

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

PHA Plans

Annual Plan for Fiscal Year 2001

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

PHA Plan Agency Identification

PHA Name: Pontiac Housing Commission

PHA Number: M1005

PHA Fiscal Year Beginning: 4/1/2001

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here)

The PHC is a business committed to excellence through an effective and efficient process in providing quality housing and creating an environment which will provide our customers opportunity, access to resources, and the expectation that our communities will be safe, secure places to live and for residents realize their full potential and new beginnings.

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) 85

Improve voucher management: (SEMAP score) 90

- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers: (no check on this one)
- 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 (near elderly and elderly persons only)
- 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 of families participating in economic uplift opportunities 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.
- Work with the City of Pontiac in enhancing the Hayes Jones Community City and provide programming that promotes Self-Sufficiency**

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

Other PHA Goals and Objectives: (list below)
5 Year Goals

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.

The Housing Commission of the City of Pontiac, Michigan has prepared this Annual Plan in compliance with Section 511 of the QHORA of 1998 and the ensuing HUD requirements. The PHC is submitting this update to be acted upon after appropriate comment from the public.

Goal #1 – To Improve Overall Operational Performance

Goal #2 - Supply Quality Low Income and Affordable Housing to the PHC Community

Goal #3 - Provide and Maximize Program Opportunities for Economic Development for PHC Residents

Goal #4 - Improve Opportunities for Staff Development

Annual Plan

The PHC's Annual Plan is based on the premise that if we accomplish our goals and objectives we will be taking concrete steps toward the accomplishment of our 5 Year Agency Plan and the implementation and achievement of our mission.

Annual Plan Highlights

- **The PHC's City– Wide Residents Council will be implementing a \$100,000 Resident Opportunities and Self Sufficiency (ROSS) Resident Management**

and Business Development Grant with the following supportive programs that promote Job Readiness and establishment of Resident Owned Businesses: (1) Job Readiness and Placement; (2) Small Business Development; (3) Business Incubation Center; and a (4) Junior Achievement After-School Entrepreneurial Program for (50) junior high and senior high school students.

- The PHC will be implementing The PHC is adopting flat rents and offering this option at all PHC developments to serve as an incentive to assist residents in attaining self-sufficiency.
- The PHC will apply for a HOPE VI Revitalization Grant year 2001. If successful we initiate a Section 5(H) Homeownership program. The PHC will submit for approval a request to implement a Section 8 (y) Homeownership program to assist in meeting the housing needs identified in the City of Pontiac Consolidated Plan.
- The PHC will implement the QHWRA community service requirement in partnership with the local welfare to work and community training and employment agencies upon finalization of HUD rules and regulations in this regard.
- The PHC has worked in conjunction with the Pontiac Police Department in establishing a Contract for the Provision of Supplemental Police Services, which includes an assessment of each site. This contract effectively provides a safety and crime control plan when implemented in conjunction with other components of the PHC Public Housing Drug Elimination Program plan components. During this year the PPD will have on site offices with a minimum of 8 hours of availability.
- The PHC is implementing new QHWRA requirements in the Admissions and Continued Occupancy Policy, Section 8 Administrative Plan, Public Housing Lease, and related documents.
- The PHC will continue to provide its basic services to its low income and Section 8 residents with the goal of achieving the designation as a HUD high performing Commission.

The plans, statements, budget summary, policies, and administrative plans set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach that is consistent with the Consolidated Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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15. Civil Rights Certifications (included with PHA Plan Certif.)	Attached
16. Audit	Attached
17. Asset Management	Attached
18. Other Information	Attached

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
- X Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	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
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> X 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 <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy	Annual Plan: Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> X 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
X	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	1384	N/A	5	5	5	3	4
Income >30% but <=50% of AMI	1524	N/A	5	5	5	4	3
Income >50% but <80% of AMI	2364	N/A	5	5	5	5	4
Elderly	431	5	3	3	4	5	5
Families with Disabilities	4421	5	5	5	5	5	5
Race/Ethnicity B	9923	3	3	3	4	5	5
Race/Ethnicity W	13162	3	3	4	4	3	3
Race/Ethnicity H	1441	4	4	5	3	5	5
Race/Ethnicity NA	121	2	2	2	2	2	2

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

Consolidated Plan of the Jurisdiction/s
Indicate year: 1995-2000

- 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)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	941		PH-N/A – Sec 8 – 25
Extremely low income <=30% AMI	696	74%	
Very low income (>30% but <=50% AMI)	216	23%	
Low income (>50% but <80% AMI)	29	3%	
Families with children	806	86%	

