Equipment - onexpandable	5,000.00	5,000.00	0.00	0.00
1	10 ondwelling Structures	1,000.00	1,000.00	0.00	0.00
13	15 ondwelling Equipment	10,000.00	10,000.00	0.00	0.00
1	15 Demolition				
15	10 Replacement Reserve				
1	1 Moving to ork Demonstration				
1	15.1 Relocation Costs				
1					

**Standard PHA Plan
PHA Certifications of Compliance****PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the Standard Annual, Standard 5-Year/Annual, and
Streamlined 5-Year/Annual PHA Plans**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the standard Annual, XX standard 5-Year/Annual or streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 07/2005, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

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

Medina Metropolitan Housing Authority OH-027
 PHA Name PHA Number/HA Code

- Standard PHA Plan for Fiscal Year: 20__
- Standard Five-Year PHA Plan for Fiscal Years 2005 - 2009, including Annual Plan for FY 2005
- Streamlined Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__

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

Name of Authorized Official	Title
Lawrence Brandel	Board Chairperson
Signature <i>Lawrence Brandel</i>	Date 10-19-05

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

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

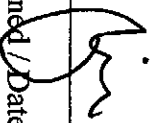
I, Robert Johnson the Supportive Housing Specialist certify
that the Five Year and Annual PHA Plan of the Medina Metropolitan Housing Authority is
consistent with the Consolidated Plan of the State of Ohio prepared
pursuant to 24 CFR Part 91.

Robert W. Johnson

Signed / Dated by Appropriate State or Local Official
Ohio Department of Development

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


I, Jane Leaver the Mayor certify
that the Five Year and Annual PHA Plan of the Medina Metropolitan Housing Authority is
consistent with the Consolidated Plan of the City of Medina prepared
pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

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

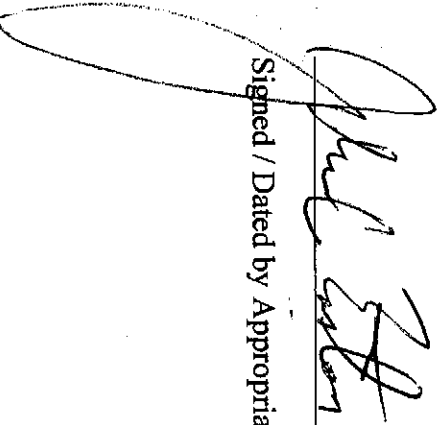
I, Sid Welch the Community Development Director certify
that the Five Year and Annual PHA Plan of the Medina Metropolitan Housing Authority is
consistent with the Consolidated Plan of the City of Brunswick prepared
pursuant to 24 CFR Part 91.

 10/18/05

Signed / Dated by Appropriate State or Local Official


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

I, Chris Easton the Service Director certify
that the Five Year and Annual PHA Plan of the Medina Metropolitan Housing Authority is
consistent with the Consolidated Plan of the City of Wadsworth prepared
pursuant to 24 CFR Part 91.


Chris Easton 10/21/05
Signed / Dated by Appropriate State or Local Official

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

I, Patricia Geissman the President, Board of County Commissioners certify
that the Five Year and Annual PHA Plan of the Medina Metropolitan Housing Authority is
consistent with the Consolidated Plan of the County of Medina prepared
pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official

1

2

The following worksheets are similar in format to that shown in PIH Notice 2001-4a; except that they are in Excel and thus will automatically calculate your totals for each year.

The first worksheet contains Part I of the CFP Five Year Plan. Items shaded in blue require your input. Refer to the sample worksheet for help. Follow the insertion/deletion of rows instructions below to ensure the totals
The second worksheet contains Part II of the CFP Five Year Plan. Items shaded in blue require your input. Refer to the last sample worksheet for help.

You'll notice that the development name/number is not repeated for each subsequent year as it is in the PIH Notice, this is so all the columns fit on letter paper. Please keep one blank row between each development so it's easier to read across. Follow the insertion/deletion of rows instructions below to ensure the totals calculate

IF YOU HAVEN'T USED EXCEL VERY MUCH AND YOU NEED TO ADD OR DELETE ROWS

If you need additional lines, simply highlight the row below the location you wish additional rows placed, select
Do not wait until you get to the last line, because the summation formula won't capture the money in the lines you add - always insert rows prior to the last row, so that the spreadsheet totals correctly.

If you wish to delete lines, simply highlight row you wish to delete (by clicking on row number), and select "edit",

Capital Fund Program Five Year Action Plan

Part I: Summary

PHA Name: Medina Metro Housing Authority						<input checked="" type="checkbox"/> Original 5-Year <input type="checkbox"/> Revision No.			
Development No./Name/PHA-wide	Year 1	Work Statement for Year 2		Work Statement for Year 3		Work Statement for Year 4		Work Statement for Year 5	
		FFY Grant:	2006	FFY Grant:	2007	FFY Grant:	2008	FFY Grant:	2009
		PHA FY:	FYE 06-30-2007	PHA FY:	FYE 06-30-2008	PHA FY:	FYE 06-30-2009	PHA FY:	FYE 06-30-2010
OH12P027 - North View Manor	See Annual Statement		\$89,000.00		\$89,000.00		\$89,000.00		\$89,000.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
Total CFP Funds Listed for 5-Year Planning				\$89,000.00		\$89,000.00		\$89,000.00	
Replacement Housing Factor Funds			\$0.00		\$0.00		\$0.00		\$0.00

**Capital Fund Program Five Year Action Plan
Part II: Supporting Pages -- Work Activities**

Activities for Year 1	Activities for Year: 2006-2007			Activities for Year: 2007-2008		Activities for Year: 2008-2009		Activities for Year: 2009-2010	
	Development No./Name	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost
See Annual Statement	OH12P027	Modernize eight units	\$70,080.00	Modernize eight units	\$72,240.00	Modernize seven units	\$65,170.00	Modernize seven units	\$67,130.00
		Administrative costs	\$8,900.00	Administrative costs	\$8,900.00	Administrative costs	\$8,900.00	Administrative costs	\$8,900.00
		Construct outbuilding for		Boiler	\$6,020.00	Replace riding mower	\$6,000.00	Replace walk behind mower	\$2,000.00
		storage	\$4,050.00	Appliance upgrade	\$1,840.00	Replace pickup truck	\$8,930.00	Replace pickup truck	\$10,970.00
		Boiler	\$4,500.00		\$0.00		\$0.00		\$0.00
		Appliance upgrade	\$1,470.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00
	Total CFP Cost	\$89,000.00	Total CFP Cost	\$89,000.00	Total CFP Cost	\$89,000.00	Total CFP Cost	\$89,000.00	

2500

Capital Fund Program Five Year Action Plan

Part I: Summary

PHA Name:		XXX Metropolitan Housing Authority		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No.						
Development No./Name/PHA-wide	Year 1	Work Statement for Year 2		Work Statement for Year 3		Work Statement for Year 4		Work Statement for Year 5		
		FFY Grant:	2005	FFY Grant:	2006	FFY Grant:	2007	FFY Grant:	2008	
		PHA FY:	2005	PHA FY:	2006	PHA FY:	2007	PHA FY:	2008	
OH10P0xx001	See Annual Statement		\$17,500.00		\$5,000.00		\$30,000.00		\$86,000.00	
OH10P0xx002			\$13,000.00		\$55,000.00		\$44,000.00		\$22,000.00	
OH10P0xx004			\$40,000.00		\$54,000.00		\$8,000.00		\$22,000.00	
OH10P0xx005			\$42,000.00		\$15,000.00		\$31,000.00		\$50,000.00	
OH10P0xx010			\$5,000.00		\$4,000.00		\$20,000.00		\$39,500.00	
OH10P0xx011			\$24,000.00		\$21,000.00		\$10,000.00		\$4,000.00	
OH10P0xx012			\$103,500.00		\$143,500.00		\$138,000.00		\$110,000.00	
OH10P0xx013			\$97,500.00		\$20,000.00		\$102,300.00		\$14,000.00	
OH10P0xx014			\$17,500.00		\$15,000.00		\$6,000.00		\$5,000.00	
OH10P0xx015			\$0.00		\$0.00		\$21,000.00		\$45,000.00	
OH10P0xx016			\$112,500.00		\$133,500.00		\$80,000.00		\$37,000.00	
OH10P0xx017			\$0.00		\$27,000.00		\$20,700.00		\$18,000.00	
OH10P0xx018			\$0.00		\$3,000.00		\$4,000.00		\$2,000.00	
PHA WIDE			\$161,796.00		\$176,796.00		\$163,796.00		\$224,796.00	
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
				\$0.00		\$0.00		\$0.00		\$0.00
			\$0.00		\$0.00		\$0.00		\$0.00	
			\$0.00		\$0.00		\$0.00		\$0.00	
			\$0.00		\$0.00		\$0.00		\$0.00	
			\$0.00		\$0.00		\$0.00		\$0.00	
Total CFP Funds Listed for 5-Year Planning			\$634,296.00		\$672,796.00		\$678,796.00		\$679,296.00	
Replacement Housing Factor Funds			\$0.00		\$0.00		\$0.00		\$0.00	

