

PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006
Annual Plan for Fiscal Year 2002

Flint Housing Commission

**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: Flint Housing Commission

PHA Number: MI009

PHA Fiscal Year Beginning: 07/2001

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)

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 quality, accessible, visitable, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

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

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

- PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: NONE

**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.

April 13, 2001

Dear Board of Commissioners:

It is my pleasure to present for your consideration the Flint Housing Commission's (FHC'S) FY 2002 Plan.

Due to the late submission of our previous plan whose period began on July 1, 2000, the current plan is very similar. The major difference is the change in the deconcentration requirement and the updated Capital Fund Five Year Plan. The key highlights of this plan are the following:

- Annual Plan.** Also now required under QWHRA, housing authorities must prepare annual housing plans for their public housing and Section 8 existing programs. This document includes these plans as well as a Five-year Annual Plan that is also now required of all public housing authorities (PHAs).
- Agency Reorganization.** We continue the process that began in Fiscal year 2001. Our agency is currently restructuring its operations in order to reduce costs and increase customer responsiveness. These efforts will continue in concert with the members of the

technical assistance team from the Troubled Agency Recovery Center (TARC) in Cleveland, Ohio.

- **Updating Policies-New Agency Policies.** Changes in regulations, restructuring and recommendations from the TARC will require further updating all of the agency's policies this fiscal year, including: Admissions and Continuing Occupancy Policy, FHC Lease Agreement, Procurement and the Section 8 Administrative Plan. The Personnel, Financial, Maintenance, Information Systems policies will have to be officially adopted by the Board or created.
- **Consolidate Financial Reporting.** In accordance with HUD's new guidance requiring the conversion to Generally Accepted Accounting Practices (GAPP), our financial statements have been reformatted.
- **Asset Management.** Our goal is to begin the process of replacing isolated, obsolete, non-accessible family housing. The FHC will continue to seek approval of a demolition/disposition application for the Atherton East Complex. The options being considered are partial or total demolition, selling the complex to the residents, or selling in the private market. Partial demolition would also involve revitalization of the remainder of the complex. A Hope VI Revitalization and Demolition Application will be submitted for Riverpark. The FHC has partnered with the local Legal Services Corporation and the to revitalize not only the complex, but the surrounding neighborhood, using the Hope VI project as an anchor.

Five Year Plan Objectives

Our Five Year Plan (2001-2005) listed four major objectives, shown in the accompanying table. This FY 2002 Budget/Annual Plan is in keeping with these long-term objectives.

- Increase the availability of decent, safe, and affordable Housing.
- Improve community quality of life and economic vitality.
- Promote self-sufficiency and asset development of families and individuals.
- Ensure Equal Opportunity in Housing for all Americans.

I look forward to working with you in the upcoming year in implementing this plan.

Sincerely,

Christopher Gill,
Interim Executive Director

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- A Admissions Policy for Deconcentration
- B FY 2001 Capital Fund Program Annual Statement
- C 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
- B. FY 2001 Capital Fund Program 5 Year Action Plan
- D. Public Housing Drug Elimination Program (PHDEP) Plan

- Comments of Resident Advisory Board: N/A Board submitted no comments.
- Other (List below, providing each attachment name)
 - E. Resident Advisory Board List
 - F. Pet Policy
 - G. Section 8 Minimum Rent Policy, Section 6-3
 - H. Community Service
 - I. Comprehensive Grant and Capital Fund Grant Performance and Evaluation Reports for year ending 12-31-00

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
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	programs/plans	Homeownership
	Policies governing any Section 8 Homeownership program <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
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
x	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	10846	5	4	4	5	5	5
Income >30% but <=50% of AMI	3688	5	4	4	5	5	5
Income >50% but <80% of AMI	2638	4	4	4	5	4	5
Elderly	2381	4	3	3	4	3	5
Families with Disabilities	19350	4	4	4	5	4	5
White/non-hisp.	9695	N/A	N/A	N/A	N/A	N/A	N/A
Black/non-hisp	10714	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	429	N/A	N/A	N/A	N/A	N/A	N/A
All	21068	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset 1990
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: Disability Network, 2000