Housing Needs of Families on the Waiting List			
Elderly families	10	1%	
Families with Disabilities	110	12%	
Race/ethnicity B	886	94%	
Race/ethnicity W	47	5%	
Race/ethnicity	1	.05%	
Race/ethnicity	7	.05%	
Characteristics by Bedroom Size (Public Housing Only) Effic – 0 BR	15		
1BR	121		
2 BR	407		
3 BR	327		
4 BR	61		
5 BR	8		
5+ BR	2		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input type="checkbox"/> X Yes Sec 8 yes Public Hsg. yes If yes: How long has it been closed (# of months)? Sec 8-16 months Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> X No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? x <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- x Employ effective maintenance and management policies to minimize the number of public housing units off-line
- x Reduce turnover time for vacated public housing units
- x 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

- X Employ admissions preferences aimed at families who are working
- X 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

- x Seek designation of public housing for the elderly
- x 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
- x 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		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$1,818,041	
b) Public Housing Capital Fund	\$1,379,415	
c) HOPE VI Revitalization		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
d) HOPE VI Demolition	\$2,153,000	Public Housing Capitol
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,900,767	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$182,232	Public Housing Security
g) Resident Opportunity and Self-Sufficiency Grants	\$100,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	None	
3. Public Housing Dwelling Rental Income	\$675,470	Public Housing Operations
4. Other income (list below)		
Interest	\$50,000	Public Hsg. Operations
Non-dwelling rental	\$39,600	Public Hsg. Operations
4. Non-federal sources (list below)		
Total resources	\$8,298,525	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) At time of application

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. X 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?

***Non HOPE VI Site criteria

b. Transfer policies:

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

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

c. Preferences

1. x 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)

- x Working families and those unable to work because of age or disability
- x Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- x Those enrolled currently in educational, training, or upward mobility programs
- x Households that contribute to meeting income goals (broad range of incomes)
- x 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)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 3 Residents who live and/or work in the jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- 1 Households that contribute to meeting income goals (broad range of incomes)
- 1 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)

- x The PHA-resident lease
- x The PHA's Admissions and (Continued) Occupancy policy
- x PHA briefing seminars or written materials
- x Other source (list) flyers, commission meetings, informational mtgs, council meetings, rules and regulations

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:

Carriage Circle and Woodland Heights

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
Carriage Circle and Woodland Heights

Employing new admission preferences at targeted developments
If selected, list targeted developments below:
Carriage Circle and Woodland Heights

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. x 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 – That potential applicant has passed clearance

Other (describe below)- Previous address

(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:

Upon request. Extensions given up to 120 days if Section 8 participant can document search efforts by use of search log provided at the beginning and is still unable to secure housing after the 60 day period.

(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) Letters to residents

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

Through published notices

Other (list below)

Cable

Minority newspaper

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. 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.)

Program Name	Units or Families Served at Year	Expected Turnover
--------------	----------------------------------	-------------------

	Beginning	
Public Housing	277	24
Section 8 Vouchers	239	5
Section 8 Certificates	116	0
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	Family Unification-40 FSS-25 Relocation(Lakeside)-68	5 0 0
Public Housing Drug Elimination Program (PHDEP)	795	24
Other Federal Programs(list individually)	FSS – 31	0

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)
 - Admissions/Occupancy Policy
 - "One Strike and You're Out"
 - Rent Collection Policy
 - Tenant Charge List
 - Screening Procedure
 - Grievance Procedure
 - Deconcentration Policy
 - SOP – Operations
 - SOP – Modernization/Maintenance
 - PHC Collection Policies
 - Internal Audit Policy
 - Pet Policy
 - Capitalization Policy
 - Code of Ethics Policy
 - Community Space Policy

Check Signing Policy
Lease
Disposition Policy
Equal Opportunity Housing Plan
Investment Policy
Lead Based Paint Policy
Natural Disaster Policy
Procurement Policy
Resident Initiatives Policy
Drug Free Workplace Policy

- (2) Section 8 Management: (list below)
Section 8 Management Plan

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 X 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)

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

B. Section 8 Tenant-Based Assistance

1. X 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)

- x PHA main administrative office
 Other (list below)

Include 5 year annual statement of compgrant

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:

- X The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan 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 X 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

X 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:
Lakeside Homes

X 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:
Lakeside Homes

- 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 Demolition, Lakeside Homes

- 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: Lakeside Homes 1b. Development (project) number: MICH 5-1
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>8/16/1998</u>
5. Number of units affected: 364
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 4/2000 b. Projected end date of activity: 4/2001

Fill above in based on demolition application check both regarding disposition.

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. X 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:	Carriage Circle(plan to apply); Woodland Heights current
1b. Development (project) number:	Mich 5-2(plan to apply); Mich 5-3 current
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> X Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> X Woodland Heights Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/> X Carriage Circle
4. Date this designation approved, submitted, or planned for submission:	<u>(4/1/01); CC</u> <u>5/31/98 WH</u>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> X New Designation Plan (Carriage Circle) <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	234 (Carriage Circle) Woodland Heights

current(197)

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?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development

<input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
<input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

1. X 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.)

The Plan is in the process of being drafted.