**Capital Fund Program Five Year Action Plan
Part II: Supporting Pages -- Work Activities**

Activities for Year 1	Activities for Year: 2005			Activities for Year: 2006			Activities for Year: 2007			Activities for Year: 2008		
	FFY Grant: 2005			FFY Grant: 2006			FFY Grant: 2007			FFY Grant: 2008		
	PHA FY: 2005			PHA FY: 2006			PHA FY: 2007			PHA FY: 2008		
Development No./Name	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost		
OH10P0xx001	Emergency Lighting	\$500.00	Concrete	\$5,000.00	Replace Roofing	\$30,000.00	Electrical Upgrade	\$14,000.00				
	Storm Doors	\$8,000.00					Landscaping	\$2,000.00				
	Smoke Detectors	\$9,000.00					Rehab Bathrooms	\$70,000.00				
OH10P0xx002	Exterior Concrete	\$10,000.00	Appliances	\$40,000.00	Replace Entry Door & Locks	\$40,000.00	Electrical Upgrade	\$20,000.00				
	Replace Storm Doors	\$2,000.00	Smoke Detectors	\$15,000.00	Tree Trimming	\$4,000.00	Flooring	\$2,000.00				
	Emergency Lighting	\$1,000.00										
OH10P0xx004	Cabinets	\$40,000.00	Replace Boiler & Chiller	\$50,000.00	Landscaping	\$2,000.00	Flooring	\$4,000.00				
			Water Heater	\$4,000.00	Exterior Concrete	\$4,000.00	Water Piping Repair	\$5,000.00				
					Tree Trimming	\$2,000.00	Patio Door Replacement	\$10,000.00				
							Ceiling Tile	\$3,000.00				
OH10P0xx005	Exterior Concrete	\$10,000.00	Exterior Doors	\$15,000.00	Replace Water Heaters	\$12,000.00	Rehab Unit	\$50,000.00				
	Sewer Lines	\$3,000.00			Tree Trimming	\$4,000.00						
	Appliances	\$14,000.00			Flooring	\$15,000.00						
	Replace Furnaces	\$15,000.00										
OH10P0xx010	Tree Trimming	\$5,000.00	Flooring	\$4,000.00	Exterior Doors	\$20,000.00	Tree Trimming	\$2,000.00				
							Rehab Bathrooms	\$37,500.00				
OH10P0xx011	Exterior Doors	\$20,000.00	Appliances	\$16,000.00	Remodel Bathrooms	\$10,000.00	Landscaping	\$4,000.00				
	Light Fixtures	\$4,000.00	Tree Trimming	\$5,000.00								
OH10P0xx012	Unit Rehab	\$78,500.00	Unit Rehab	\$78,500.00	Flooring	\$28,000.00	Sewer Lines	\$5,000.00				
	Siding, Soffit and Fascia	\$15,000.00	Appliances	\$40,000.00	Exterior Concrete	\$20,000.00	Remove Oil Tanks	\$8,000.00				
	Water Heaters	\$10,000.00	Furnaces	\$25,000.00	Roofing	\$15,000.00	Rehab Bathrooms	\$15,000.00				
					Rehab Unit	\$75,000.00	Reseal Driveway	\$2,000.00				
							Rehab Unit	\$75,000.00				
							Landscaping	\$5,000.00				

See Annual Statement

**Capital Fund Program Five Year Action Plan
Part II: Supporting Pages -- Work Activities**

Activities for Year 1	Activities for Year: 2005			Activities for Year: 2006		Activities for Year: 2007		Activities for Year: 2008	
	FFY Grant: 2005			FFY Grant: 2006		FFY Grant: 2007		FFY Grant: 2008	
	PHA FY: 2005			PHA FY: 2006		PHA FY: 2007		PHA FY: 2008	
Development No./Name	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost	
OH10P0xx013	Site Grading	\$10,000.00	Exterior Lighting	\$10,000.00	Replace Appliances	\$42,300.00	Flooring	\$5,000.00	
	Kitchen Cabinets	\$45,000.00	Storm Doors	\$10,000.00	Replace Roofs	\$60,000.00	Emergency Lighting	\$2,000.00	
	Smoke Detectors	\$10,000.00					Siding,Soffit,Gutter & Spouts	\$5,000.00	
	Water Heaters	\$32,500.00					Tree Trimming	\$2,000.00	
OH10P0xx014	Exterior Concrete	\$10,000.00	Exterior Doors	\$10,000.00	Flooring	\$6,000.00	Rehab Bathrooms	\$5,000.00	
	Smoke Detectors	\$7,500.00	Tree Trimming	\$5,000.00					
					Exterior Concrete	\$4,000.00	Flooring	\$45,000.00	
					Replace Appliances	\$17,000.00			
OH10P0xx016	Rehab Units	\$78,500.00	Rehab Units	\$78,500.00	Flooring	\$20,000.00	Exterior Doors	\$10,000.00	
	Replace Roof	\$10,000.00	Water Heaters	\$15,000.00	Exterior Concrete	\$10,000.00	Landscaping	\$5,000.00	
	Exterior Doors	\$5,000.00	Furnaces	\$40,000.00	Rehab Unit	\$50,000.00	Appliances	\$10,000.00	
	Siding, Soffit, Fascia	\$15,000.00					Sewer Line	\$2,000.00	
	Tree Trimming	\$4,000.00					Rehab Bathroom	\$10,000.00	
OH10P0xx017			Water Heaters	\$10,000.00	Appliances	\$18,700.00	Exterior Concrete	\$5,000.00	
			Landscaping	\$4,000.00	Entry Doors	\$2,000.00	Flooring	\$10,000.00	
			Tree Trimming	\$2,000.00			Furnaces	\$3,000.00	
			Energy Audit	\$11,000.00					
OH10P0xx018		Tree Trimming	\$3,000.00	Exterior Concrete	\$4,000.00	Landscaping	\$2,000.00		
PHA WIDE	Maintenance Equipment	\$1,000.00	Maintenance Equipment	\$1,000.00	Maintenance Equipment	\$3,000.00	Maintenance Equipment	\$4,000.00	
	Resident Job Training	\$44,000.00	Repave Parking Lot	\$10,000.00	Resident Job Training	\$44,000.00	2 Service Trucks	\$60,000.00	
	Staff Development	\$5,000.00	Replace Office Front Windows	\$5,000.00	Staff Development	\$5,000.00	Resident Job Training	\$44,000.00	
	Computer Software	\$10,000.00	Resident Job Training	\$44,000.00	Computer Software	\$10,000.00	Staff Development	\$5,000.00	
	Non-Tech Salaries	\$20,571.00	Staff Development	\$5,000.00	Non-Tech Salaries	\$20,571.00	Computer Software	\$10,000.00	
	Technical Salaries	\$30,069.00	Computer Software	\$10,000.00	Technical Salaries	\$30,069.00	Non-Tech Salaries	\$20,571.00	
	Legal Aids	\$1,000.00	Non-Tech Salaries	\$20,571.00	Legal Ads	\$1,000.00	Technical Salaries	\$30,069.00	
	Employee Benefits	\$13,156.00	Technical Salaries	\$30,069.00	Employee Benefits	\$13,156.00	Legal Ads	\$1,000.00	
	Plan/Consulting	\$5,000.00	Legal Ads	\$1,000.00	Plan/Consulting	\$5,000.00	Employee Benefits	\$13,156.00	
	Office Equipment	\$10,000.00	Employee Benefits	\$13,156.00	Office Furniture	\$10,000.00	Plan/Consulting	\$5,000.00	

