

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**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: Manistique Housing Commission

PHA Number: MI049

PHA Fiscal Year Beginning: (mm/yyyy) 01/2000

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 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- 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: It is the Mission of the Manistique Housing Commission to assist in the provision of decent, safe, and sanitary housing in the City of Manistique. To provide affordable housing to persons with very low to moderate income, to offer and assist low to moderate income households in achieving self-sufficiency and provide supportive services for the elderly, disabled and families free from discrimination

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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 (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)

- Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - 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)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate 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: (list below)

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: (list below)

Other PHA Goals and Objectives: (list below)

Our goals and objectives are to follow the Mission of the Manistique Housing Commission to the best of our ability. We want to serve our community to the fullest, offering programs that help the very low to moderate income families in as many supportive services as time and money will allow. In taking these steps we believe that we can promote and improve the quality of life in our community and improve the economic well being of the families we serve and in turn our community.

We will strive to provide equal opportunity in housing for all members of our community by being consistent and clear in our practices, updating our practices and policies when the need arises.

It is also our goal to look for new and better administrative practices through training, working with other Housing Commissions, and experience that will improve the service that we provide to our residents, applicants, the community and the operations and financial stability of this Housing Commission.

Listed below are some of the things that we plan do to help our Housing Commission increase our performance and to reach our goals and objectives:

1. Work closely on a regular basis with other Housing Commissions in a networking system in addition to the regular meetings of the UP/HO

(Upper Peninsula Housing Organization) and MHDA (Michigan Housing Directors Association). The purpose of such communication will be to share administrative practices that provide greater efficiency and a more productive workplace. Also to keep better informed on the constantly changing requirements of Housing Commissions. We believe that this can only help improve the total functions of our Housing Commission.

2. To work on the rent collection practices for the Public Housing Commission. Improving rent collection practices would help elevate some of the burden in collecting accounts receivable from tenants who no longer live in the Public Housing Units.

3. To look for funding that isn't presently known available to fund projects that we feel we are not financially reasonable with the monies that we are currently eligible for. Such projects would include enlarging the present size of our apartments, which could mean taking three apartments and converting them into two apartments, and replacing the apartments lost in the conversion. This conversion would help us compete with other apartments available for rent in this area. This in turn would reduce the turn around time/vacancy rate and increase our waiting lists.

4. Look for other areas where we could reduce the turn around time/vacancy rate and increase waiting lists.

**Annual PHA Plan
PHA Fiscal Year 2000**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

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

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 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)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
X	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 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 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 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 eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input 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 type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) 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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

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	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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: 1999
- 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)

Survey of other landlords in our area-1999

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

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input 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	% of total families	Annual Turnover
Waiting list total			
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			

Housing Needs of Families on the Waiting List			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(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:

Select all that apply

- 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:

Select all that apply

- 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.
- Other: (list below)

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

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

Select all that apply

- 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
- Other: (list below)

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- 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
- Other: (list below)

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:

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- 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
- Other: (list below)

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

The Manistique Housing Commission maintains waiting lists for the units we have available for the Public Housing Commission and also the Section 8 Rental Assistance Program. We also are in contact with other rental units such as the Whispering Winds Apartment Complex and Manistique Lakeview Apartments. We do this to see if our rate of available units is in line with other agencies.

This Housing Commission advertises on a regular basis

to fill vacant units and also to increase the size of our waiting list.

We have found in recent years that the waiting lists for both the Harborview Towers and the Maple Square Family Units have been low. We have also found that other rental agents such as Whispering Wind and Manistique Lakeview Apartments are in the same position.

We also feel that we are at a disadvantage with the size of our apartments at the Harborview Towers since we have the Schoolcraft Housing Commission within two blocks of the Towers. The Schoolcraft Housing Commission is also a Public Housing Commission but since it was built much later, it has larger apartments available to its residents. With the amount of apartment complexes with vacancies and small waiting lists, we feel that this is an extra disadvantage for us.

Because of the above information, we feel that the City of Manistique is currently supplied with enough housing for all incomes looking for housing. We feel the need for extra housing is very low in our area.

(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)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing

capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	0.00	PHA operations
a) Public Housing Operating Fund	18,434.00	
b) Public Housing Capital Fund	105,000.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	117,152.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
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	142,690.00	PHA Operations
		Physical Improvements
4. Other income (list below)	4,500.00	Interest
	800.00	Excess Cable
	800.00	Laundry Room income
	800.00	Misc. charges
4. Non-federal sources (list below)		
Total resources	390,176.00	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(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)
- Other: (describe) **When applicant applies**

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)

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?

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?

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

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(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:

(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

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

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:

The Housing Commission shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper

request in writing who is unable to pay because of financial hardship, which shall include:

The family has lost eligibility for, or is awaiting an eligibility determination for a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

The family would be evicted as a result of the implementation of the minimum rent.

The income of the family has decreased because of changed circumstance, including loss of employment.

A death in the family has occurred which affects the family circumstances.

Other circumstances which may be decided by the Housing Commission on a case by case basis.

All of the above must be proven by the Resident providing verifiable information in writing to the Housing Commission prior to the rent becoming delinquent and before the lease is terminated by the Housing Commission.

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)_____
 Other (list below)

- 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

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- 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)

The Housing Commission shall immediately grant an exemption from application of the minimum monthly rent to any family making a proper request in writing who is unable to pay because of financial hardship, which shall include:

The family has lost eligibility for, or is awaiting an eligibility determination for a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the immigration and nationalization act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

The family would be evicted as a result of the implementation of the minimum rent.

The income of the family has decreased because of changed circumstance, including loss of employment.

A death in the family has occurred which affects the family circumstances.

Other circumstances which may be decided by the Housing Commission on a case by case basis.

All of the above must be proven by the Resident providing verifiable information in writing to the Housing Commission prior to the rent becoming delinquent and before the lease is terminated by the Housing Commission.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(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

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
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

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

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)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

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)

(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 at Attachment (state name

-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)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

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)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

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

**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)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

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)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

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 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)

Public Housing		
Section 8		

- 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)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

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
- Other (describe below)

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

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- 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?

5. Yes No: If yes, how many unresolved findings remain? ____
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:
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: (list below)

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
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
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)

*We need to make appropriate decisions based on the need of our community

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

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

HOUSING NEEDS

The Manistique Housing Commission maintains waiting lists for the units we have available for the Public Housing Commission and also the Section 8 Rental Assistance Program. We also are in contact with other rental units such as the Whispering Winds Apartment Complex and Manistique Lakeview Apartments. We do this to see if our rate of available units is in line with other agencies.

This Housing Commission advertises on a regular basis to fill vacant units and also to increase the size of our waiting list.

We have found in recent years that the waiting lists for both the Harborview Towers and the Maple Square Family Units have been low. We have also found that other rental agents such as Whispering Wind and Manistique Lakeview Apartments are in the same position.

We also feel that we are at a disadvantage with the size of our apartments at the Harborview Towers since we have the Schoolcraft Housing Commission within two blocks of the Towers. The Schoolcraft Housing Commission is also a Public Housing Commission but since it was built much later, it has larger apartments available to its residents. With the amount of apartment complexes with vacancies and small waiting lists, we feel that this is an extra disadvantage for us.

Because of the above information, we feel that the City of Manistique is currently supplied with enough housing for all incomes looking for housing. We feel the need for extra housing is very low in our area.

FINANCIAL RESOURCES

The Manistique Housing Commission's estimated financial resources available for the support of our Public Housing Program and our Section 8 Rental Assistance Program during the plan year is equal to 100% of the Subsidy (or a lesser percentage if HUD so determines), Section Administrative Fees, CIAP distributions, Rental Income, and other non-regular or sporadic income.

The planned use of these funds are shown on the attached current budget for the Manistique Housing Commission.

POLICIES ON ELIGIBILITY, SELECTION AND ADMISSION

SECTION I

REGULATIONS ESTABLISHING ADMISSION AND
CONTINUED OCCUPANCY POLICIES
OF THE
MANISTIQUE HOUSING COMMISSION

MISSION STATEMENT: IT IS THE MISSION OF THE MANISTIQUE HOUSING COMMISSION TO ASSIST IN THE PROVISION OF DECENT, SAFE, AND SANITARY HOUSING IN THE CITY OF MANISTIQUE. TO PROVIDE AFFORDABLE HOUSING TO PERSONS WITH LOW TO MODERATE INCOMES, TO OFFER AND ASSIST LOW TO MODERATE INCOME HOUSEHOLDS IN ACHIEVING SELF-SUFFICIENCY AND PROVIDE SUPPORTIVE SERVICES FOR THE ELDERLY, DISABLED AND FAMILIES.

I. ELIGIBILITY FOR ADMISSION (24 CFR 912.2)

A. ELIGIBILITY FOR ADMISSION

To be eligible for admission an applicant must qualify as a family or an elderly family.

1. A single person family may be an elderly person, a disabled person, or any other single person.

2. Single individuals with no other children, who are pregnant or in the process of securing legal custody of any individual under the age of 18 years constitute families under Section 3(a) of the United States Housing Act of 1937 and are not subject to the limitations on admission of single persons contain in Section 3(b)(3) of the Act. Their status is the same as a family consisting of two persons. A single pregnant woman must have an income at or below the income limit for one person. In establishing the appropriate space standards, the Manistique Housing Commission will consider the size of the household with the unborn child included. The single pregnant woman would not be entitled to the \$480 dependent allowance until after the birth of the child.

3. A family may consist of two or more persons who are related by blood, marriage or operation of law, or who exhibit a stable family type relationship.

4. An elderly family consists of a family whose head or spouse or sole member is at least sixty-two (62) years of age, or a disabled person as defined by law.

5. An elderly family may include two or more elderly, disabled persons living together, or one or more such persons living with another person who is determined to be essential to his/her care and well-being.

B. INCOME LIMITS/DECONCENTRATION TARGETING

To be eligible for admission, a family's gross annual income shall not exceed the income limits from the Department of the Housing and Urban Development for our area that are published periodically in the Federal Register.

The Manistique Housing Commission will make every effort to follow the guidelines for new admissions, with every effort made to meet the requirement of 40% of new admissions each fiscal year falling below the 30% of the median income range. One or more of the applicants may be excluded from consideration for an apartment should their income not fall within the guidelines to comply with meeting the Quality Housing and Work Responsibility Act requirements.

The Manistique Housing Commission will continue to encourage all eligible applicants to apply, continuing to admit applicants based on availability as our main objective must be to fill all vacancies to maintain financial stability. A Flat Rent will be offered to higher income applicants to encourage their applying and continuing to live in our developments.

C. For the Family Housing Program, an applicant shall be determined ineligible if the head or spouse of the family is not at least eighteen (18) years of age or emancipated.

An elderly family, other than a single person at least sixty-two (62) years of age or a couple whose head or spouse is at least sixty two (62) years of age, shall be determined to be ineligible for admission if the entire applicant family is not consistent with the nature of the development as determined by the Housing Commission.

D. A custodial parent claiming a child as a family member must have permanent custody of the child at least fifty (50) percent of the time in order to qualify as part of the tenant family. If the child does not currently reside with the applicant, the PHA may consider the child to be part of the applicant family if there is legal evidence that the child would reside with the applicant if the applicant were admitted to public housing. The Executive Director shall be responsible for the decision as to whether or not a child shall be considered a member of the applicant/tenant family. The same child cannot be counted as a member of more than one family for purposes of housing eligibility.

Families may have foster children live with them in public housing if the Housing Commission determines that inclusion of

such will not result in overcrowding. The Housing Commission will not consider foster children in determining if a single applicant constitutes a family.

E. A care attendant may be admitted as part of a family only if the attendant:

1. Is determined by the Housing Commission to be essential to the care and well being of a family member;
2. Is not financially supporting the family member.
3. Would not be living in the unit except to provide the supportive services.

A care attendant's income is not included in total family income.

A live-in attendant does not necessarily mean the family qualifies as a disabled family.

An applicant must meet the requirements described in this section before his/her name may be placed on the waiting list.

A family may not be admitted to a public housing program from a public housing program operated by another assisted housing program (e.g. Section 8 Voucher Program) without meeting the income limit restrictions applicable to the Manistique Housing Commission.

F. OVER-INCOME APPLICANTS

If a unit is vacant and there is no one on the waiting list who is interested in renting the unit at that time, the Manistique Housing Commission may allow an over-income family to gain immediate occupancy in the unit, while simultaneously providing reasonable public notice and outreach with regard to availability of the unit. If an eligible family applies for residence after an over-income family moves in, and no other units are available, the over-income family shall vacate the unit in accordance with notice of termination for tenancy provided by the agency, which shall provide not less than 30 days before such termination.

II. ASSETS (24 CFR 913.102)

Assets shall not preclude admission to the Manistique Housing Commission Developments. Assets shall be used to determine income earned as follows;

1. The actual income earned from the ownership of bank accounts, investments, such as certificates of deposit, annuities, stocks, bonds and etc.
2. The income from real property such as land contract interest, rental income, etc. (See Section III, paragraph 3).
3. Where the family has net family assets in excess of \$5,000.00, annual income shall include the greater of the actual income derived from all net family assets or a

percentage of the value of such assets based on the current passbook savings rate.

In determining net family assets, the Housing Commission shall include the value of any assets disposed of by an applicant or tenant for less than Fair Market Value during the two (2) years preceding the date of application for the program or re-examination, as applicable, in excess of the consideration received therefore.

4. The value to be assigned to the assets shall be the value of the assets after deducting costs that would be incurred in disposing of the asset, such as real estate or stock brokers' commissions.

5. Retirement or pension plans will be counted as an asset before the tenant has retired only if the tenant may draw down any portion before he/she actually retires.

6. A burial fund which is treated as an annuity shall be considered an asset unless it is in an irrevocable burial trust/fund.

7. The portion of a trust fund which is accessible to the family shall be considered an asset.

8. The average six (6) month balance in a checking account shall be considered an asset.

III. DEFINITION OF INCOME

A. Annual Income (Total Family Income)

Annual Income is the anticipated total income from all sources received by the family head and spouse and by each additional member of the family, including all net income derived from assets, for the 12 month period following the effective date of initial determination or re-examination of income. Income from full time students (other than head or spouse) is exempted.

Annual income includes, but is not limited to the following:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, other compensation for personal services, and welfare assistance payments.

2. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. Only straight line depreciation of assets in a business or profession may be used. Any withdrawal of cash or assets from a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

3. Interest, dividends, and net income of any kind from real or personal property; expenditures for amortization of capital

indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property. Where the family has net assets in excess of \$5,000, see Section II, paragraph 3, apply the current passbook savings rate.

4. The full amount of periodic payments received from social security, annuities, and insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts. Not included are a lump-sum payment for the delayed start of a periodic payment.

5. Payment in lieu of earnings, such as unemployment and disability compensation, workers' compensation and severance pay.

6. The full amount actually received by the family from the Family Independence Program (FIP) or the amount to which the family is entitled according to the charts provided by the Family Independence Agency (FIA), whichever is greater. Rent is not to be reduced if the grant is reduced due to recipient's failure to comply with the Welfare to Work Program.

7. The full amount of child support and/or child support to which the family is entitled, unless it is verified that the family is not getting the payment and is taking legal action to secure the back amount.

8. Periodic and determinable allowance, such as alimony and child support payments and regular contributions or gifts received from persons not residing in the dwelling, including regular payments made of behalf of the family by someone else for expenditures such as utility payments or grocery purchases.

9. All regular pay, special pay and allowances of a member of the Armed Forces, whether or not living in the household.

10. Any earned income tax credit to the extent that it exceeds income tax liability.

11. Portions of educational scholarships provided for general living expenses such as room and board.

12. After retirement, the amount which the tenant is eligible to draw down from his/her pension or retirement plan shall be counted as income, whether or not the tenant elects to draw the entire amount.

13. The income of all members of the family over the age of eighteen (18) who are counted for bedroom size determination, shall be included in the annual income determination.

14. Non-cash contributions given in exchange for services rendered may be counted as income.

15. Income from assets shall be considered to be:

a. Actual Income received, or

b. If total assets equal \$5,000 or more, income from these assets shall be the actual income received or a percentage of the total value of the assets, based on the current passbook savings rate.

IV. INCOME EXCLUSIONS

A. Annual income does not include the following:

1. Income from employment of children (including foster children) under the age of 18 years and income of full-time students (other than the head or spouse);

2. Payments received for the care of foster children.

3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and workers' compensation), capital gains and settlement for personal or property losses;

4. Amounts received by the family, that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

5. Income of a live-in aide (Care Attendant).

6. Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the Government to a veteran, for use in meeting the costs to tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of the student. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income;

7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

8. Amounts received under training programs funded by HUD;

Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self Sufficiency (PASS); or

Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;

9. Temporary, nonrecurring or sporadic income (including gifts);

10. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of

determining eligibility of benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937.

11. Also excluded from income are payments made by individuals under the Community Services Employment Program administered by the Department of Labor, Title V of the Older Americans Act of 1965 (42 USC 3056(f)).

12. Payments derived from Title VI Older American Comprehensive Services Amendments of 1973 (PL-93-29) programs such as Foster Grandparents and Older Americans Community Services programs are not included in family income. Also excluded are ACTION Volunteers, administered under the Domestic Volunteers Services Act of 1973 Title IX, (PL-93-113).

13. Amounts of deferred periodic payment of supplemental security income (SSI) or social security benefits regardless as to when they were received.

B. SUPPLEMENTARY INFORMATION: Excluded from the definition of "Annual Income" are "amounts specifically excluded by any other Federal Statute from consideration for purposes of determining eligibility of benefits under a category of assistance programs that include these HUD programs". The following is a list of types of benefits that qualify for that exclusion:

1. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4636);

2. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b));

3. Payment to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(g), 5058);

4. Payments received under the Alaska Native Claims Settlement Act (43 U.S.C 1626 (a));

5. Income derived from certain submarginal land of the United States that is held in trust for certain Indian Tribes (25 U.S.C 459e);

6. Payments or allowances made under the Department of Health and Human Services' Low Income Energy Assistance Program (42 U.S.C. 8642 (f));

7. Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552 (b));

8. Income derived from the disposition of funds of the Grand River Bank of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503-2504);

9. The first \$2,000 of per capita share received from judgment funds awarded by the Indian Claims Commission or Court of Claims (25 U.S.C. 1407-1408) or from funds trust for an Indian tribe by the Secretary of the Interior (25 U.S.C. 117); and the held in

10. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 that are used to cover the costs of attendance at an educational institution.(913.106 (c)(6).