2. Program Description:

a. Size of Program

X 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)

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

b. PHA established eligibility criteria

Yes X 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 X 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)

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

- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>FSS</i>	<i>25</i>	<i>Applic Process</i>	<i>PHC Main Office</i>	<i>Sec 8</i>
<i>FSS</i>	<i>31</i>	<i>Applic Process</i>	<i>PHC Main Office</i>	<i>Public Housing</i>

Family Unification	50	Applic Process	PHC Main Office	Se 8

(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: 11/30/00)
Public Housing	0	31
Section 8	25	25

- b. Yes X 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:
 Section 8 FSS maintaining program size; public housing family residents being relocated off site per demolition of family development; elderly developments remaining

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents
(select all that apply)

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

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)

Lakeside Homes

Carriage Circle

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)

Carriage Circle
Lakeside Homes

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)

Woodland Heights
Carriage Circle
Lakeside Homes

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.

- X Yes** **No:** Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- X 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. **X 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. **X 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. x 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: **ROSS Grant amount added to the budget “Financial Resources: Planned Sources and Uses”**
- 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

Don't respond to these and tell what you do now.

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

GOVERNING RESIDENT BOARD MEMBERS

Brenda Owens, Elbert Humphries, John Johnson, Melvin Boyd, Don Griffin, Gene Ringstaff, Alma Shelton, James Wilchur, Dorcas Wilchur, Rev. J.J. Foster, Paul Davenport, Johnny Richards, Andrew Keller, Sharon Brinson

Attachments

Pet Policy – PHC’s family development Lakeside Homes, is being demolished. Residents are being relocated. The Pet Policy continues to address the PHC’s two remaining senior developments where residents are permitted to own and keep household pets in their apartments. Briefly the policy requires the following:

1. Prior approval of the PHC and made a part of the lease;
2. Damage deposit of \$100.00 to pay reasonable expenses attributed to presence of pet;
3. One common household pet per unit including size and weight, excluding exotic pets
4. Annual registration with PHC office requiring cur rent license, proof of inoculations, I.D. tag, proof of spaying or neutering;
5. Care of pet, inside and outside of building;
6. Exclusion of animals that assist persons with disabilities

Pet Policy included in A & O Policy

ANNUAL PLAN PUBLIC HEARING COMMENTS (FOR RESUBMISSION) APRIL 18, 2001

Resident Advisory Board Members: Brenda Owens, Paul Davenport, Melvin Boyd, Dolores Simmons, David Lewis, Gene Ringstaff, Elbert Humphries, Alma Shelton, Don Griffin, Sharon Brinson, James Wilchur and Dorcas Staniel-Wilchur

Staff: W. Norris, Jr., PHC Ex. Dir., B. Ellsworth, Dir, Hum. Serv., M. Edwards, Hum. Serv. Coord., D. Williams-House, PHC Grant Writing Consultant

Comments/Questions:

Melvin Boyd, Apt 226 CC: I think that some of the residents have been actively involved in helping to make the place a better place to live.

Dolores Simmons: I am real concerned about the Hispanic population in the buildings. Can we get an interpreter to come to the meetings/

W.Norris: We can follow up more directly in this area through organizations and agencies. We are going to become a country with the largest population being the Hispanic group. We may want to look at doing a Spanish class.

Sharon Brinson, Apt. 718CC: When is the Section 8 waiting list opened?

W.Norris: There is a tremendous need for PH and Section 8 housing. We cut off the waiting list at 1200 so that it is manageable. However, it doesn’t allow us to really show the need because if we were to keep it open, we would have residents coming in all of the time to sign up. We do an enrollment period and cut off the so that it is manageable for the staff. When we get down to lower numbers, we open it up again.

Elbert Humphries: Please explain what is area median income?

B.Ellsworth: Each year, HUD determines the average income in every U.S. metropolitan area and some counties. These figures are used to determine who is eligible for federally funded housing programs.

No more comments.

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: (10/01/2002)

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$275,883
3	1408 Management Improvements	\$228,230
4	1410 Administration	\$115,500
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$137,941
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	\$25,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	\$571,861
13	1475 Nondwelling Equipment	\$25,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$1,379,415
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
HA-WIDE	Operations	1406	\$275,883
	Marketing	1408	\$25,000
	Supply Clerk	1408	\$36,000
	CIAP Clerk	1408	\$44,000
	Extermination	1408	\$10,000
	Hope VI Consultant	1408	\$113,230
	Director of Modernization	1410	\$82,000
	Modernization Secretary	1410	\$33,500
	Fees & Costs	1430	\$137,941
Mich 5-2 Carriage Circle	Sun room, screened in patio	1470	\$150,000
Mich 5-3 Woodland Heights	Sun room, screened in patio	1470	\$150,000
	Maintenance storage building	1470	\$271,861
Equipment	Upgrade hallway lights (A wing)	1460	\$25,000
	Truck	1475	\$25,000