Capital Fund Program Five Year Action Plan
Part II: Supporting Pages -- Work Activities

Activities for Year 1	Activities for Year: 2005			Activities for Year: 2006		Activities for Year: 2007		Activities for Year: 2008	
	FFY Grant: 2005			FFY Grant: 2006		FFY Grant: 2007		FFY Grant: 2008	
	PHA FY: 2005			PHA FY: 2006		PHA FY: 2007		PHA FY: 2008	
Development No./Name	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost	Major Work Items	Estimated Cost	
	Computer Equipment	\$15,000.00	Plan/Consulting	\$5,000.00	Computer Hardware	\$15,000.00	Office Furniture	\$10,000.00	
	Operations	\$5,000.00	Office Furniture	\$10,000.00	Operations	\$5,000.00	Computer Hardware	\$15,000.00	
	Contingency	\$2,000.00	Computer Hardware	\$15,000.00	Contingency	\$2,000.00	Operations	\$5,000.00	
			Operations	\$5,000.00			Contingency	\$2,000.00	
			Contingency	\$2,000.00					
	Total CFP Cost	\$634,296.00	Total CFP Cost	\$672,796.00	Total CFP Cost	\$678,796.00	Total CFP Cost	\$679,296.00	

Operating Budget					
HUD Assisted - Owned Rental Housing					
Fiscal Year Ending 30 June 2006					
Operating Receipts		Actuals Fiscal	Estimates for	Budget for Fiscal	%
<i>Line Item</i>		Year 06/04	Fiscal Year 06/05	Year Ending 06/06	Change
Dwelling Rents		\$ 200,999.32	\$ 203,730.00	\$ 204,000.00	0.13%
Excess Utilities		6,831.00	7,287.00	7,300.00	0.18%
<i>Subtotal - Rental Incomes</i>		207,830.32	211,017.00	211,300.00	0.13%
Interest on General Fund Investments		865.40	2,318.00	3,000.00	29.42%
Other Income		3,879.14	3,182.00	3,200.00	0.57%
TOTAL OPERATING INCOME		\$ 212,574.86	\$ 216,517.00	\$ 217,500.00	0.45%
Operating Expenditures					
<i>Administrative</i>					
Administrative Salaries		\$ 51,852.92	\$ 51,600.00	\$ 54,307.00	4.98%
Legal Expense		(2,866.39)	1,050.00	1,800.00	41.67%
Staff Training		2,050.62	500.00	1,000.00	50.00%
Travel		3,171.44	1,200.00	1,200.00	0.00%
Accounting Fees		1,590.43	1,930.00	2,000.00	3.50%
Management Information Tech (MIS)		2,498.51	2,840.00	3,000.00	5.33%
Auditing Fees		2,590.22	4,000.00	4,000.00	0.00%
Telecommunications Expense		2,608.12	2,540.00	2,500.00	-1.60%
Space Utilization Fees		4,500.00	4,500.00	4,500.00	0.00%
Sundries		5,231.54	6,215.00	6,000.00	-3.58%
<i>Subtotal - Administrative Expenses</i>		\$ 73,227.41	\$ 76,375.00	\$ 80,307.00	4.90%
<i>Utilities</i>					
Water		\$ 6,495.77	\$ 5,000.00	\$ 5,500.00	9.09%
Electricity		47,480.80	44,500.00	46,000.00	3.26%
Gas		28,604.23	23,000.00	24,000.00	4.17%
Other Utilities Expense		7,979.60	7,250.00	7,500.00	3.33%
<i>Subtotal - Utilities</i>		\$ 90,560.40	\$ 79,750.00	\$ 83,000.00	3.92%
<i>Ordinary Maintenance Operation</i>					
Labor		\$ 25,118.65	\$ 23,150.00	\$ 34,182.00	32.27%
Materials		23,493.92	24,000.00	24,000.00	0.00%
Contract Costs		36,163.46	36,000.00	36,000.00	0.00%
<i>Subtotal - Ordinary Maintenance</i>		\$ 84,776.03	\$ 83,150.00	\$ 94,182.00	11.71%
<i>General Expense</i>					
Insurance		\$ 11,664.14	\$ 12,000.00	\$ 13,000.00	7.69%
Payments in Lieu of Taxes		11,726.99	12,398.00	12,100.00	-2.46%
Employee Benefit Contribution		26,583.79	27,283.75	26,940.05	-1.28%
<i>Subtotal - General Expenses</i>		\$ 49,974.92	\$ 51,681.75	\$ 52,040.05	0.69%
Capital Expenditures		\$ -	\$ -	\$ 35,000.00	
TOTAL OPERATING EXPENDITURES		\$ 298,538.76	\$ 290,956.75	\$ 344,529.05	15.55%
RESIDUAL RECEIPTS (or deficit)		\$ (85,963.90)	\$ (74,439.75)	\$ (127,029.05)	41.40%
HUD CONTRIBUTIONS EARNED		\$ 99,869.00	\$ 93,924.00	\$ 93,780.00	-0.15%
NET RESIDUAL RECEIPTS (or deficit)		\$ 13,905.10	\$ 19,484.25	\$ (33,249.05)	158.60%

Medina MHA								
Operating Budget HUD-52564								
this sheet converts actuals from fye 06-30-04 and budget from fye 06-30-05 to PUM								
unit months available: 83 units x 12 months = 996 UMA used in calculating PUM								
			(enter amts)	(formula)	(enter amts)	(formula)	(enter amts)	(formula)
			Actuals	Actuals	Budget	Budget	Budget	Budget
HUD-52564	HUD-52564	HUD-52564	Last FY	Last FY	Current FY	Current FY	PHA estimates	PHA estimates
Line No.	Acct No.	Description	fye 06-30-04	fye 06-30-04	fye 06-30-05	fye 06-30-05	fye 06-30-06	fye 06-30-06
			dollars	PUM	dollars	PUM	dollars	PUM
070	3110	dwelling rental	200,999	201.81	199,000	199.80	204,000	204.82
080	3120	excess utilities	6,831	6.86	7,000	7.03	7,300	7.33
100		total rental income	207,830	208.66	206,000	206.83	211,300	212.15
110	3610	interest on general fund investments	866	0.87	1,000	1.00	3,000	3.01
120	3690	other income	3,879	3.89	1,000	1.00	3,200	3.21
130		total operating income	212,575	213.43	208,000	208.84	217,500	218.37
140	4110	admin salaries	51,853	52.06	52,300	52.51	54,307	54.53
150	4130	legal expense	(2,866)	(2.88)	5,000	5.02	1,800	1.81
160	4140	staff training	2,051	2.06	2,500	2.51	1,000	1.00
170	4150	travel	3,171	3.18	2,500	2.51	1,200	1.20
180	4170	accounting fees	4,089	4.11	3,000	3.01	5,000	5.02
190	4171	auditing fees	2,590	2.60	1,000	1.00	4,000	4.02
200	4190	other admin expenses	12,340	12.39	12,000	12.05	13,000	13.05
210		total admin expenses	73,228	73.52	78,300	78.61	80,307	80.63
260	4310	water	6,496	6.52	7,000	7.03	5,500	5.52
270	4320	electricity	47,481	47.67	47,000	47.19	46,000	46.18
280	4330	gas	28,604	28.72	20,000	20.08	24,000	24.10
310	4390	other utilities expense	7,979	8.01	7,500	7.53	7,500	7.53
320		total utilities expense	90,560	90.92	81,500	81.83	83,000	83.33
330	4410	maint labor	25,119	25.22	27,300	27.41	34,182	34.32
340	4420	maint materials	23,613	23.71	24,000	24.10	24,000	24.10
350	4430	contract costs	36,044	36.19	30,000	30.12	36,000	36.14
360		total ordinary maint and operation	84,776	85.12	81,300	81.63	94,182	94.56
410	4510	insurance	11,664	11.71	12,460	12.51	13,000	13.05
420	4520	payment in lieu of taxes	11,727	11.77	11,750	11.80	12,100	12.15
440	4540	employee benefit contributions	26,584	26.69	28,941	29.06	26,940	27.05
450	4570	collection losses	(34)	(0.03)	0	0.00	0	0.00
460	4590	other general expense	0	0.00	0	0.00	0	0.00
470		total general expense	49,941	50.14	53,151	53.36	52,040	52.25
580		total operating expenditures	298,505	299.70	294,251	295.43	309,529	310.77
590		residual receipts (or deficit) before hud contributions	(85,930)	(86.28)	(86,251)	(86.60)	(92,029)	(92.40)
630	8020	contributions earned - operating subsidy - current year	99,869	100.27	96,838	97.23	98,897	99.29
		note that 630 =690 total hud contributions						
700		residual receipts (or deficit)	13,939	13.99	10,587	10.63	6,868	6.90