V. ADJUSTED INCOME (24 CFR 913.102)

Adjusted Income means the total annual family income at time of admission, less the following deductions:

1. \$480 for each member of the family residing in the household (other than the head of household or spouse) who is under 18 years of age, or is a disabled person or is a full time student.

a. The head, spouse, foster child, foster adult, or live-in-aide are never counted as dependents.

b. A full time student is one carrying a subject load considered full time as defined by the educational institution. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

2. \$400 for each elderly family.

3. Disabled Assistance Expenses in excess of three percent (3%) of Annual income for any family that is not an elderly family but has a disabled member other than the head of household or spouse. This allowance may not exceed the employment income received by the family.

4. Child care expenses, only if unreimbursed, in an amount reasonable for the area, shall be allowed where such care for children under thirteen (13) years of age is necessary to allow a family member to be gainfully employed or to further his/her education. The amount deducted shall not exceed the amount of gross income received for such employment. Such expense shall be allowed only if no adult member of the family is available to provide such care.

5. An elderly family shall be allowed an amount for medical expenses equal to the amount by which the medical expenses exceed three percent (3%) of annual income if there is no disabled assistance expenses allowance. Medical expense shall include only actual expense, including medical insurance premiums, that are not covered by insurance.

6. If an elderly family had disabled assistance expenses greater than or equal to three percent of annual income, an allowance for disabled expense computed in accordance with paragraph #3 above will be deducted from annual income for purpose of determining an adjusted income.

7. If an elderly family has disabled assistance expenses less than three percent (3%) of annual income, an allowance for combined handicapped assistance expenses and medical expenses that is equal to the amount by which the sum of these expenses exceeds three percent of annual income, will be allowed.

8. In no case will allowances be given which exceed the family's annual income.

VI. PAYMENTS DUE UNDER THE LEASE

A. Rent

1. The Total Tenant Payment will be charged in accordance with the rent-income ratio of thirty percent (30%) of adjusted income, or ten percent (10%) of gross family income, whichever is greater. In addition, flat rents will be reviewed annually. The tenant will have the option of selecting the rent-income ratio or flat rent amount. For minimum rents, refer to Article XV.

2. The rent which the tenant pays to the Manistique Housing Commission shall be equal to the Total Tenant Payment in units in which the Housing Commission supplies the utilities. In units which have tenant supplied utilities, the tenant rent shall consist of the Total Tenant Payment less the approved utility allowance applicable to that unit. all

3. A Security deposit shall be required of all tenants in the amount of \$150.00. This amount shall be due and payable upon signing of the initial lease unless other arrangements as stated in the lease are requested.

4. Court costs incurred for purposes of eviction shall be passed on to the tenant.

5. Charges for maintenance costs beyond normal wear and tear shall be charged according to the Commission's approved maintenance item repair schedule. Cost for the labor portion of the repair will be charged at the current labor rate for the Housing Commission's maintenance person multiplied by the time it took to make the repair.

VII. TENANT SELECTION AND ASSIGNMENT PLAN

The Manistique Housing Commission shall fully comply with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Executive Order 11063 in tenant selection unit assignment or reassignment.

Forty percent (40%) of new admissions shall be families whose income at the time of their admissions does not exceed 30% of area median income unless there are no other applicants on the waiting list other than those over 30%.

The Manistique Housing Commission will not on the grounds of race, color, national origin, religion, sex or handicap:

1. Deny a person admission to public housing;
2. Provide housing which is different than that provided others;
3. Subject a person to disparate treatment;
4. Restrict a person's access on any benefit enjoyed by others in connection with the public housing program;
5. Treat a person differently in determining eligibility or other requirements for admission.

Each applicant shall be assigned to his/her appropriate place on the waiting list based on preferences or priorities established by the Housing Commission regulations. The application shall have the time and date when the application was received. All factors will apply in the selection of a tenant for a specific vacancy.

At the time a vacancy occurs or is known will occur, applicants for the appropriate sized unit will be contacted of such vacancy and given a reasonable opportunity to respond as interested or disinterested. Only those applicants who respond by the given deadline date will be considered to fill the vacancy, using the criteria set forth in Articles VIII and IX.

If at the time the applicant comes to the top of the waiting list, and there are suitable vacancies and the applicant rejects the vacancy offered, he shall remain at the top of the waiting list until a second offer of a suitable vacancy can be made. Should the applicant reject the second offer of a suitable vacancy, he shall be moved to last place on the eligibility list.

Should the applicant be willing to accept the unit offered but is unable to move at the time of the offer and presents clear evidence of his inability to move to the Housing Commission's satisfaction, refusals of the offer shall not count as one of the number of allowable refusals permitted the applicant before placing his name at the bottom of the eligible applicant list.

Reassignments or transfer to other dwelling units shall be made without regard to race, creed, color, national origin, religion, sex, disability, marital status, lawful source of income, sexual preference or familial status; and residents shall not be transferred to a dwelling unit of equal bedroom size either within a development or between developments, except for alleviating hardships as determined by the Executive Director or his/her designee. Transfers within the development shall be made only to correct occupancy standards or alleviate a medical hardship. Transfers between developments shall be made for families requiring larger or smaller size units which do not exist within a development.

VIII. PREFERENCES - RANKING & LOCAL PREFERENCES

A. The Manistique Housing Commission will give preference based on the following point system to applicants who are otherwise eligible for assistance and who, at the time they are seeking housing assistance, qualify for the preference. Applicants accumulating the most points shall be placed on the top of the list for the type unit they qualify for. All other factors being equal, the applicant with the earliest date shall be placed first. All applicants must pass screening and selection criteria.

List of possible preferences available:

1. Age 62 years of age or older. (Towers only) - 100 points.
2. Near elderly (age 50 years of age or older). (Towers) - 50 points.
3. Resident of Schoolcraft County - 100 points.
4. The head or spouse of household is gainfully employed whether part or full time. The preference may not be based on the amount of income earned. (Family Units Only) - 25 points.
5. Disabled - 50 points.
6. Veteran - 25 points.

B. Verification of Preference: Before admitting an applicant on the basis of a preference, the Manistique Housing Commission must require the applicant to provide information needed by the Manistique Housing Commission to verify that the applicant qualifies for a Local Preference because of the applicant's current status. The applicant's current status must be determined at the time of selection for admission.

C. In all other cases applicants meeting the eligibility requirement under Section I will be selected from among the eligible applicants for dwelling units of given sizes and rent paying ability. Where all conditions are equal, the applicant with the earliest date appearing on the application shall be given preference.

IX. SUITABILITY - (24 CFR 960.2104 and 960.205)

Inasmuch as the Manistique Housing Commission is committed to operating socially and financially sound public housing developments which provide a decent home and suitable living environment and foster economic and social diversity in the tenant body as a whole, the following criteria have been established.

The criteria for desirability of potential tenants are reasonably related to individual attributes and behavior of an applicant, and are designed to avoid concentration of families with serious social problems in Housing Commission developments. Information to be considered shall relate, also, to whether the conduct of an applicant in present or prior housing has been such as would likely interfere with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety and

welfare, or to adversely affect the physical environment or financial stability of the project, then the applicant may be rejected. As a minimum, all applicants shall be subject to the following screening procedures:

1. Past performance in meeting financial obligations, especially rent.
2. A record of disturbances of neighbors, destruction of property, or living or housekeeping habits at prior residences which may adversely affect the health, safety or welfare of other tenants;
3. A history of criminal activity involving crimes or physical acts which would affect the health, safety or welfare of other tenants or Housing Commission staff;
4. A record of disregard for rules of occupancy and rights of others;
5. If single, an applicant shall be determined ineligible for admission if he/she is not capable of living independently and complying with provisions of the lease as determined by the Commission;

If there is evidence that the applicant displays an inability to comply with all of the lease terms and conditions, the Housing Commission may require additional documentation of the applicant's ability to comply with these terms and conditions. This additional documentation may include evidence of a physical or mental examination and/or the applicant's participation in a social service agency program or use of a care attendant that will, in fact, result in the applicant's compliance with and ability to comply with all terms and conditions of the lease.

All disapproved applicants will be notified in writing. The notification will state the reason(s) for the disapproval and advise them of their rights for a hearing before the Executive Director or his/her designee.

Any applicant who owes rent or other amounts to any Housing Commission in connection with Public Housing or Section 8 Program will be denied until full payment is made or a current repayment agreement is in effect. If the applicant has a current repayment agreement with another agency and then defaults on the agreement, the Manistique Housing Commission may issue a notice of termination of tenancy, which shall provide not less than 30 days before such termination.

The Manistique Housing Commission shall deny admission to applicants who have committed fraud in connection with any Federal Housing Assistance Program.

Applicant evaluation may include, but not necessarily be limited to the following as based on current practices;

- (1) applicant interview
- (2) contacting employers

(3) information from social workers, police departments or parole officers.

(4) prior landlords

(5) doing a credit check

(6) references

The Manistique Housing Commission will deny admission to any applicant if there is an indication that the use of alcohol or drugs would likely result in conduct that would adversely affect the development environment. If there is evidence or an indication of the use, sale, distribution or intent to use, sell, or distribute, any illegal drug within the most recent three year period, the Manistique Housing Commission will deny admission.

An applicant must be denied admission if:

(1) The applicant is unable to live independently and/or comply with the terms of the lease;

(2) The applicant is not of sufficient age to understand the lease and to abide by its terms;

(3) The applicant is not of sufficient age to enter into a legal contract;

(4) The applicant is not of sufficient capacity to understand the lease and to abide by its terms,

(5) The applicant is unable to manage a household.

X. VERIFICATION OF APPLICANTS STATEMENTS AND INCOME
(24 CFR 913.109)

A. Applicants shall be required to furnish or release to the Manistique Housing Commission such information as the Housing Commission determines necessary; including but not limited to release and consent authorizing information from any depository or private source of income.

B. Certification by applicants will normally be considered sufficient verification of family composition, age and residence. Certification is provided by the applicant signing the application for admission and re-examination documents.

Copies of social security cards and birth certificates for all family members and proof of pregnancy for persons claiming to be pregnant will be required.

C. All earned income shall be verified at the time of admission or annual re-examination or rent review through written verification from employers, W-2 forms, Federal tax returns or other means as determined by the Housing Commission.

D. All other income shall be verified by written documentation from third party sources, as determined necessary by the Housing Commission.

E. Applicants claiming preference on the basis of the Local Preference factors must furnish written verification of the preference claimed.

F. If an applicant or tenant claims a zero income, that claim shall be verified through the Family Independence Agency, credit reports, or other means deemed necessary by the Housing Commission. Such persons shall be subject to monthly reviews.

G. If an applicant or tenant claims eligibility as a disabled person, but is not receiving Social Security, the eligibility shall be determined by doctor's examination, professional case conference or other means of verification. Such verification of eligibility shall be determined annually.

H. If an applicant's qualification for a Local Preference has once been verified, a PHA need not require the applicant to verify such qualification again, unless, as determined by the PHA, such a long time has elapsed since verification as to make reverification desirable, or the PHA has reasonable ground to believe that the applicant no longer qualifies for a Local Preference.

XI. OCCUPANCY STANDARDS

The Occupancy standards of the Manistique Housing Commission shall balance the need to avoid overcrowding with the need to make the best use of available space. If a unit becomes overcrowded or underutilized, the family will be required to move to an appropriate size unit as soon as one becomes available.

A. GENERAL STANDARDS

1. Children of the same sex should share a bedroom.

Children of the same sex but with a large age difference may share different bedrooms at the discretion of the Executive Director.

2. Children should not share a bedroom with parents.

However, this may be waived permitting a minor child under the age of two years to share a parent's bedroom temporarily. The family, at the family's expense and upon notification from the Manistique Housing Commission, will be required to move to an appropriate size unit as soon as one becomes available.

3. Unrelated adults and persons of the opposite sex (other than spouses) may occupy separate bedrooms.

4. A live-in care attendant may be provided a separate bedroom, if not functioning as a member of the family, at the discretion of the Housing Commission.

5. Two persons of different generations may be provided separate bedrooms at the discretion of the Housing Commission.

6. A child who is not living in the unit fifty percent (50%) of the time or more shall not be considered to be a member of the family in determining a proper bedroom size unit.

7. To avoid vacancies, the Housing Commission may house a family in a unit that is too large for them with the provision that the family will move to the right size unit when another family needs the larger unit and a suitable smaller size unit is available.

8. The Housing Commission will also include children who are temporarily absent from the home due to placement in

foster care when considering family composition and family size.

B. BEDROOM STANDARDS

The following guidelines will determine the number of bedrooms required to accommodate a family of a given size except that such standards may be waived when a vacancy problem exists and it is necessary to achieve or maintain full occupancy. In establishing space standards, the Manistique Housing Commission will consider the size of the household with a family's unborn child included.

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
1	1	2
2	2	4
3	4	6
4	6	8

XII. NOTIFICATIONS

A. When the Manistique Housing Commission accepts an application, determination shall be made promptly to determine if the applicant is eligible and meets the admission standards, and if the Housing Commission has an appropriate size and type of unit in its inventory. The applicant will be notified in writing of the Housing Commission's determination. If the applicant requests it, the Housing Commission must provide an informal hearing within a reasonable period of the time after the applicant has been notified.

B. At the time of application, each applicant will be notified in writing of lead based paint dangers, a signed copy of which must be attached to the application.

C. All disapproved applicants will be notified in writing. The notification will state the reason(s) for the disapproval and advise them of their right for a hearing before the Executive Director of his/her designee. Such request for a hearing must be within ten (10) days of written notification.

XIII. UTILITY ALLOWANCES AND SURCHARGES

Electricity, gas heating fuel, water and sewage services and trash and garbage collection shall be provided by the Housing Commission on the following basis:

A. All units will be furnished trash and garbage collection service (as per Manistique Housing Commission Disposal Policy).

B. All units shall be furnished water and sewage services. The Maple Square Family Units, 49-02, will be charged a water surcharge for going over the allowed limit amount for the size unit in which they live. The water surcharges shall be adjusted annually as required and available at the management office.

C. In the Harborview Towers units, 49-01, the tenants will be supplied gas and electric service.

D. In the Maple Square Family Units, 49-02, the tenant is responsible for contracting for and paying for their own gas and electric. A utility allowance shall be deducted from the tenants monthly gross rent to determine the monthly contract rent to be paid to the Housing Commission. The schedule of utility allowances shall be adjusted annually as required and available at the management office.

E. In the case of tenant owned appliances such as air conditioners, food freezers, or other source of consumption excessive of average needs, tenants may be charged a surcharge for such excess utility consumption at the current estimated cost to operate such appliances when and if the Housing Commission feels that these costs need to be reimbursed.

XIV. LEASING (24 CFR 966.1 - 6)

A. Prior to occupancy, a lease shall be executed by the Housing Commission and signed by the family head and spouse, and by the Executive Director of his/her Designee. The head of the family shall be considered to be, for these purposes, the person of the family who is legally and morally responsible for the family and who is actually looked to and held accountable for the family's needs.

B. The lease is to be current at all times and must be compatible with the U. S. Department of Housing and Urban Development regulations, with Housing Commission policies, and with State and Federal Law.

C. If a tenant is transferred from one dwelling unit to another, a new lease must be executed.

D. If, at any time, there is a change in the tenant's rent, a Renewal of Term and Notice of Rent will be prepared and signed by the Executive Director or his/her Designee.

E. If another adult person is added to or deleted from the composition of the family, it will be noted in the lease addendum, Renewal of Term and Notice of Rent.

F. If resident fails to perform community service as required under the Quality Housing and Work Responsibility Act, the lease will be revoked as required by the Quality Housing and Work Responsibility Act and the resident will be required to move.

XV. RE-EXAMINATIONS AND RECERTIFICATION

A. Annually, all residents must be given a choice to pay a flat rent or an income based rent. If a family chooses to pay the flat rent, they shall be provided the opportunity to immediately switch to income based rent because of financial hardships such as:

1) Situations in which the income of the family has decreased because of changed circumstances, loss or reduction of employment, death in the family, and reduction or loss of income or other assistance. in

2) An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items; and

3) Such other situations as may be determined by the Manistique Housing Commission.

If a family chooses the flat rent option, the Manistique Housing Commission shall review their income not less than every three years. However, the family must still report changes in income, assets, medical expenses and family composition within the required ten (10) days.

B. For income based rents, the Manistique Housing Commission shall re-examine the income and composition of all resident families at least once every twelve months to determine the correct tenant rent and that the family's unit size is still appropriate.

C. For families residing in public housing (1) when a family member becomes employed after being unemployed for at least one year, or (2) when income increases during the participation in any family self-sufficiency or other job training program, or (3) who is or was assisted under TANF (Temporary Assistance for Needy Families) within six months and whose earned income increases; they may not have their rent increased for 12 months after commencing work. In addition, after the initial 12 month period expires, rent can only increase by 50% of what it normally would during the next 12-month period.

D. Once tenant rent is established, the rental amount shall remain in effect until the next scheduled re-examination or until circumstances occur that warrant a special rent and income review. Any time any of the following circumstances occur, rent and income will be reviewed and rent adjusted in accordance with the approved Schedule of Rents. Where a family chooses the flat rent, their re-exam shall occur not less than once every three years.

1. An interim review is prescheduled by Management at the time of admission, re-examination or interim rent review.

2. Tenant can show a decline or increase in income which would result in a reduction or increase of rent.

3. Tenant is promoted in place of employment receiving a material increase in income, which would result in increased rent.

