

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

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# 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**

HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

**PHA Plan  
Agency Identification**

**PHA Name:** St. Clair Housing Commission

**PHA Number:** MI052

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

**Public Access to Information** City Hall and Public Library

**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: (state mission here)

**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)
- X 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**

- X 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:
  - X 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:
  - X 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)**

**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.

**Table of Contents**

Page #

**Annual Plan**

- i. Executive Summary
- ii. Table of Contents
  - 1. Housing Needs
  - 2. Financial Resources
  - 3. Policies on Eligibility, Selection and Admissions
  - 4. Rent Determination Policies
  - 5. Operations and Management Policies
  - 6. Grievance Procedures
  - 7. Capital Improvement Needs
  - 8. Demolition and Disposition
  - 9. Designation of Housing

10. Conversions of Public Housing
11. Homeownership
12. Community Service Programs
13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

**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:**

- X Admissions Policy for Deconcentration
- X 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**

<b>On Display</b>	<b>Supporting Document</b>	<b>Applicable &amp; Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations and Annual Plans	5 Year
X	State/Local Government Certification of Consistency with the Consolidated Plan and Annual Plans	5 Year
X	Fair Housing Documentation:	

Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to

implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. 5 Year and Annual Plans

X Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction Annual Plan:

Housing Needs

X Most recent board-approved operating budget for the public housing program Annual Plan:

Financial Resources;

X Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]

Annual Plan: Eligibility, Selection, and Admissions Policies

X Section 8 Administrative Plan

Annual Plan: Eligibility, Selection, and Admissions Policies

X Public Housing Deconcentration and Income Mixing Documentation:

X 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 *Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and

X 2. Documentation of the required deconcentration and income mixing analysis Annual Plan: Eligibility, Selection, and Admissions Policies

Public housing rent determination policies, including the methodology for setting public housing flat rents

check here if included in the public housing

A & O Policy Annual Plan: Rent Determination

Schedule of flat rents offered at each public housing development

check here if included in the public housing

A & O Policy Annual Plan: Rent Determination

X Section 8 rent determination (payment standard) policies

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

check here if included in the public housing

A & O Policy Annual Plan: Grievance Procedures

X Section 8 informal review and hearing procedures

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

X Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant Annual Plan: Capital Needs

Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) Annual Plan: Capital Needs

Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing Annual Plan: Capital Needs

Approved or submitted applications for demolition and/or disposition of public housing Annual Plan: Demolition and Disposition

Approved or submitted applications for designation of public housing (Designated Housing Plans)

Annual Plan: Designation of Public Housing  
 Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act  
 Annual Plan: Conversion of Public Housing  
 Approved or submitted public housing homeownership programs/plans Annual Plan: Homeownership  
 Homeownership  
 Policies governing any Section 8 Homeownership program  
 check here if included in the Section 8 Administrative Plan Annual Plan: Homeownership  
 Any cooperative agreement between the PHA and the TANF agency Annual Plan: Community Service & Self-Sufficiency  
 FSS Action Plan/s for public housing and/or Section 8 Annual Plan: Community Service & Self-Sufficiency  
 Self-Sufficiency  
 Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports Annual Plan: Community Service & Self-Sufficiency  
 The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) Annual Plan: Safety and Crime Prevention  
 X The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings Annual Plan: Annual Audit  
 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				
Income >30% but <=50% of AMI				
Income >50% but <80% of AMI				
Elderly				
Families with Disabilities				

Race/Ethnicity  
Race/Ethnicity  
Race/Ethnicity  
Race/Ethnicity

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

Consolidated Plan of the Jurisdiction/s

Indicate year:

U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

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

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)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

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 = 11

Extremely low income <=30% AMI

Very low income

(>30% but <=50% AMI) = 2

Low income

(>50% but <80% AMI) = 1

Families with children = 2

Elderly families = 8

Families with Disabilities = 1

Race/ethnicity = WHITE

Race/ethnicity = WHITE

Race/ethnicity = WHITE

Race/ethnicity = WHITE

Characteristics by Bedroom Size (Public Housing Only)

1BR = 9

2 BR = 1

3 BR = 1

4 BR

5 BR

5+ BR

Is the waiting list closed (select one)?  No    Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?    No    Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?    No    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)**

**(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**

<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
----------------	-------------------	---------------------

- |   |  |            |
|---|--|------------|
| 1. <b>Federal Grants (FY 2000 grants)</b> | = \$0  |            |
| a)  | Public Housing Operating Fund  | = \$14,932 |
| b)  | Public Housing Capital Fund  | = \$83,687 |
| c)  | HOPE VI Revitalization   | = \$0      |
| d)  | HOPE VI Demolition   | = \$0      |
| e)  | Annual Contributions for Section 8 Tenant-Based Assistance                           | = \$0      |
| f)  | Public Housing Drug Elimination Program (including any Technical Assistance = funds) | = \$0      |
| g)  | Resident Opportunity and Self-Sufficiency Grants                                     | = \$0      |
| 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**

#### **4. Other income (list below)**

#### **4. Non-federal sources (list below)**

#### **Total resources**

### **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)
- 1 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)
- 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:

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)

## **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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing =	<b>62</b>	<b>1-3</b>
Section 8 Vouchers		
Section 8 Certificates	<b>30</b>	<b>0</b>
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  
Disposition
- 3. Application status (select one)
  - Approved
  - Submitted, pending approval
  - Planned application
- 4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
- 5. Number of units affected:
- 6. Coverage of action (select one)
  - Part of the development
  - 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

Occupancy by families with disabilities

Occupancy by only elderly families and families with disabilities

3. Application status (select one)

Approved; included in the PHA’s Designation Plan

Submitted, pending approval

Planned application

4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)

5. If approved, will this designation constitute a (select one)

New Designation Plan

Revision of a previously-approved Designation Plan?

6. Number of units affected:

7. Coverage of action (select one)

Part of the development

Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**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?

Assessment underway

Assessment results submitted to HUD

Assessment results approved by HUD (if marked, proceed to next question)

Other (explain below)

3. Yes 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)

Conversion Plan in development

Conversion Plan submitted to HUD on: (DD/MM/YYYY)

Conversion Plan approved by HUD on: (DD/MM/YYYY)

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:

HOPE I

5(h)

Turnkey III

Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

Approved; included in the PHA's Homeownership Plan/Program  
Submitted, pending approval

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)

Part of the development

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) Method (waiting list/random selection/specific criteria/other) (development office / PHA main office / other provider name) (public housing or section 8 participants or both)	Estimated Size	Allocation
--	----------------	------------

**(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 903.79 (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?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. Yes No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
Not applicable  
Private management  
Development-based accounting  
Comprehensive stock assessment  
Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)  
Provided below:

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)

**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.

# PHA Plan Table Library

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

### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

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

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
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 Account Number	Development Number/Name HA-Wide Activities General Description of Major Work Categories	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

<b>Development Number (or indicate PHA wide) in Development</b>	<b>Development Name Number Vacant Units</b>	<b>% Vacancies</b>
---	---	--------------------

<b>Description of Needed Physical Improvements or Management Improvements Start Date (HA Fiscal Year)</b>	<b>Estimated Cost</b>	<b>Planned</b>
---	-----------------------	----------------

**Total estimated cost over next 5 years**

## **Optional Public Housing Asset Management Table**

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

### **Public Housing Asset Management**

#### **Development Identification Activity Description**

Name,

Number, and

Location

	Number and
Type of units	Capital Fund Program
Parts II and III	
<i>Component 7a</i>	Development
Activities	
<i>Component 7b</i>	Demolition /
disposition	
<i>Component 8</i>	Designated housing
<i>Component 9</i>	Conversion
<i>Component 10</i>	Home- ownership
<i>Component 11a</i>	Other (describe)
<i>Component 17</i>	

**ST. CLAIR HOUSING COMMISSION**

**AGENCY PLAN**

**ANNUAL PLAN - FIVE YEAR PLAN**

**DECEMBER 1, 1999**

Table of Contents

1. Housing Needs
2. Financial Resources
3. Policies on Eligibility, Selection and Admissions
4. Rent Determination Policies
5. Operation and Management Policies
6. Grievance Procedures
7. Capital Improvement Needs
8. Crime and Safety
9. Pets
10. Civil Rights Certification
11. Audit
12. Assessment Management
13. Deconcentration Policy
14. Resident appointment on Board
15. Notice to Tenants regard public hearing
16. CIAP application - Hud Form 52825
17. Capital Fund Program - Parts I,II,III
18. Executive Summary
19. Certification by State Official
20. PHA Certification
21. Copy of Times Herald public hearing
22. Resolution #145

## ATTACHMENTS

1. Housing Needs - MI052a.01
2. Financial Resources - MI052a.02
3. Policies on Eligibility, Selection and Admission - MI052a.03
4. Rent Determination Policies - MI052a.04
5. Operation and Management Policies - MI052a.05
6. Grievance Procedures - MI052.06
7. Capital Improvement Needs - MI052a.07
8. Crime and Safety - MI052a.08
9. Pets - MI052a.09
10. Civil Rights Certification - MI052a.10
11. Audit - MI052a.11
12. Assessment Management - MI052a.12
13. Deconcentration Policy - MI052a.13
14. Resident appointment to Board - MI052.a.14
15. Notice to Tenants regarding Public Hearing - MI052a.15
16. CIAP application - MI052a.16
17. Capital Fund Program - MI052a.17
18. Executive Summary - MI052a.18
19. Certification by State Official - MI052a.19
20. PHA Certification - MI052a.20
21. Copy of Times Herald public hearing notice - MI052a.21
22. Resolution #145 MI052a.22

HOUSING NEEDS - M10522.01

The St. Clair Housing Commission agrees to meet the needs of the low-income and very low income families in the jurisdiction served by our Authority including those families on their public housing and/or Section 8 Waiting Lists including:

Families with income below 30% of area median.