**Memorandum of Agreement (MOA)
Part B
Performance Targets and Strategies
Monthly Progress Report**

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

OMB Approval No. 2577-0237
(exp. 10/31/2007)

Public reporting and recordkeeping burden for the collection of information is estimated to average 48 hours depending on the size of Public Housing Agency (PHA). This includes the time for collecting, reviewing, and reporting the data. The information will be used for monitoring PHA progress in bringing performance up to standard levels. Response to this request for information is required in order to receive the benefits to be derived, including eligibility to apply for funding. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

PHA Name: Medina Metropolitan Housing Authority

PHA FYE: June 30

MOA Term: 06-29-2005 to 06-29-2006

Monthly Progress Report
for
Reporting period ending
(06/30/05)

I certify that

all of the information in this report is true and accurate, to the best of my knowledge;
this information has been/will be shared with the Board.

Typed name: Thomas E. Czech
Typed title Finance Director

Date

Targets and Strategies	Final Performance Target	Estimated & Actual Completion Dates	Comments
1.1			
A.			
1)			
a)			

PHAS Performance Targets		Previous Quarter Actual	Current quarter target	1 st month (mm/yy) actual	2 nd month (mm/yy) actual	3 rd month (mm/yy) actual
Indicator #:	Name:					
2-1	Current ratio					
2-2	Expendable Fund Balance					
2-3	Tenant Receivable/Outstanding					
2-5	Expense Management/Utilities					
2-6	Net Income/Loss Divided by the Expendable Fund Balance					
Targets and Strategies						
		Final Performance Target	Estimated & Actual Completion Dates	Comments		
3.7 Comply with OMB Circular A-133 by completing and submitting the Annual Audit. [Reference: OMB Circular A-133, 24 CFR 990.120, OIG]				Lead staff for PHA: Tom Czech, Finance Director. Phone: 330-725-7531, ext 236		
A. Assure timely submission.			Completed	Timetable for FYE 06-30-2004:		
B. Assure findings are resolved timely.			None	IPA audit report letter dated 03-28-2005		
C. Resolve any questioned costs.			None	Audited submission received at REAC		
D. Determine audit requirement				03-30-2005		
				Audited submission subsequently rejected		
				Audited submission received again [with		
3.16 Improve timely submission of reports to HUD. [Reference: HUD Guidebook 7510.1]				corrections and/or comments addressed]		
				at REAC 05-05-2005		
A. Financial Data Schedule				That second audited submission approved		
1) Develop and implement procedures to ensure that unaudited financial data is electronically transmitted to HUD within the time frame estab. under 24CFR 5.801(b).			N / A	Benjamin Greenberg was FASS analyst in both cases		
2) Develop and implement procedures to ensure that audited financial data is electronically transmitted to HUD within the time frame estab. Under 24 CFR 5.801(b).			Completed	Hard copy of audit report mailed 06-08-2005 to Cleveland field office,		
			See notes	attention Alex Kocsis, Jr.		
			at right.			

Operational Area:

4. HOUSING MANAGEMENT

PHAS Performance Targets		Previous Quarter Actual	Current quarter target	1st month (mm/yy) actual	2nd month (mm/yy) actual	3rd month (mm/yy) actual
Indicator #:	Name:					
3-1	Vacant Unit Turnaround Time					
2-4	Occupancy Loss					
Targets and Strategies		Final Performance Target	Estimated & Actual Completion Dates	Comments		
4.1						
A.						
1)						
a)						

Operational Area:

5. PROPERTY MAINTENANCE

PHAS Performance Targets		Previous Quarter Actual	Current quarter target	1st month (mm/yy) actual	2nd month (mm/yy) actual	3rd month (mm/yy) actual
Indicator #:	Name:					
1	Physical Conditions					
3-3a	Emergency WOs					
3-3b	Non-emergency WOs					
3-4a	Unit inspections					
3-4b	System inspections					
Targets and Strategies		Final Performance Target	Estimated & Actual Completion Dates	Comments		
5.1						
A.						
1)						
a)						

PHAS Performance Targets		Previous Quarter Actual	Current quarter target	1 st month (mm/yy) actual	2 nd month (mm/yy) actual	3 rd month (mm/yy) actual
Indicator #:	Name:					
4	Resident satisfaction					
3-6	Economic uplift & self sufficiency					
Targets and Strategies		Final Performance Target	Estimated & Actual Completion Dates	Comments		
6.1						
A.						
1)						
a)						

PHAS Performance Targets		Previous Quarter Actual	Current quarter target	1st month (mm/yy) actual	2nd month (mm/yy) actual	3rd month (mm/yy) actual
Indicator #:	Name:					
3-2a	Funds unexpended					
3-2b	Funds unobligated					
3-2c	Quality of work					
3-2d	Contract administration					
3-2e	Budget controls					
<hr/>						
Targets and Strategies		Final Performance Target	Estimated & Actual Completion Dates	Comments		
7.1						
A.						
1)						
a)						

PHAS Performance Targets		Previous Quarter Actual	Current quarter target	1 st month (mm/yy) actual	2 nd month (mm/yy) actual	3 rd month (mm/yy) actual
Indicator #:	Name:					
3-5a	Reporting and tracking crime					
3-5b	Applicant screening					
3-5c	Lease enforcement					
3-5d	Grant management					

Targets and Strategies	Final performance Target	Estimated & Actual Completion Dates	Comments
8.1			
A.			
1)			
a)			

Targets and Strategies	Final Performance Target	Estimated & Actual Completion Dates	Comments
9.1			
A.			
1)			
a)			

Continuation of Operational Area:

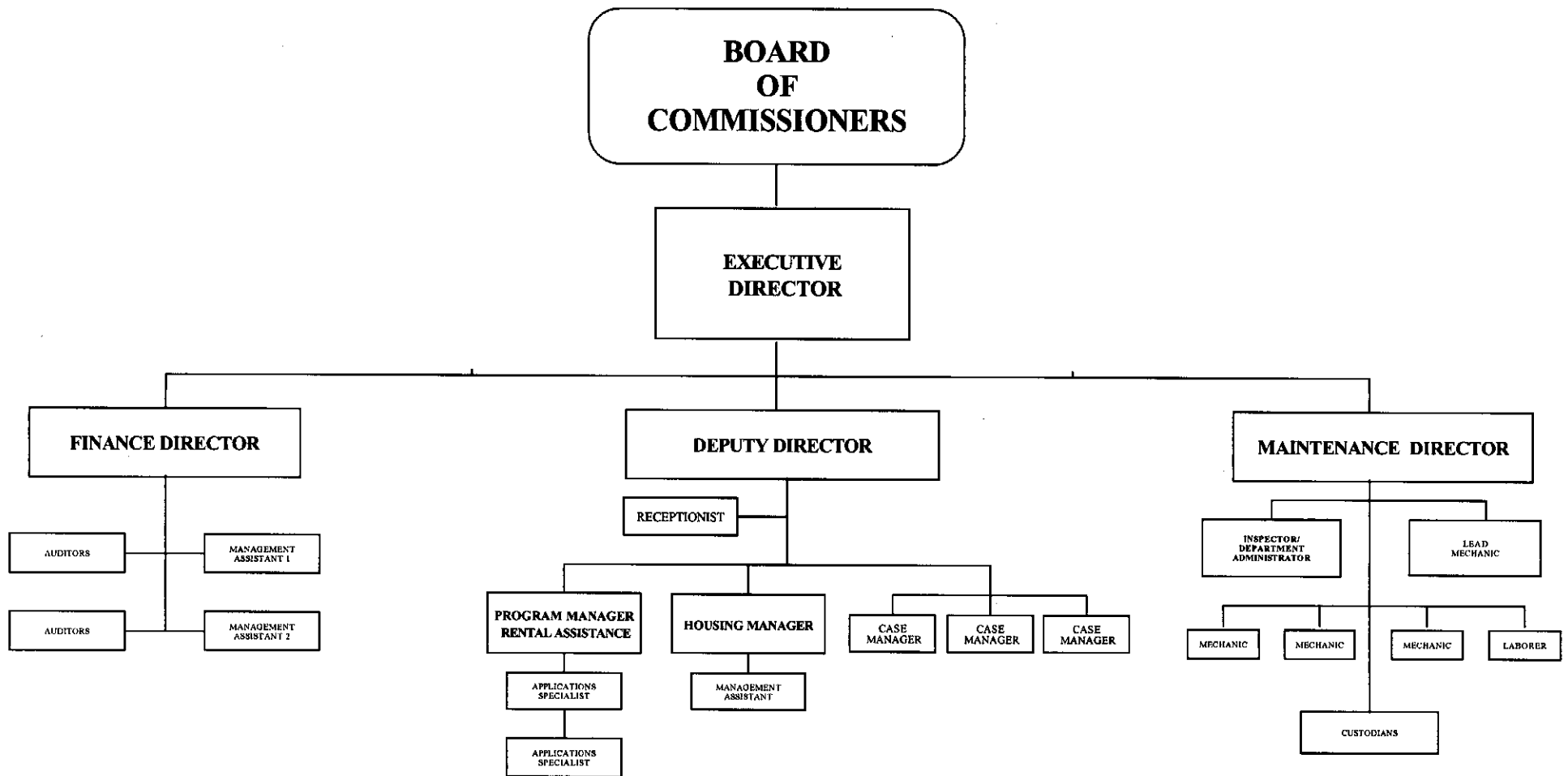
Targets and Strategies	Final Performance Target	Estimated & Actual Completion Dates	Comments