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)
HA-Wide 1406	3/31/2003	9/30/2004
1408	3/31/2003	9/30/2004
1410	3/31/2003	9/30/2004
1430	3/31/2003	9/30/2004
Carriage Circle	3/31/2003	9/30/2004
1470		
Woodland Heights	3/31/2003	9/30/2004
1470		
1475	3/31/2003	9/30/2004
1460	3/31/2003	9/30/2004

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Mich 5-1	Lakeside Homes	275	75%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Mich 5-2	Carriage Circle Apartments	111	47%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

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

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

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Mich 5-3	Woodland Heights Apartments	104	53%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years			\$1,163,000	

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>
Lakeside	364 units	Purchase property for replacement units	NA	\$2,153,000	NA	NA	NA	
Homes	Garden type	\$557,947						
Mich 5-1								
Carriage	234 units	Install core key locks \$10,000	NA	NA	NA	NA	NA	
Circle	Mid rise							
Mich 5-2								
Woodland	197 units	Install car ports \$75,000	NA	NA	Senior only	NA	NA	
Heights	Mid rise	Replace hot water heat radiation \$63,000						
Mich 5-3								

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

A. Amount of PHDEP Grant \$ 183,000

B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R XX

C. FFY in which funding is requested 2001-2002

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

Funding will be used for three activities: Security Personnel, Drug Prevention (funding of computer lab at Lakeside Homes), and funding for program evaluation. Expected outcomes include reduction in amount of drug related crime, loitering, gang activity, etc. in and around the three housing developments to be impacted; improved school attendance and academic performance for those students using the computer lab, and a reduction in youth-related crime within developments.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Lakeside Homes	364	
Carriage Circle	234	
Woodland Heights	197	
Total Population	795	

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months_____ **12 Months** **XX** **18 Months**_____ **24 Months**_____ **Other** _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997	\$250,000	MI28DEP0050197	-0-		DONE
FY1998	\$238,500	MI28DEP0050198	\$ 9,788.53		3/2001
FY1999	\$174,500	MI28DEP0050199	\$41,243.00		
FY2000	\$182,232	MI28DEP0050100	-0-		

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY <u>2001</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	\$132,000

9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$ 48,000
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs (program evaluation)	\$ 3,000
TOTAL PHDEP FUNDING	\$ 183,000

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$132,000		
Goal(s)	Employ security personnel at three sites to monitor activity and reduce amount of drug related crime and other unlawful activity to improve resident perceptions of safety of housing developments						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Hire personnel	795	Residents of Lakeside Homes, Carriage Circle, Woodland	1/2002	1/2003	\$132,000		Personnel hired Crime reduced resident perceptions of safety positive

		Heights					
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$ 48,000		
Goal(s)		Provide youth programming within Lakeside Homes to prevent drug and other crime involvement by youth.					
Objectives		Reduce amount of youth crime; increase school attendance and academic performance					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Hire Drug Prevention Service Coordinator	150/month	Youth 5-18 years of age living in Lakeside Homes	1/2002	1/2003	\$48,000		Number of youth participating in youth programs
2. Provide Family Learning Center to Lakeside youth and adults with equipment and computer instructor	50/month	Youth and adults living in Lakeside Homes	1/2002	1/2003		\$19,500 21 st Century Grant – Pontiac School District	Number of people using the Computer Learning & Instructional Center School attendance of children Academic performance of children (if available)

3. Provide recreation and cultural activities for Lakeside youth	75/month	Youth 5-18 years of age living in Lakeside Homes	1/2002	1/2003		\$56,000 funding of the Boys & Girls Club	Number of youth participating in programs Increased school attendance
4. "Destination Graduation" programming for youth including recreation, tutoring	50/month	Youth 6-17 years of age living in Lakeside Homes	1/2002	1/2003		\$75,000 United Way of Oakland County	Number of youth participating in programs Increased school attendance

9170 - Drug Intervention						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment						Total PHDEP Funding: \$	
Goal(s)							
Objectives							

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs (Program Evaluation)					Total PHDEP Funds: \$ 3,000		
Goal(s)	Monitor and evaluate effectiveness of PHDEP funded activities.						
Objectives	Establish data collection mechanisms, monitor grant activities, prepare semi-annual reports						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Refine data collection instruments & conduct resident surveys	795	Residents of Lakeside Homes, Carriage Circle, Woodland Heights	1/2002	1/2003	\$1000		Instruments developed Survey of residents completed
2.Secure release of information to obtain report card data	795	Residents of Lakeside Homes, Carriage Circle, Woodland Heights	1/2002	1/2003			Parental releases secured
3. Prepare semi-annual reports	795	Residents of Lakeside Homes, Carriage Circle, Woodland Heights	1/2002	1/2003	\$2,000		Reports filed timely