Elderly families and families with disabilities.

Household of various race and ethnic groups residing the jurisdiction or on the waiting list.

Both the waiting lists for elderly and section 8 applicants fall below 30% of the median income of \$28,160 in our area. We have a need to address families and single parents.

We are able to house the elderly and accept handicap tenants, however we are limited to only two handicap apartments but it is foreseeable to alter some present apartment with handicap showers should funds become available to do so.

At the present time, we do not have any ethnic individual on our waiting list but if we do, they will be placed on the waiting list and serviced as any other tenant on the waiting list.

## FINANCIAL RESOURCES *M/10529.02*

The St. Clair Housing Commission has operating subsidy as well as subsidy for our Section 8 Program. We receive dwelling rental income and have adequate reserves at this moment. We strive to keep our reserves in tack. Tenants contribute to some improvements made to our building which helps to retain our reserves. We do not have anti-crime activities as we have not experienced any crime to date. Reserves are not adequate to cover any major repairs.

We have been advised by Washington that the St. Clair Housing Commission may possibly eligible for the amount of \$83,687 per year for five years. Therefore, our office prepared a CIAP application and applied for funding.



POLICIES GOVERNING ELIGIBILITY, SELECTION AND ADMISSIONS - *m/0529.03*

The St. Clair Housing Commission has on file a current "Admissions and Continued Occupancy Policy" outlining admission preferences, assignment. Waiting lists are kept for both our elderly complex as well as our Section 8 program and cross referenced as necessary. Applications are listed in order of application, income data, race, as well as bedroom size for both the elderly and Section 8 programs. Letters are sent to prospective applicants once a year in order to update our waiting lists.

All key changes to our policy have been included:

Deconcentration

Minimum rents

Family choice of rental payment - 30% or flat ceiling (FMR)

Earned income disregard

**RENT DETERMINATION** *M10529.04*

The St. Clair Housing Commission has elected to continue to charge 30% of adjusted gross income to our elderly as well as Section 8 tenants. This is included in our Admission Policy for both programs. Minimum rents for Section 8 applicants were approved at the St. Clair Housing Commission meeting held March 19, 1996. A minimum rent of \$25.00 will be paid by Section 8 tenants.

No payment standards have been included in our policies. Minimum rent requirement is reflected in our Administration and Continued Occupancy policy. Ceiling rent according to FMR has been established by the St. Clair Housing Commission.

Operating and Management Policy - *M1052-.05*

A copy of the Director's job description is enclosed as well as copies of policies governing the St. Clair Housing Commission.

**Executive Director – Secretary Job Description**  
**St. Clair Housing Commission**

Position: Executive Director - Secretary

Education Requirement: BA or equivalent business experience

**Occupancy of Palmer Park Manor Tenants**

*Tenants of Palmer Park Manor are not required to be a resident of the city of St. Clair. They must be 62 years or older or disabled according to the Social Act of Section 223 unless there has been difficulties filling vacancies in which case the Housing Commission may allow citizens as young as 50 years old providing they do not exceed income limits.*

- Review documents of prospective tenants and present to Housing Commission for approval. Applications may be approved without first consulting Housing Commission if an apartment is vacant and needs to be filled in order to comply with PHMAP criteria.
- Require all new tenants to sign a Release of Information form and authorization form to be presented to financial institutions if Director needs to do so. Also, forward proper documentation to Internal Revenue if necessary.
- Enter all new tenants into computer system under the MTCS program and transmit all data via Sprint Mail.
- Order new tenant's nameplate for apartment door.
- Prepare the following documents for new residents:
  - a) Lease
  - b) President's "One Strike and You're Out" policy
  - c) Grievance Procedure
  - d) Commencement of Tenancy form indicating the formal address of the Housing Commission and name of bank where security deposit has been deposited
- Perform yearly rent review of each tenant. An addendum will be issued to the tenant for their signature, one copy of which is to be attached to their present lease and one copy returned to the office indicating their new rent for the following twelve months.
- Keep a contact card in each tenant's file for medical emergencies, etc.
- Assign the tenant a parking space. Maintenance will mark that space with the tenant's apartment number. If a tenant stops driving their car, it may only remain in the lot for up to three months as it limits visitor parking.
- Update Occupancy Policy with all changes that have occurred including citizenship of each applicant. If applicant is not an American citizen, the Director must refer to conforming rules 1, 2, and 3 before approving their application for residency.

**Financial**

*All checks require two signatures, the Director's and the Chairman's or the alternate co-Chairman's.*

*The Director should not deplete the cash flow.*

- Deposit all sums in the Housing Commission account. Director must be aware of all avenues of interest available and may only invest funds in safe adventures, such as Treasury notes or Certificates of Deposit. The general fund collects the most interest, and all revenues are deposited into this account and then transferred to other checking accounts as funds are needed. Laundry revenue and rent collections are deposited into the general fund.
  - Maintain a register of regular accounts indicating expenditures for the month and the amount that must be transferred from the general fund to the checking account.
  - Be aware of any shortage in funds that may occur in the near future and, in turn, invest in short term CD's to avoid incurring penalties due to early withdrawal.
  - Confer with Fee Accountant regarding the budget and inform her/him of any upcoming expenses that would be out of the ordinary so they may be included in the new budget.
  - Avoid budget overruns by putting off large expenditures until the following year if possible.
  - Present budget to the Housing Commission and forward to the Department of Housing and Urban Development (HUD) for approval.
  - Prepare all HUD reports and submit in the timeframe required.
  - Sign any contracts with contractors\* as approved by the Housing Commission.
  - Conduct at least three competitive bids on purchases of over \$500.00. Bids for projects\* exceeding \$25,000.00 must be reviewed by an architect and approved by the Housing Commission.
- \*An insurance company must bond all Housing Commission employees.

#### Section 8 Program (consists of 30 certificates)

*The St. Clair Housing Commission assists families and single tenants within the City and surrounding areas and townships. The boundary will be extended if it is necessary for the applicant to keep their certificate and enable them to seek employment or if they are emotionally or physically ill and have a need to be closer to family. If the applicant resides outside this community, he/she should seek a certificate or voucher in the area in which they reside, if one is available, to free a certificate for someone else in this community. Section 8 requires a great deal of attention, and special care must be taken to document each and every file.*

- Require applicants to be screened for prior alcohol and drug abuse according to the President's "One Strike and You're Out" policy.
- Verify that applicants meet HUD's most recent income limits
- Prioritize applicants according to their circumstances. Someone who is paying over 50% towards housing or someone who is or about to become homeless should be given assistance if available.
- Inspect prospective housing unit that the Section 8 tenant has selected. All residences must pass Housing Quality Standards as set forth by HUD. All problems that are addressed during an inspection are directed to the landlord. The property is then

reinspected and, if not corrected, the HAP payment is withheld until the unit passes inspection.

- Review each tenant's income yearly or perform an interim review if income changes during the year. Any tenant who allows other people to move into their unit must report that fact to the Housing Commission. That individual's income must be included and rent adjusted to reflect that member's income and the income of the existing tenant.
- Be aware of any fraud committed by tenants under the Section 8 program. If the Director suspects fraud on the part of a Section 8 tenant, it is the Director's responsibility to keep a strict check on that tenant and inform the landlord of any wrongdoing and possible eviction notice on the part of the landlord. The Director must be able to prove any violations through the cooperation of the Police Department or inspection of the property and document the finding in the tenant's file. Tenant may request a hearing regarding any actions. Any tenant who commits fraud on the program is required to repay the Housing Commission an amount determined by the Housing Commission in order to retain their certificate.
- Screen tenants for citizenship (refer to Conforming rules 1, 2, and 3 for further detail). Citizenship screening must be done prior to issuing a certificate.
- Issue 1099's prior to January 31 of each year to each landlord and any contractors who are not incorporated that have worked at the facility. 1099's are prepared through Quicken Books.
- Prepare checks through Quicken Books. Any changes must be made prior to running the checks for the following month to avoid overpaying or underpaying the landlord.

#### General

- Report any and all new regulations, etc. to the Housing Commission.
- Manage all 62 units of Palmer Park Manor and the 30 units associated with the Section 8 program.
- Be aware of any public relations that may entice prospective tenants to Palmer Park Manor. If possible, Director shall also attend one NAHRO conference per year in order to be informed of congressional activities regarding public housing and how it may affect operations.
- Commence employment of prospective Housing Commission employees or terminate employment of existing Housing Commission employees. This may be done without Housing Commission approval. However, termination of employment should never take place without that employee being put on notice and the Housing Commission kept informed of such actions that may occur.
- Conduct the Housing Commission meeting and the tenant meeting each month unless unforeseen circumstances prohibit such a meeting.
- Post an Executive Order 24 hours prior to a meeting if she/he wishes to conduct a meeting that excludes anyone outside the Housing Commission.
- Comply with HUD regulations concerning PHM certification.
- Supervise custodial staff and approve of all purchases made by staff.