4. Tenant has a change in source of income which would result in an increased or decreased rent.

5. Tenant commences to receive public assistance or his public assistance is terminated. If a public housing family's income is reduced due to a sanction imposed by an assistance program for failure to comply with their

requirements or due to fraud, the rent for that family may be reduced during the period of the reduction. If a limit for assistance expires, the rent shall be commensurate with the new income level. not time reduced

6. There is a change in family composition.

7. There is a change in leasee.

8. It is found that the tenant has misrepresented to management the facts upon which his/her rent is based, so that the rent he/she is paying is less than he/she should have been charged, the increase in rent will be made retroactive and the family may be subject to eviction.

9. If there is a change in Federal Regulations which would require an adjustment in rent prior to the scheduled re-exam date.

10. If a resident has zero income, such family shall be subject to monthly interim reviews to determine continued income status.

11. If there is a significant change in out of pocket medical expenses.

E. Minimum Rent shall not be less than \$25.00 per month. Residents have a right to claim an exemption from paying the minimum rent provided they prove one of the following hardship exemptions:

1. The family has lost eligibility for or is awaiting an eligibility determination for Federal, State, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the Welfare Reform Act). the

2. The family would be evicted as a result of the imposition of the minimum rent requirement.

3. The income of the family has decreased because of changed circumstance, including loss of employment.

4. A death in the immediate family has occurred.

5. Other situations as may be determined by the Manistique Housing Commission.

If a resident requests a hardship exemption and the Manistique Housing Commission reasonably determines the hardship to be of a temporary nature, the exemption shall not be granted for 90 days. The resident cannot be evicted during this 90-day period for non-payment of rent. If the resident later demonstrates that the hardship is long term, the Manistique Housing Commission shall retroactively exempt the resident from the minimum rent for the initial 90 day period.

F. All changes must be reported within ten (10) days of the change.

G. Verification and documentation shall be required for annual and/or interim re-exams as shown in Section X, Verification.

H. Residents who fail to report changes in income or family composition to the Housing Commission or failure to furnish required documentation for re-examinations in a timely manner shall be served a thirty day notice to quit.

I. If a resident shall fail to report changes of income or family composition in a timely manner for verification, the rent which should have been charged shall be made retroactive to the date of the change.

J. A resident who claims eligibility as a disabled person but who is not receiving social security benefits, must furnish proof annually of continuing disability. Doctors' examinations and/or professional case conferences or other means may be used to determine eligibility for continued occupancy.

XVI. ELIGIBILITY FOR CONTINUED OCCUPANCY

To be eligible for continued occupancy, the tenant must meet the following requirements:

A. The tenant must constitute a family as defined in Section I or be the remaining member of a tenant family.

B. In the event of a dissolution of a marriage or family type relationship, the remaining person must qualify as a family as outlined in Section I.

XVIII. FAMILIES INELIGIBLE FOR CONTINUED OCCUPANCY

A. If management determines that the size of the dwelling unit is no longer appropriate to the tenant's needs, management may amend their lease by notice to the tenant, and the tenant agrees to move to an appropriate size unit upon sufficient notice by management that such a dwelling unit is available, if the development contains an appropriate size unit. If the Housing Commission has no appropriate size unit, the tenant shall be given a reasonable time in which to move.

B. If upon re-examination, it is determined that the tenant no longer meets the qualifications for eligibility for continued occupancy in low-rent housing he/she shall be notified of such ineligibility and given six months to find other housing and move. During the time the tenant is permitted to remain in occupancy, rent shall be in accordance with the current rent regulations.

C. If management determines that, due to special circumstances, the tenant is unable to find other suitable housing, although he/she had made every effort to do so, the tenant may remain in low-rent housing so long as the special circumstances exist, but the monthly rent will be in accordance with current rent requirements. Documentation of the tenant's efforts to

find suitable housing must be placed on file at the Commission office no less frequently than every six months.

XIX. PETS

Pets will be allowed only if the resident complies with all the rules set forth in the Pet Policy of the Manistique Housing Commission. This shall include but not be limited to a security deposit of \$250.00, verification of required pet vaccinations, signing of Pet Policy Agreement, etc.

XX. DEFINITION OF TERMS

A. CHILD CARE EXPENSES: (24 CFR 913.102)

Amounts anticipated to be paid by the family for the care of children under thirteen (13) years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his/her education. The amount deducted shall reflect reasonable charges for child care, and in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.

B. DEPENDENT (24 CFR 913.102)

A member of the family household (excluding foster children) other than the family head or spouse or significant other, who is under eighteen (18) years of age or is a disabled person or who is a full time student.

C. DISABLED PERSON (24 CFR 912.102)

A person who is under a disability as defined in Section 223 of the Social Security Act or in Section 102 (5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 or is handicapped as defined in this Section. Section 223 of the Social Security Act defined disability as:

1. Inability to engage in any substantial gainful activity by reason of any medically determined physical or mental impairment which can be expected to last for a continuous period of not less than 12 months; or

2. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416 (i) of this title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time.

Section 102(5) of the Development Disabilities Services and Facilities Construction Amendments of 1970 defines disability as:

A disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition to an

individual found by the Secretary (of Health, Education and Welfare) to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals which disability originates before such individual attains age eighteen (18), which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual.

D. ELDERLY FAMILY: (24 CFR 913.102)

Elderly family means a family whose head or spouse or whose sole member is at least sixty-two (62) years of age, or disabled as defined in this section, and may include two or more elderly, disabled handicapped persons living together, or one or more such person living with another person who is determined to be essential to his/her care and well being.

E. ELDERLY PERSON: (24 CFR 913.102)

A person who is at least sixty two (62) years of age.

F. NEAR ELDERLY

A family whose head or spouse is at least 50 years of age but below the age of 62.

G. FAMILY: (24 CFR 912.2(d) Formerly 812.2(d))

The term "family" shall be defined by the Manistique Housing Commission in accordance with Section I of this policy.

H. FULL-TIME STUDENT: (24 CFR 913.102)

A person who is carrying a subject load that is considered full-time for day students under the standards and practices of educational institution attended. An education institute includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. the

I. GROSS INCOME:

Gross income means total family income as defined in Section III.

J. TENANT RENT:

The amount payable monthly by the family as rent to the PHA. Where all utilities (except telephone) and other essential housing services are supplied by the PHA, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the PHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance.

K. TOTAL TENANT PAYMENT:

Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges.

L. DISABLED ASSISTANCE EXPENSE: (24 CFR 913.102)

Reasonable expenses that are anticipated during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

M. DISABLED PERSON: (24 CFR 913.102)

Disabled person means a person having a physical or mental impairment which:

1. Is expected to be of long, continued and indefinite duration.
 2. Substantially impedes his ability to live independently,
- and
3. Is of such a nature that such disability could be improved by more suitable housing conditions.

N. HEAD OF THE HOUSEHOLD:

Head of the household means the family member who is held responsible and accountable for the family.

O. SINGLE PERSON: (24 CFR 912.3)

A person living alone or intending to live alone and who does not qualify as an elderly or displaced person or as the remaining member of a tenant family.

P. SPOUSE:

Spouse means the husband or wife of the head of the household.

Q. UTILITIES: (24 CFR 965.472)

Utilities means water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection and sewage services. Telephone service is not included as a utility.

R. MEDICAL EXPENSES: (24 CFR 912.102)

Those medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance. in

S. MONTHLY ADJUSTED INCOME: (24 CFR 912.102)

One twelfth (1/12) of Adjusted Income.

T. MONTHLY INCOME: (24 CFR 912.102)

One twelfth (1/12) of Annual Income.

U. NET FAMILY ASSETS: 924 CFR 913.102)

Value of equity in real property, savings stocks, bonds, and other forms of capital investment, excluding interest in Indian trust land and excluding equity accounts in Housing and Urban Development homeownership programs. The value of necessary items of personal property such as furniture and automobile shall be excluded. (In case where a trust fund has been established and the trust is not revocable by, or under the control of any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income under 912.102)

V. NET FAMILY ASSETS

Value of equity in real property, savings, stocks, bonds, other forms of capital investment, excluding interest in Indian trust land and excluding equity accounts in Housing and Urban Development homeownership programs. The value of necessary items of personal property such as furniture and automobile shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.)

W. PUBLIC HOUSING AGENCY: (24 CFR 913.102)

Any state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of housing for lower income families.

X. WELFARE ASSISTANCE: (24 CFR 913.102)

Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or Local Governments.

SECTION II

Section 8 Housing Voucher Program
Section 8 Housing Certificate Program

- Part A. OBJECTIVES
- Part B. ADMINISTRATIVE PLAN
- Part C. ADMISSIONS AND CONTINUING PARTICIPATION POLICIES

A. OBJECTIVES

The Commission's objectives for the program are:

1. To provide low income families opportunities to find decent, safe, sanitary and affordable housing in the private rental market.
2. To provide economic incentives to private market rental properties owners/landlords, whose units meet requisite housing quality standards, to lease their units to eligible low income families.
3. Through careful administration and affirmative marketing, to provide opportunities to improve the racial, ethnic, and economic integration of families in Manistique's neighborhoods.

B. ADMINISTRATIVE PLAN

The Commission plans to achieve program objectives by:

1. Using the Commission's community-wide open Section 8 Programs waiting list for rental assistance.
2. Carrying on an aggressive outreach program to prospective tenants and landlords through advertising, speaking before tenant and landlord groups, word of mouth recruitment, and soliciting assistance from cooperating agencies such as the Department of Social Services, Veterans Administration, City of Manistique Community Development, and Community Action Agency.
3. Qualifying Applicants. The Section 8 Programs Coordinator shall qualify applicants pursuant to the Commission's Regulations Establishing Admission Policies for the Housing Assistance Program. (See Part C.) The Section 8 Coordinator shall receive assistance from clerical staff and occasional assistance from other Housing Managers in the qualifying process.
4. Briefing Families-Voucher/Certificate Issuance. Once determined eligible for participation, the family is briefed on program requirements, issued an appropriate Voucher, and notified of the available avenues of redress for suspected unlawful discrimination.

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5. Qualifying Rental Units. Commission Staff shall conduct required Housing Quality Standards Inspections to qualify prospective rental units for the program.

Applicants shall be encouraged to complete the "Dwelling Unit Inspection Report" to provide a first screening of potential dwelling units.

6. Lease and Housing Assistance Payments Contracts. When a qualified applicant finds a rental unit that may qualify for the program, the applicant requests the landlord sign and submit to the Commission a lease and request for lease approval. If the lease meet program standards, and the unit passes the quality standards inspection, the Commission shall enter into a Housing Assistance Payments Contracts with the owner/landlords. housing
7. Housing Assistance Payments. Pursuant to Annual Contributions Contracts, and the above stated Housing Payments Contracts, the Commission shall make monthly assistance payments to owner/landlords on behalf of qualified program participants in occupancy. Payments shall be made from accounts held at First Northern National Bank, 130 S. Cedar St, Manistique, Michigan, pursuant to the terms and conditions of the HUD approved Depository Agreement between the Bank and the Commission. These accounts are held solely for the Housing Voucher and Housing Certificate Programs.
8. Assistance to Participating Families. Commission Staff shall be available during regular business hours to provide continuing assistance to participating families.
9. Reexamination Reviews. Annual reexamination shall be conducted to certify family eligibility for continued participation in the program.
10. Lease Termination and Family Moves. Sixty (60) days written notice must be provided to the landlord and the Commission if the family decides to move. The family cannot move in the first twelve month lease term unless the landlord agrees. The family is limited to one move in any twelve month period.

Failure to provide 60 days written notice, damages to the unit "beyond normal wear and tear", or failure to pay the tenant family's portion of the rent result in eviction.

If a family is evicted for any of the above stated reasons, the family shall not qualify for further assistance.

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The Commission Staff shall review owner/landlord requests for eviction to insure compliance with State law and the Housing Assistance Payments Contract. Pursuant to PA348 and the HAP contract, security deposits and other Commission funds shall be available to reimburse owner/landlords for unpaid rents and damage claims.

11. Mediating Disputes. Commission Staff shall be available to mediate disputes between owner/landlord and participants. Complaints regarding HUD regulations or procedures shall be referred to the HUD-Grand Rapids Service Office.

12. Monitoring the Program. Commission Staff shall monitor the program and issue status reports to the Commission and HUD-Grand Rapids with regard to meeting lease up schedules, internal controls, and other budget and regulatory requirements.

MANISTIQUE HOUSING COMMISSION

HOUSING VOUCHER PROGRAM
HOUSING CERTIFICATE PROGRAM

PART C

REGULATIONS ESTABLISHING ADMISSION
AND CONTINUING PARTICIPATION

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I. ELIGIBILITY FOR PARTICIPATION - APPLICANTS

A. To be eligible for admission an applicant must qualify as a family or an elderly family. A family consists of:

1. Two or more persons who are related by blood, marriage, or operation of law, or who exhibit a stable family type relationship.

2. A single person who is:

a. eligible by age to receive an old age benefit under Title II of the Social Security Act, or 62 years of age, or:

b. handicapped within the meaning of Section 202 of the Housing Act of 1959, or:

c. displaced by urban renewal or other governmental action, or:

d. disabled as defined in Section 223 of the Social Security Act, or Section 102(5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970, or:

e. a pregnant woman.

f. a person in the process of adopting or otherwise in the legal process of securing custody of an individual under the age of 18 years.

3. A handicapped person is one who has a physical impairment which:

a. is expected to be a long-continued and indefinite in duration,

b. substantially impedes the ability to live independently, and

c. is of such a nature that such ability could be improved by more suitable housing conditions.

4. A disabled person is one who has an inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death, or which has lasted or can be expected to last for a continuous period of not less than twelve months.

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B. Family (adjusted) income shall not exceed the following amounts at the time of admission:

Number of Persons	Maximum Family Income Limits for Admission
See Appendix 1	See Appendix 1

To be financially eligible, the applicant family must provide adequate evidence showing that its income for the twelve month period following occupancy is not anticipated to exceed the income limits for eligibility noted at Appendix 1. Anticipated income will be derived by reviewing reported income for the previous twelve months and estimated income for the next twelve months, and by making adjustments for unusual or temporary income which will not be forthcoming during the next twelve month period. In addition, the family's Total Tenant Payment as computed must be less than the current HUD published Fair Market Rent established for the applicable unit size. (Once in the program, however, the family's TTP may exceed the current FMR, and the family shall remain eligible for assistance, for a period not to exceed twelve consecutive months.)

Except as provided in Paragraph 2 of this section, all payments from all sources received by the family head, even if temporary absent, and each additional family member of the household who is not a minor (18 years old or younger) shall be included in the annual income of the family.

1. Income shall include, but not necessarily limited to, the following:

a. The gross amount, before any payroll deductions, of wages, salaries, overtime pay, commissions, fees, tips, and bonuses.

b. The net income from the operation of a business or progression or from rental of real or personal property. In this instance, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine the net income from a business. Net income equals gross income less expenses.

c. Interest and dividends. If a family's Net Assets exceed \$5,000, its Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value

of such Assets based on the current Passbook savings rate as determined by HUD.

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d. Payments in lieu of earnings such as unemployment and disability compensations, worker's compensation, and severance pay.

e. Periodic and determinable allowance such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the participating unit.

f. All regular pay, special pay, and allowances of a family member in the Armed Forces, whether or not the person is living in the participating unit, who is head of the family or spouse; or the income of other persons whose dependents are living in the participating unit.

g. Public assistance. The amount determined as income from public assistance is the maximum for which the family is eligible, whether or not the family is actually receiving the maximum amount.

h. Any earned income tax credit to the extent that it exceeds income tax liability.

2. The following shall not be considered income:

a. The full amount of periodic payments received from Social Security, annuities, death benefits, insurance policies, retirement funds, pensions, disability, and other similar types of periodic receipts. Lump sum payments due to delayed start of periodic payments shall not be included as income.

b. Casual, sporadic or irregular income or gifts.

c. Amounts specifically for or in reimbursement of medical expenses.

d. Lump sum additions to family assets such as inheritances, insurance payments, including payments under health and accident insurance and worker's compensation, capital gains and settlements for personal or property or property losses. (Refer to Section B,1,c for treatment of assets in excess of \$5,000.)

e. Amounts for educational scholarships paid directly to the student or the educational institution, and amounts paid by the government to a veteran of the U.S. Armed Forces for use in meeting tuition costs, fees, books, and equipment. Any amounts of such scholarships or payments to veterans not designated for such purposes, and which are available for subsistence, shall be counted as income.

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e. Special pay to members of the U.S. Armed Forces assigned from home and exposed to hostile fire.

f. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

g. Foster child care payments.

h. The value of coupon allotments for the purchases of food pursuant to the Food Stamp Act of 1964 which is in excess of the amount actually charged the eligible family.

i. Payments received pursuant to participation in the following volunteer programs under the Volunteer Services Act:

- 1) VISTA
- 2) RSVP
- 3) Foster Grandparent Program
- 4) Senior Companions Program

j. Income from the employment of children of dependents under the age of 18.

The items listed above are not considered exhaustive nor wholly inclusive. HUD 24CFR 813, 912 and 913 provide and clarify other exclusions from income.

3. If circumstances are such that it is not feasible or reasonable to anticipate a level of income over a twelve month period, a six month, quarterly or monthly period may be used subject to a redetermination of income at the end of a specified period.

4. Assets. The only asset limitation is in conjunction with the determination of whether or not a family is very low income in relation to the established income limits definitions. Family assets include equity in any real property, savings, stocks, bonds, and other forms of capital investment. The value of necessary items such as furniture, automobiles, and clothing shall be excluded. Any applicant who has assigned, conveyed, transferred, or otherwise disposed of property within the past two years for less than its fair market value shall have such value imputed for the purposes of determining total adjusted family income for eligibility.

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5. Applicants determined to be ineligible shall be notified immediately by letter of such determination and the reasons therefore. The applicant shall be advised of rights to request a review of the determination pursuant to the Commission approved Applicant/Participant Grievance Procedure. All determinations under the procedure shall be rendered to the applicant in writing.