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 checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	297		560
Extremely low income <=30% AMI	N/A	N/A	
Very low income (>30% but <=50% AMI)	N/A	N/A	
Low income (>50% but <80% AMI)	N/A	N/A	
Families with children	208	70	
Elderly families	89	30	
Families with Disabilities	60	20.2	
Black/Non-hisp	263	88.55	
White/ Non-Hisp	30	10.10	
Other	4	1.35	
Race/ethnicity			

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	89	29.96	N/A
2 BR	107	36.02	N/A
3 BR	78	26.26	N/A
4 BR	23	7.76	N/A
5 BR	0	0	N/A
5+ BR	0	0	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	313		72
Extremely low income <=30% AMI	18	5.75	
Very low income (>30% but <=50% AMI)	32	10.25	
Low income (>50% but <80% AMI)	263	84	
Families with children	305	97.5	
Elderly families	8	2.5	
Families with	42	13.5	

Housing Needs of Families on the Waiting List			
Disabilities			
Race/ethnicity	301	96.2	
Race/ethnicity	8	2.55	
Race/ethnicity	3	.95	
Race/ethnicity	1	.3	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 54			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	2,239,297	
b) Public Housing Capital Fund	2,407,163	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,286,429	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	286,070	
g) Resident Opportunity and Self-Sufficiency Grants	57,000	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	1,396,800	
Excess utilities, interest, charges		
Capital Fund	509,960	
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	8,672,759	

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: (90 days)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

Component 3, (6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

B. Section 8

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

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other : landlord reference

(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: Disabled applicants having difficulty finding a unit or applicant having difficulty finding a unit due to market conditions.

(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.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

- The PHA applies preferences within income tiers

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
 Briefing sessions and written materials
 Other (list below)

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

- Through published notices
 Other : News media

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:

Exceptions to Minimum Rent: The FHC will immediately grant the minimum rent exception to all families who request it. The Minimum Rent will be suspended until the FHC determines whether the hardship is 1) Covered by statute 2) Temporary or long term. If the FHC determines that the minimum rent is not covered by statute, the FHC will impose a minimum rent including payment for minimum rent from the time of suspension. The FHC will use its standard verification procedures to verify circumstances that have resulted in financial hardship, such as loss of employment, death in the family, etc.

A. MINIMUM RENT

The minimum rent for this FHC is **\$25.00**. The minimum rent refers to a minimum total tenant payment and not a minimum tenant rent.

The Total Tenant Payment is the greater of:

30% of the adjusted monthly income

10% of the monthly income

The Minimum rent as established by the FHC

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

*** The FHC recognizes that in some instances even the minimum rent may create a financial hardship for families. The FHC will review all relevant circumstances brought to the FHC's attention regarding financial hardship as it applies to minimum rent. The following section states the FHC's procedures and policies in regard to minimum rent financial hardship as set forth by the QHWRA.**

FHC Procedures for Notification to Families of Hardship Exceptions

The FHC will notify all participant families subject to a minimum rent of their right to request a minimum rent hardship exception under the law.

*** The FHC will notify all families at the annual recertification appointment of their right to request a minimum rent hardship exception.**

*** The FHC will notify all families at time of leaseup of their right to request a minimum rent hardship exception.**

*** The Senior Manager will document in the family's file that the family has been notified of their right to request a minimum rent hardship exception.**

The FHC notification will advise the family that hardship exception determinations are subject to FHC grievance procedures.

The FHC will review all tenant requests for exception from the minimum rent due to financial hardships.

*** All requests for minimum rent exception are required to be in writing.**

*** Requests for minimum rent exception will be accepted by the FHC from the family in writing.**

*** Requests for minimum rent exception must state the family circumstances that qualify the family for an exception.**

Exceptions to Minimum Rent

The FHC will immediately grant the minimum rent exception to all families who request it.