Revised February 1, 1999

**New programs to be completed by the St. Clair Housing Commission since April 1, 1999 to be incorporated into my job description:**

- 1. Agency Plan - Five year plan - one year agency plan**
- 2. C.I.A.P. - application - five year implementation program**
- 3. Tevs program - tenant eligibility verification system**
- 4. Reac - Real Estate Assessment Program - completed for 1999 - scored 96.4 - 3rd of 86 housing commissions**
- 5. Rass - Resident Assessment Subsystem - deadline sometime this file**
- 6. Gaap - General Accounting Assistance program - to be completed in later part of December, 1999**
- 7. Merger of Section 8 Certificates to Voucher program effective 10/01/1999**
- 8. M.T.C.S. - Multi Tenants' Characteristic system - new program to be installed by January, 2000**
- 9. Registry Access**

**CRITERIA FOR INVESTMENT OF EXCESS MONIES IN THE GENERAL FUND AND USE OF FUNDS**

**RESOLUTION NO. 82**

BE IT RESOLVED by the St. Clair Housing Commission of the City of St. Clair that the Commission of the said Housing Authority adopt criteria for the investment and use of monies on deposit in the General Fund in excess of its prudently estimated needs for the next 90 days shall be invested or deposited in accordance with the regulations defined by the Department of Housing and Urban Development (HUD).

BE IT FURTHER RESOLVED that the following securities are approved for the purchase with excess monies in the General Fund:

- U.S. Treasury Bills
- U.S. Treasury Certificates, Notes, and Bonds
- Obligations which are lawful investments for fiduciary and trust funds under the jurisdiction of the United States Government and which are permitted by State Law
- Series EE Savings Bonds
- Series HH Savings Bonds

BE IT FURTHER RESOLVED that the Local Authority may deposit excess monies in the General Fund in time, savings, or share accounts with banks or other institutions to the extent that all unsecured deposits or accounts are insured by:

- Federal Deposit Insurance Corporation (FDIC),
- Federal Savings and Loan Insurance Corporation (FS&LIC),
- National Credit Union Share Insurance Fund (NCUSIF), or
- State insurance plans which are approved by the United States Comptroller of the currency as an eligible depository of trust funds of National Banks, provided the Local Authority has prior written approval of HUD.

BE IT FURTHER RESOLVED that the deposits in institutions insured by any one of the above plans may be made by the Local Authority's General Fund depository pursuant to the General Depository Agreement in which case the deposits will be in the name of the depository as trustee or agent for the Local Authority, and the passbook or other evidence of deposit will be retained by such depository. Alternatively, the Local Authority may make such deposits directly and retain the evidence thereof, provided the institution and Local Authority have entered into a depository agreement.

BE IT FURTHER RESOLVED that the monies may be invested in securities approved for General Fund investment, provided such investments will mature or may be redeemed at the option of the purchaser at not less than the purchase price on or prior to the date such monies are required to be disbursed by the Fiscal Agent and that a deposit may be temporary and that all or part of the amount deposited may have to be withdrawn within a brief period of time.

## St. Clair Housing Commission "Disposition Policy"

Personal property shall not be sold or exchanged for less than its fair market value. Personal property of the value of \$1,000.00 or more, which is to be sold to other than a public body for a public use, shall be sold at public sale.

Sales of excess personal property shall be made in the following manner:

1. If the estimated sales value of the personal property offered for sale is less than \$100, the Executive Director may negotiate a sale in the open market after such informal inquiry as he/she considers necessary to ensure a fair return to the Local Authority. The sale shall be documented by an appropriate bill of sale.
2. For sales from \$100 to \$1,000\* the Executive Director shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent record. The sale shall be documented by an appropriate bill of sale.
3. Sales of \$1,000\* or more and the aware of such contract shall be made only after advertising for formal bids. Such advertising shall be at least 15 days prior to award of the sales contract and shall be by advertisement in newspapers or circular letters to all prospective purchasers. In addition, notices shall be posted in public places and through access to local cable channel 6. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as a part of the permanent record. The award shall be made to the highest bidder as to price.
4. The sale of personal property to a public body for public use may be negotiated at its fair value subject to prior approval of the Board. The transfer shall be documented by an appropriate bill of sale.

Personal property shall not be destroyed, abandoned, or donated with the prior approval of the Board. Most unsaleable items are to be donated to the local volunteer Fire Department for their annual sale to raise funds for their department.

Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Board. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no sale or salvage value and a purchaser cannot be found, a statement shall be prepared by the Executive Director listing the prospective bidders solicited and all other efforts made to

**CAPITALIZATION POLICY  
RESOLUTION NO 98**

Resolution adopting criteria for selection of items of property, non-expendable and expendable, to be capitaliized for financial control purposes at the end of the initial operating period.

Be it resolved by the St. Clair Housing Commission of City of St. Clair, MI, that the Commissioners of said Housing Authority adopt a criteria for the selection of the items of property to be capitalized for financial control purposes to be effective upon approval of the local board and HUD at the end of the initial operating period.

Be it further resolved that non-expendable items would include all personal property with a useful life of more than one year and having a value of \$500.00 or more. Non-expendable personal property shall be capitalized for the purpose of establishing the property ledger, preparing records for each individual item, and recording the cost of each piece in the applicable development cost accounts in the 1465 and 1475 groups.

Be it further resolved that the expendable items purchased having a normal useful period of more than a year and a cost less than \$500.00 each consisting of office equipment, maintenance tools, etc., shall be set up under a physical inventory method under the control of the Executive Director.

Materials and supplies under HM 7510.1 The fee accountant shall, after the initial operating period, charge the cost of materials and supplies purchased to the proper account when it was received.

After discussing the resolution it was moved by the Commission that the resolution be adopted as presented.

The Chairman thereupon declared the motion carried and the resolution adopted.

**CAPITALIZATION POLICY  
RESOLUTION NO 98**

Resolution adopting criteria for selection of items of property, non-expendable and expendable, to be capitaliized for financial control purposes at the end of the initial operating period.

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Materials and supplies under HM 7510.1 The fee accountant shall, after the initial operating period, charge the cost of materials and supplies purchased to the proper account when it was received.

After discussing the resolution it was moved by the Commission that the resolution be adopted as presented.

The Chairman thereupon declared the motion carried and the resolution adopted.

RESOLUTION # 86

PROPOSED PAINTING POLICY

It is the Commissions desire, in fact their responsibility to keep the building in the best repair possible. This includes all interior painting.

It is also the Commissions wish to establish certain guidelines to enable the Director to better carry out his duties.

The following guidelines are hereby established:

1. All apartments shall be cleaned and painted upon being vacated. (an exception to painting may be that then the unit was refurbished within the last year, only scrubbing and washing of walls may be necessary).
2. All apartments will be painted every 5 to 6 years.
3. All hallways and rooms open to tenants in general every 5 to 6 years.
4. Inspection will be made on each apartment yearly to determine condition of apartment.

The above mentioned resolution is an extract from the regular minutes of the St. Clair Housing Commission held Tuesday, September 15, 1981, at 4:30 P.M.

Present: Commissioners Dimick, Paajanen, Sauber, Seeley and Schlunkert

AYES: Five

NAYS: None

The Chairman thereupon declared the motion carried and the Resolution adopted.

## STATEMENT OF PERSONNEL POLICIES

- I. Basic Principles
  - A. Merit System. The employment of personnel and all actions affecting employees shall be based solely on merit, ability and justice.
  - B. Nondiscrimination. There shall be no discrimination against employees or applicants for employment on account of race, creed, color, national origin, sex, or any political or union affiliation.
  - C. Politice. All members, officers, and employees of the Local Authority shall be subject to the provisions of the Hatch Act, Public Law 232 76<sup>th</sup> Congress.
  - D. Nepotism. The employment of more than one member of the same immediate family shall be avoided in so far as possible.
- II. Organization. The following position shall be considered permanent: Executive Director.
- III. Compensation
  - A. For maintenance and other employees whose salaries are fixed pursuant to the Contract, appropriate compensation rates shall be paid on the basis of prevailing rates in the locality, as determined by the Public Housing Administration.
  - B. For all other employees appropriate compensation rates shall be determined on the basis of prevailing pertinent local public practice. Public practice as referred to here shall consist primarily of the related regulations of the municipal or county government and of such local public bodies as public schools, public hospitals, or other institutions supported by public funds.
- IV. Authority to Effect Personnel Actions. Authority to appoint, promote, transfer, demote and separate personnel shall be vested in the Executive Director.
- V. Separations
  - A. Resignations. An employee who desires to terminate his employment shall submit a written resignation at least two weeks in advance setting forth his reasons for resigning.
  - B. Dismissals. An employee who gives unsatisfactory service or who is guilty of violation or regulations shall be subject to dismissal. In such cases, the employee, if he desires, shall be given a hearing before the Executive Director.
  - C. Reduction in Force
    - 1. If it is necessary to reduce personnel, the selection of employees to be retained shall be based primarily on their relative efficiency and the necessity of the job entailed. Other things being equal, length of service shall be given consideration.
    - 2. At least two weeks notice prior to dismissal shall be given an employee except for persons employed for a specific period.
- VI. Working Hours
  - A. Regular Workweek. The regular workweek shall consist of 40 hours.
  - B. Overtime. Overtime work shall be avoided as far as possible but may be required by the Executive Director in the interest of efficient operation, in

## STATEMENT OF PERSONNEL POLICIES

which case the employee shall be granted compensatory time off within 60 days.