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120	Activity 1	\$121,040	Activity 1	\$132,000
9130				
9140				
9150				
9160	Activity 2	\$ 44,016	Activity 2	\$ 48,000
9170				
9180				
9190	Activities 1,2&3	\$ 2,751	Activity 3	\$ 3,000
TOTAL		\$167,771		\$ 183,00

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

**PHA ANNUAL PLAN
FISCAL YEAR 2001
PUBLIC HEARING COMMENTS**

RESIDENTS WERE MADE AWARE THAT THE PLAN THAT WE WERE REVIEWING WAS THE ANNUAL PLAN THAT LIST ANY CHANGES FROM THE 5 YEAR PLAN THAT WAS SUBMITTED TO HUD IN FEBRUARY 1999. THE PHC BOARD OF COMMISSIONERS, STAFF AND RESIDENT ADVISORY BOARD WORKED WITH A CONSULTANT TO DEVELOP THE FIVE- YEAR PLAN. THE ANNUAL PLAN IS A ONE -YEAR UPDATE OF THE FIVE YEAR PLAN.

HIGHLIGHTS INCLUDED:

PAGE 1 – EXECUTIVE SUMMARY GOALS

The Executive Summary lists the goals for the PHC’s 5-year plan. Annual Plan updates are highlighted beginning on FY2000 Annual Plan Page 2.

COMMENTS:

- **RESIDENT ADVISORY BOARD:** NO COMMENTS
- **CARRIAGE CIRCLE:** NO COMMENTS
- **WOODLAND HEIGHTS:** NO COMMENTS
- **LAKESIDE HOMES:** NO COMMENTS

PAGE 2 – COMMUNITY SERVICE REQUIREMENTS

COMMENTS:

RESIDENT ADVISORY BOARD:

1. WILL THERE STILL BE OPPORTUNITY FOR RESIDENTS TO VOLUNTEER EVEN IF THEY HAVE A JOB?

RESPONSE: YES

- **CARRIAGE CIRCLE: NO COMMENTS**

- **WOODLAND HEIGHTS:**

1. CAN THE RESIDENTS BE PROVIDED WITH A COPY OF THE LEGISLATION THAT ADDRESSES THE COMMUNITY SERVICE REQUIREMENTS?

RESPONSE: YES

- **LAKESIDE HOMES: NO COMMENTS**

PAGE 7& 8 – HOUSING NEEDS OF FAMILIES ON THE WAITING LIST

Carriage Circle and Woodland Heights have a combined waiting list. The PHC does not have a waiting list for Lakeside Homes because the development is currently under demolition. The Section 8 waiting list is closed because in August 1999 the PHC opened the waiting list with the intent of having it open for a period of one month. However, after a period of one week we received over 1000 applications and thus closed the waiting list much earlier than anticipated.

COMMENTS:

- **RESIDENT ADVISORY BOARD: NO COMMENTS**
- **CARRIAGE CIRCLE: NO COMMENTS**
- **WOODLAND HEIGHTS: NO COMMENTS**
- **LAKESIDE HOMES: NO COMMENTS**

PAGE 11& 12 – FINANCIAL RESOURCES: PLANNED SOURCES AND USES

This area details all of the budgets administered by the Pontiac Housing Commission as well as all dwelling and non-dwelling rental income.

COMMENTS:

- **RESIDENT ADVISORY BOARD:**
 - 1. SHOULDN'T THE ROSS GRANT AMOUNT BE ADDED TO THIS BUDGET?**

RESPONSE: YES, IT WILL BE ADDED.

- **CARRIAGE CIRCLE:** NO COMMENTS
- **WOODLAND HEIGHTS:** NO COMMENTS
- **LAKESIDE HOMES:** NO COMMENTS

PAGE 25 – SECTION 8 TENANT-BASED ASSISTANCE PAYMENT STANDARDS

The PHC raised it's payment standards to 110% which allow the Section 8 participants the ability to access additional housing which could not be accessed in the past because of the payment requirements. This increase will provide for additional housing options for low to moderate-income families of the PHC.

COMMENTS:

- **RESIDENT ADVISORY BOARD:**

1. IS THERE AN APPROXIMATE DOLLAR AMOUNT THAT CAN BE PAID FOR AN APPARTMENT AT CARRIAGE CIRCLE?

RESPONSE: THERE IS NO MAXIMUM AMOUNT.

2. IS IT CONTINUALLY 30% OF THE INCOME?

RESPONSE: THIS WOULD DEPEND ON THE FAMILY SIZE, THE INCOME OR THE PENSION.