6. The Commission may deny eligibility to previous program participants who are responsible for unpaid rent or excessive damages to a unit leased under the Commission's various rental assistance programs. The Executive Director or the Director's designee shall determine which damages are excessive.

The Commission may also deny eligibility to applicants who have outstanding financial obligations to other public housing agencies.

II. PREFERENCES IN THE SELECTION OF PARTICIPANTS

FEDERAL PREFERENCES (24CFR 887.157)

A. The Manistique Housing Commission shall give first preference to applicants who are otherwise eligible for assistance and who at the time they are seeking housing assistance, are involuntarily displaced, living in substandard housing, or paying more than 50% of family income for rent, according to the following point system. Applicants accumulating the most Federal preference points shall be placed at the top of the waiting list.

Federal preference points shall be awarded as follows:

- 10 points - an applicant who qualifies for one Federal preference.
- 20 points - an applicant who qualifies for two Federal preference.
- 30 points - an applicant who qualifies for three Federal preference.

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LOCAL PREFERENCES

The Commission shall award local preference points in the following manner:

- 5 points - an applicant who is a resident of the City of Manistique.
- 4 points - an applicant who is not a resident of the City of Manistique but who is a resident of Schoolcraft County.
- 3 points - an applicant who is not a resident of Schoolcraft County but who is a resident of the State of Michigan.
- 2 points - an applicant family whose head of household, or the head of household's spouse, is an honorably discharged veteran of the Armed Forces of the United States, or whose head of household or the head of household's spouse is actively serving in the Armed Forces of the United States.

In all cases applicants meeting the eligibility

requirements under Section I will be selected from among the eligible applicants for dwelling units of given sizes and rent paying ability. Where all conditions are equal, the applicant with the earliest date appearing on the application shall be given preference.

NONDISCRIMINATION

The Manistique Housing Commission affirms its preferences will be administered in a manner consistent with Title VI of the Civil Rights Act of 1964 (42USC 2000d), Title VIII of the Civil Rights Act of 1968 (42USC 3601-19), Executive Order 11063 on Equal Housing Opportunity in Housing, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Fair Housing Amendment of 1988.

B. The Federal Preferences are defined as follows:

Involuntary Displacement

1. An applicant is or will be involuntarily displaced if the applicant has vacated or will have to vacate his or her housing unit as a result of one or more of the following actions:

a. A disaster, such as fire or flood, that results in the uninhabitability of an applicant's unit.

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b. Activity carried out by an agency of the United States or any State or local governmental body or agency in connection with code enforcement of a public improvement or development program.

c. Action by a housing owner that results in an applicant's having to vacate his or her unit where:

- 1) the reason for the owner's action is beyond the applicant's ability to control or prevent;
- 2) the action occurs despite the applicant's having met all previously imposed conditions of occupancy; and
- 3) the action taken is other than a rent increase.

2. An applicant is involuntarily displaced if:

a. The applicant vacated his or her housing unit as a result of actual threatened physical violence directed against the applicant or one or more members of the applicant's family by a spouse or members of the applicant's household; or

b. The applicant lives in a housing unit with such an individual who engages in such violence. For purposes of this paragraph, the actual or threatened violence must, as determined by the Commission in accordance with HUD's administrative instructions, have occurred recently or be a continuing nature.

3. For purposes of this section, reasons for an applicant's having to vacate a housing unit include, but are not limited to, conversion of an applicant's housing unit to non-rental or non-residential use; closure of an applicant's housing unit for rehabilitation or for any other reason; notice to an applicant that he

or she must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy; sale of a housing unit in which the applicant resides under an agreement that the unit must be vacant when possession is transferred; or any other legally authorized act that result or will result in the withdrawal by the owner of the unit or structure from the rental market. Such reasons do not include the vacating of a unit by a tenant as a result of actions taken because of the tenant's refusal:

a. To comply with applicable policies and procedures under this title with respect to the occupancy of underoccupied or overcrowded units; or

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b. To accept a transfer to another housing unit in accordance with a court decree or in accordance with such policies and procedures under a HUD approved desegregation plan.

C. Substandard Housing

1. A unit is substandard if it:

a. is dilapidated;

b. does not have operable indoor plumbing;

c. does not have a usable flush toilet inside the unit for the exclusive use of the family;

d. does not have a usable bathtub or shower inside the unit for the exclusive use of the family;

e. does not have electricity, or has inadequate or unsafe electrical service;

f. does not have a safe or adequate source of heat;

g. should, but does not have a kitchen; or

2. For purposes of this section, a housing unit is dilapidated if it does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well being of a family, or it has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.

3. For purposes of this paragraph, an applicant who is a "homeless family" is living in substandard housing.

For purposes of the preceding sentence, a "homeless family" includes any individual of family who:

a. lacks a fixed, regular, and adequate nighttime residence; and

b. has a primary nighttime residence that is:

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(i) a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill;

(ii) an institution that provides temporary residence for individuals intended to be institutionalized; or

(iii) public or private place not designed for, or originally used as, a regular sleeping accommodation for human beings.

A "homeless family" does not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or a State law.

4. For purposes of this section, Single Room Occupancy (SRO) housing (as defined in CFR 882.102) is not substandard solely because it does not contain sanitary or food preparation facilities (or both).

D. Paying More Than 50% of Income for Rent

1. For purposes of this section, rent is defined as:

a. the PHA's reasonable estimate of tenant-purchased utilities (except telephone) and the other housing services that are normally included in rent; or

b. if the family chooses, the average monthly payments that it actually made for these utilities and services for the most recent 12 month period or, if information is not obtainable for the entire period, for an appropriate recent period.

2. For purposes of calculating rent under this section, amounts paid to or on behalf of a family under energy assistance programs must be subtracted from the otherwise applicable rental amount to the extent that they are not included in the family's income.

3. In the case of an applicant who owns a manufactured home, but who rents space upon which it is located, rent under this section includes the monthly payment to amortize the purchase price of the home, as calculated in accordance with HUD requirements.

4. In the case of members of a cooperative, rent under this section means the charges that are under the occupancy agreement between the members of the cooperative.

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Special Allocation Preferences. These preferences notwithstanding, the Commission shall give preference to current participants who are being displaced because of rental rehabilitation activities, an "opt out"

program, or public housing demolition project if a special allocation has been received for these purposes.

III. PARTICIPANT SELECTION - ISSUANCE OF VOUCHER/CERT.

A. Each applicant shall be assigned a place on a community-wide waiting list in sequence based upon date and time the application is received, suitable type and size of unit, and factors affecting preference or priority established by operation of law and regulations. A family shall receive a detailed explanation of the specific program to include at least:

1. Family and owner responsibilities under the Lease and Housing Assistance Payments Contracts;
2. How to find a suitable unit;
3. Applicable housing quality standards and procedures for family and owner inspections and for their individual certifications of compliance with those standards.
4. Relevant aspects of the applicable State and Local laws and ordinances;
5. Relevant aspects of Federal, State, and Local fair housing laws.

B. The Commission shall make selections from the waiting list so that:

1. It will be able to honor all outstanding Vouchers within its Annual Contributions Contracts; and
2. All the families for which leases are approved by the Commission are very low income.

C. The waiting list shall be updated at least on an annual basis. The applicants shall be notified by letter that the Commission is updating its waiting list. The Commission shall remind the applicant that any information that has changed will need to be updated on their application. The Commission will specify a final date for response, if no response is received, the applicant shall be removed from the waiting list.

D. The Commission shall close a particular bedroom size waiting list when the number of applicants is three (3) times greater than the number of Vouchers budgeted for

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that bedroom size. Example: 100 two bedroom Vouchers budgeted. Waiting list will close at 300 applicants for two bedroom units.

IV. VOUCHER/CERTIFICATE EXPIRATION/EXTENSION

A. A family on the waiting list may be offered either a Voucher or Certificate upon availability. A family is not penalized for refusing a Certificate or Voucher if the family desires the other

offered. However, if the family refuses the second form of assistance offered, it shall go to the bottom of the waiting list if the list is active (not closed).

B. Certificates of Family Participation (Existing Program) and Vouchers shall expire at the end of 60 days unless:

1. The family notifies the Commission of a unit that it wishes to lease within the initial 60 day period by submitting a Request for Lease Approval; or

2. The family requests an extension because it has been unable to find an acceptable unit within the allotted period, and the Commission determines that the family has made good faith efforts in seeking such a unit. The Commission may grant an extension of up to a maximum 60 additional days. If at the end of the extension period the family still has not found a suitable unit, it shall be placed at the bottom of the waiting list if the list is active (not closed).

3. A determination by the Commission that no further extensions should be granted shall not preclude the family from filing a new application for rental assistance.

V. UNIT SELECTION; HOUSING QUALITY STANDARDS

A. "Finders - Keepers" Policy

A holder of a Housing Voucher or Certificate shall be responsible for finding an existing housing unit suitable to the holder's needs and desires in any area within the Commission's jurisdiction. A Voucher holder may select the dwelling unit which the holder already occupies if the unit qualifies under the program. The Commission shall provide assistance in finding units.

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B. 40% Limitation Multi-Family Complexes

Voucher/Certificates holders may rent units in multi-family complexes receiving governmental rental assistance provided that the number of units within the complex supported by such assistance does not exceed 40% of the total number of units within the complex.

The Voucher/Certificate holder shall be required to complete a Move In/Move Out inspection form with the owner/landlord of the prospective unit and provide a copy of such inspection to the Commission for comparison purposes to Housing Quality Standards Inspections and for potential use as substantiation for damage claims.

C. Housing Quality Standards

Trained Commission Staff shall conduct Housing Quality Standards Inspection of proposed program units using HUD standards, procedures, and forms prior to execution of Housing Assistance Payments Contracts. HQS inspections shall be conducted at least annually thereafter prior to

the anniversary date of the contract. At least 5% of the units so inspected shall be audited by Commission administrative Staff to assure quality in the inspection process.

Photographic records of unit HQS inspections shall be kept when possible to provide indication of housing quality being used in the programs, for comparison purposes at annual reexaminations, and in mediating landlord/tenant disputes. Inspectors shall make careful notes on forms provided of all conditions.

VI. RENTS, UTILITY ALLOWANCES, SECURITY DEPOSITS

A. Initial Rent

1. Vouchers. Gross rent is not capped by the Fair Market Rent. The Commission shall establish a reasonable payment standard for the number of bedrooms in the unit for which the family qualifies. The family may select a greater number of bedroom in the unit than for which it is eligible, and the rent may exceed the payment standard, if the family is willing to pay the difference. The Housing Assistance Payment Standard shall not exceed the current HUD established FMR, nor shall it be less than 80% of the established FMR.

2. Certificates. Initial gross rent cannot exceed applicable Fair Market Rent (FMR) set by the U.S. Department of Housing and Urban Development for the area of the Commission's jurisdiction by bedroom size and type

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of dwelling unit by bedroom size applicable to the size and composition of the family.

B. Rent Adjustments

Rent cannot be increased during the first year for either Vouchers or Certificates.

1. Vouchers. After the first year, the lease governs the amount of rent increases. There is no regulatory cap. The vouchers tenant must pay rent increases over the Payment Standard or move to a different unit. There is no rent reasonableness test applied and no case by case exceptions to the Payment Standards. The Commission may increase the amount of housing assistance by increasing the Payment Standard to assure affordability. The increased payment standard is applied to current participants only at reexamination or when the family moves.

2. Certificates. After the first year, the Commission may allow annual rent increases on the contract anniversary date by an amount not to exceed HUD's annually adjusted FMR factors except where the Commission has been granted approval by HUD to allow for exception rents on a case by case basis. The Commission shall apply a "rent reasonableness" test to the rent the landlord is requesting. The Commission shall determine rent reasonableness standards by conducting periodic surveys of the private rental markets in which the participating units are located for comparable units of size, location, amenities. Such surveys shall be conducted by letter, location, and amenities. Such surveys shall be conducted by letter, telephone, and research of newspaper advertisements.

2. Affordability Adjustments. Under the Housing Voucher Program, affordability adjustments are made to provide additional housing assistance to families to keep the rents affordable. The Commission may use the following factors, or combination of factors, to determine whether or not an adjustment to its Housing Assistance Payment Standards should be made and, if so, by how much (reflecting current FMR maximum and 80% current FMR minimum):

a. Participant rent burdens (percent of tenant rent to adjusted household income or participants);

b. Participant rent burden relative to the quality of the units selected by participant families;

c. Participant rent burden relative to
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availability of units by bedroom size;

d. Actual contract rents for specific bedroom sizes;

e. Actual rent increases for participating households;

f. The applicable annual adjustment factor(s) for the Commission's jurisdiction which is an indication of the prospective average percent of rent increases;

g. The average time period for finding eligible housing;

h. The local vacancy rate.

C. Total Tenant Payment

1. Vouchers. The tenant family shall pay a minimum of 10 per cent of gross monthly income or 30 per cent of adjusted monthly income, whichever is greater. There is no maximum TTP.

2. Certificates. The tenant family shall pay the greater of 30 per cent of adjusted gross income or 10 per cent of gross (unadjusted) income.

D. Utility Allowances

Utility Allowances shall be determined by the Commission and adjusted, as necessary, at least annually. (See appendix 2.)

E. Security Deposits

Vouchers. The owner may charge a security deposit which may be used in accordance with applicable State law but shall not exceed one month's gross rent.

Certificates. The owner may charge a security deposit which may be used in accordance with applicable State law equal to the greater of one month's Total Tenant Payment or \$50.

VII. EXECUTION OF LEASE AND HOUSING ASSISTANCE PAYMENTS CONTRACT

A. Request for Lease Approval

When a family has located a desirable unit and the owner is willing to lease, the family shall submit to the Commission a Request for Lease Approval signed by the

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owner of the unit and the family, together with the family's and owner's Inspection Report. At the same time, the family shall submit a copy of the proposed lease, which shall contain all required provisions and shall be complete except for execution and entry of the portion of monthly rental which the family shall be obligated to pay to the owner.

B. Approval of the Lease and Lease Documents

If the Commission determines that the unit, the lease, and the rent amounts qualify for the applicable program, and the proposed unit meets requisite Housing Quality Standards, the Commission shall notify the owner and the family in writing of its determination. The Lease, applicable Section 8 Program Lease Addendum, other applicable lease documents and certifications, and a Housing Assistance Payments Contract shall thereafter be executed by the appropriate parties.

In the same way, the Commission shall give notification of disapproval. The Commission shall give assistance in those areas requiring adjustments so as to make the package qualify.

VIII. ANNUAL REEXAMINATION

A. Criteria for remaining in the program shall be reviewed at least annually and adjustments made, as necessary.

B. A family's eligibility for rental assistance continues until the amount payable by the family toward the gross rent equals the gross rent for the dwelling unit it occupies.

C. Failure by the family to promptly, fully, and accurately provide required information for determination of continued eligibility for participation shall be cause for termination from the program.

IX. RENT REVIEWS

A. Rents shall be reviewed at the time the scheduled reexamination of income is made to determine eligibility for continued participation. If upon such income review, it is found that the Total Tenant Payment being charged no longer conforms with schedules and HUD established criteria, the tenant's portion shall be adjusted accordingly.

B. Once rent is established, such rental rate shall remain in effect until the next scheduled reexamination of until circumstances occur that warrant a

special rent and income review. Any time any of the following circumstances occur, rent and income will be reviewed and the Total Tenant Payment adjusted in accordance with program requirements:

1. If prescheduled at the time of admission or regular reexamination.
2. Change in family size or composition.
3. Receipt of discontinuance of welfare assistance.
4. A decrease in income which would result in a reduction in tenant payment.
5. An increase in income which would result in an increase in tenant payment.

Participants must notify the Commission within 10 days of any changes in public assistance, income, or family composition.

C. Participants are to be notified in writing of change in TTP resulting from reexamination.

D. Participant Misrepresentation. If there is participant misrepresentation at the time of voucher/cert. issuance, regular reexamination, or interim review which causes a family to pay a lower TTP than called for by the established schedules, the participant shall be required to pay the Commission the difference between the TTP that should have been paid and what was actually paid.

E. Repayment Agreement. The amounts and time of repayment may be scheduled in a Repayment Agreement between the participant and the Commission. Failure to make repayment as agreed shall result in termination from the program.

F. Rent Increases. After the first year of tenancy, the owner/landlord may request rent increases with 60 days written notice to the tenant and the Commission. The Commission shall apply rent reasonableness criteria to Certificate holders, and shall use such requests to determine affordability adjustments to the HAP standards in the Voucher Program.

The owner/landlord shall give cause for the request to include, but not necessarily be limited to:

1. Property tax increases;
2. Insurance cost increases;
3. Maintenance and other physical improvements;
4. Utilities costs increases (where included in the rent);
5. Other costs;

6. Similar nearby private market units not owned by the landlord have increased rents.

G. Increases in TTP and/or HAP resulting from such a rent review are to be effective the first of the second month following receipt of written notification of the change from the Commission with the following exceptions:

1. The HAP increase results from a finding of intentional misrepresentation under Section IX, D, above, or

2. A family not receiving welfare assistance at the time of reexamination and recomputation of income becomes a recipient, in which case the increase shall be effective the first of the following month.

H. Decrease in TTP resulting from reexaminations are to be effective the first of the month following report of the change.

I. Every effort shall be made by Commission Staff to make adjustments to rent, TTP, and HAP run concurrently with new leases and contracts executed at times of scheduled reexaminations.

X. INELIGIBLE FAMILIES

A. Applicants who, at the time of certification, are determined by the Commission to be ineligible shall be notified in writing of the determination and the reasons therefore. The applicant shall have the right within five calendar days to request and informal review before the Executive Director, or the Director's designee. The applicant shall be notified in writing of the determination resulting from the review. (See XVII-Participant/Applicant Grievance Procedure, Page 29.)