- VII. Absence from Work. The following regulations, consistent with pertinent local public practice, are established:
- A. Holidays (see City practices)
  - B. Vacation Leave (see City practices)
  - C. Sick Leave (see City practices)
  - D. Leave Without Pay
    - 1. Absence without proper authorization or approval shall be considered leave without pay and may be considered sufficient cause for suspension or dismissal of the employee at the discretion of the Local Authority.
    - 2. Leave without pay may, where necessary, be granted not to exceed two months in any one calendar year.
  - E. Cash Payment in Lieu of Unused Leave (see City practices). No cash payments to officers or employees shall be made in lieu of unused vacation or sick leave, except that when an officer or employee is permanently separated from employment cash payment of unused vacation leave (but not unused sick leave) may be made. No such payment shall be made to any officer or employee dismissed for cause. An employee not using 1600 such time may be compensated at time of retirement.
- VIII. Health and Safety
- A. Employees shall be provided safe, sanitary and healthful working conditions.
  - B. Employees shall be covered by Workman's' Compensation Insurance.
- IX. Service Records. A service record shall be maintained for every employee and shall contain complete information pertinent to his employment, including dates of employment and pay charges.
- X. Bonuses and Presents. Longevity bonuses will be distributed according to City practices..
- XI. Entertainment Expenses. Project cost shall not include expenses incurred for the provision of entertainment and incidental food and beverages.

## PROCUREMENT POLICY AND PROCEDURE

### I. Delegation of Authority

Contracts for construction of, or major improvement to, the housing projects, demolition of property, and financing of the Authority development are approved by the Commission and executed by the Executive Director. Otherwise, the Executive Director has full authority and responsibility for obligating the authority to pay for goods or services required in its operation. The Executive Director, as authorized by the Bylaws, may delegate to other members of the Authority staff such portions of his authority and responsibility, as he/she deems desirable for efficient operations.

### II. Financial Limitation of Delegated Authority

It is the policy of this Authority that all purchases made with Housing Authority funds are subject to approval by the individuals specified below before being authorized:

Chief of Purchasing and Contracting may approve purchase orders and/or contracts as follows:

#### A. Equipment

1. Purchases of equipment under \$100, provided that sufficient funds are available and subject to approval by the director of the Housing Division, for items not available from existing resources.
2. Purchases of equipment over \$100 in value, subject to approval by the Budget Section, for items not available from existing resources.

#### B. Supplies. Purchases of supplies under \$5000 in value.

#### C. Services

1. All purchases and contracts for services, excluding construction, which are specifically included in the budget.
2. Such purchases and contracts not specifically listed in the budget which are less than \$1,000 in value, provided that sufficient funds are available.

Director of Administration may approve purchase requests, and/or contracts for services over \$1,000 in value, provided that funds to meet the indicated need can be derived by foregoing items(s) of comparable value specifically included in the approved budget.

Executive Director may approve purchase requests and/or contracts for equipment, supplies and/or services of \$1,000 or more in value not provided for in the current budget.

Executive Director may execute all contracts for construction of, or major improvements to, the housing projects and/or for demolition of property or financing of the Authority development, following approval by the Commission.

### III. General Statement

Procurement activities of the Authority shall be carried out in accordance with accepted public procurement principles, applicable laws, and in conformity with contractual obligations with the PHA. In general, the Authority purchases goods and services within established budgetary authorizations by obtaining competitive

## PROCUREMENT POLICY AND PROCEDURE

bids wherever possible and selecting reputable suppliers from among bidders on the basis of lowest cost consistent with quality, utility, and delivery specifications.

### IV. Procurement Planning

Procurement is planned and scheduled to meet current and long-range operating objectives under limitations imposed by budgets and available funds. The Director of Administration, through the Purchasing and Contracting Office of the Administration Planning and Services Section, has the responsibility for making purchases of requisitioned equipment, supplies, and services necessary for the operation of the Authority in accordance with specifications and according to regulations established by the Executive Director.

### V. Code of Conduct

There shall be inserted in all contracts, and contractors shall be required to insert in all subcontracts, the following provision:

*"No member, officer, or employee of the Local Authority during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."*

**RENT COLLECTION POLICY  
RESOLUTION 97**

This project has been developed and constructed to provide decent, safe, and sanitary housing for the low-income citizenry of the City of St. Clair, MI, at a monthly rate they can afford.

The Federal Government subsidized the total cost of developing the project.

It is important that everyone realize that this program does NOT provide FREE RENT to anyone, nor can it house anyone that is chronically delinquent in the payment of rents.

The local Housing Authority has an obligation to house the needy families and/or individuals in this area and to maintain the lowest possible rent schedule. Accordingly, we cannot jeopardize this obligation by allowing slow payment or non-payment of rents. Therefore, it is vitally important that the following "Rent Collection Policy" be read carefully to avoid costly and embarrassing situations through failure to comply with the provisions of this policy:

1. All rents are due and payable on the first day of each month.
2. If the first day falls on a Tuesday, Wednesday, or Thursday, it can be paid through Friday. If the first day falls on a Saturday, Sunday, or Monday, the rent must be paid on the FRIDAY BEFORE.
3. Tenants who receive public assistance such as Social Security, ADC, etc., and receive their funds after the first of the month will not be considered delinquent provided they pay their rent in full on the date they receive their check.
4. If the rent is not paid by the 10<sup>th</sup> of the month, the tenant will be given a seven-day notice to pay the full amount due or vacate the premises.
5. If the tenant does not comply with the seven-day notice, he/she will be served a summons and then he/she must pay the full amount due PLUS a charge for service of the summons.
6. If the case is taken to Court and whether the tenant is present or not, in addition to the rent due, the tenant must pay for Court costs.
7. If the rent is not paid within 10 days after the case has appeared in court, the tenant will be evicted.
8. Partial payments and/or extensions of time will be granted only in cases of extreme emergency and depending on the tenant's past paying record. All requests for partial payment and time extensions must be in writing, stating the reason for the request and specifying the date the rent will be paid in full. Verbal requests will NOT be considered.
9. Rent and other charges are to be paid by certified check or money order. Personal checks will be accepted.

Security Deposit. All residents will be required to furnish a Security Deposit payable as outlined in the Dwelling Lease. The security deposit will be returned in full upon vacating if the following conditions are met:

1. The tenant's rent is paid in full at time of vacating.
2. The tenant has paid all service charges due because of damages to the premises beyond normal wear.
3. No extra cleaning or repairing is necessary after the tenant vacates the unit.
4. The Management incurs no rent loss because of the tenant's failure to give 15 days written notice of his/her intent to vacate.
5. All keys to the unit are returned to the Management office before vacating.

**CAPITAL IMPROVEMENTS - 11/05/90**

In order to ensure the long-term physical and social viability of our elderly complex, the following improvements could or should be addressed in the near future:

1. Replace smoke alarms with hard wired smoke alarms - present alarms are over ten years old and are set off in high humidity - \$1,800.00
2. Update generator - 16 years old - engine cracked and is inoperable. Replace with generator that would carry all the building as well as the units - some tenants are on oxygen and need electricity during a black out - \$72,680
3. Update plumbing lines and replace galvanized lines with copper at expansion joints on the 3rd floor - we experience many leaks on this floor - \$69,840
4. Update electric receptacles in the bathroom and kitchens to reflect code - \$3,640
5. Replace tubs in units with shower units that have seats - more accessible for the elderly \$22,310.00
6. Vinyl windows should be addressed as they warp in the summer months and are hard to close - \$197,010- Loss of heat in the winter months

Any future applications will reflect the above improvements.

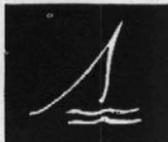
**SAFETY AND CRIME PREVENTION - M10529.08**

The St. Clair Housing Commission has very little problems with crime. The Housing Commission locks all doors at 4:30 P.M. and opens them at 7:30 A.M.

This is an elderly building and we are not subject to the Public Housing Drug and Elimination Program.

We are registered with the F.B.I. in order to process any criminal information on prospective tenants and have used this program.

Please note a letter from our Police Chief indicating the City's support and cooperation in keeping our complex secure and safe and their willingness to be of any assistance when required.



City of St. Clair

DEPARTMENT OF  
POLICE

Donald R. Barnum  
Chief of Police

November 7, 1996

Dear Palmer Park Manor Resident:

It gives me great pleasure in knowing that you wish to express your concerns about public safety matters in your own city. When public safety issues arise, knowledge of how to prevent and report crime is your greatest asset. Your involvement is greatly needed and appreciated by your police department.

As part of the St. Clair Police Department's Community Oriented Policing program, we are able to provide residents with the vital information they need to help us win the battle against crime. Officer Richard Jefferson has asked to develop a monthly program to assist you in developing a plan on how to prevent crime and not become a victim. He will also be devoting some of his time in answering any questions you may have on the topic of crime and providing you with pamphlets and brochures.