3. I HEARD THAT SOME OF THE RENT BEING PAID BY RESIDENTS ARE AS HIGH AS \$800.00 PER MONTH.

RESPONSE: WE HAVE HAD RESIDENTS THAT HAVE PAID HIGHER RENT PAYMENTS AND IT DEPENDS ON THE INCOME FOR THAT HOUSEHOLD, FAMILY SIZE AND OTHER SOURCES OF INCOME.

- **CARRIAGE CIRCLE:** NO COMMENTS

- **WOODLAND HEIGHTS:**

1. DOES THIS EFFECT SOMEON LIVING IN PUBLIC HOUSING?

RESPONSE: NO

2. WILL THIS AFFECT THE RESIDENTS WHO ARE CURENTLY RECEIVING SECTION 8?

RESPONSE: IT WILL ASSIST THOSE PEOPLE WHO ARE NOW LOOKING AND THOSE WHO ARE NEW, COMING OFF OF THE SECTION 8 WAITING LIST.

- **LAKESIDE HOMES:** NO COMMENTS

PAGE 27 – HUD PROGRAMS UNDER PHA MANAGEMENT

The PHC's figures have changes this year primarily because a number of the families who have relocated from Lakeside Homes have moved to Section 8 housing. The PHC's initial application to HUD for the Family Self-Sufficiency Program was geared to address Section 8 residents. The Commission later applied to HUD to add public housing residents as participants in this program.

COMMENTS:

- **RESIDENT ADVISORY BOARD:** NO COMMENTS
- **CARRIAGE CIRCLE:** NO COMMENTS
- **WOODLAND HEIGHTS:** NO COMMENTS
- **LAKESIDE HOMES:** NO COMMENTS

PAGE 32 – DESIGNATION OF PUBLIC HOUSING FOR OCCUPANCY BY ELDERLY FAMILIES OR FAMILIES WITH DISABILITIES OR ELDERLY FAMILIES AND FAMILIES WITH DISABILITIES

The PHC received the designation of "Seniors Only" for the entire Woodland Heights mid-rise complex (197 units) in May 1988. In the fiscal year of this annual plan, the Commission will apply to HUD for the same designation for the entire number of units (234) Carriage Circle mid-rise complex.

COMMENTS:

- **RESIDENT ADVISORY BOARD:** NO COMMENTS
- **CARRIAGE CIRCLE:**
 1. WILL THE YOUNG PEOPLE WHO HAVE LIVED HERE AT CARRIAGE CIRCLE AND HAVE BEEN GOOD TENANTS NOW BE ASKED TO MOVE?
RESPONSE: NO, THEY WILL BE ALLOWED TO STAY. ALSO PERSONS THAT ARE HANDICAPPED REGARDLESS OF AGE WILL ALSO REMAIN ELIGIBLE FOR PUBLIC HOUSING.

- **WOODLAND HEIGHTS:** NO COMMENTS
- **LAKESIDE HOMES:** NO COMMENTS

PAGE 36 - SECTION 8 TENANT BASED ASSISTANCE HOMEOWNERSHIP PROGRAM

The PHC has future plans to administer a Section 8 Tenant Based Assistance Homeownership Program. The implementation of this program is currently underway. It is the intent of the Commission to limit the program participation to a size of 25 residents.

COMMENTS:

- **RESIDENT ADVISORY BOARD:** NO COMMENTS
- **CARRIAGE CIRCLE:** NO COMMENTS
- **WOODLAND HEIGHTS:** NO COMMENTS
- **LAKESIDE HOMES:**
 1. HOW MANY YEARS WILL A RESIDENT BE ALLOWED TO USE THE SECTION 8 ASSISTANCE TOWARDS A HOUSE PAYMENT IN THE HOMEOWNERSHIP PROGRAM?
RESPONSE: CURRENTLY, THE PHC IS STUDYING UP ON THIS PROGRAM. WE WILL GET BACK WITH YOU WITH A RESPONSE TO THIS QUESTION.

PAGE 37 & 38 – SECTION 8 SERVICES AND PROGRAMS

The services and programs chart speaks to the number of participants in the various Section 8 programs and how they are allocated. The numbers listed in the annual plan this year speak to the number of individuals participating in the program.

COMMENTS:

- **RESIDENT ADVISORY BOARD:** NO COMMENTS

- **CARRIAGE CIRCLE:** NO COMMENTS
- **WOODLAND HEIGHTS:** NO COMMENTS
- **LAKESIDE HOMES:**
 1. I THINK THAT OUR FSS COORDINATOR NEEDS TO BE MORE VISIBLE AT THE DEVELOPMENT. WILL YOU ASK HER TO ATTEND MORE OF OUR MEETINGS PLEASE?
RESPONSE: GENERALLY, OUR COORDINATOR WORKS WITH RESIDENTS ON A ONE ON ONE BASES AND WHILE SHE MAY NOT BE VISIBLE BY RESIDENTS AT SITE FUNCTIONS, SHE DOES MEET WITH THE PARTICIPANTS OF THE PROGRAM BOTH FROM PUBLIC HOUSING AND SECTION 8.