B. Participants determined ineligible for continued participation by reason of income shall be permitted to remain in the unit as an unassisted tenant. The termination of eligibility at such point shall not effect the family's other rights under its lease, nor shall such termination preclude resumption of payments as

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a result of subsequent changes in income of rents or other relevant circumstances during the term of the Housing Assistance Payments Contract.

XI. VERIFICATION OF APPLICANTS' STATEMENTS AND INCOME

A. Applicants and participants shall be required to furnish proof of their statements when required by the Commission.

B. Certification by an applicant will normally be considered sufficient verification of family composition, assets, residence, housing conditions, and need. Certification is provided by the applicant's signature on the Application Form.

C. The Commission may establish, and shall uniformly follow any established, procedures for third party verification of the above applicant information.

D. All income shall be verified at the time of certification and at annual reexamination through employers' documentation/certification, W-2 forms, check stubs, or other means to insure accuracy.

E. Those claiming preferences must provide written documentation, which the Commission shall verify, substantiating such preferences.

F. For those claiming disability as defined in the Social Security Act, but who are not receiving Social Security benefits for such disability, shall provide a medical doctor's certification as to the degree and terms of disability.

G. For single females whose pregnancy cannot be readily discerned, a medical statement of such pregnancy shall be required.

H. Other documentation as may be necessary to substantiate other claims relevant to eligibility and continued participation.

XII. ADJUSTED FAMILY INCOME

A. Adjusted Income

Adjusted income means the total family income less the following deductions:

1. \$480 for each member of the family residing in the household (other than the head of household or spouse) who is under the 18 years of age or who is 18 years of age or older and is disabled or

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handicapped or a full time student;

2. \$400 for an elderly family;

3. Medical expenses in excess of 3% of annual family income for the elderly;

4. Child care expenses to the extent necessary to enable another member of the family to be employed or to further his or her education.

B. Temporary, Non-recurring, or Sporadic Income

Temporary, non-recurring or sporadic income includes the following income:

1. Casual, sporadic and irregular gifts, and amounts which are specifically received for, or are a reimbursement of, the cost of illness or medical care;

2. Lump-sum additions to family assets such as, but not necessarily limited to, inheritances, insurance payments, including payments under health and accident insurance and worker's compensation, capital gains, and settlements for personal property losses;

3. Amounts of educational scholarships paid directly to the student or to the educational institution and amounts paid by the United

States Government to a veteran for use in meeting the cost of tuition, fees and bonds, to the extent that such amounts are so used;

4. Relocation payments made pursuant to Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;

5. The value of coupon allotments for the purchase of food in excess of the amount actually charged an eligible household pursuant to the Food Stamp Act of 1964;

6. Payments received by participants or volunteers in a program pursuant to the Domestic Volunteer Service Act of 1975;

7. Payments received by participants in other publicly assisted programs as reimbursement for out of pocket expenses incurred (special equipment, clothing, transportation, reimbursement for child care, and so forth) which are made solely to allow participation in a specific program and cannot be used for other purposes.

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XIII. TERM OF LEASE/HOUSING ASSISTANCE PAYMENTS CONTRACT

A. Where an applicant and owner qualify for the program as described at Section VII, a lease and appropriate program housing assistance payments contract shall be approved for execution.

B. The lease and contract term shall run concurrently and shall be executed at least one year before expiration of the Annual Contribution Contract.

C. If a family continues in occupancy after the expiration of the term of the lease on the same terms and conditions as the original lease (or changes thereto which have been approved by the Commission and incorporated in the contract where appropriate), the contract shall continue in effect for the duration of the tenancy subject to the limitation that any continuation of tenancy beyond the lease term shall in no case exceed three years or extend beyond the terms of the Annual Contributions Contract pertaining to the contract and lease. This limitation shall not preclude execution of a new lease and contract for the dwelling unit.

D. A notice of adjustment of the Net Family Contribution paid by the participant to the owner need only be signed by the Commission.

E. In case of any conflict between a Commission addendum to the lease and any other provisions of the lease between the owner and the family, the addendum provisions shall prevail.

XIV. OCCUPANCY STANDARDS

A. Vouchers

Regardless of the number of bedrooms stated on the voucher, the Commission shall not prohibit a family from renting an otherwise acceptable unit on the grounds that it is too large for the family. Nor can a family be prohibited from renting a unit with fewer bedrooms than stated on the voucher, as long as the unit meets space requirements of the Housing Quality Standards.

B. Certificates

The dwelling unit selected by the family must match family size and composition to the number of bedrooms for which the family is eligible under the certificate.

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The number of bedrooms for which a family is eligible under a voucher or certificate should not require two persons of the other sex to occupy the same bedroom except for husband and wife, or two adults who have exhibited a stable family relationship, or minors under the age of four years at admission and school age for continued occupancy. This principle results in the following standards:

Number of Bedrooms	Number of Person	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	5	8
5	7	10
6	9	12

These guidelines are set forth solely for determining the number of bedrooms to be designated for a certificate or voucher based on family size and composition.

C. Housing Quality Standards

The Commission shall conduct physical inspection of prospective dwelling units before occupancy, and at least annual inspections of units under lease, to determine conformance with established housing quality standards. Participants will not be permitted to assume occupancy until the units passes the HQS inspection.

D. Abatement of Housing Assistance Payment

If a unit in occupancy fails the HQS inspection, the owner shall be given no more than 30 calendar days to make corrections to bring the unit into conformance with HQS standards except where correction of deficiencies noted do not impose an imminent threat or danger to the family in occupancy and corrections are dependent upon weather conditions, such as exterior painting, roofing, and the like. In the latter instances, a specific reasonable date for correction shall be set.

Where the owner fails to make corrections within the time limits allowed, the Commission shall abate (not pay) the ensuing Housing Assistance Payment. Payment shall not be made until corrections are

completed and on a pro rata basis from the time the unit comes into compliance with the Housing Quality Standards. After abatement of one HAP, should the owner not make necessary corrections, the Commission may terminate the owner's participation in the program and assist the family in finding an acceptable unit.

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E. If the Commission determines that a dwelling unit is not decent, safe, or sanitary by reason of increase in family size, the family and Commission shall try to find an acceptable unit as soon as possible. If an acceptable unit is found that is available for occupancy by the family, and the lease with the first owner can be terminated in accordance with its terms, the contract to the first owner shall be terminated and housing assistance payments shall be made available to the family for occupancy in the acceptable unit. Housing assistance payments will not be terminated unless the family rejects without good reason the offer of a unit which the Commission judges to be acceptable.

F. Damage Claims

1. Vouchers

Claims can be paid for actual amounts due the owner/landlord for damages and unpaid rent up to one month's rent to the owner minus the security deposit the owner was eligible to collect. Further, the owner retains the housing assistance payment for the month in which the vacancy occurs. The Commission shall make no further vacancy loss payment.

2. Certificates

Claims can be paid for actual amounts due the owner/landlord for damages and unpaid rent up to two months' rent to the owner minus the security deposit that the owner was eligible to collect.

Vacancy Loss

If the tenant moves from the contract unit in violation of the lease, the owner/landlord shall retain the Housing Assistance Payment for the month in which the unit was vacated. If the unit remains vacant in the following month, the owner/landlord shall receive 80% of the contract rent during the time the unit is vacant in that month until the unit is occupied or the lease expires whichever occurs first.

Owners must promptly notify the Commission when a vacancy occurs. Move out inspections shall be conducted by Commission Staff within seven days of the vacancy. Owners must submit damage claims pursuant to the terms and conditions of the Housing Assistance Payments Contract. Itemized claims must be submitted congruent with the results of the move out inspection report within 60 days of the tenant vacating the unit. Estimated costs of repair/replacement contained in the list must be by a

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professional, licensed contractor, salesperson, or distributor of the items claimed. Further, the owner must demonstrate good faith efforts to collect damage claims from the tenant.

In order to qualify for the additional vacancy loss payment, the owner/landlord must demonstrate good faith efforts at filling the vacancy through prompt unit renovation, advertising availability, and the like.

Vacancy loss payment shall be reduced to the extent that the owner receives payment from the tenant and/or through legal action.

XV. MOBILITY, PORTABILITY, AND CONTINUED PARTICIPATION

A. If an assisted family notifies the Commission after the first year of tenancy that it wishes to move to another dwelling unit, the Commission shall (unless it does not have sufficient ACC authority for continued assistance to the family) issue another voucher or certificate pursuant to program criteria, unless the Commission determines that the current owner is entitled to payment under the lease, and the family has not satisfied any such liability.

1. Vouchers

Voucher holders may move within the Commission's jurisdiction or after one years' time to any other jurisdiction where there is a public housing agency available with which to exchange vouchers or to subcon- tract administration of the voucher with the Commission. Again, the voucher holder shall be allowed to move unless the current owner is entitled to payment under the lease, and the family has not satisfied any such liability.

2. Certificates

Certificate holders may move within the Commission's jurisdiction or after one years' time to any other jurisdiction where there is a public housing agency available with which to exchange vouchers or to sub- contract administration of the voucher with the Commission. Again, the certificate holder shall be allowed to move unless the current owner is entitled to payment under the lease, and the family has not satisfied any such liability.

B. If a voucher or certificate holder wishes to move to another qualified jurisdiction pursuant to HUD regulations and has received assistance for at least one year and qualifies for continued assistance, the family may obtain assistance in the jurisdiction to which it is

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moving, provided that the family obtains a voucher from an appropriate public housing agency (PHA) in that jurisdiction, or the PHA agrees to administer the Commission's voucher on its behalf. The cooperating PHA shall give the family the same consideration as any other applicants to its Section 8 programs, except that the PHA shall not deny the family a voucher on the grounds that its income is above the income limits for admission in that jurisdiction.

C. Any eligible family assisted by the Commission under the housing voucher programs shall be permitted to rent anywhere in Michigan or contiguous Standard Metropolitan Statistical Area.

D. Statutory portability applies to a family that is a housing voucher holder or a family that is a participant under a housing assistance payments contract in the tenant-based housing voucher.

E. The Commission shall give preference to applicants who live or work in its jurisdiction. However, because Federal regulations encourage cooperation with other PHAs to benefit families already receiving assistance in another jurisdiction who wish to move, the Commission has established the following interjurisdictional transfer policy:

1. The applicant must be a program participant in good standing in the jurisdiction where they are currently receiving assistance.

2. The applicant must qualify under one of the following circumstances:

a. The applicant has employment or an offer of employment in the PHA's jurisdiction.

b. The applicant has an identifiable medical need or related reason (e.g., specialized medical care only available to family member in area).

c. The applicant has immediate family member(s) - mother, father, brother, sister, son, daughter - currently living in the PHA's jurisdiction and the reason to transfer is being requested is to provide support or receive support from the family member(s).

d. The transferring PHA must sign an agreement to accept a family from the Commission's jurisdiction if one wishes to relocate.

e. No more than two percent of the number

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of units authorized under the Commission's Annual Contributions Contract (ACC) may be used for mobility transfer.

F. The Commission shall provide certification to the cooperating PHA that there are no pending claims against the participant, and the participant's current landlord has agreed to terminate the lease and contract.

G. The amount of assistance paid on behalf of the participant family shall be based upon the cooperating PHA's Housing Assistance Payments Standards (Vouchers).

H. The cooperating PHA shall be paid 80% of the Commission's administrative fee to administer the voucher or certificate. In order to receive payment, the cooperating PHA shall provide the Commission a copy of the applicable Housing Assistance Payments Contract, lease and lease addendum, the initial and subsequent Housing Quality Standards inspection reports, and other pertinent information as may be necessary to determine administration of the voucher. The cooperating PHA shall monthly invoice the Commission for the administrative fee earned. The invoice shall contain cooperating PHA certification that

the family is still in place receiving assistance under the applicable contract and lease.

I. Voucher and Certificate participants are limited to one move in any one twelve month period.

J. Commission Staff shall advise participants at briefing and reexamination sessions of the portability options available.

XVI OPERATING RESERVE THRESHOLD

A. The Programs' Operating Reserve shall be used to pay Section 8 administrative costs that exceed earned administrative fees for the Commission's fiscal year. The commission shall ensure that projected administrative fees and the Operating Reserve will cover all projected costs of efficient and effective program administration through the remaining Annual Contributions Contract(s) terms.

B. Operating Reserve funds may be expended for other housing purposes consistent with the Commission's authority under State and local law, provided that the amounts used for other housing purposes are not required for projected administrative expenses through remaining ACC terms. If the Commission anticipates ongoing fees will not be sufficient for ongoing administrative costs through its ACC terms, an appropriate amount shall be retained in the Operating Reserve for projected administrative costs.

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C. Expenditures from the Operating Reserve for other housing purposes may not exceed the lesser of \$2,500 or 5% of the Operating Reserve without prior approval of the Board of Commissioners. Where expenditures exceed this threshold, the Board, as part of its approval, shall make affirmative determination that the expenditures are necessary and reasonable for other housing purposes consistent with the Commission's authorities under State and local law.

XVII. PARTICIPANT/APPLICANT GRIEVANCE PROCEDURE

A. RIGHT TO THE GRIEVANCE PROCEDURE - Any participant receiving housing assistance under Manistique Housing Commission Section 8 program, or any applicant to such program, shall have the right to request redress under the grievance procedure described below.

B. DEFINITIONS

1. A Grievant is any participant receiving housing assistance under Commission Section 8 housing programs, or any applicant to such programs, who timely files a written GRIEVANCE alleging that the Commission's actions or failure to act in accordance with established law, regulations, and procedures, has adversely affected the Grievant's rights, duties, welfare or status.

2. A Grievance is a written notice signed by the Grievant alleging that the Commission's actions or failure to act has adversely affected the Grievant. The Grievance must:

- a. be presented in person to the Section 8 Executive Director or her/his designee if the Grievance involves the Section 8 Executive Director.
- b. be filed within five days of the alleged Commission actions or failure to act which caused the Grievance,
- c. be date and time stamped when filed, and a copy made for the Grievant after being stamped, and
- d. specify the cause(s) for the Grievance and what actions the Grievant wants the Commission to take to provide

relief.

The Executive Director or any Housing Commissioner may waive the timely filing requirement, or other details of

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the filing process so that substantive elements of the grievance and access to the process are preserved.

C. Procedure

1. Grievance Review Meeting: Within five working days of a grievance being filed the Grievant shall meet with the Executive Director (or the Director's designee), and other appropriate Commission Staff and involved persons in an effort to informally resolve the dispute.

Within five working days of the Grievance Review Meeting, the Executive Director (or Director's designee) shall give a written answer to the grievance.

The answer shall specify:

- a. The disposition of the grievance and the reason(s) therefore;
- b. the right of the Grievant to a hearing and
- c. the procedure by which a hearing may be obtained.

2. Grievance Hearing: If the Grievant is dissatisfied with the answer, s/he may submit a written request to the Executive Director (or the Director's designee) for a Grievance Hearing. This request must be submitted within ten days of the grievance answer.

If the Grievant does not request a hearing within the time period allowed, the Grievant's right to a hearing is waived and the grievance answer becomes final. However, this does not mean that the Grievant's right to other legal remedies has been waived.

1. The Grievance Hearing shall be scheduled as early as possible at a time and place convenient to the Grievant

2. The Grievance Hearing shall be conducted before a Hearing Panel consisting of three members: two Housing Commissioners, and one unassociated impartial member.

a. The impartial member may not be a Commission officer or employee, nor a Commission tenant/applicant or participant in Commission

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Section 8 Programs.

b. No members who may have a conflict of interest regarding the grievance at issue may serve on the panel for that particular hearing.

3. The hearing shall be private unless the Grievant requests, and the Hearing Panel agrees to, a public hearing. This does not mean that persons with a valid and appropriate interest shall be barred from the proceedings.

4. The Grievant may examine, and at the Grievant's expense, copy relevant Commission regulations, and the like.

5. At the Grievant's expense, s/he may be represented by legal counsel.

6. If the Grievant fails to appear at the hearing, the Hearing Panel may postpone the hearing for five work days, or declare that the Grievant has waived rights to the hearing.

7. The hearing shall be informal. Oral and documentary evidence presented by the Grievant and Commission supporting their positions in the dispute must be relevant to the issues raised in the grievance and answer, but such evidence is not limited by admissibility rules as required in judicial proceedings.

D. GRIEVANCE DECISION

1. Within three work days of the Grievance Hearing, the Hearing Panel shall render its decision in a written report which shall outline its findings of fact and conclusions in support of its decision. To the extent the decision is consistent with applicable law, and the terms and conditions of the Annual Contributions Contract, the Hearing

Panel's decision shall be final and binding under this grievance procedure.

2. The Decision Report shall be delivered to the Manistique Housing Board of Commissioners, the Commission's Executive Director, and the Grievant.

3. If the Hearing Panels' decision favors the Grievant, the Commission shall take steps necessary to

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remedy the situation as soon as possible. However, if the Board of Commissioners determines that the Hearing Panel acted arbitrarily or exceeded its authority, written notice that the matter will be submitted for judicial review shall be delivered to the Grievant no later than 30 days from the conclusion of the Grievance Hearing.

E. WAIVER OF RIGHTS PROHIBITED - The Grievant's use of this Participant/Applicant Grievant Procedure, in whole or in part, shall not constitute a waiver by the Grievant to any other available legal proceedings and remedies.

F. GRIEVABLE QUESTIONS - The program participant or applicant may grieve regarding questions such as the following:

1. A determination of the amount of the housing assistance payment (not including determination of the Commission's schedule of utility allowances for families in the Commission's Section 8 program);

2. A decision to deny or terminate assistance on behalf of the participant; and

3. In the case of an assisted family that wants to move to another dwelling unit with continued participation in the Commission's program, the Commission's determination of the number of bedrooms entered on the housing voucher under the occupancy standards established by the Commission.