Implementation of Cooperative Agreements

Grant # Date	Activity	Award Amount	Planned Obligation	Actual Obligation	Planned Expense	Actual Expense

Comments:

**MEDINA METROPOLITAN
HOUSING AUTHORITY
ORGANIZATIONAL CHART
March 2005**



MEDINA METROPOLITAN HOUSING AUTHORITY MAINTENANCE POLICY

The Maintenance Department of the Medina Metropolitan Housing Authority is responsible for managing the maintenance function in the most cost effective manner possible while maximizing the useful life of Authority properties and providing the best service to Authority residents. The following policy statements are designed to establish the structure of an effective and efficient maintenance system.

1.0 COMPONENTS OF A MAINTENANCE SYSTEM

The Medina Metropolitan Housing Authority maintenance system shall include certain components:

- A. A system of priorities for work requests;
- B. Comprehensive working procedures;
- C. Performance goals;
- D. A work order system;
- E. A skills training program; and
- F. A long-range planning system.

By developing a maintenance system that has these components in place, the authority will have the tools it needs to control the performance of maintenance work at the Medina Metropolitan Housing Authority.

1.1 PRIORITY SYSTEM

The work priorities adopted by the Medina Metropolitan Housing Authority exemplify its philosophy of delivering maintenance services. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. Minimizing vacancy loss is part of the cost-effectiveness calculation. The maintenance priorities of the Medina Metropolitan Housing Authority are the following:

- A. Emergencies
- B. Scheduled Operations and Services
- C. Vacancy Preparation

- D. Resident On-Demand Requests
- E. Inspection Derived Work Orders

Placing planned maintenance and vacancy preparation work ahead of resident work requests does not indicate that resident requests are unimportant. It emphasizes the importance of maintaining control of the maintenance work by performing scheduled routine and preventive work first. By doing so, the Authority will decrease on-demand work and maintain the property in a manner that will keep and attract good tenants.

1.2 DEVELOP PROCEDURES

The Maintenance Manager will ensure that there are sufficient, clear procedures in place to allow staff to implement this maintenance policy statement. All procedures will include the following:

- A. A statement of purpose;
- B. The job title(s) of the staff member(s) responsible for carrying out the activities in the procedure;
- C. Any forms needed to carry out the activities; and
- D. The frequency of any specified activities.

After their adoption, maintenance procedures will be reviewed and updated at least annually.

1.3 DEVELOP PERFORMANCE STANDARDS AND GOALS

The Maintenance Manager will establish measures that will allow the effectiveness of maintenance systems and activities to be evaluated. In establishing these standards the Housing Authority will take into consideration certain factors:

- A. Local housing codes;
- B. HUD Housing Quality Standards;
- C. Public Housing Assessment System (PHAS) standards;
- D. Medina Metropolitan Housing Authority Property Management agreements; and
- E. Medina Metropolitan Housing Authority job descriptions.

Nothing in the documents listed above will prevent the Housing Authority from setting a standard that is higher than that contained in the documents.

These standards and goals will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the standards that have been set.

1.4 WORK ORDER SYSTEM

The Medina Metropolitan Housing Authority shall have a comprehensive work order system that includes all work request information: source of work, description of work, priority, cost to complete, days to complete, and hours to perform. This information is required for the Authority to plan for the delivery of maintenance services as well as evaluate performance. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work orders.

Work orders will contain, at a minimum, the following information:

- A. Preprinted number
- B. Source of request (contract, inspection, resident, etc.)
- C. Work Order Type (e.g. "Routine Work Order")
- D. Location of work
- E. Date and time received
- F. Worker(s) assigned
- G. Description of work performed (with task number)
- H. Actual time to complete
- I. Materials used to complete work
- J. Resident charge decision

1.5 TRAINING

In order to allow its staff members to perform to the best of their abilities, the Medina Metropolitan Housing Authority recognizes the importance of providing the staff with opportunities to refine technical skills, increase and expand craft skills, and learn new procedures. Each employee must participate in at least 12 hours of training annually.

The Maintenance Manager, working with the Maintenance Inspector/Administrator is responsible for developing a training curriculum for the departmental staff and working with the Office Manager and Executive Director to identify the means of delivering the training. In-service training, including safety training, is an acceptable means of delivering this vital component of the Maintenance Policy.

1.6 LONG-RANGE PLANNING

The Medina Metropolitan Housing Authority will put in place a long-range maintenance planning capability in order to ensure the most cost-effective use of Authority resources and the maximum useful life of Authority properties.

The Maintenance Manager will develop a property-specific long-range planning process that includes the following components:

- A. A property maintenance standard;
- B. An estimate of the work required to bring the property to the maintenance standard;
- C. An estimate of the work required to keep the property at the maintenance standard including routine and preventive maintenance workloads, vacant unit turn-around, inspection requirements and resident on-demand work;
- D. An estimate of the on-going cost of operating the property at the maintenance standard;
- E. A market analysis of the property to determine if there are any capital improvements needed to make the property more competitive;
- F. A cost estimate to provide the specified capital improvements; and
- G. A revised work plan and cost estimate of maintaining the property at the improved standard.

By developing a work plan, the Authority will be able to anticipate its staff, equipment and materials needs. It will also be possible to determine need for contracting particular services.

2.0 MAINTAINING THE PROPERTY

All maintenance work performed at Housing Authority properties can be categorized by the source of the work. Each piece of work originates from a particular source -- an

emergency, the routine maintenance schedule, the preventive maintenance schedule, a unit inspection, a unit turnover, or a resident request.

2.1 RESPONDING TO EMERGENCIES

Emergencies are the highest priority source of work. The Medina Metropolitan Housing Authority will consider a work item to be an emergency if the following occur:

- A. The situation constitutes a serious threat to the life, safety or health of residents or staff; or
- B. The situation will cause serious damage to the property structure or systems if not repaired within twenty-four (24) hours.

If a staff member is unsure whether or not a situation is an emergency, he or she will consult with Maintenance Manager or Lead Mechanic. If neither is available, the employee contact the Executive Director or, in absence of all of these people, will use his or her best judgment to make the decision.

For emergencies that occur after regular working hours, the Medina Metropolitan Housing Authority shall have a twenty-four (24) hour emergency response system in place. This response system includes the designation of a maintenance employee in charge for each day as well as a list of qualified pre-approved contractors and access to Authority materials and supplies. The designated employee shall generate a work order and report on any emergency within twenty-four hours after abatement of the emergency.