THERE WAS A BRIEF OVERVIEW OF OTHER AREAS WITHIN THE PLAN GIVEN. THERE WAS MENTION MADE TO THE FACT THAT NONE OF THAT INFORMATION CHANGED FROM WHAT WAS SUBMITTED TO HUD IN THE FIVE –YEAR PLAN SUBMISSION.

PUBLIC HOUSING DRUG ELIMINATION GRANT PROGRAM

The Public Housing Drug Elimination Program (PHDEP) is a HUD program designed to help public housing authorities in the control and prevention of drug use, drug trafficking and drug-related crime. Money from these grants is can be used for the following:

- Employment of security personnel and investigators;
- Reimbursement of local law enforcement agencies for additional security;
- Physical improvements to enhance security;
- Voluntary tenant patrols;
- Drug-prevention, intervention, and treatment programs; and
- Security and drug-prevention programs operated by resident management corporations, incorporated resident councils, and resident organizations.

The Pontiac Housing Commission’s PHDEP program consist of:

- (1) The hiring of a Resident Security Patrol (RAP),
- (2) The hiring of a staff person (Coordinator) to administer an activity entitled Resident Empowerment Services and Programs offered On-Site through Networking and Supportive Enforcement (R.E.S.P.O.N.S.E.); and

(3) The employment of an independent evaluator who insures that reports and prepared and reported in a timely fashion.

COMMENTS:

- **RESIDENT ADVISORY BOARD:** NO COMMENTS
- **CARRIAGE CIRCLE:** NO COMMENTS
- **WOODLAND HEIGHTS:** NO COMMENTS
- **LAKESIDE HOMES:** NO COMMENTS

• **OTHER:**

1. WHAT IS THE REASON FOR THE MINI –STATIONS BEING PLACED IN WOODLAND HEIGHTS AND CARRIAGE CIRCLE?

RESPONSE: THE MULTI-HOUSING ENFORCEMENT TEAM WILL HAVE OFFICES NOT MINI-STATIONS. THEIR ROLE ON SITE IS NOT TO PATROL BUT TO PARTICIPANT IN ACTIVITES SUCH AS THE ONGOING DEVELOPMENT OF THE RESIDENT PATROLS AND FLOOR CAPTAINS PROGRAMS.

**Maintenance and Modernization
Narrative for the Annual Plan**

Additional Comments:

- (A) The conceptual estimate for the proposed sunroom is base upon a 1200 SF (30 FT X 40 FT), which would consist of slab on grade and foundation, steel framing and corrugated roof deck, built-up roof system roof sumps, aluminum storefront (three sides) with exit door, metal siding fascia, new heating ventilating and air conditioning, power and lighting, fire protection system, gypsum board ceiling, and carpet floor.

The subtotal estimated cost is \$129,700. The general condition cost is \$19,500. The estimated total cost is \$149,200.

- (B) Our conceptual estimate for the proposed warehouse is based upon a 2500 SF (50 FT X 50 FT), which would consist of slab on grade and foundation, steel framing and corrugated roof deck, built-up roof system and roof sumps, brick/painted block masonry exterior walls, (1) overhead door, (1) exit door, (2) single occupancy toilet rooms, gypsum board walls and ceiling, painted, vinyl tile floor, (2) gypsum board partition offices, painted, vinyl tile floor, acoustical lay-in ceiling, heating only, power and lighting, fire protection system, and concrete floor sealer

The subtotal estimated cost is \$217,300. The general condition cost is \$32,600. The estimated total cost is \$249,900, with a figure of 15% contingency.

COMMUNITY SERVICE POLICY

Section 512 of the Quality Housing and Work Responsibility Act of 1998, which amends Section of the Housing Act of 1937, establishes a new requirement for non-exempt residents of public housing to contribute eight (8) hours of community service each month or to participate in a self-sufficiency program for eight (8) hours each month. Community service is a service for which individuals are not paid. The Pontiac Housing Commission (PHC) believes that the community service requirement should not be perceived by the resident to be a demeaning activity, but rather to be a rewarding activity that will benefit both the resident and the community. Community service offers public housing residents an opportunity to contribute to the communities that support them.

In order to effectively implement this new requirement, the PHC establishes the following Policy.

A. Community Service

The PHC will provide residents identified as required to participate in community service a variety of voluntary activities and locations where the activities can be performed. The activities may include, but are not limited to:

- Improving the physical environment of the resident's developments
- Selected office related services in the development or administrative offices;
- Volunteer services in local schools, day care centers, hospital, nursing homes, youth or senior organizations, drug/alcohol treatment centers, recreation centers, etc;
- Neighborhood group special projects;
- Self-improvement activities such as household budget credit counseling, English proficiency, GED classes or other educational activities;
- Tutoring elementary or high school age residents; and
- Serving in onsite computer training centers.
- Voluntary political activities are prohibited.