Officer Jefferson is an excellent candidate to present this program. His integrity, experience and high degree of professionalism will provide you with the necessary information and skills needed to eliminate the possibility of becoming a crime victim. Our department is glad to be of service and would like to extend an invitation to you to call upon members of our department if assistance is ever needed.

Sincerely,

Donald R. Barnum  
Chief of Police

JOHN ENGLER  
Governor

Department of State Police  
COLONEL MICHAEL D. ROBINSON  
Director



**CRIMINAL JUSTICE INFORMATION  
SYSTEMS POLICY COUNCIL**

714 SOUTH HARRISON ROAD  
EAST LANSING, MICHIGAN 48823

REPRESENTATIVES OF:  
MICHIGAN SHERIFFS' ASSOCIATION  
MICHIGAN ASSOCIATION OF CHIEFS OF POLICE  
MICHIGAN STATE POLICE  
PROSECUTING ATTORNEYS ASSOCIATION  
DEPARTMENT OF ATTORNEY GENERAL  
DEPARTMENT OF CORRECTIONS  
STATE COURT ADMINISTRATOR  
DEPARTMENT OF STATE  
PRIVATE SECTOR  
HUMAN SERVICES  
MICHIGAN JUDGES ASSOCIATION  
MICHIGAN DISTRICT JUDGES ASSOCIATION

June 22, 1999

Chief Donald Barnum  
St. Clair Police Department  
411 Trumbull  
St. Clair, Michigan 48079

Dear Chief Barnum:

This correspondence is to inform you, at the May 20, 1999, CJIS Policy Council meeting the application was approved for the St. Clair Housing Commission.

Enclosed please find the signed copy of the Non-Terminal Agency User Agreement. The second copy of this agreement will be kept on file at LEIN/AFIS Field Services Section. You should file your copy where it will be available when audited.

We appreciate your cooperation in this matter. If you have any questions, do not hesitate to contact me at (517) 336-6166.

Sincerely,

For: Prosecutor Andrea Solak  
Chair  
CJIS Policy Council

Katherine A. Rector  
Executive Secretary  
CJIS Policy Council

KR:cm  
Pc: Beverly Ayers, St. Clair Housing Comm.  
Enclosure



OWNERSHIP OF PETS IN PUBLIC HOUSING - m10529.09

The St. Clair Housing Commission has a "Pet Policy" in place. It has been approved by the Department of Housing and Urban Development and a copy of the aforementioned is attached to this Act.

CONTENT OF PET RULESInoculations:

Pets must be inoculated under State/local laws. Pets must be kept free of fleas.

Sanitary Standards:

We will designate project areas for pet exercise and deposit of pet waste. We forbid pet owners from exercising pets or permitting pets to deposit waste on project outside of designated areas. Pet owners must remove and properly dispose of all removable pet waste. Pet owner has to change litterbox (no more than twice a week). We require pet owners to separate pet waste from litter (not more than once a day) and deposit this waste in the outside designated container.

Pet Restraint:

All cats and dogs are to be effectively restrained and under the control of a responsible individual while on common areas of project, subject to State/local law.

Registration:

Certificate signed by a licensed veterinarian or designated State or local authority or agent, stating that pet has received all inoculations required by State/local law. Sufficient information to identify pet and demonstrate it is common household pet is also required.

Name, address, and phone number of one or more responsible parties to care for pet if owner dies, is incapacitated, or unable to care for pet must be supplied.

COMPLIANCE TO RULES

Pet owner shall sign statement indicating they have read rules and will comply.

POTENTIAL FINANCIAL OBLIGATIONS

We require refundable pet deposit for cats or dogs. Deposit can only be used to pay reasonable expenses directly attributable to presence of pet such as:

- Cost of repairs and replacements to tenant's dwelling unit
- Cost of fumigation of unit
- Cost of animal care facilities when required and allowed

The maximum amount of this deposit plus their security deposit is not to exceed one and a half month's rent.

## PET POLICY

In compliance with Section 227 of Title II of the Housing and Urban Rural Recovery Act of 1983, the St. Clair Housing Commission will permit residents of housing projects built exclusively for occupancy by the elderly and handicapped to own and keep common household pets in their apartments.

### DEFINITION OF COMMON HOUSEHOLD PET

**BIRD** - Including canary, parakeet, finch and other species that are normally kept caged; 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.

**DOG** - Not to exceed 20 lbs. weight and 18" at full growth. Veterinarian's recommended/suggested type of dogs are as follows:

Chihuahua	Cocker-Poodle
Pekingese	Daschund
Poodle	Terriers
Schnauzer	

**CAT** - Male and female must be neutered, declawed or have scratching post.

At no time will the St. Clair Housing Commission approve of exotic pets, such as snakes, monkeys, game pets, etc.

### ANIMALS THAT ASSIST HANDICAPPED

Both PHA's and owners cannot apply or enforce pet rules to animals who assist handicapped. HUD will monitor through Management Review.

### NON-DISCRIMINATION

PHAs and owners may not:

--Prohibit or prevent any tenant of qualified housing from owning common household pets or having pets living in tenant's dwelling unit; or

--Restrict or discriminate against any person in connection with admission or continued occupancy for qualified housing because of pets.

Note: Tenants may not board or keep pets for an indefinite period as a favor to a friend. The pet must belong to the tenant.

### NOTICE TO TENANTS

Written notice must be served on all affected tenants in occupancy, along with notice of proposed pet rules. Written pet rules must be provided to applicants when offered dwelling units.

CIVIL RIGHTS CERTIFICATION - *M# 0529.10* --

The St. Clair Housing Commission certifies that we will carry out our Annual and Five Year Plan in conformity to all applicable civil rights requirements and that we will affirmatively further fair housing.

Enclosed you will find Resolution #144 Regarding Civil Rights within St. Clair County adopted at our meeting of July 20, 1999.

You may also note that the St. Clair Housing Commission has also met all handicap requirements according to Title II of the Americans with Disabilities Act of 1990. The St. Clair Housing is also in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 as required in our CIAP program of 1994. A copy of this information is also enclosed to be included a part of this Act.

REGARDING CIVIL RIGHTS WITHIN ST. CLAIR COUNTY

Whereas, the State of Michigan requires that a community seeking to receive Community Development Block Grant Funds must have an established policy to discourage discrimination in employment, housing, and publicly funded programs, with the community; and

Whereas, it is the desire of this Board of Commissioners to clearly establish the public policy of the County with regard to the issue of discrimination in employment, housing and public funded programs within St. Clair County; and

WHEREAS, the State has provided model provisions to accomplish the same.

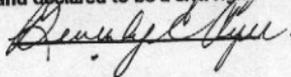
NOW, THEREFORE, BE IT RESOLVED, that the public policy of the County of St. Clair, with regard to the issue of discrimination in employment, housing and publicly funded programs within St. Clair County shall be as follows:

**General Policy:** It is hereby declared to be contrary to the public policy of the County of St. Clair for any persons to be discriminated against in employment; housing or participation in publicly funded programs because of race, religion, national origin, color, sex, marital status, age or handicap.

**Employment:** The opportunity to obtain employment without discrimination because of race, religion, national origin, color, sex, marital status, age or handicap, is hereby recognized and declared to be a civil right. Further, it shall be contrary to the public policy of the County of St. Clair for any employer to discriminate in hiring, promotion, tenure, terms or conditions of employment because of race, religion, national origin, color, sex, marital status, age or handicap.

**Housing:** The opportunity to purchase, lease, sell, hold, use and convey housing without discrimination because of race, religion, national origin, color, sex, marital status, age or handicap, is hereby recognized and declared to be a civil right.

**Publicly Funded Programs:** The opportunity to participate in federal, state and locally funded programs without discrimination because of race, religion, national origin, color, sex, marital status, age of handicap, is hereby recognized and declared to be a civil right.



---

Beverly E. Ayer,<sup>1</sup> Director of the St. Clair Housing Commission does hereby certify the foregoing Resolution was adopted at the regular meeting of the St. Clair Housing Commission of the City of St. Clair, Mi on Tuesday, July 20, 1999.

Ayes: Commissioners Campbell, Schweihofner and Wade

Nays: None

ST. CLAIR HOUSING COMMISSION

Financial Statements

December 31, 1998

*MI 052 9.11*

Audited by

JOHN C. DIPIERO, P.C.

Certified Public Accountant

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*John C. DiPiero, P.C.*

Certified Public Accountant

P.O. Box 37B  
Hemlock, Michigan 48626  
Tel. (517) 642-2092  
Fax (517) 642-2092

Board of Commissioners  
St. Clair Housing Commission  
400 South Third Street  
St. Clair, Michigan 48079

I have audited the financial statements listed in the Table of Contents of the St. Clair Housing Commission as of and for the year ended December 31, 1998. These financial statements are the responsibility of the Housing Commission's management. My responsibility is to express an opinion on the financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

As more fully described in the footnotes to the financial statements, the Housing Commission's policy is to prepare its financial statements in accordance with the practices prescribed by the Department of Housing and Urban Development. These practices differ in some respects from generally accepted accounting principles. Accordingly, the accompanying financial statements are not intended to present financial position and results of operations in conformity with generally accepted accounting principles. This report is intended solely for filing with the Department of Housing and Urban Development and is not intended for any other purpose.