The Minimum Rent will be suspended until the FHC determines whether the hardship is:

Covered by statute

Temporary or long term

If the FHC determines that the minimum rent is not covered by statute, the FHC will impose a minimum rent including payment for minimum rent from the time of suspension.

***The FHC will use its standard verification procedures to verify circumstances which have resulted in financial hardship, such as loss of employment, death in the family, etc.**

HUD Criteria for Hardship Exception

In order for a family to qualify for a hardship exception the family's circumstances must fall into one of the following criteria:

The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance;

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

The income of the family has decreased because of changed circumstances, including:

Loss of employment

Death in the family

Other circumstances as determined by the FHC or HUD

Temporary Hardship

If the FHC determines that the hardship is temporary, a minimum rent will be imposed, including back payment from time of suspension, but the family will not be evicted for nonpayment of rent during the 90 day period commencing on the date of the family's request for exemption.

The FHC defines temporary as **less than 90 days**.

Repayment Agreements for Temporary Hardship

The FHC will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period.

*** If the family owes the FHC money for rent arrears incurred during the minimum rent period, the FHC will calculate the total amount owed and divide it by 12 to arrive at a reasonable payment increment that will be added to the family's regular monthly rent payment provided that the minimum payment over \$25.00. The family will be required to pay the increased amount until the arrears are paid in full.**

*** Minimum rent arrears that are less than \$25.00 will be required to be paid in full the first month following the end of the minimum rent period.**

*** The minimum monthly amount for a repayment agreement incurred for minimum rent arrears is \$25.00.**

*** The FHC will not enter into a repayment agreement that will take more than 12 months to pay off.**

***If the family goes into default on the repayment agreement for back rent incurred during a minimum rent period, the FHC will reevaluate the family's ability to pay the increased rent amount and:**

Determine whether the family has the means to meet the obligation and, if so determined, initiate eviction proceedings for nonpayment of rent; or.

Determine that the repayment agreement is a financial hardship to the family and if so restructure the existing repayment agreement.

The FHC's policies regarding repayment agreements are further discussed in the chapter entitled "Family Debts to the FHC."

Retroactive Determination

The FHC will reimburse the family for minimum rent charges which took effect after October 21, 1998 that qualified for one of the mandatory exceptions.

*** If the family is owed a retroactive payment, the FHC will offset the family's future rent payments by the amount in which the FHC owes the family.**

*** The FHC will not provide a cash refund for amounts owed to the family which are less than \$25.00 unless it is found during the move out process that the family has a credit after charges have been assessed.**

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 : Used HUD FMR.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

Other (list below)

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

Annually

Other (list below)

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

Success rates of assisted families

Rent burdens of assisted families

Other (list below)

(2) Minimum Rent

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

\$0

\$1-\$25

\$26-\$50

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

Refer to Attachment G

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: The Flint Housing Commission is governed by a 5 member Board of Directors who are appointed by the Mayor of the City of Flint. The chief executive of the Commission is the Executive Director, who is responsible for the day-to-day operations of the Commission. The Deputy Director serves at the pleasure of the Executive Director and runs the day-to-day operations. The

Section 8 Coordinator and the Human Resources/Resident Services Director, complete the administrative staff. The other departments are Modernization and Maintenance. Both heads of these departments and the Human Resources Director report to the Executive Director. The Accounting Supervisor, Section 8 Coordinator, Sr. Housing Manager, Manager Information Systems and Security report directly to the Deputy. All non-administrative staff except the Manager Information Systems and Security are represented by a bargaining unit.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning 01/07/01	Expected Turnover
Public Housing	768	180
Section 8 Vouchers	282	59
Section 8 Certificates	688	13
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	768	N/A
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (Maintenance Plan)

(2) Section 8 Management: (Administrative 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 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: Grievance procedure was amended to exclude changes to federal requirements.

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below: Grievance procedure was amended to exclude changes to federal requirements.