2.2 PREPARE VACANT UNITS FOR OCCUPANCY

It is the policy of the Medina Metropolitan Housing Authority to reoccupy vacant units as soon as possible. This policy allows the Authority to maximize the income produced by its properties and operate attractive and safe properties.

The Maintenance Manager is responsible for developing and implementing a system that ensures an average turn-around time of ten (10) business days. In order to do so, he or she must have a system that can perform the following tasks:

- A. Forecast unit preparation needs based on prior years' experience;
- B. Estimate both the number of units to be prepared and the number of hours it will take to prepare them; and
- C. Control work assignments to ensure prompt completion.

The maintenance procedure for reoccupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with the Housing Manager.

The Maintenance Manager has the authority to create special teams for vacancy turnaround or to hire contractors when that is required to maintain Authority goals, pursuant to the Procurement Policy.

2.3 PREVENTIVE MAINTENANCE PROGRAM

Preventive maintenance is part of the planned or scheduled maintenance program of the Medina Metropolitan Housing Authority. The purpose of the scheduled maintenance program is to allow the Authority to anticipate maintenance requirements and make sure the Authority can address them in the most cost-effective manner. The preventive maintenance program focuses on the major systems that keep the properties operating. These systems include heating and air conditioning, electrical, life safety, and plumbing.

A. General Operating Systems

The heart of any preventive maintenance program is a schedule that calls for the regular servicing of all systems. The development of this schedule begins with the identification of each system or item that must be checked and serviced, the date it must be serviced, and the individual responsible for the work. The servicing intervals and tasks for each system must be included in the schedule. The completion of all required tasks is considered a high priority for the Medina Metropolitan Housing Authority.

The systems covered by the preventive maintenance program include but are not limited to:

1. Catch basins
2. Compactors
3. Condensate pumps
4. Emergency generators
5. Elevator equipment
6. Emergency lighting
7. Exhaust fans
8. Exterior lights
9. Fire extinguishers and other life safety systems
10. Heating systems (including domestic hot water)

11. Mechanical equipment and vehicles
12. Sanitary drains
13. Air Conditioning equipment

A specific program will be developed for each system. This program shall include a list of the scheduled service maintenance for each system and the frequency and interval at which that service must be performed. The equipment and materials required to perform the service will be listed as well so that they will be on hand when needed. An assessment of the skills or licensing needed to perform the tasks will also be made to determine if an outside contractor must be used to perform the work. The preventive maintenance schedule must be updated each time a system is added, updated, or replaced.

B. Roof Repairs/ Replacement

Maintenance of roofs requires regular inspections by knowledgeable personnel to ensure that there is no unauthorized access to roof surfaces and that there is good drainage, clear gutters and prompt discovery of any deficiencies.

The Maintenance Manager is responsible for the development of a roof maintenance plan that includes these features:

1. The type, area, and age of roof
2. Warranties and/or guarantees in effect
3. Company that installed the roof
4. Expected useful life of roof
5. History of maintenance and repair
6. Inspection schedule

The authority maintenance staff will usually undertake only minor roof repairs. Therefore, a list of approved roofing contractors to take on more serious problems for roofs no longer under warranty should always be on file.

C. Vehicle/Equipment Maintenance

The Medina Metropolitan Housing Authority will protect the investment it has made in vehicles and other motorized equipment by putting in place a

comprehensive maintenance program. The vehicles and equipment to be covered include:

1. All Vehicles described in the "Fleet Inventory"
2. All Lawn Care Equipment
3. Snow blowers
4. Leaf blowers
5. Weed cutters
6. Chain saws

The Maintenance Manager is responsible for the development of this plan which shall contain components for minimal routine service as well as servicing for seasonal use. Serviceable components for each vehicle or piece of motorized equipment will be listed in the plan along with the type and frequency of service required.

The Maintenance Manager shall also maintain a system to ensure that any employee that operates a vehicle or piece of motorized equipment has the required license or certification or, at a minimum, has been instructed in the proper and safe operation of the noted equipment.

D. Lead-Based Paint

The Medina Metropolitan Housing Authority is committed to controlling lead-based paint hazards in all its dwellings, especially family dwellings constructed before 1978. If any hazards are discovered, the Authority will develop a plan to abate the hazard. The Maintenance Manager shall have the authority and responsibility to direct all activities associated with lead hazard control. The control plan will include such activities as:

1. Detecting the possible presence of lead paint;
2. Protection of residents and workers from lead-based paint hazards;
3. Surface protection of non-painted surfaces;
4. Equipment use and care;
5. Paint quality; and
6. Method of application.

Other responsibilities include directing training sessions, issuing special work orders, informing residents in cooperation with the Housing Manager, correcting lead-based paint hazards on an emergency repair basis, and any other efforts that may be appropriate.

The Medina Metropolitan Housing Authority's plan to control such hazards is to be detailed in a risk assessment report and lead hazard control plan.

E. Life Safety Systems

The Medina Metropolitan Housing Authority shall have a comprehensive program for maintenance of life safety systems to ensure that they will be fully functional in the case of an emergency. The Maintenance Manager shall be responsible for the development and implementation of a schedule that includes the inspection, servicing and testing of this equipment. The equipment to be included in the plan includes the following:

1. Fire alarms and fire alarm systems
2. Fire extinguishers
3. Emergency generators
4. Emergency lighting
5. Smoke detectors
6. Sprinkler systems

The plan will include the required testing and servicing as required by manufacturer's recommendations. It will also include a determination of the most reliable and cost effective way to perform the work including the decision to hire a contractor. The Maintenance Department Inspector will annually post the inspection schedule for all Life Safety Systems.

2.4 INSPECTION PROGRAM

The Medina Metropolitan Housing Authority's goals of efficiency and cost-effectiveness are achieved through a carefully designed and rigorously implemented inspection program. This program calls for the inspection of all areas of the Authority's facilities -- the dwelling units, the grounds and building exteriors, and major service systems.

A. Dwelling Unit Inspections

The unit inspection system of the Medina Metropolitan Housing Authority has two primary goals:

1. To assure that all dwelling units comply with standards set by HUD, property management agreements, and local codes; and
2. To assure that the staff of the Medina Metropolitan Housing Authority knows at all times the condition of each unit for which it is responsible.

The achievement of these goals may require more than the annual unit required inspection. The Maintenance Inspector/Administrator is responsible for developing a unit inspection program that schedules inspections at the frequency required.

For all non-emergency inspections, the Resident shall be given at least twenty-four (24) hours written notice of the inspection.

The Maintenance Inspector shall oversee the unit inspection program of the Medina Metropolitan Housing Authority. During each inspection, the staff shall perform specified preventive and routine maintenance tasks. Any other work items noted at the time of the inspection will be documented on the Medina Metropolitan Housing Authority inspection form. All uncompleted work items shall be converted to a work order within twenty-four hours of the completion of the inspection. The maintenance staff shall endeavor to complete all inspection-generated work items within 30 days of the inspection.

All maintenance staff is responsible for monitoring the condition of dwelling units. Whenever a maintenance staff member enters a dwelling unit for any purpose, such as completing a resident request for service or accompanying a contractor, he or she shall record on an inspection form any required work he or she sees while in the apartment. These work items shall also be converted to a service request within twenty-four hours of discovery. Smoke detectors will be tested on every unit entered.

B. Building and Grounds Inspections

Regular inspections of the property grounds and building exteriors are required to maintain the curb appeal of the property. This curb appeal is required to maintain the attractiveness of the property for both current and prospective residents. The inspection procedure will specify the desired condition of the areas to be inspected. This defined condition will include any HUD or locally required standards. The existence of these standards shall not prevent the Housing Authority from setting a higher standard that will make the property more competitive in the local market.

Building and grounds inspections must cover these areas:

1. Hallways
2. Stairwells
3. Community rooms and other common space such as kitchens or public restrooms
4. Laundry facilities
5. Lobbies
6. Common entries
7. Basements
8. Grounds
9. Porches or patios (common to the property)
10. Parking lots
11. Sidewalks and fences
12. Lawns, shrubs and trees
13. Trash compactors or collection areas
14. Building foundations

An inspection form will be developed for common areas and building exteriors and grounds. The staff member responsible for the inspection shall note all deficiencies on the form and ensure that these deficiencies are recorded on work order within twenty-four hours of the inspection. The Medina Metropolitan Housing Authority will complete all inspection-generated work items within thirty (30) days of the inspection.