In my opinion, except for the departures mentioned in the preceding paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the St. Clair Housing Commission as of December 31, 1998, and the results of its operations for the year then ended, applied using the method of accounting described above.

In accordance with Government Auditing Standards, I have also issued my report dated January 30, 1998, on my consideration of the St. Clair Housing Commission's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grants.

My audit was performed for the purpose of forming an opinion on the financial statements of St. Clair Housing Commission, St. Clair, Michigan, taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non Profit Organizations, and is not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in my opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

*John C. DiPiero, P.C.*  
Certified Public Accountant

April 1, 1999

ST. CLAIR HOUSING COMMISSION  
Balance Sheet  
December 31, 1998

Annual Contributions Contract

C-3068                      C-3155

ASSETS

Cash	\$ 25,311	\$ 17,087
Accrued Interest Receivable	14,557	6,656
Investments	82,000	
Debt Amortization Funds	57,070	
Deferred Charges	1,450	
Land, Structures, and Equipment	<u>2,086,617</u>	<u>912</u>

<u>TOTAL ASSETS</u>	<u>\$ 2,267,005</u>	<u>\$ 24,655</u>
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LIABILITIES

Accounts Payable	\$ 14,380	\$ 10,107
Accrued Liabilities	60,783	12,303
Fixed Liabilities	<u>605,198</u>	

<u>Total Liabilities</u>	<u>\$ 680,361</u>	<u>\$ 22,410</u>
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SURPLUS

Surplus	<u>1,586,644</u>	<u>2,245</u>
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<u>TOTAL LIABILITIES AND SURPLUS</u>	<u>\$ 2,267,005</u>	<u>\$ 24,655</u>
--------------------------------------	---------------------	------------------

NOTE: Tenants accounts receivable at December 31, 1998 were, \$ 0.

ST. CLAIR HOUSING COMMISSION  
Statement of Income and Expenses - Owned Housing  
For the year ended December 31, 1998

Annual Contributions  
Contract C-3068

Operating Income

Dwelling Rental	\$ 160,400
Excess Utilities	699
Interest Income	5,955
Other Income	<u>3,180</u>
<u>Total Operating Income</u>	\$ <u>170,234</u>

Operating Expenses

Administration	\$ 49,111
Tenant Services	2,534
Utilities	41,536
Ordinary Maintenance and Operations	50,780
General Expenses	34,248
Non Routine Maintenance	<u>3,599</u>
<u>Total Operating Expenses</u>	\$ <u>181,808</u>

Net Operating Income (Loss) \$ (11,574)

Other Charges

Interest on Notes Payable \$ 20,714

Other Credits

Prior Period Adjustments Affecting Residual Receipts \$ 6,738

NET (LOSS) \$ (25,550)

ST. CLAIR HOUSING COMMISSION  
Statement of Income and Expenses - Housing Assistance Program  
For the Year Ended December 31, 1998

Annual Contributions  
Contract C-3155

PROJECT MI 28-E052-001

Operating Receipts

Interest Income- Operating Reserves \$ 55

Operating Expenses

Housing assistance payments \$ 126,361  
Administrative expenses 16,092

Total Operating Expenses \$ 142,453

NET (LOSS) \$ (142,398)

ST. CLAIR HOUSING COMMISSION  
 Analysis of Surplus  
 For the Year Ended December 31, 1998

Annual Contributions Contract  
C-3068      C-3155

Unreserved Surplus

Balance per prior audit at December 31, 1997	\$ (1,587,257)	\$(1,506,568)
Net (loss) for the year	(25,550)	(142,398)
(Provision for) reduction of operating reserves for the year	(6,755)	(45)
(Provision for) reduction of project account unfunded for the year	_____	19,863
 Balance at December 31, 1998	 \$ <u>(1,619,562)</u>	 \$ <u>(1,629,148)</u>

Reserved Surplus - Operating Reserves

Balance per prior audit at December 31, 1997	\$ 83,709	\$ 1,288
Provision for (reduction of) operating reserves	_____ 6,755	_____ 45
 Balance at December 31, 1998	 \$ <u>90,464</u>	 \$ <u>1,333</u>

Project Account Unfunded

Balance per prior audit at December 31, 1997	\$ 57,216	
Provision for (reduction of) project account unfunded for the year	_____	(19,863)
 Balance at December 31, 1998	 \$ _____	 \$ <u>37,353</u>

Cumulative HUD Contributions

Balance per prior audit at December 31, 1997	\$ 2,214,960	\$ 1,450,264
Accruing annual contributions for the year	55,620	
HUD operating subsidies	16,808	
Housing Assistance Payments	_____	142,443
 Balance at December 31, 1998	 \$ <u>2,287,388</u>	 \$ <u>1,592,707</u>

Analysis of Surplus- continued

Annual Contributions Contract  
C-3068      C-3155

Modernization Grants

Balance per prior audit at December 31, 1997  
unchanged      \$ 820,136

Cumulative Donations

Balance per prior audit at December 31, 1997,  
unchanged      \$ 8,218

TOTAL SURPLUS      \$ 1,586,644      \$ 2,245

ST. CLAIR HOUSING COMMISSION  
Notes to Financial Statements  
December 31, 1998

NOTE 1: Summary of Significant Accounting Policies

St. Clair Housing Commission, St. Clair, Michigan, (Commission) was created by ordinance of the city of St. Clair. The Commission signed an Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD). The ACC requires the Commission to provide safe, sanitary and decent housing for qualifying senior and low income families.

The Commission consists of the following:

MI 59-1	Low Rent Program	62 Units
MI 28-E052	Section 8 Existing	30 Units

In determining the reporting entity, the manifestations of oversight, as defined by the Governmental Accounting Standards Board (GASB), Cod. sec 2100, were considered. The criteria include the following:

The nucleus of the financial reporting entity as defined by the Governmental Accounting Standards Board (GASB) Statement No. 14 is the "primary government". A fundamental characteristic of a primary government is that it is a fiscally independent entity. In evaluating how to define the financial reporting entity, management has considered all potential component units. A component unit is legally separate entity for which the primary government is financially accountable. The criterion of financial accountability are the ability of the primary government to impose its will upon the potential component unit.

These criteria were considered in determining the reporting entity.

The Housing Commission's policy is to prepare its financial statements in accordance with a comprehensive basis of accounting other than generally accepted accounting principles (GAAP). The accounting practices prescribed or permitted by the Department of Housing and Urban Development (HUD) which do not conform with GAAP are as follows:

- a) Generally accepted accounting principles require a statement of Cash Flows be presented as a basic financial statement; its is not included in HUD financial statements.
- b) Assets are stated at historical cost adjusted for gain or loss during the initial operating period; no depreciation is allowed or allowable by HUD.
- c) As prescribed by HUD guidelines, contributed capital, operating subsidies, and modernization grants are credited directly to the equity accounts and not required in the statement of income and expenses.
- d) HUD determines and arranges for the temporary and permanent financing for the Housing Commission and provides the funding for repayment of the indebtedness through the Annual Contributions Contract.

Notes to Financial Statements- continued

- c) Rental Income is fixed by a percentage of allowable income of the tenants as determined by the Housing Commission and HUD; it does not necessarily represent fair market rental value.
- f) GASB codification section 2400, requires a comparison of results from operations be compared to approved budget be presented; it is not included in HUD financial statements.

Note 3: Other Post Employment Benefits.

The Commission participates with the city of St. Clair in its pension plan; they are enrolled in the Michigan Municipal Employees Retirement System. (MMERS) The plan calls for annual contributions based on the eligible employees gross wages. For the year ended December 31, 1998, the Commission contributes a percentage of all eligible wages to the plan.

Note 4: Fixed Liabilities.

The financing of the Commission consists of the following:

Bonds payable	435,000
HUD held notes	170,198

Bonds payable, 4.95%, payable serially until 2008.

HUD held notes are systematically being canceled by HUD as a result of the Debt Forgiveness Legislation. No interest is being accrued, the annual contributions for these notes has been discontinued.

The following represents the annual principle & interest obligations:

	Bonds
December 31, 1999	55,025
December 31, 2000	58,450
December 31, 2001	56,650
December 31, 2002	54,850
December 31, 2003	58,050
Thereafter	281,775

Note 5: Annual Contributions Contract.

Modernization Grants awarded by HUD to the Commission have extended the original annual contributions contract to 10 years beyond the latest grant; the Annual Contributions Contract is now due to expire on March 5, 2013.