G. NONGRIEVABLE QUESTIONS - The Commission shall not provide an informal hearing regarding the following questions:

1. Discretionary administrative determinations by the Commission, general policy issues, or class grievances;

2. The Commission's determination that a unit does not comply with the Commission's housing quality standards; that the owner has failed to operate a contract unit to provide decent, safe, and sanitary housing in accordance with HQS (including all services, maintenance and utilities required under the lease); or that the contract unit is not in accordance with housing quality standards because of an increase in family size or change in family composition;

3. The decision by the Commission to exercise any remedy against the owner under an outstanding contract including the termination of housing assistance payments to the owner;

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4. The decision not to approve a family's request for an extension of the term of the housing voucher or certificate issued to an assisted family that wants to move to another dwelling unit with continued participation in the program.

XVIII. COST ALLOCATION POLICY

A. All costs connected with the Voucher and Certificate programs will be appropriated as follows:

Executive Director's salary and benefits will be charged 75 percent to the Low Rent Public Housing Program and 20 percent to the Section 8 Voucher Program and 5 percent to the Section 8 Certificate Program.

Secretary salary and benefits will be charged 75 percent to the Low Rent Public Housing Program and 20 percent to the Section 8 Voucher Program and 5 percent to the Section 8 Certificate Program.

The Maintenance Man's, who is responsible for the Section 8 HQS Inspections, salary and benefits will be charged 80 percent to the Low Rent Public Housing Program and 18 percent to the Section 8 Voucher Program and 2 percent to the Section 8 Certificate Program.

Travel Expenses incurred will be charged at the actual cost for each program.

Training Expenses will be charged 75 percent to the Low Rent Public Housing Program and 20 percent to the Section 8 Voucher Program and 5 percent to the Section 8 Certificate Program.

Membership Dues to the organizations that the Manistique Housing Commission is a members will be charged 75 percent to the Low Rent Public Housing Program and 20 percent to the Section 8 Voucher Program and 5 percent to the Section 8 Certificate Program.

Accounting fees will be charged as billed to the Section 8 Voucher and Certificate Programs.

Office Supplies will be charged 75 percent to the Low Rent Public Housing Program and 20 percent to the Section 8 Voucher Program and 5 percent to the Section 8 Certificate Program.

SECTION III

DECONCENTRATION PLAN MANISTIQUE HOUSING COMMISSION

The following Deconcentration Plan has been duly adopted by the Manistique Housing Commission to meet the requirement of the Quality Housing and Work Responsibility Act of 1998 in eliminating the

concentration of poverty and admitting applicants of mixed incomes in our public housing units.

The Manistique Housing Commission has two developments. The Harborview Towers is a 35 apartment complex which consists of 34 one-bedroom apartments and one two-bedroom apartment. The Maple Square Family Units are contained in an area approximately within one city block and consists 2 two-bedroom duplexes, 18 three-bedroom duplexes, and five four-bedroom houses.

The Manistique Housing Commission is located in Schoolcraft County. The current income guidelines for the Manistique Housing Commission are as follows:

	1 person	2 person	3 person	4 person	5 person	6 person
30% of Median	\$ 8,250	9,450	10,650	11,800	12,750	13,700
Very Low-Income	\$13,800	15,750	17,750	19,700	21,300	22,850
Low-Income	\$22,050	25,200	28,350	31,500	34,050	36,550

DECONCENTRATION PLAN: The Manistique Housing Commission will make every effort to follow the guidelines for new admissions, with every effort made to meet the requirement of 40% of new admissions each fiscal year falling below the 30% median income range. One or more of the current applicants may be excluded from consideration for an apartment should their income not fall within the guidelines to comply with meeting the Quality Housing and Work Responsibility Act requirements.

We will continue to encourage all eligible applicants to apply, continuing to admit applicants based on availability as our main objective must be to fill all vacancies to maintain financial stability. A Flat Rent will be offered to higher income applicants to encourage their applying and continuing to live in our developments.

SECTION IV

ELIGIBILITY, SELECTION AND ADMISSIONS - WAITING LIST

The Manistique Housing Commission maintains their waiting list according to the requirements of our Admissions and Continued Occupancy Policy of our Public Housing Program. Please refer to Section V of this Five-Year Plan for that policy.

Information in that policy which refers to the waiting list may be found in Section VII. Tenant Selection and Assignment Plan, Section VIII. Preferences - Ranking and Local Preferences, and Section XI. Occupancy Standards.

Applicants may call the Housing Commission at any time to find out where they are currently ranked on our waiting lists.

RENT DETERMINATION POLICIES

SECTION I

RENT DETERMINATION - Statement of Where to Find the

Following: Minimum Rent, Flat Rent, Income Ratio Rent, Adjusted Income, Welfare to Work Transition Rule.

1. Minimum Rent - is the lowest amount that a tenant may pay toward his/her housing costs, this would include rent plus utilities except phone and cable. Minimum rent and the hardship exemption is discussed in our Admission and Continued Occupancy Policy for our Public Housing Program as found in Section V of this Five-Year Plan. Please refer to Section XV, part E. of that policy for more information.
2. Flat Rent - is the approved amount of rent set for a specific unit within our Public Housing Commission. The Flat Rent may not be less than the cost to maintain the unit. The amount set for the Flat Rent should be similar to other comparable units within our jurisdiction. Tenants have the option to select rent based on the Flat Rent or the Income Ratio Rent calculation. For more information, please refer to our Admission and Continued Occupancy Policy for our Public Housing Program as found in Section V of this Five-Year Plan. Please refer to Section VI, part A. and Section XV, part A.
3. Income Ratio Rent - is thirty percent (30%) of the monthly adjusted income, or ten percent (10%) of the gross family income, whichever is greater. Income Ratio Rent is discussed in our Admission and Continued Occupancy Policy for our Public Housing Program as found in Section V of this Five-Year Plan. Please refer to Section VI, part A. of that policy for more information.
4. Adjusted Income - is the total families annual income at the time of admission or recertification, less certain allowable deductions. More information may be found in our Admission and Continued Occupancy Policy for our Public Housing Program as found in Section V of this Five-Year Plan. Please refer to Section V. of that policy for the definition and explanation.
5. Welfare to Work Transition Rule - is explained in our Admission and Continued Occupancy Policy for our Public Housing Program as found in Section V of this Five-Year Plan. Please refer to Section III, part 6, and Section XV, part c of that policy for more information.

SECTION II

SECTION 8 VOUCHER PROGRAM

PAYMENT STANDARDS

1 Bedroom Unit	-	\$ 329.00
2 Bedroom Unit	-	406.00
3 Bedroom Unit	-	518.00
4 Bedroom Unit	-	554.00

Effective Date - January 1, 1999

SECTION III

RENT DETERMINATION - CEILING RENTS

The Manistique Housing Commission currently does not have any Ceiling Rents in place and we do not have any plans for Ceiling Rents in the near future.

OPERATIONS AND MANAGEMENT POLICIES

SECTION I

MAINTENANCE PLAN

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- I. MAINTENANCE PRIORITIES
 - A. Policy

In order to effectively maintain the physical condition of PHA properties, it is necessary to set certain priorities so that more urgent requirements can take precedence over routine needs. Maintenance work shall be according to the following priority of work order categories:

1. Emergency maintenance
2. Tenant maintenance
3. Vacant Units Turnover
4. Unit Inspection maintenance
5. Planned maintenance

B. Procedures

The Maintenance Staff will review all work orders on hand at the beginning of each work day, evaluate, prioritize them for completion in the order described above.

During the course of each work day, current work requests must be evaluated as to priority. Current evaluations may require a re-scheduling of the day's work load to accomplish all work within the established priorities. The ordering of all work within the established priority does not excuse failure to attain the maintenance performance standards.

1. Emergency Work Orders

Emergency items are those that if not repaired promptly could cause injury, loss of life, threaten health or cause serious property damage. Included under this priority are: broken gas lines or leaks, fires, loss of power, broken water lines, exposed electrical lines, loose ceilings, no heat (when outside temperature is less than 40F), broken door locks, or other conditions that might cause harm to the tenant or others or damage to property. Emergency work will be accomplished during the current work day.

2. Tenant Service Maintenance

Included in this category are all work items initiated as a result of tenant requests. These may include electrical or plumbing repairs, fixing broken window panes and floor tiles, or the like. Tenant Service Maintenance is to be performed within three working days.

3. Turnover of Vacant Units

All vacant units requiring only minor rehabilitation shall be made ready by Maintenance Staff within 14 working days. Criteria for classifying units as needing rehabilitation can be found in Section V.

4. Unit Inspection

Unit inspection work orders are those generated as part of the Preventive Maintenance Program and include both work orders issued for the initial inspection of a unit as well as work order issued as a result of the inspection.

5. Preventive Maintenance

Preventive Maintenance work orders are those automatically generated to assure completion of all necessary non-dwelling unit scheduled maintenance. This includes janitorial work, painting, and scheduled maintenance tasks.

II. MAINTENANCE WORK ORDER SYSTEM

A. Policy

Work Orders are generated to notify the PHA of a need for repairs. Resident requests for maintenance are made to the PHA office or directly to maintenance staff. Repairs are to be performed within the time frames established in PHA performance standards.

B. Procedures

1. Emergency

When the PHA office receives a work request which an emergency, the Maintenance Staff is contacted immediately. He will then proceed to the location of the emergency and verify the existence of an emergency situation.

The Maintenance Staff shall see that the work is completed either by doing it himself, calling appropriate additional personnel, or locating required contract services.

The PHA Staff will generate the work order at the time of the call. It is received, completed, and signed off by the Maintenance Staff after completion of the necessary work.

2. Tenant Service

A maintenance request called in or handed in by a tenant will be received by the PHA Staff which includes both office and maintenance personnel. They will issue the appropriate work order. Work orders will be categorized by the Staff and put in the designated area to await pick-up.

The Maintenance Staff will check the designated area at least twice a day for work orders that may have been phoned in. Maintenance employees will use parts and supplies needed to complete assigned work orders from stock kept on hand or acquire what is necessary from approved suppliers. The Staff completing the work will record the time he started and completed the work. He will also record all material and supplies used to complete the work on the work form when necessary. The employee will have the tenant sign the work order when the work is completed, if possible.

The Maintenance Staff shall review the completed work orders to ensure that they are complete and correct. The completed work orders will then be returned to the PHA office and Staff will file them in numerical order as completed.

3. Maintenance Staff Generated Requests

The majority of work requests initiated by the PHA Staff will be those attributable to preventive, or planned maintenance, or unit inspections. Such work orders will be issued and distributed to the Maintenance Staff by the PHA office. The Maintenance Staff assigns these work orders, along with all others, and is responsible for seeing that they are completed within the proper time frames. All other aspects of these work orders are handled as with routine work orders.

III. EMERGENCY SERVICE

A. Policy

The Maintenance Staff, Executive Director, and PHA Staff are authorized to act in matters pertaining to the provision of emergency maintenance service for PHA owned developments. Emergency maintenance is provided to repair or correct conditions that may cause physical injury and/or cause damage to PHA property if not immediately corrected. "Emergency" is defined in Section II.B.1. above. Emergency service is provided 24 hours a day, 7 days a week.

B. Procedure

Maintenance Staff may receive calls 24 hours a day either at PHA office or at their residence for emergency calls. He shall make the necessary repairs or contain the situations (abatement) until the repair can be completed. If he cannot resolve the matter, he must contact the appropriate service as designated by the Executive Director.

The Maintenance Staff will make all necessary arrangements to resolve the problem. If the Maintenance Staff receives a call that is clearly not an emergency, he shall so inform the caller that this is not an emergency and will make the repairs on the next regularly scheduled work day. A work order shall be issued for each call to which an employee is dispatched. The work orders shall be completed in the manner prescribed in Section II.B.1.

IV. ASSESSING TENANT CHARGES

A. Policy

Tenants will be assessed a charge for repairs made to their dwelling units in excess of what is required for normal wear and tear and a damage which is caused by the tenant, member of the tenant's household, or the tenant's guest. A listing of normal tenant charges is made available to tenants.

B. Procedure

During the review of completed work orders, the PHA Staff determines whether the worker's conclusion is reasonable and records the amount to be charged. The amount is drawn from a list of tenant charges. If it is determined that the tenant should be held responsible, the work order is so marked and the tenant is notified of the charges.

V. VACANT UNIT PREPARATION

A. Policy

It is the policy of the PHA to prepare vacant units for re-occupancy within fourteen working days. Timely and efficient preparation of the units for occupancy is essential and maximize rental income. Close cooperation and communication between maintenance and management are required to efficiently prepare and release vacant units and prevent vandalism.

B. Procedure

1. On the day or the day before a tenant is scheduled to vacate, the Maintenance Staff shall inspect the unit. The tenant shall certify the condition of the unit on the Unit Inspection Form. In cases where the tenant vacates without notice, the Maintenance Staff shall perform the move-out within 24 hours of learning of the vacancy. During this inspection, the Maintenance Staff shall note all items which must be repaired and determine any damages to be charged to the tenant's account. Following inspection, the Maintenance Staff shall determine what work items need to be included on the work order.

2. All units shall be cleaned, secured, and exterminated if necessary, as soon as vacated, if possible.

3. The Maintenance Staff and Management shall coordinate the time between when work to be done and is started and when management can expect to release the unit.

4. The Maintenance Staff shall meet with the PHA to establish priorities for the preparation of specific units. These priorities are established according to demand for the unit as well as the ability of the PHA Staff to lease the unit quickly. The establishment of such priorities, however, shall not affect the meeting of the 14 working day unit turnaround standard.

5. Circumstances will occur that will cause the Staff to exceed the 14 working day standard for unit preparation. These are individual exceptions and will not affect overall PHA performance of this function. These circumstances shall include the following categories:

- a. Fire damaged units;
- b. Developments where there are more than (5) five vacated units in one week;
- c. Contract work is necessary;
- d. Major rehabilitation of vacant units.

6. If any one of the following work items are required in the vacant unit, it shall be classified as a major rehabilitation:

- a. Replace roof;
- b. Replace/repair entire plumbing system;
- c. Replace wall studs;
- d. Electrical re-wiring;
- e. Replace bathtub;

7. If any combination of the following work items are required in a vacant unit, it shall be classified as a major rehabilitation. (Volume of work is primary determination factor for a major rehabilitation.):

- a. Replace 50% or more of interior doors;
- b. Replace entrance doors;
- c. Replace two or more windows (frames and panes);
- d. Replace gutters and downspout;
- e. Replace three or more walls and/or ceilings (plastic and drywall);
- f. Replace kitchen cabinets;
- g. Install commode sets;

- h. Replace radiators, baseboard heating, and connectors;
- i. Replace/repair three or more floors;
- j. Replace/repair 50% or more floor tile;
- k. Replace kitchen sink;
- l. Replace bathroom facebowl;
- m. Repair interior and/or exterior steps;
- n. Replace walls that are burst completely through;
- o. Replace closet flange;
- p. Replace ceramic wall tiles;
- q. Replace entire walkways.

8. The Maintenance Staff and the PHA shall perform the final inspection. Following this inspection, the PHA Staff shall accept the unit as complete if all work is completed to his/her satisfaction. If the unit is not accepted, the Maintenance Staff must see that the desired work is completed and schedule another final inspection. Acceptance of the unit is at the discretion of the PHA and it is expected that this discretion shall be exercised reasonably.

C. Steps in Turnover Process

The following steps shall be performed on all turnover units:

- 1. Move range and refrigerator from existing area and clean both areas and appliances;
- 2. Exterminate, if necessary;
- 3. Remove debris, clean and secure unit;
- 4. Remove all picture hooks, nails, valances, curtain hooks, shower curtain pins, etc. Make sure all curtain rods are present (double curtain rods on each window);
- 5. Plaster as required;
- 6. Clean walls and ceilings to determine if all or any of the walls and ceilings need to be painted;
- 7. Wash windows and vacuum window tracks;
- 8. Wash closet doors and shelving. Check closet clothes bars to make sure they are in good working condition;
- 9. Clean interior and exterior of the kitchen cupboard doors and drawers. Make sure that doors and drawers are in good working condition;
- 10. Check to make sure that there is a dryer vent connection present and that it is clear;
- 11. Check basement crawl space to make sure that the tenant did not leave any debris behind and that there are not any leaks or problems present in the crawl space;
- 12. Clean all light fixtures and replace lightbulbs if necessary;
- 13. Repair floor covering. Mop the floors free of dirt, wax, scuff marks, etc. Excessive build-up of wax deposits should be removed;
- 14. Clean plumbing fixtures and cabinets thoroughly;
- 15. Change the locks on the apartment doors, if necessary;
- 16. Check electrical outlets, switches and covers to make sure they are in good working condition;
- 17. Check smoke detectors to make sure they are operable.
- 18. Return the range and refrigerator to the correct area. Spare parts should be carried in stock by the PHA when cost effective;
- 19. An apartment is deemed ready for occupancy by a new tenant only if the range and refrigerator have been

thoroughly cleaned inside and out, kitchen sink and tub scoured, bathroom equipment washed, all debris removed, and the apartment swept, mopped, and exterminated, if necessary;

20. Final inspection for cleanliness and conformance to standards will be made by the Maintenance Staff and the PHA.

VI. PREVENTIVE AND PLANNED MAINTENANCE

A. Policy

The PHA Preventive and Planned Maintenance Program is based on regular, scheduled, and methodical inspection of dwelling units, building, equipment, and major systems. These inspections are designed to maintain PHA property in good repair and to appreciably extend its useful life by assuring repairs are made prior to actual breakdown, thereby minimizing both damage and repair costs. Preventive Maintenance in this way will result in low operating cost. The PHA has instituted a Preventive Maintenance as the first line of its Maintenance Program and will adhere to the required schedule, including the annual inspection of all dwelling units.

B. Unit Inspection

1. Each occupied unit will be inspected annually by PHA or Maintenance Staff. The PHA or Maintenance Staff shall provide a list of units that will be inspected in the upcoming week. The PHA Staff shall notify the resident of the upcoming inspection by sending a letter at least three days prior to the visit.

2. The Staff member who is conducting the inspection should follow the order and methodology prescribed below. When major work items are found, they should be listed on the Inspection Form in sufficient detail to enable the preparation of a work order. Unusual conditions should also be reported to the PHA Staff in writing on the Inspection Form.