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (f)

-or-

- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

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

- 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: River Park, as part of HOPE VI

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Atherton East 1b. Development (project) number: MI28009003
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (06/15/02)
5. Number of units affected: 182
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: October 1, 2002 b. Projected end date of activity: September 30, 2003

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Richert Manor 1b. Development (project) number: MI28009001
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(06/15/02)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 132 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name:	Centerview Apartments
1b. Development (project) number:	MI28009006
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(06/15/02)</u>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	90
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name:	Mince Manor
1b. Development (project) number:	MI28009011
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(06/15/02)</u>
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	110
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Designation of Public Housing Activity Description	
1a. Development name: Kenneth Simmons Square	
1b. Development (project) number: MI28009015	
2. Designation type:	
Occupancy by only the elderly <input checked="" type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA's Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input checked="" type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(06/15/02)</u>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 130	
7. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units	

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.)

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive

services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self

Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>EDSS (Daycare)</i>	25	Open enrollment	<i>River Park</i>	<i>Public housing</i>
FSS Coordinator	25	Waiting list	Main Office	Section 8
Computer resource center	50	Open enrollment	River Park	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	0
Section 8	25	0

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

If no, list steps the PHA will take below: The Flint Housing Commission applied for and was awarded a FSS Coordinator Grant. The Coordinator has recently been hired and has been charged with bringing the Commission into compliance within the calendar year.

C. Welfare Benefit Reductions

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

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

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

Refer to Attachment H

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

2. What information or data did the PHA use 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) Reports by Flint Housing Commission Security.

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

Atherton East, River Park, Richert Manor, Kenneth Simmons Square

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)

River Park, Atherton East, Aldridge Place, Howard Estates, Kenneth Simmons Square

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)

1. Which developments are most affected? (list below)
All

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. Refer to Attachment D

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Refer to Attachment F

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes No: Were there any findings as the result of that audit?

4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? 4
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?
-The due date for a response to HUD for the PHA fiscal year-end 6/30/1998 is April 5, 2001.
-The due date for a response to HUD for the PHA fiscal year-end 6/30/1999 is also April 5, 2001.

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

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

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

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (City of Flint)

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

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

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

D. Other Information Required by HUD

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

Attachments

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

- A. Admissions Policy for Deconcentration
- B. FY 2001 Capital Fund Program Annual Statement and Capital Fund 5 yr. plan
- C. Most recent board-approved operating budget
- D. PHDEP Plan
- E. Resident Advisory Board List
- F. Pet Policy
- G. Section 8 Minimum Rent Policy, Section 6.3
- H. Community Service Policy

Chapter 10
PET POLICY
[24 CFR 5.309]

INTRODUCTION

FHCs have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains the FHC's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this FHC to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the FHC.

The purpose of this policy is to establish the FHC's policy and procedures for ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Residents will comply with the dwelling lease, which requires that no animals or pets of any kind are permitted on the premises without prior written approval of the FHC. This does not apply to animals that are used to assist persons with disabilities.

*** Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.**

ANIMALS THAT ASSIST PERSONS WITH DISABILITIES

Pet rules will not be applied to animals who assist persons with disabilities.

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability

A. MANAGEMENT APPROVAL OF PETS

All pets must be approved in advance by the FHC management.

The pet owner must submit and enter into a Pet Agreement with the FHC.

Registration of Pets

Pets must be registered with the FHC before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

*** Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.**

*** Dogs and cats must be spayed or neutered.**

*** Execution of a Pet Agreement with the FHC stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.**

*** Registration must be renewed and will be coordinated with the annual recertification date.**

*** Approval for the keeping of a pet shall not be extended pending the completion of these requirements.**

Refusal To Register Pets

The FHC may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the FHC refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The FHC will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The FHC reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the FHC and agree to abide by all of the pet rules in writing.

B. STANDARDS FOR PETS

*** If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.**

Pet rules will not be applied to animals who assist persons with disabilities.