ST. CLAIR HOUSING COMMISSION  
Computation of Residual Receipts and  
Accruing Annual Contributions - Owned Housing  
December 31, 1998

Annual Contributions  
Contract C-3068

Computation of Residual Receipts

Operating Income

Operating Income	\$ 170,234
Prior Period Adjustments Affecting Residual Receipts	6,738
HUD Operating Subsidies	<u>16,808</u>
<u>Total Operating Receipts</u>	<u>\$ 193,780</u>

Operating Expenses

Capital Expenditures	\$ 5,217
Operating Expenses	<u>181,808</u>
<u>Total Operating Expenses</u>	<u>\$ 187,025</u>

Residual Receipts per audit	\$ 6,755
Provision for (reduction of) operating reserves	<u>6,755</u>

<u>RESIDUAL RECEIPTS</u>	<u>\$ 0</u>
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Computation of Accruing Annual Contributions

Fixed Annual Contributions	<u>\$ 55,620</u>
----------------------------	------------------

ST. CLAIR HOUSING COMMISSION  
Computation of Annual Contributions Earned and  
Project Account Unfunded  
December 31, 1998

Annual Contributions  
Contract C-3155

PROJECT MI 28-E052-001

Maximum Contributions Available

Maximum annual contributions authorized	\$ 122,580
Project account balance - beginning (adjusted)	<u>57,216</u>
<u>Total Annual Contributions Available</u>	<u>\$ 179,796</u>

Annual Contributions Required

Project (receipts) other than annual contributions	\$ 0
Housing assistance payments	126,361
Administrative expenses	<u>16,082</u>

<u>Total Annual Contributions Required</u>	<u>\$ 142,443</u>
--	-------------------

Project account balance at end of period	\$ 37,353
Project account balance at beginning of period	<u>57,216</u>

Project Account Changes

Provision for (reduction of) project account	<u>\$ (19,863)</u>
--	--------------------

Annual Contributions Earned

Lesser of available or required, above	<u>\$ 146,443</u>
--	-------------------

ST. CLAIR HOUSING COMMISSION  
Statement of Operating Changes -  
Housing Assistance Program  
December 31, 1998

Annual Contributions  
Contract C-3155

Operating Reserve Changes

Operating Income	\$ 55
Annual Contributions earned	<u>142,443</u>

Total Operating Receipts \$ 142,498

Operating Expenses

Operating Expenses	\$ <u>142,453</u>
--------------------	-------------------

Net Operating Receipts per audit	\$ 45
----------------------------------	-------

Provision for (reduction of) operating reserves	\$ <u>45</u>
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ST. CLAIR HOUSING COMMISSION  
Analysis of General Funds Available for  
Reduction of Annual Contributions  
December 31, 1998

CASH AND OTHER ASSETS

Cash		
Accrued Receivables	\$ 25,311	\$ 17,087
Investments	14,557	6,656
Deferred Charges	82,000	
	<u>1,450</u>	<u>          </u>
	\$ <u>123,318</u>	\$ <u>23,743</u>

LIABILITIES, RESERVES AND AMOUNTS  
AVAILABLE FOR CONTRIBUTION REDUCTION

Accounts Payable	\$ 14,380	\$ 22,410
Accrued Liabilities	18,474	
Operating Reserves	<u>90,464</u>	<u>1,333</u>
	\$ <u>123,318</u>	\$ <u>23,743</u>

ST. CLAIR HOUSING COMMISSION  
Report on Supplementary Information  
Schedule of Federal Financial Assistance  
December 31, 1998

I have examined the financial statements of the St. Clair Housing Commission of St. Clair, Michigan, for the one year ended December 31, 1998, and have issued my report thereon dated April 1, 1999. My examination was made in accordance with generally accepted auditing standards and the governmental auditing standards, issued by the U.S. General Accounting Office; the Single Audit Act, and, accordingly, included such tests of the accounting records and other auditing procedures as I considered necessary in the circumstances.

My examination was made for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying Schedule of Federal Financial Assistance is presented for purposes of additional analysis and is not a required part of the financial statements. The information in that schedule has been subjected to the auditing procedures applied in the examination of the financial statements and, in my opinion, subject to the findings and general comments contained in this report, if any, is fairly stated in all material respects in relation to the financial statements taken as a whole.

*John - Davis, P.C.*  
Certified Public Accountant

ST. CLAIR HOUSING COMMISSION  
 Schedule of Federal Financial Assistance  
 For the Year Ended December 31, 1998

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Direct Programs:

	<u>Program</u> <u>Award Amount</u>	<u>Program</u> <u>Receipts</u>	<u>Program</u> <u>Expenditures</u>
<u>CFDA 14.850 Public and Indian Housing</u>			
C-3068 Debt Amortization Funds	\$ 55,620	\$ 55,620	\$ 55,620
C-3068 Operating Subsidies	<u>16,808</u>	<u>16,808</u>	<u>16,808</u>
	<u>\$ 72,428</u>	<u>\$ 72,428</u>	<u>\$ 72,428</u>
 <u>CFDA 14.156 Housing Assistance Programs</u>			
C-3155E Section 8 Existing	<u>\$ 142,443</u>	<u>\$ 142,443</u>	<u>\$ 142,443</u>
	<u>\$ 214,871</u>	<u>\$ 208,215</u>	<u>\$ 214,871</u>

\* Connotes Major Program Category

ST. CLAIR HOUSING COMMISSION  
 Schedule of Federal Financial Assistance  
 For the Year Ended December 31, 1998

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Direct Programs:

	<u>Program</u> <u>Award Amount</u>	<u>Program</u> <u>Receipts</u>	<u>Program</u> <u>Expenditures</u>
<u>CFDA 14.850 Public and Indian Housing</u>			
C-3068 Debt Amortization Funds	\$ 55,620	\$ 55,620	\$ 55,620
C-3068 Operating Subsidies	<u>16,808</u>	<u>16,808</u>	<u>16,808</u>
	\$ <u>72,428</u>	\$ <u>72,428</u>	\$ <u>72,428</u>
 <u>CFDA 14.156 Housing Assistance Programs</u>			
C-3155E Section 8 Existing	\$ <u>142,443</u>	\$ <u>142,443</u>	\$ <u>142,443</u>
	<u>\$ 214,871</u>	<u>\$ 208,215</u>	<u>\$ 214,871</u>

\* Connotes Major Program Category

ST. CLAIR HOUSING COMMISSION  
Status of Prior Audit Findings  
December 31, 1998

The prior audit of the St. Clair Housing Commission for the period ended December 31, 1997, did not contain any audit findings.

ST. CLAIR HOUSING COMMISSION  
Report on Compliance and on Internal Control over  
Financial Reporting Based on an Audit of Financial  
Statements Performed in Accordance with  
Government Auditing Standards  
December 31, 1998

I have audited the financial statements of St. Clair Housing Commission, St. Clair, Michigan, as of and for the year ended December 31, 1998, and have issued my report thereon dated April 1, 1999. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

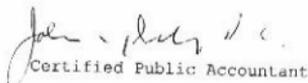
Compliance

As part of obtaining reasonable assurance about whether St. Clair Housing Commission's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instance of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered St. Clair Housing Commission's internal control over financial reporting in order to determine my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control over financial reporting. My consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. I noted no matters involving the internal control over financial reporting and its operation that I consider to be material weaknesses.

This report is intended for the information of management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

  
Certified Public Accountant

April 1, 1999

ST. CLAIR HOUSING COMMISSION  
Schedule of Findings and Questioned Cost  
December 31, 1998

1) Summary of Auditor's Results:

Programs:

	<u>Major Program</u>	<u>Non Major Program</u>
Low income Public Housing		X
Housing Assistance Program		X

Opinions:

General Purpose Financial Statements-

Qualified due to departures from Generally Accepted Accounting Principals,  
due to cognizant agent requirements.

Report on compliance for non major programs-

Unqualified.

Thresholds

Dollar limit used to determine type A & B programs- \$ 300,000

Auditee did qualify as a low risk under Section 530 of OMB circular A-133

2) Findings relating to the financial statements reported in accordance with  
Government Auditing Standards:

None

3) Findings and Questioned Costs relating to Federal Awards:

None

ST. CLAIR HOUSING COMMISSION  
Disclosures About Year 2000 issues  
December 31, 1998

Management has disclosed to me the following concerning issues concerning year 2000.

We are acutely aware of the year 2000 issues; our Commission has taken the following steps to insure continued services of safe, sanitary and decent housing for the low and moderately low income tenants. The following represents the steps we have taken to insure the aforementioned:

**Computer Systems:** We have contacted our software vendors and have received written assurances that the systems we have in place will be year 2000 compliant; if the rent collection systems are not in compliance, we have a manual backup system in place to insure continued housing for our tenants.

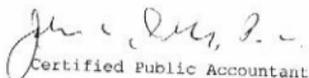
**Elevator Systems:** We have had inspections of our systems and have been assured that the elevator systems will not be interrupted by the year 2000 issues; we have acceptable fire escapes and can implement other measures if the backup generators fail.

**Backup Generators:** We have had inspections of our backup generators and have been given assurances that the systems will function in the event of power failures due to year 2000 issues. We believe safety can be assured in the event of a power failure for a reasonable period of time.

All other safety and power issues concerning date chips or date sensitive relays have been checked; to our knowledge, we have taken all steps necessary to insure continued service to our tenants.

We have conveyed the aforementioned to our auditor, and believe it to be true.

This is my understanding of what the client has relayed to me concerning year 2000 issues.

  
Certified Public Accountant

April 1, 1999

ST. CLAIR HOUSING COMMISSION  
Activities of the Housing Commission  
December 31, 1998

The following lists the activities of the St. Clair Housing Commission at  
December 31, 1998:

	<u>Units</u>
<u>Management</u>	
MI 52-1	62
MI 28-E-059-001	<u>30</u>
	<u>92</u>
	<u>    </u>

**Optional Public Housing Asset Management Table**

MI 052.9.12

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

**Public Housing Asset Management**

Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III Component 7a	Development Activities Component 7b	Demolition / disposition Component 8	Designated housing Component 9	Conversion Component 10	Home-ownership Component 11a	Other (describe) Component 17
MI 052	62 elderly	\$83,687	1406 1475	0	0	0	0	

Resolution No. 145

MI 0520.13

The St. Clair Housing Commission does hereby agree to income mix and deconcentration of our project as required in the Quality Housing & Work Responsibility Act of 1998.