The Staff performing the maintenance inspection shall adhere to the following sequence:

a. Knock on the door, state the purpose of the visit and politely ask for admittance. If no one is home, Maintenance Staff is to let themselves in, perform the inspection, and leave a note.

b. If the Tenant is home, the Maintenance Staff should ask if there is anything they missed that requires maintenance.

c. Maintenance Staff then fills out an Inspection Form and notes whether each element required attention, was in good repair, that the apartment has been checked, and all necessary work completed.

d. The same Maintenance Staff makes a note of any work item that couldn't be complete during the inspection. These work items will require a work order.

3. The following items will be checked during the inspection. Any items needing replacement, correction, adjustment, or repair will be

noted on inspection. Any problem caused by damage or neglect of the tenant will also be noted.

a. Faucets - faucets will be inspected for their general working condition.

b. Gas Ranges - gas ranges will be inspected for their working condition such as oven door closure, gas leaks, properly working burners, etc. Defects to the gas range which are a hazard to the tenant such as gas leaks will be corrected immediately.

c. Hardware - door locks, knobs, strike plates, proper working condition of the door parts, cabinet hinges, pull handles and knobs, etc. will be checked for proper working order.

d. Flooring and ceramic tile will be checked for cracked, broken, missing tile, and staining. Any problems that need replacing will be noted on the inspection sheet.

e. Electrical - Switches will be operated to check their workability. Defective switches and missing cover plates need replacing. Loose fixtures will be tightened. Breaker boxes will be inspected for safety. If there are indications of tampering, a notation will be made on the form.

f. Plumbing Fixtures - plumbing fixtures will be inspected for fastenings, workability, operation, water tightness and flow to and from the fixtures. Leaks to and from fixtures, including tubing, valves, packing and piping, will be repaired. Combination sinks, bathtubs, and washbasins will be inspected for damage, wear, or chipping areas. The extent of damage will be recorded on the Inspection Form for disposition by the Maintenance Staff. Flush tanks, flush tank covers, and toilet bowls will be inspected for cracks and chips. If repair is needed, a notation will be made on the Inspection Form.

g. Refrigerators - will be checked for secure door closure, cooling and freezing operation and general condition. If the refrigerator is found to be in poor condition because of lack of care or abuse, the problem will be noted on the Inspection Form.

h. Garbage Containers - Check to make sure that there are two garbage cans present with lids. Make a notation on the Inspection Form as to the containers.

i. Check washing machine, if any is present, for fixed connections to water supply and drainage. Check dryer, if any is present, to make sure that it is properly vented.

j. Smoke Detectors - check smoke detectors to make sure they are operable.

k. General Unit Condition - the general condition of the entire unit will be noted. For example: is the unit unsanitary, if so, give details. Also note any damage or anything destructive done to the unit.

l. Reporting - the completed Inspection Form will be submitted to the PHA Staff who is responsible for typing the necessary work orders arising from the inspections. These work orders will be categorized as Unit Inspections and noted as such.

m. Completion - the Maintenance Staff will perform any work items not completed at the time of the inspections and note the date work completed and any other information required on the work orders.

C. Motor Vehicles

The Motor Vehicle Maintenance Program is the responsibility of the Maintenance Staff. The Preventive and Planning Maintenance Program consists of regular inspections scheduled on a time or mileage basis. An effective Preventive Maintenance Program will minimize the number of breakdowns and downtime of motor vehicle fleet, while ensuring the safety of the operator and occupants of the vehicles.

The operator of a vehicle can contribute greatly to the program by promptly reporting all annual operating deficiencies, noises, or the like to the Management. The adherence to a well-planned and executed Preventive Maintenance Program has great significance to the PHA because of the average age of the motor vehicle fleet is beyond the normal life expectancy of the equipment. Accordingly, Preventive Maintenance Inspections shall be scheduled for all motor vehicles.

1. Scheduled Maintenance

Specified tasks will be performed as required on a daily, weekly, or monthly basis:

- Daily - odometer check, visual check, check all fluids
- Weekly - Check inside and outside of the vehicle
- Monthly - Tune-up and oil change as necessary

The Maintenance Staff is responsible for the condition of the vehicle and assuring that scheduled maintenance is performed. The Maintenance Staff is responsible for the completion of oil changes, lubrication, tune-ups, or other repairs and maintenance. If the work required is beyond the capacity of PHA Staff, the PHA should secure outside services as needed.

D. Building and Systems Maintenance

1. Buildings - The Maintenance Staff will inspect each building and all facilities at least monthly. The inspection will include the complete building envelope, consisting of roofs, overhangs, exterior walls, windows, doors, railings, and infestation. In each developments, the Maintenance Staff will inspect all grounds, roads, walks, and drainage system. Particular attention will be given to evidence of sewer problems, gas leaks, and electrical drops, and gas meter installations. The Maintenance Staff will

report the conditions found and indicate the exact location of needed repairs or replacements. Regular inspections must also be made of HVAC either by PHA personnel or contractors.

2. Heating System - Planned and Preventive Maintenance of PHA heating systems is performed by PHA employees and/or contractors.

3. Equipment - Planned and Preventive Maintenance on all equipment will be performed by PHA employees and/or contractors as suggested by the manufacturer.

4. General Procedure - All preventive and planned maintenance work performed by Maintenance will be recorded and placed on file.

E. Painting

1. Policy - Scheduling painting of PHA owned structures is essential to maintain a good appearance as well as to protect the structures from deterioration and structural damage. Exterior painting should be accomplished on a five-year cycle, unless needed before then. The interior of dwelling units shall be painted at intervals no longer than every five years for family units, and every seven years for elderly units.

2. Exteriors

a. The scheduling of exterior painting is the responsibility of the Maintenance Staff and is programmed to accomplish the painting of approximately one-fifth of the total inventory each year.

b. Included in the above inventory are all appendage facilities within each development. These include the management/maintenance buildings.

c. Painting will be accomplished between cycles if it becomes necessary due to fire damage or other unavoidable circumstances.

d. Residents, unless employed to do so by the PHA, are not to apply paint in any manner to building exteriors. Should they do so, they will be responsible for the restoration of the property as directed by the PHA.

3. Interiors

a. The condition of the interior paint finish of each unit will be inspected when vacated and a unit will be re-painted as necessary prior to occupancy to bring it to a standard of good property maintenance.

b. The interior of occupied units will be painted according to the cycle painting standard or as soon as possible. The Maintenance Staff will determine which occupied units have not been painted within the standard period and schedule them for painting as availability of staff permits.

F. Extermination

1. Pest Extermination - Scheduled

a. Maintenance Staff will treat exterior surfaces in the spring and as necessary through out the year.

2. Pest Extermination - Unscheduled

a. Duties and responsibilities, as stipulated in the scheduled requirements, are an integral part of the unscheduled program.

b. Residents requiring interim extermination shall report this to the PHA Staff.

c. The PHA Staff will inform the Maintenance Staff that the apartment needs extermination.

d. Extermination services may be provided as needed and paid for by the tenant.

e. Pest Extermination in Vacated Units - Vacated units will be exterminated on an as needed basis.

G. Grounds - Janitorial Standards

1. Policy - Grounds and building areas shall be maintained in a manner which will provide a pleasant environment for PHA residents and will bring credit to the PHA.

2. Procedure - The Maintenance Staff will police the grounds and determine what is needed to keep the grounds in acceptable manner. Examples - Mowing the lawn, sweeping common area paved surfaces, cutting trees and shrubs, when necessary. an the etc.

VII. TRASH COLLECTION

A. Policy - The PHA will provide periodic trash collection at a frequency required to maintain the development in a sanitary condition with required tenant cooperation.

B. Procedure - Tenant cooperation is required by first placing all trash or garbage in plastic bags and then in the covered receptacles provided by the PHA consistent with the pick-up schedule. Trash collection may be provided by private firms under contract to the PHA.

VIII. LAWN CARE/LANDSCAPING

A. Policy - The PHA will keep all units (it is part of the Maple Square Family Units, 49-2, tenant's responsibilities to keep the lawn mowed and neat and clean looking but the PHA will keep the lawn mowed as time permits) and PHA Office lawns and landscaping areas cut and trimmed

during the growing season to enhance the image of the PHA and to provide an attractive setting for its residents and the general public.

B. Procedure - Lawns

1. Lawns - Damage - In early spring, the Maintenance Staff will clear debris, tree limbs, large rocks, etc. from each lawn area and report excessive lawn damage to the PHA Staff. Damage to trees, ornamental plants and shrubs will also be reported. The Maintenance Staff will inform the PHA Staff of the location and nature of damage, and schedule corrective work.

2. Landscaping

a. Hedges and Shrubs - ornamental plants should be trimmed on a regular basis. No plants should touch the foundation of any building. They should be cut clear of any

stairs or building. The height and width of any hedge depends on their location and purpose.

b. Trees - All dead or broken limbs should be cut clean near the trunk of the tree. No tree limb should touch any building.

IX. TRAINING

A. Policy - It is the intention of the PHA Maintenance Department to have qualified, well-trained work force. Its goal is to ensure that every member of the Department is thoroughly trained in his/her job skill in order to perform their mission in a timely and efficient manner.

B. Procedure

There are two types of training available for Maintenance Staff:

*classroom

*on the job

Classroom training - consists of scheduled formal classroom instruction with a qualified instructor.

On-the-Job training - consists of skills instruction at a development with a qualified superior overseeing the work.

C. In House Training - The PHA will occasionally review training needs of the Department. In the event a new piece of equipment is purchased (new stove, regenerator, etc.) that the Maintenance Staff in unfamiliar with, a training session will be prepared and scheduled for appropriate Staff members. Other in-house training will be provided on an as needed basis.

D. Contracted Training - The PHA Staff may, if the need arises contract for outside training services with private agencies. This method of training may include trade school facility members, manufacturing representatives, etc. This method of training may take place at either a PHA facility or at the contracted agent's location. All contracted training must be approved by the Executive Director, who will authorize training if funds are available.

E. Handbooks, training manuals, brochures - The PHA Staff will keep all maintenance related handbooks, training, manuals, brochures, and literature in an assessable location for use by the Maintenance Staff.

SECTION II

SEE POLICIES ON ELIGIBILITY, SELECTION AND ADMISSION SECTION I & II

SECTION III

OPERATIONAL POLICIES - LIST OF PROGRAMS

The Manistique Housing Commission offers two forms of rental assistance. The Manistique Housing Commissions operates the Public Housing for the City of Manistique. The Public Housing is comprised of two different complexes. The Harborview Towers is a three story building which has 34 one-bedroom apartments and 1 two-bedroom apartment. Of the 34 one-bedroom apartments, two are handicap accessible. We also have the Maple Square Family Units which has twenty-five units. Of these twenty-five units, we have 2 two-bedroom units (1 duplex), 18 three-bedroom units (9 duplexes), 4 four-bedroom ranch style houses, and one three-bedroom handicap accessible ranch style home.

We also manage the Section 8 Certificate and Voucher Rental Assistance Program. Currently we have 9 Certificates and 50 Vouchers that we manage. In this program, the applicant finds a unit to rent, and once both the applicant and unit are approved, we provide rental assistance to the landlord on their behalf.

In both programs we strive to assist in the provision of decent, safe, and sanitary housing in the City of Manistique, and also within the County of Schoolcraft in regards to the Section 8 Programs. Helping persons with low to moderate incomes by offering and assisting those households in achieving self-sufficiency and to provide supportive services for the elderly, disabled and families.

LIST OF PROGRAMS AND SITES OFFERED

1. PUBLIC HOUSING - HARBORVIEW TOWERS - 400 EAST LAKESHORE DRIVE, MANISTIQUE, MI
2. PUBLIC HOUSING - MAPLE SQUARE FAMILY UNITS - CITY HALL AREA, MANISTIQUE, MI
3. SECTION 8 CERTIFICATE PROGRAM - SCHOOLCRAFT COUNTY WIDE
4. SECTION 8 VOUCHER PROGRAM - SCHOOLCRAFT COUNTY WIDE

GRIEVENCE PROCEDURES

SECTION I

GRIEVANCE POLICY

1. Right to a Hearing

After exhausting informal procedures outlined below, a complainant shall be entitled to a hearing before a hearing official or panel.

2. Definitions

- A. A "grievance" is any dispute which a tenant may have with respect to Housing Commission action or failure to act in accordance with the individual tenant's lease of PHA regulations which adversely affect the individual tenant's rights, duties, welfare or status.
- B. A "complainant" is any tenant whose grievance is presented to the Housing Commission or at the project management office informally or as part of the informal hearing process.
- C. A hearing panel or official is a person or persons selected in accordance with this grievance procedure to hear grievances and render a decision with respect thereto.
- D. A tenant is a lessee of the remaining head of household of any tenant family residing in housing accommodations owned or leased by the Housing Commission.

3. Procedures Prior to a Hearing

- A. Informal Grievance Procedures
 - 1. Any grievance shall be presented orally or in writing to the Housing Commission office or to the complaint's project office.
 - 2. The purpose of this initial contact is to discuss and hopefully resolve grievances without the necessity of a formal hearing.
 - 3. Within five working days, a summary of this discussion will be given to the complainant by a Housing Commission representative, one copy to be filed in the Commission's tenant files.
 - 4. The summary will include: names of participants, date of the meeting, nature of the proposed disposition, and specific steps by which a formal hearing can be obtained.
- B. Dissatisfaction With Informal Disposition
 - 1. If the complainant is dissatisfied with the proposed disposition of the grievance, he/she shall submit a written request for a hearing within 10 working days of delivery of the above mentioned summary of the informal proceeding.
 - 2. The request for a hearing must be presented to the complaints project office or to the Housing Commission office.
 - 3. The request must be date stamped.
 - 4. The request for a hearing must specify reasons for the grievance, and the action or relief sought.
- C. Failure to Request Formal Hearing
 - 1. If the complainant does not request a hearing

within 10 working days, he/she waives his right to a hearing, and the Housing Commission's proposed disposition of the grievance will become final.

2. The above determination shall in no way constitute a waiver of the complainant's right to contest the Housing Commission's disposition of his/her grievance in an appropriate judicial proceeding.

4. Selection of a Hearing Official or Panel

- A. The hearing official shall be an impartial, disinterested person selected jointly by the Housing Commission and the complainant. (Neither Housing Commissioners nor Commission employees shall be selected).
- B. If the Commission and complainant cannot agree upon a hearing official they shall each appoint a member of a hearing panel and those individuals will select a third panel member.
- C. If the two appointees cannot decide upon a third hearing panel member, such member shall be appointed by an independent arbitration organization such as the Center of Disputes Settlement of the American Arbitration Association or any other third party agreed upon by the Commission and the complainant.
- D. In lieu of any above selection procedure the Housing Commission may provide for the appointment of a hearing official or panel by any method which is approved by a majority of tenants voting in an election or meeting of tenants held for that purpose.

5. Procedures to Obtain a Hearing

- A. Informal Prerequisite
 1. All grievances must be informally presented as stipulated above as prerequisite to a formal hearing.
 2. The hearing panel may waive the prerequisite informal hearing if, and only if, the complainant can show good cause why he failed to proceed informally.
- B. Escrow Deposit
 1. Before a hearing is scheduled in any grievance involving an amount of rent the Housing Commission claims is due, the complainant shall pay to the Housing Commission all rent due and payable as of the month preceding the month in which the act or failure to act took place.
 2. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is

resolved by decision of the hearing official or panel.

3. The above requirements may be waived by the Housing Commission in extraordinary circumstances.
4. Unless so waived, failure to make the aforementioned payments shall result in termination of the grievance procedure.
5. Failure to make such payments shall not constitute a waiver of any right the complainant may have to contest the Housing Commissions disposition of his/her grievance in any appropriate judicial proceeding.

C. Scheduling

1. Upon complaints compliance with the above a hearing shall be scheduled by the hearing official panel promptly for a time and place reasonably convenient to both the complaints and the Housing Commission.
2. A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the complainant and the appropriate Housing Commission official.

6. Procedures Governing the Hearing

- A. The hearing shall be held before a hearing officer or panel as appropriate.
- B. The complainant shall be afforded a fair hearing providing the basic safeguards of due process which shall include:
 1. The opportunity to examine before the hearing and at the expense of the complainant, to copy all documents, records and regulations of the Housing Commission that are relevant to the hearing. Any document not so made available after request therefore by the complainant may not be relied upon by the Housing Commission at the hearing.
 2. The right to a private hearing unless otherwise requested by the complainant.
 3. The right to be represented by counsel or other person chosen as his or her representative.
 4. The right to present evidence and arguments in support of his or her complaint, to controvert evidence relied on by the Housing Commission or project management, and to confront and cross-examine all witnesses on whose testimony or information the Housing Commission or project management relies; and
 5. A decision based solely and exclusively upon the facts presented at the hearing.
- C. If the Hearing panel (official) determines that the issue has been previously discussed in another proceeding, they (he) may render a decision with proceeding with the hearing.