B. Program Administration

The PHC may administer its own community service program in conjunction with the formation of cooperative relationships with other community based entities such as TANF, social services agencies or other organizations which have as their goal the improvement and advancement of disadvantaged families. The PHC may seek to contract its community service program out to a third party.

In conjunction with its own or partnership program, the PHC will provide reasonable accommodations for accessibility to persons with disabilities. The PHC may directly supervise community service activities and may develop and provide a directory of opportunities from which residents may select. When services are provided through partnering agencies, the PHC will confirm the resident's participation.

The PHC will assure that the service is not labor that would normally be performed by PHC employees responsible for the essential maintenance and property services.

C. Self Sufficiency

The PHC will inform residents that participation in self-sufficiency activities for eight (8) hours each month can satisfy the community service requirement and encourage non-exempt residents to select such activities to satisfy the requirement. Such activities can include, but are not limited to:

- Apprenticeships and job readiness training;
- Substance abuse and mental health counseling; treatment;
- English proficiency, GED, adult education, junior college or other formal education; household budgeting and credit counseling;
- Small business training.
- The PHC may sponsor its own economic self-sufficiency program or coordinate with local social services, volunteer organizations and TANF agencies.

D. Geographic Location

The PHC recognizes that the intent of this requirement is to have residents provide service to their own communities, either in the PHC's developments or in the broader communities in which the PHC operates.

E. Exemptions

In accordance with provisions in the Act, the PHC will exempt from participation in community service requirements the following groups:

- Adults who are 62 years of age or older;
- Persons engaged in work activities as defined under Social Security (fulltime or part-time. time employment);
- Participants in a welfare to work program;
- Persons receiving assistance from and in compliance with State programs funded under Title IV of the Social Security Act; and
- The disabled but only to the extent that the disability makes the person "unable to comply" with the community service requirements.

The PHC will determine, at the next regularly scheduled reexamination, the status of each household member eighteen (18) years of age or older with respect to the requirement to participate in community service activities. The PHC will use the PHC Family Community Service Monthly Time Sheet" to document resident eligibility and the hours of community service. A record for each adult will be established and community service placement selections made. Each non-exempt household member will be provided with forms to be completed by a representative of the service or economic self-sufficiency activity verifying the hours of volunteer service conducted each month.

The PHC will also assure that procedures are in place, which provide the resident the opportunity to change status with respect to the community service requirement. Such changes include, but are not limited to:

- Going from unemployment to employment;
- Entering a job training program;
- Entering an educational program, which exceeds eight (8) hours monthly.
- All exemptions to the community service requirement will be verified and documented in the resident file. Required verifications may include, but not be limited to:
 - Third-party verification of employment, enrollment in a training or education program welfare to work program or other economic self-sufficiency activities;
 - Birth certificates to verify age 62 or older; or
 - If appropriate, verification of disability limitations.

F. Cooperative Relationships with Welfare Agencies

The PHC may initiate cooperative relationships with local service agencies that provide assistance to its families to facilitate information exchange, expansion of community service/self-sufficiency program options and aid in the coordination of those activities

G. Lease Requirements and Documentation

The PHC's lease has a twelve (12)-month term and is automatically renewable except for non-compliance with the community service requirement. The lease also provides for termination and eviction of the entire household for such noncompliance. The lease provisions will be implemented for current residents at the next regularly scheduled reexamination on or after January 1, 2001, and for all new residents effective October 1st. The PHC will not renew or extend the lease if the household contains a nonexempt member who has failed to comply with the community service requirement. Documentation of compliance or non-compliance will be placed in each resident file.

H. Noncompliance

If the PHC determines that a resident who is not an exempt individual has not complied with the community service requirement, the PHC must notify the resident

- Of the noncompliance;
- That the determination is subject to the PHC administrative grievance procedure;
- That unless the resident enters into an agreement under paragraph 4 of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the non-compliant adult moves from the unit, the lease may be renewed;
- That before the expiration of the Lease term, the PHC must offer the resident an opportunity to cure the non-compliance during the next twelve (12)-month period; such a "cure" includes a written agreement by the non-complaint adult to complete as many additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12). Month term of the lease.

Other non-compliance

1. That the determination is subject to the PHC administrative grievance procedure;
2. That unless the resident enters into an agreement under paragraph 4. Of this section, the lease of the family of which the non-compliant adult is a member may not be renewed. However, if the non-compliant adult moves from the unit, the lease may be renewed;
3. That before the expiration of the Lease term, the PHC must offer the resident an opportunity to cure the non-compliance during the next twelve (12)-month period. Such a cure includes a written agreement by the non-complaint adult to complete as many additional hours of community service or economic selfsufficiency activity needed to make up the total number of hours required over the twelve (12)month term of the lease.