While we have been filling vacancies with the next name that appears on our list, we realize the importance of losing high paying tenants and filling that unit with a much lower paying tenant.

The Housing Commission will continue to offer many opportunities to tenants including ideal location to shopping, doctor care and dental care.. We are within walking distance of many commercial properties including banks, etc. The senior bus takes our tenants shopping and the Port Huron van will pick up tenants on Friday to Port Huron.

We will encourage as much in house health care for our tenants as possible. We will encourage different groups to come to speak to the tenants on many topics to include legal aid available to seniors as well as medicare questions, etc.

We will coordinate as many daily trips to interesting places through the City Recreation Department. This joint adventure will certainly appeal to higher paying tenants.

By providing as many opportunities as possible to our tenants, we will be able to attract higher paying tenants as they are assured of their safety as well as the personal care they receive in our complex.

We will advertise our units in the local newspapers as well as our local cable and continue to offer "Open House" as needed to retain interest in Palmer Park Manor as a possible residence for future tenants.

We only have one site so we have to mix low income as well as higher income families.

June 14, 1999

400 S. Third  
Apt. 220  
St. Clair, Mi 48079

To the Board of the St. Clair Housing Commission:

*M/1052.9.14*

I am interested in serving on the board of the St. Clair Housing Commission. I am aware that the Housing Commission has been searching for a volunteer and I would be very interested in doing so.

I have attended business school and feel that I am qualified.

Since 1995, I have been locking the doors when the maintenance man is unable to do so. I have been responsible for locking and unlocking the doors on the weekends. I answer panic alarms in tenant units and call the appropriate emergency numbers. I have all the telephone numbers and the authority to call plumbers, elevator, electrical maintenance people when a problem occurs in the absence of the director and maintenance man.

I am president of the Tenants' fund and reimburse the Housing Commission for the lights in the hallway once a year until the balance is paid.

I have the responsibility of a pass key in the event a tenant experiences health problems or a smoke alarm sounds.

I have volunteered for all of the above because no other tenant was interested in doing so.

I have not been reimbursed for any of these duties.

Thank you for your consideration,

*Marvena L Barringer*

Marvena Barringer  
Apt. 220

Attention Tenants:

Monday, October 11, 1999, the St. Clair Housing Commission will have for public review, their One Year and Five Year Agency Plan as required by the Department of Housing and Urban Development, at Palmer Park Manor, 400 S. 3rd, St. Clair, Michigan 48079 at 5:00 P.M.

*M1052.g.16*

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

MI 28 P052-905-99

FFY of Grant Approval: 12/31/99

**CIAP Budget / Progress Report**  
Part I: Summary  
Comprehensive Improvement Assistance Program (CIAP)

Modernization Project Number: MI 28 P052-905-99

Progress Report for Period Ending: 12/31/99

HA Name: St. Clair Housing Commission

Line No.	Summary by Development Account	Original	Total Funds Approved		Total Funds
			Obligated	Revised	
1	Total Non-CIAP Funds				
2	1406 Operations (may not exceed 10% of line 16)	83,687.00			
3	1408 Management Improvements				
4	1410 Administration				
5	1415 Liquidated Damages				
6	1430 Fees and Costs				
7	1440 Site Acquisition				
8	1450 Site Improvement				
9	1460 Dwelling Structures				
10	1455.1 Dwelling Equipment—Nonexpendable				
11	1470 Nondwelling Structures				
12	1475 Nondwelling Equipment				
13	1485 Demolition				
14	1485.1 Relocation Cost				
15	1488 Mod Used for Development				
16	Amount of CIAP Grant (Sum of lines 2-14)	83,687.00			
17	Amount of line 16 Related to LBP Activities				
18	Amount of line 16 Related to Security				
19	Amount of line 16 Related to Section 504 Compliance				
20	Amount of line 16 related to Energy Conservation Measures				

Original CIAP Budget  Revised CIAP Budget/Revision Number

Progress Report for Period Ending

Total Funds Approved

Final Progress Report

Signature of Executive Director & Date: *Beverly S. Ayer, Executive Director 8/17/99*

Signature of Director, Office of Public Housing / CIAP Administrator & Date: \_\_\_\_\_

HUD Certification: In approving this budget and providing assistance to a specific housing development(s), hereby certify that the assistance will not be more than is necessary to make the assisted activity feasible after taking into account assistance from other government sources (24 CFR 12.50).



**CIAP Budget /Progress Report**  
**Part III: Implementation Schedule**  
 Comprehensive Improvement Assistance Program (CIAP)

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

Development Number	Architect/Engineer Contract Awarded		All Funds Delegated		All Funds Expended	
	Original	Revised (Attach explanation)	Actual	Original	Revised (Attach explanation)	Actual
MT-052	N/A			9/30/00		9/30/00

**PHA Plan**  
**Table Library** *M10529.17*

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

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

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

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$83,687
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
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
Mi052	new generator - we do not have an operating generator at this time	1475	72,000
	Upgrade computer system	1408	2,500

**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)
Mi. 052		12/31/2000

EXECUTIVE SUMMARY

M1052a-18

A table of contents is included with this plan for your review.

The St. Clair Housing Commission feels that all policies reflect the Department of Housing and Urban Development latest regulations. Goals that have been detailed in the "Capital Improvements", page 6, are realistic and can be instrumented providing we have adequate reserves or CIAP funds to do so. Over the past thirty years, the St. Clair Housing Commission has maintained our building in the highest quality standards and will continue to do so. We scored 96.4 on the REAC inspection which reflects our high standards of maintenance, etc. We are a high performing Housing Commission and will continue to perform our duties to maintain that status by addressing maintenance and administration as we have been doing on a daily basis in order to implement and achieve any goals set forth in this policy.

We will submit to the Department of Housing and Urban Development a brief summary each year, for the next five years providing the above agency with our accomplishments and goals that have been addressed during that fiscal year.

It has been determined by the St. Clair Housing Commission the importance of offering a tenant the opportunity of serving on the Board of Commissioners provided there is an interested party. The Director informed the tenants of this position and a tenant was elected by petition by the tenants. The Mayor was then informed of the tenants' choice and that tenant has been appointed.

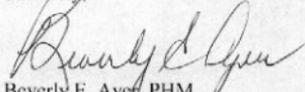
The Housing Commission has also formed an advisory committee to research the plan and provide any additions or changes they may want to add.

We enlist the assistance of local real estate businesses for rental properties and they periodically check with our office to see if we have any tenants searching for rentals. We will continue with this practice as it helps to house people with decent, safe and sanitary housing.

In the event of more than one vacancy, we set up a model apartment attractively decorated to encourage prospective tenants to choose to live in our complex. Many Directors were interested in our model apartment as it is an excellent marketing tool and has attracted many applicants that are particularly needed when your waiting list becomes low.

The Housing Commission and I, as Director, feel that Palmer Park Manor reflects all the loving care we provide and we are very proud of our achievements.

Sincerely,



Beverly E. Ayon, PHM  
Executive Director

M/0520.21

## Times Herald notification in legal news

### **PUBLIC NOTICE**

Monday, October 11, 1999, the St. Clair Housing Commission will have for public review, their One Year and Five Year Agency Plan as required by the Department of Housing and Urban Development, at Palmer Park Manor, 400 S. Third, St. Clair, Michigan 48079 at 3:00 p.m.

Publish October 7, 1999.

Be it resolved that the St. Clair Housing Commission does hereby approve the following:

Meeting of October 6, 1999 to approve our Agency Plan for any additions or corrections.

Agency plan available for public on October 11, 1999.

Request for Certification of Consistency submitted to the State of Michigan for their approval.

Submission of data to the Department of Housing and Urban Development, November 29, 1999.

Signature of Chairman Janet Paajanen on Certification of PHA plans also to be submitted to the Department of Housing & Urban Development November 29, 1999. A copy of Board Resolution required by the Department of Housing and Urban Development is attached for approval.

**Request for Certification of Consistency  
Local Housing Authorities**

**Instructions:** Complete this form and attach the completed Required Form for Certification of Consistency with the State Consolidated Plan and send to the following address:

**Martha Baumgart**  
MSHDA  
401 S. Washington Square  
P.O. Box 30044  
Lansing, MI 48909

LHA Name St. Clair Housing Commission

Address 400 S. Third  
St. Clair, Mi 48079

Contact Beverly E. Ayer, Executive Director

Phone # 810 329-9141

FAX # 810 329-0819

Program Year Start Date Jan. 1, 2000

Date of Plan Submission to HUD 11-29-99

**CERTIFICATION:**

I Beverly E. Ayer, Executive Director of the  
St. Clair Housing Commission (LHA), have reviewed the  
State of Michigan Housing and Community Development Consolidated Plan and hereby certify that  
the Annual and Five-Year plans, as approved for submission to HUD on 10-19-99  
by the LHA Board, is consistent with the State of Michigan's Consolidated Plan as described in the  
attached Required Form for Certification with the State Consolidated Plan.

Beverly E. Ayer, Date 12, 1999  
Signed/Dated

**Attachment:** Required Form for Certification of Consistency with the State Consolidated Plan