Nothing in this policy shall prevent any Medina Metropolitan Housing Authority staff member from reporting any needed work that they see in the regular course of their daily activities. Such work items shall be reported to the Housing Manager or its designee. It is anticipated that all maintenance department employees will routinely report work needed to be done.

C. Systems Inspections

The regular inspection of all major systems is fundamental to a sound maintenance program. The major systems inspection program overlaps with the preventive maintenance program in some areas. To the extent that inspections, in addition to those required for scheduled service intervals, are needed, they will be a part of the inspection schedule. Any work items identified during an inspection shall be converted to a work order within twenty-four hours and completed within thirty (30) days.

2.5 SCHEDULED ROUTINE MAINTENANCE

The Medina Metropolitan Housing Authority includes in this work category all tasks that can be anticipated and put on a regular timetable for completion. Most of these routine tasks are those that contribute to the curb appeal and marketability of the property.

A. Pest Control/Extermination

The Medina Metropolitan Housing Authority will make all efforts to provide a healthy and pest-free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests.

The Maintenance Manager, or its designee, will determine the most cost-effective way of delivering the treatments -- whether by contractor or licensed Authority personnel.

The extermination plan will begin with an analysis of the current condition at each property. The Maintenance Manager shall make sure that an adequate schedule for treatment is developed to address any existing infestation. Special attention shall be paid to cockroaches. The schedule will include frequency and locations of treatment. Different schedules may be required for each property.

Resident cooperation with the extermination plan is essential. All apartments in a building must be treated for the plan to be effective. Residents will be given information about the extermination program at the time of move-in. All residents will be informed at least one week and again twenty-four hours before treatment. The notification will be in writing and will include instructions that describe how to prepare the unit for treatment. If necessary, the instructions shall be bi-lingual to properly notify the resident population.

B. Landscaping and Grounds

The Medina Metropolitan Housing Authority will prepare a routine maintenance schedule for the maintenance of the landscaping and grounds of its properties that will ensure their continuing attractiveness and marketability.

Routine grounds maintenance includes numerous activities:

1. Litter control
2. Lawn care including fertilization
3. Maintenance of driveways, sidewalks and parking lots
4. Care of flower and shrubbery beds and trees
5. Maintenance of playgrounds, benches and fences
6. Snow removal (when required by climate)

The Maintenance Manager shall be responsible for the development of a routine maintenance schedule that shall include the following:

1. A clearly articulated standard of appearance for the grounds that acknowledges but is not limited to HUD and local code standards;
2. A list of tasks that are required to maintain that standard and the frequency with which the tasks must be performed;
3. The equipment, materials, and supplies required to perform the tasks and a schedule for their procurement; and
4. A separate snow removal plan including a schedule for preparing equipment for the season and the procurement of other necessary materials and supplies.

C. Building Exteriors and Interior Common Areas

The appearance of the outside of Authority buildings as well as their interior common areas is important to their marketability. Therefore, the Medina Metropolitan Housing Authority has established a routine maintenance schedule to ensure that they are always maintained in good condition. The components to be maintained include:

1. Lobbies
2. Hallways and stairwells
3. Elevators
4. Public restrooms
5. Lighting fixtures

6. Common rooms and community spaces
7. Exterior porches and railings (common areas only)
8. Building walls
9. Windows in common areas

The Maintenance Manager is responsible for the development of a routine maintenance schedule for building exterior and interior common areas. The schedule shall be based on the following:

1. A clearly articulated standard of appearance for the building
2. A list of tasks required to maintain that standard
3. The frequency with which the tasks must be performed
4. A list of materials, equipment and supplies required to perform the tasks.

D. Interior Painting

The appearance and condition of the paint within each unit is important to unit condition and resident satisfaction. Accordingly, the Medina Metropolitan Housing Authority will develop a plan to ensure that interior paint in resident dwelling units is satisfactorily maintained.

As part of this plan painting standards will be developed that include:

1. Surface preparation
2. Protection of non-painted surfaces
3. Color and finish
4. Paint quality
5. Methods of application approved
6. Lead paint testing and abatement if required

The plan will set out the conditions for the consideration of a painting request. These standards include the period of time that has elapsed since the last time the unit was painted. Alternatives for performance of the work will be included

including the conditions under which a resident will be allowed to paint his or her own unit.

2.6 RESIDENT ON-DEMAND SERVICE

This category of work refers to all resident generated work requests that fall into no other category. These are non-emergency calls made by residents seeking maintenance service. These requests for service cannot be planned in advance or responded to before the resident calls.

It is the policy of the Medina Metropolitan Housing Authority to complete these work requests within five (5) business days, not including the day of the request. However, unless the request is an emergency or entails work that compromises the habitability of the unit, these requests will not be given a priority above scheduled routine and preventive maintenance. By following this procedure, the Medina Metropolitan Housing Authority believes it can achieve both good resident service and a maintenance system that completes the most important work first and in the most cost effective manner.

3.0 CONTRACTING FOR SERVICES

The Medina Metropolitan Housing Authority will contract for maintenance services when it is in the best interests of the Authority to do so. When the employees of the Authority have the time and skills to perform the work at hand, they will be the first choice to perform a given task. When the employees of the Authority have the skills to do the work required, but there is more work than there is time available to complete it, the Housing Authority will determine whether it is more cost effective to use a contractor to complete the work. If the Authority staff does not have the skills to complete the work, a contractor will be chosen. In the last instance, the Authority will decide whether it will be cost effective to train a staff member to complete the work.

Once the decision has been made to hire a contractor, the process set out in the Medina Metropolitan Housing Authority Procurement Policy will be used. These procedures vary depending on the expected dollar amount of the contract. The Maintenance Manager will work with the Office Manager and the Executive Director to facilitate the contract award. The Maintenance Manager will be responsible for the contribution of the Maintenance Department to this process. The most important aspect of the bid documents will be the specifications or statement of work. The clearer the specifications the easier it will be for the Authority to get the work product it requires.

*Approved by the Board of Commissioners
19 March 2002*

*Effective on
1 April 2002*

APPENDIX F

PET POLICY

MEDINA METROPOLITAN HOUSING AUTHORITY

RULES FOR TENANT MAINTAINED HOUSEHOLD PETS

Notwithstanding any provision set forth herein, pet-owning residents of Medina Metropolitan Housing Authority (MMHA) properties shall first comply with all State laws and local ordinances governing pets.

I. DEFINITION OF COMMON HOUSEHOLD PET

For purposes of these rules, "Pet" is defined as a domesticated animal commonly and/or traditionally kept in the home for pleasure. Pets which may be kept on MMHA premises by tenants include cats, dogs, birds, rodents, fish, and turtles.

1. Cats shall be domestic (no exotic) felines. They shall have been neutered or spayed and have been inoculated for distemper, rabies, and feline leukemia, and shall have been declawed. Exceptions may be made (except de-clawing) subject to the DVM's certification that such would be hazardous to the cat's health.
2. Dogs shall at all times display a current license, shall have been spayed or neutered, and have been inoculated for rabies, distemper, parvovirus, leptospirosis, and such other diseases as recommended by the pet's DVM. Mature size shall not exceed 16" at the shoulder, 30# mature weight.
3. Birds shall exclude all except parakeets, cockatiels, canaries, finches and commonly kept birds of like size, caged.
4. Rodents shall include only hamsters, gerbils, and guinea pigs, caged.
5. Carnivorous fish are specifically forbidden.
6. Turtles shall be confined at all times in containers suitable to their type.

II. COMMON AREA RESTRICTIONS

“Common areas” include all building interior spaces except the tenant’s leased dwelling unit, and exterior areas including site sidewalks, recreational areas, parking lots, and lawn areas.

Pets entering common areas shall be confined in MMHA approved containers, except that dogs over 10# may alternatively be securely muzzled and leashed on a lead no more than 6’ in length. In no case shall pets be taken on elevators when the elevator occupant objects.

No pet shall be permitted to loiter in common areas. Persons desiring to visit with the pet are encouraged to do so in their own or the pet owner’s dwelling unit.

Pet owners accompanied by their pet shall at times defer ‘right-of-way’ to persons unaccompanied by animals, if those persons so desire.