- D. Failure to Appear
 - 1. If the complainant or Housing Commission fail to appear at the scheduled hearing, the hearing panel (official) may make a determination to postpone the hearing for not to exceed five working days, or make a determination that the party has waived his/her right to a hearing.
 - 2. Such a determination in no way waives the complainant's right to appropriate judicial proceedings.
 - E. At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the Housing Commission must sustain the burden of justifying the Commission action or failure to act against which the complaint is directed.
 - F. The hearing shall be conducted by the hearing official panel in such a way to be:
 - 1. Informal- Oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings;
 - 2. Orderly- the official panel shall require that the Housing Commission, complainant, counsel and other participants and spectators conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing official panel to obtain order may result in exclusion from the proceedings or a decision adverse to the interests of the disorderly party and granting denial or the relief sought, as appropriate.
 - G. The complainant or Housing Commission may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.
7. Decision of the Hearing Official Panel
- A. Within 10 working days following the hearing, the hearing official panel shall give the complaint and Housing Commission a written decision including reasons therefore. The Commission will file one copy in their tenant files and maintain another copy with names and identifying references deleted for a prospective complainant, his/her representative, or hearing officials panels.
 - B. The decision of the hearing official panel shall be binding on the Housing Commission which shall take all actions necessary to carry out the decision unless the Housing Commissioners determine, within five working days, and so notifies the complainant that:
 - 1. The grievance does not concern Commission action or failure to act in accordance with or involving the complainant lease on Housing

- Commission regulations which adversely affect the complainant's rights, duties, welfare or status;
2. The decision of the hearing official panel is contrary to applicable Federal, State, or local law, HUD regulations or requirements of the Annual Contribution Contract between HUD and the Housing Commission.
 - C. A decision by the hearing official panel or Housing Commissioners in favor of the Housing Commission or which denies the relief requested by the complainant in whole or part shall not constitute a waiver of, nor affect in any manner whatever, the rights the complainant may have to a trial 'de novo' or judicial review in any proceedings, which may thereafter be brought in the matter.
8. Housing Commission Eviction Actions
- A. If a tenant has requested a hearing in accordance with these duly adopted Grievance Procedures on a complaint involving Housing Commission notice of termination of tenancy, and the hearing official panel upholds the Housing Commission action, the Housing Commission shall not commence an eviction action until it has served a notice to vacate on the tenant.
 - B. In no event shall the notice to vacate be issued prior to the decision of the hearing official panel having been mailed or delivered to the complainant.
 - C. Such notice to vacate must be in writing and specify that if the tenant fails to quit the premises within the applicable statutory period, or on the termination date stated in the notice of termination, whichever is later, appropriate action will be brought against him and he may be required to pay court costs and attorney fees.

SECTION II

PARTICIPANT/APPLICANT GRIEVANCE PROCEDURE SECTION 8 PROGRAM

A. **RIGHT TO THE GRIEVANCE PROCEDURE** - Any participant receiving housing assistance under Manistique Housing Commission Section 8 program, or any applicant to such program, shall have the right to request redress under the grievance procedure described below.

B. DEFINITIONS

1. A Grievant is any participant receiving housing assistance under Commission Section 8 housing programs, or any applicant to such programs, who timely files a written GRIEVANCE alleging that the Commission's actions or failure to act in accordance with established law, regulations, and procedures, has adversely affected the Grievant's rights, duties, welfare or status.

2. A Grievance is a written notice signed by the Grievant alleging that the Commission's actions or failure to act has adversely affected the Grievant. The Grievance must:

- a. be presented in person to the Section 8 Executive Director or her/his designee if the Grievance involves the Section 8 Executive Director.
- b. be filed within five days of the alleged Commission actions or failure to act which caused the Grievance,
- c. be date and time stamped when filed, and a copy made for the Grievant after being stamped, and
- d. specify the cause(s) for the Grievance and what actions the Grievant wants the Commission to take to provide relief.

The Executive Director or any Housing Commissioner may waive the timely filing requirement, or other details of the filing process so that substantive elements of the grievance and access to the process are preserved.

C. Procedure

1. Grievance Review Meeting: Within five working days of a grievance being filed the Grievant shall meet with the Executive Director (or the Director's designee), and other appropriate Commission Staff and involved persons in an effort to informally resolve the dispute.

Within five working days of the Grievance Review Meeting, the Executive Director (or Director's designee) shall give a written answer to the grievance.

The answer shall specify:

- a. The disposition of the grievance and the reason(s) therefore;
- b. the right of the Grievant to a hearing and
- c. the procedure by which a hearing may be obtained.

2. Grievance Hearing: If the Grievant is dissatisfied with the answer, s/he may submit a written request to the Executive Director (or the Director's designee) for a Grievance Hearing. This request must be submitted within ten days of the grievance answer.

If the Grievant does not request a hearing within the time period allowed, the Grievant's right to a hearing is waived and the grievance answer becomes final. However, this does not mean that the Grievant's right to other legal remedies has been waived.

1. The Grievance Hearing shall be scheduled as early as possible at a time and place convenient to the Grievant.
2. The Grievance Hearing shall be conducted before a Hearing Panel consisting of three members: two Housing Commissioners, and one unassociated impartial member.
 - a. The impartial member may not be a Commission officer or employee, nor a Commission tenant/applicant or participant in Commission Section 8 Programs.
 - b. No members who may have a conflict of interest regarding the grievance at issue may serve on the panel for that particular hearing.

3. The hearing shall be private unless the Grievant requests, and the Hearing Panel agrees to, a public hearing. This does not mean that persons with a valid and appropriate interest shall be barred from the proceedings.

4. The Grievant may examine, and at the Grievant's expense, copy relevant Commission regulations, and the like.

5. At the Grievant's expense, s/he may be represented by legal counsel.

6. If the Grievant fails to appear at the hearing, the Hearing Panel may postpone the hearing for five work days, or declare that the Grievant has waived rights to the hearing.

7. The hearing shall be informal. Oral and documentary evidence presented by the Grievant and Commission supporting their positions in the dispute must be relevant to the issues raised in the grievance and answer, but such evidence is not limited by admissibility rules as required in judicial proceedings.

D. GRIEVANCE DECISION

1. Within three work days of the Grievance Hearing, the Hearing Panel shall render its decision in a written report which shall outline its findings of fact and conclusions in support of its decision. To the extent the decision is consistent with applicable law, and the terms and conditions of the Annual Contributions Contract, the Hearing Panel's decision shall be final and binding under this grievance procedure.

2. The Decision Report shall be delivered to the Manistique Housing Board of Commissioners, the Commission's Executive Director, and the Grievant.

3. If the Hearing Panels' decision favors the Grievant, the Commission shall take steps necessary to remedy the situation as soon as possible. However, if the Board of Commissioners determines that the Hearing Panel acted arbitrarily or exceeded its authority, written notice that the matter will be submitted for judicial review shall be delivered to the Grievant no later than 30 days from the conclusion of the Grievance Hearing.

E. WAIVER OF RIGHTS PROHIBITED - The Grievant's use of this Participant/Applicant Grievant Procedure, in whole or in part, shall not constitute a waiver by the Grievant to any other available legal proceedings and remedies.

F. GRIEVABLE QUESTIONS - The program participant or applicant may grieve regarding questions such as the following:

1. A determination of the amount of the housing assistance payment (not including determination of the Commission's schedule of utility allowances for families in the Commission's Section 8 program);

2. A decision to deny or terminate assistance on behalf of the participant; and

3. In the case of an assisted family that wants to move to another dwelling unit with continued participation in the Commission's program, the Commission's determination of the number of bedrooms entered on the housing voucher under the occupancy standards established by the Commission.

G. NONGRIEVABLE QUESTIONS - The Commission shall not provide an informal hearing regarding the following questions:

1. Discretionary administrative determinations by the Commission, general policy issues, or class grievances;

2. The Commission's determination that a unit does not comply with the Commission's housing quality standards; that the owner has failed to operate a contract unit to provide decent, safe, and sanitary housing in accordance with HQS (including all services, maintenance and utilities required under the lease); or that the contract unit is not in accordance with housing quality standards because of an increase in family size or change in family composition;

3. The decision by the Commission to exercise any remedy against the owner under an outstanding contract including the termination of housing assistance payments to the owner;

4. The decision not to approve a family's request for an extension of the term of the housing voucher or certificate issued to an assisted family that wants to move to another dwelling unit with continued participation in the program.

CAPITAL IMPROVEMENTS NEEDS

The Manistique Housing Commission maintains its units so that the cost for repair and or replacement in the future are kept to a minimum. We also use much consideration in our decision whether to repair or replace Housing Commission property.

The following is a list of items that we feel need consideration for replacement in the near future:

Maple Square Family Units: Stoves
Counter tops
Refrigerators
Bathroom Vanities
Linoleum
Bathroom Medicine Cabinets

These items will be replaced only on a need basis after inspection of all the units have been performed. At no time will across the board replacements for items be made unless required.

Harborview Towers: Common Area Hallways
Roof Top
Building Exterior - Tuck Point

The cost for replacement of these items have not yet been determined.

DEMOLITION AND/OR DISPOSITION

The Manistique Housing Commission does not have any plans for demolition and/or disposition of any units within the scope of our administration at this time.

DESIGNATED HOUSING

The Manistique Housing Commission is exempt from this section of the Five-Year Plan.

CONVERSION

The Manistique Housing Commission is exempt from this section of the Five-Year Plan.

HOMEOWNERSHIP

The Manistique Housing Commission does not have an approved or proposed Homeownership Program. At the present time, we do not feel that we will be administering any Homeownership Program in the near future.

COMMUNITY SERVICE AND SELF-SUFFICIENCY

The Manistique Housing Commission will comply with the new requirements of community service from the Department of Housing and Urban Development. All adult residents must contribute 8 hours per month of community service or participate in an economic self-sufficiency program for 8 hours per month. Some of the exceptions to this requirement are the elderly, blind or disabled as defined under law, caretaker of an individual, working, or exempted from work by the State, or receiving TANF and in compliance with State requirements.

This Housing Commission is in the process of implementing procedures to track residents requirements under these new rules.

The treatment of income changes resulting from welfare program requirements and new rule changes are at this time being implemented in our paperwork and computer software. At the time this new rules takes effect the rent calculations will be made to comply with the new rule requirements. This would include such things as income changes from welfare grant reduction due to non-compliance with program requirements, rent incentives for income exclusion from employment, etc.

At the current time, the Manistique Housing Commission does not have a Self-Sufficiency Program and does not expect to have one in the near future.

The Manistique Housing Commission does not have any plans for Ceiling Rents at this time.

SAFETY AND CRIME PREVENTION

The Manistique Housing Commission has close communication with all of our law enforcement agencies in our city. We are located in the City of Manistique which has a population of approximately 4,500 people. We do have crime in our city but we are lucky enough to still be shielded from the crime that larger cities are now experiencing.

Our Maple Square Family Units are comprised of 25 Public Housing Units. These duplexes and houses are located in approximately one city block. The street directly adjacent to the Maple Square Family Units, houses the City of Manistique Police Post, Fire Department, and City Hall. I am sure that these departments being in such close proximity has greatly helped lower the crime rate in those units.

We also have the Harborview Towers that is comprised of 35 mostly elderly filled apartments. The Harborview Towers is located directly across the street from the Michigan State Police Post. We don't seem to have much crime in this building but I'm sure being located across from the State Police Department has helped in that area also.

This Housing Commission is concern with the safety of our residents, employees and tenant guests. For that reason we are re-evaluating our procedures on an on-going basis to ensure the safety of everyone.

The close communication between the law enforcement personnel and our office keeps us apprised of situations that need our attention and helps when we need law enforcement suggestions or intervention.

We have the Chief of Police annually attend a resident meeting at the Harborview Towers to review safety and fire procedures with the residents.

I have met with the Chief of Police of the Manistique Housing Commission and at the present time, it is his opinion that crime is not a significant problem to our Housing Commission. If at any time something arises that needs our attention, we will meet with law enforcement personnel to implement a plan of action.

PET POLICY

Whereas the Manistique Housing Commission owns and operates the Public Housing for the City of Manistique, and

Whereas, the Manistique Housing Commission understands the value of residents general well being of having pets; and

Whereas, it is necessary to establish a policy relating to the ownership of such pets.

1. Residents shall be permitted to have common household pets as listed below:

Birds - Canary, parakeet, finch and other species that are normally kept in cages. Birds of prey are not permitted.

Fish - In tanks or aquariums, not to exceed 20 gallons in capacity. Poisonous or dangerous fish are not permitted.

Rodents - Rabbits, hamsters and gerbils. Mice or rats are not permitted.

Dogs - Not to exceed 20lbs. weight and 18" high at full growth. Females must be spayed and males neutered. Seeing eye dogs are the exception. Veterinarian's recommended/suggested types of dogs are as follows:

A. Chihuahua	B. Pekingese	C. Schnauzer	D. Poodle
E. Daschund	F. Terriers	G. Cocker Poodle	

Cat - Cats must be neutered or spayed and de-clawed.

2. At no time will the Manistique Housing Commission approve of exotic pets, such as snakes, lizards, monkeys, game pets, spiders, etc.

3. Only one pet will be allowed per apartment except for birds or rodents, two allowed and fish.

4. No guest will be allowed to bring pets on the premises.

5. Residents will not be allowed to PET SIT or HOUSE A PET without fully complying with this policy.

6. Each dog or cat must be on a leash when not in owners apartment or house and must be with the owner. Leash must be no longer than 4 feet.
7. Tenants are not allowed to have dog houses, dog chains, or run ways, etc outside of their apartment or house. This means that no pet shall be tied up or left unattended outside of any building of the Housing Commission.
8. All birds must be provided with, and in a cage when outside of residents apartment or house.
9. Litter boxes must be provided for cats and cats must be litter trained. Litter is not to be dumped on Manistique Housing property.
10. Dogs must be house broken.
11. Dogs and cats shall not be permitted to excrete anywhere in the building except cats must use litter box. Pet owners shall be responsible for immediately removing feces dropped anywhere in the building or on the grounds.

Waste must be placed in a plastic bag, tied securely and deposited directly into the owner's trash receptacle.

Kitty litter must be cleaned on a daily basis, disposing of feces in a plastic bag tied securely and placed in the owner's trash receptacle.
12. Dogs must be provided with a pet bed or box to avoid wear and tear on the carpet.
13. All fur bearing pets must wear flea collars at all times. This rule must be adhered to for the protection of no-pet residents.
14. At no time will pets be allowed in lobbies except when leaving or entering the building with their owners and in restriction or their cages or leash.
15. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Residents apartment will be subject to inspections to make sure that they are kept clean.
16. If the pet poses a nuisance, such as excessive noise, barking or whining which disrupts the peace of the complex; owner will remove the pet from the premises if management so requests within 2 days.
17. Every pet must be registered annually with the Manistique Housing Commission's Management Office; Registration requires the following:
 1. Proof of current license.
 2. Proof of inoculations (as required by veterinarians).
 3. Identification tag.
 4. Current picture of cat or dog.

18. Every dog and cat must wear a City Animal license, a valid rabies tag, and a tag bearing the owner's name, address and phone number.

19. If a pet is found alone on Housing Commission property and does not have the appropriate tag bearing the owner's name, address and phone number. The Housing Commission will phone the local Sheriff's Department for removal of the animal.

20. Pet owners are liable for any damages caused by their pet, even if beyond the pet deposit amount.

21. Any pet that causes bodily injury to any tenant, guest, visitor or staff member shall be immediately and permanently removed from the premises without prior notification.

22. Violation of the Manistique Housing Commission Pet Policy will be grounds for the termination of lease.

23. Pet owner agrees to pay a \$250.00 Pet Security Deposit to the Manistique Housing Commission in advance of the pets arrival and after pet owner provides proof of required inoculations, licenses, spaying or neutering, etc. This deposit will be used to cover damages, if any, to the Manistique Housing Commission property by the pet. Within thirty days of the move out inspection the pet deposit will be returned to the resident provided there are no pet related damages, unpaid rent, or any other outstanding debts owed to the Manistique Housing Commission. Should the pet and apartment security deposits exceeds debts owed the Manistique Housing Commission, such balance will be returned to the resident. If damage is in excess of the \$250.00, the tenant will be responsible for the remaining balance.

I have reviewed and understand the above regulations and agree to conform to the same and understand that violation of the rules may result in a requirement to permanently remove the pet from the unit within 2 days or vacate the dwelling.

_____	_____
TENANT	DATE
_____	_____
HOUSING COMMISSION STAFF MEMBER	DATE
_____	_____
WITNESS	DATE

CIVIL RIGHTS COMPLIANCE

The Manistique Housing Commission will carry out its plan in compliance with all applicable civil rights requirements and we will affirmatively further fair housing. Our Housing Commission will continue to monitor and investigate complaints, and will continue to require certification by all private contractors doing business with the Housing Commission that Civil Rights Laws are followed. The Manistique Housing Commission shall continue to examine programs or proposed programs, identify any impediments to fair housing choice

within those programs, address any impediments and work with local jurisdictions to initiate initiatives to affirmatively further fair housing that require Housing Commission involvement, and shall continue to maintain records reflecting these analyses and actions.

AUDIT

ANNUAL AUDIT HAS BEEN SUBMITTED TO HUD AND IS ON FILE WITH THE MANISTIQUE HOUSING COMMISSION.

ASSET MANAGEMENT

The Manistique Housing Commission utilizes the following policies in the area of asset management: Capitalization Policy, Investment Policy, Procurement and Disposition Policy, Inventory Plans, inspections, pest control, grounds maintenance and management.

EXECUTIVE SUMMARY

The following is a list of the requirements for our Five-Year and One-Year Plans. These items are included in our plan as listed below such as statement, policy, or exempted.

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Mission Statement

1. Needs Assessment of Community - Statement
2. Financial Resources - Statement
3. Eligibility, Selection and Admissions -
 1. Admission and Occupancy Policy
 2. Admin Policy - Section 8
 3. Deconcentration Policy
 4. Waiting List Information
4. Rent Determination - Statement containing
 1. Minimum Rent along with Hardship Exemption
 2. Flat Rents
 3. Income Ratio Rent - 30%
 4. Adjusted Income
 5. Welfare to Work Transition Rule
 6. Section 8 Payment Standards
 7. Ceiling Rents Statement
5. Operational Policies -
 1. Maintenance operations
 2. Management operations
 3. List where above items can be found
 4. List of Programs
6. Grievance Policies -
7. Capital Improvements -
 1. Statement
 2. Comp Grant Forms
8. Demo-Disp - Statement
9. Designated Housing - Exempted
10. Conversions - Exempted
11. Homeownership - Statement
12. Community Service and Self-Sufficiency - Statement
13. Safety and Crime Prevention - Statement
14. Pet Policy - Policy
15. Civil Rights Compliance - Statement
16. Annual Audit - Copy of Last Annual Audit
17. Asset Management - Statement
18. Executive Summary
 - Progress Report in future years

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 MI33P04990799 FFY of Grant Approval: 08/1999

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	105,000.00
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				