No pet shall, at any time, be tied or otherwise secured in common areas of the building or grounds, nor shall any pet be left unattended in or about those areas.

Pets are prohibited from the laundry room, all lounges, and the community room, and kitchen at all times.

III. PETS IN DWELLING UNIT

1. Cats and dogs shall be confined to a suitable secured container at all when its owner/caretaker is not present in the dwelling unit. Not more than one cat or one dog shall be permitted per dwelling unit.
2. No dog shall be left unattended for more than eight (8) hours. No cat shall be left unattended for more than 24 hours.
3. Cats shall be litter-box trained with the litter box maintained so as to assure an odor-free and sanitary condition. Waste disposition shall be as detailed elsewhere in this document.
4. Dwelling units occupied by a cat or dog shall be subject to not less than semi-annual inspections. Tenants therein can anticipate other inspections if complaints about odors, possible unsanitary conditions, or undue noise are made to management by either neighboring tenants or staff members.

5. In no case may dwelling units, including balconies, be altered in any manner to accommodate pets. Balconies shall not, at any time, be used to accommodate pet's elimination needs.
6. Fish shall not exceed the number that can be maintained in one ten ten gallon tank.
7. Birds shall not exceed in number those that can be appropriately maintained in one ordinary household type cage.
8. Small fur bearing pets, such as hamsters, guinea pigs, etc., shall be no more in number than can be appropriately maintained in a secure container not exceeding the size of a fifteen (15) gallon aquarium.
9. Bathing of fur-bearing pets on the premises is prohibited.

IV. PET EXERCISING

Cats need to be accommodated with litter boxes; no outdoor exercise area will be provided. Therefore, no outdoor exercise rules are promulgated.

Dogs shall be house-broken:

1. No exercise yard will be provided or maintained by MMHA.
2. Dogs shall be taken to the perimeters of the grounds or off-site to be exercised.
3. Care shall be taken by the owner to avoid damage to plant materials.
4. Owner shall promptly collect solid waste for disposition as detailed elsewhere in this document.

V. WASTE DISPOSAL AND SANITATION

All pet waste shall be securely sealed in plastic and placed in such receptacle as shall be designated by MMHA.

Under no circumstance shall pet waste materials (including liners from caged animals and birds, and kitty litter) be disposed of in any other manner. Litter is to be changed not less than twice weekly. Solid waste is to be removed not less than once daily.

A \$5.00 pet waste removal charge will be assessed each time a tenant fails

to dispose of pet waste in a manner detailed in Section V of these rules.

VI. PEST CONTROL

Prior to admission of pet, evidence that the pet is free of insect/parasite infestation must be furnished.

At such time after pet occupancy there is an indication of the presence of fleas or other pests should be evidenced, the tenant shall promptly secure treatment by a licensed exterminator acceptable to MMHA. Such treatment shall be at the pet owner's expense. Failure to so do will result in immediate revocation of the pet permit, with extermination service secured by MMHA at the tenant's expense.

VII. PET BEHAVIOR

Pet behavior is the responsibility of the pet owner and shall be managed to avoid undue disturbance of neighboring tenants at all times:

1. Loud barking, howling, whining by dogs, "caterwauling" by cats will be unacceptable.
2. Dogs that display aggressive or otherwise unmanageable behavior towards humans will be unacceptable. If such behavior should not be evidenced until after a permit is issued, the permit will be subject to withdrawal.

Removal of the pet if permit is withdrawn shall have been accomplished within 24 hours, except that if behavior is perceived as threatening and/or control of the pet is questionable, removal shall have been within the shortest possible time, but in no case, longer than four (4) hours. All costs incurred for removal of pets for which permits have been withdrawn shall be born by the owner.

VIII. PET OWNER LIABILITY

Residents owning pets shall be liable for costs incurred for cleaning, deodorizing, and pest control required because of their pet, both during the term of their tenancy and following lease termination until pests from their tenancy have been successfully exterminated.

IX. PET OWNER'S DEMISE, INCAPACITY

Prior to the issuance of a pet permit, tenant/applicant shall furnish, in such form as shall be prescribed by MMHA, a certification by a person or entity (sponsor) ascertaining his, her, or its' willingness on short notice (not to exceed eight (8) hours) to assume full responsibility for the pet in the event of the pet owner's demise or incapacity.

Sponsor shall also agree to take charge of the pet if the permit is revoked or not renewed.

X. FEES AND DEPOSITS

Issuance of a pet permit will be contingent upon payment of a pet deposit fee, which fee shall be \$300.00 for cats and dogs. The fee shall be payable in full upon issuance of the permit, or may be paid \$50.00 upon issuance, and \$10.00 monthly until paid in full. The deposit will be non-interest bearing and shall be used to pay for the costs of repairing all pet-related damage to the premises, and costs of all pet-related cleaning and extermination. Any refund of the pet deposit due the resident will be made within thirty (30) days after the resident vacates the unit.

XI. REGISTRATION

Documentation as follows shall have been submitted and accepted by management prior to determination to issue a pet permit:

1. Letter of request from tenant (or applicant) detailing type of pet desired
2. DVM certification of neutering or spaying of cat or dog, declawing of cat. If pet to be acquired is too young for procedures, certification of that by DVM, accompanied by tenant's/applicant's certification that procedure will be done as soon as pet is old enough. Waivers of requirement may be sought if DVM certifies that due to animal's advanced age or medical condition, procedure(s) would be hazardous.
3. DVM certification that all inoculations referred to in Section I are current, that animal is free of infectious conditions, insects and/or parasites. Certification shall be updated annually, or more often if conditions warrant.

4. Sponsor certification in such form as MMHA shall prescribe. MMHA reserves the right to deliver pet to animal protection officer in the event the sponsor fails to or cannot perform according to Section IX of rules.
5. A recent picture of pet (applies to cat, dog, or bird).
6. Sign statement that tenant or applicant has read policy/rules and agrees to abide by same.

XII. HEALTH COMPLAINTS

MMHA reserves the right to require the removal of any pet whose presence on the premises is duly determined to constitute a threat to the health of another tenant(s) or staff members. A medical specialist's opinion or diagnosis shall be prerequisite to such a determination.

XIII. GUESTS

Pets permitted on the premises shall be limited to those owned by pet-permit holding tenants. No "guest" pets will be permitted. Pet permits are specific to one animal and may not be transferred from one animal to another or between tenants.

XIV. RULE ENFORCEMENT

Any tenant receiving three (3) notices of minor (non-threatening) violation of these pet rules may be required, after private conference, to permanently remove the pet from the premises. If such should be the case, the pet permit will be revoked, and the tenant would be obligated to provide management with a signed affidavit stating that the pet has been removed and will not be returned to the premises. Misrepresentation of this affidavit will be grounds for lease termination.

Rules permitting keeping pets shall be enforced in such manner as to avoid interfering with the keeping of animals maintained as aides to the visually, hearing, or otherwise handicapped persons. MMHA may require appropriate certifications that animals qualify for this exclusion; however, nothing in these rules shall limit or impair the rights of individuals under other federal, state, or local laws.

I, _____, hereby certify that I have read and understand the MMHA Pet Policy/Rules. I further certify that my failure to abide by said rules can result in the revocation of my permit to keep the pet on the premises and/or the termination of my tenancy.

Signature

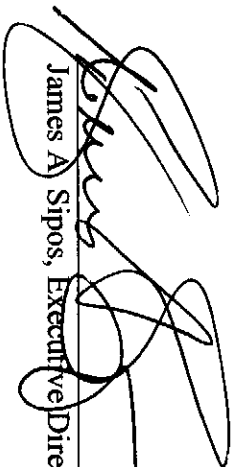
MMHA Representative

Date

Date

**Statement Regarding Unavailability of Race/Ethnicity Data
On Part B Housing Needs of Families on the
Public Housing Waiting List
FY 2005 Annual Plan, Page 6**

Medina Metropolitan Housing Authority does not collect race/ethnicity information on the public housing application because it is not required. There are no fair housing issues. Instead, Medina MHA seeks to eliminate the potential for fair housing issues by not requesting race/ethnicity data on the public housing application. We do not ask the race/ethnicity of public housing applicants because we don't want applicants to either feel or believe that race/ethnicity is or will be an issue.



James A Sipos, Executive Director