Persons With Disabilities

To be excluded from the pet policy, the resident/pet owner must certify:

- * That there is a person with disabilities in the household;**
- * That the animal has been trained to assist with the specified disability; and**
- * That the animal actually assists the person with the disability.**

Types of Pets Allowed

No types of pets other than the following may be kept by a resident.

*** Tenants are not permitted to have more than one *type* of pet.**

1. Dogs

*** Maximum number: 1**

*** Maximum adult weight: 25 pounds**

*** Maximum adult length: 18 inches**

*** Must be housebroken**

*** Must be spayed or neutered**

*** Must have all required inoculations**

*** Must be licensed as specified now or in the future by State law and local ordinance**

2. Cats

* **Maximum number: 1**

* **Must be declawed**

* **Must be spayed or neutered**

* **Must have all required inoculations**

* **Must be trained to use a litter box or other waste receptacle**

* **Must be licensed as specified now or in the future by State law or local ordinance**

3. Birds

* **Maximum number: 2**

* **Must be enclosed in a cage at all times**

4. Fish

Maximum aquarium size: **30 gallons**

* **Must be maintained on an approved stand**

5. Turtles

Maximum number: **1**

* **Must be enclosed in an acceptable cage or container at all times.**

C. PETS TEMPORARILY ON THE PREMISES

- * **Pets which are not owned by a tenant will not be allowed.**
- * **Residents are prohibited from feeding or harboring stray animals.**
- * **This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the FHC.**
- * **State or local laws governing pets temporarily in dwelling accommodations shall prevail.**

* **D. DESIGNATION OF PET/NO-PET AREAS**

- * **The following areas are designated no-pet areas:**

**Lobbies, Community Rooms, Laundry Rooms, other indoor Common Areas,
Kitchens**

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

- * Tenants with animals must pay a pet deposit.**
- * The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.**
- * An initial payment of one half total tenant payment on or prior to the date the pet is properly registered and brought into the apartment, and;**
- * The FHC reserves the right to change or increase the required deposit by amendment to these rules.**
- * The FHC will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.**
- * The FHC will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.**
- * The FHC will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees with the amount charged to the pet deposit, the FHC will provide a meeting to discuss the charges.**

*** All reasonable expenses incurred by the FHC as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:**

The cost of repairs and replacements to the resident's dwelling unit;

Fumigation of the dwelling unit;

Common areas of the project.

A separate charge of \$50.00 will be assessed to any pet that is found unattended/without leash.

*** Pet Deposits are not a part of rent payable by the resident.**

F. ALTERATIONS TO UNIT

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

G. PET WASTE REMOVAL CHARGE

*** A separate pet waste removal charge of \$50.00 per occurrence will be assessed against the resident for violations of the pet policy.**

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

*** All reasonable expenses incurred by the FHC as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:**

*** The cost of repairs and replacements to the dwelling unit;**

*** Fumigation of the dwelling unit.**

*** If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.**

*** If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit.**

*** The pet deposit will be refunded when the resident moves out or no longer has a pet on the premises, whichever occurs first.**

*** The expense of flea deinfestation shall be the responsibility of the resident.**

*** H. PET AREA RESTRICTIONS**

*** Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash (4ft or less) or carried and under the control of the resident or other responsible individual at all times.**

*** Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.**

*** An area of the development grounds has been designated as the area in which to exercise animals and to permit dogs to relieve themselves of bodily wastes.**

*** Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.**

*** I. NOISE**

*** Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.**

*** J. CLEANLINESS REQUIREMENTS**

*** Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.**

*** Litter shall not be disposed of by being flushed through a toilet.**

*** Litter boxes shall be stored inside the resident's dwelling unit.**

*** Removal of Waste From Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin.**

*** The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.**

*** K. PET CARE**

*** No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 10 hours.**

*** All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.**

*** Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.**

L. RESPONSIBLE PARTIES

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

*** M. INSPECTIONS**

*** The FHC may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.**

*** The FHC may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.**

*** N. PET RULE VIOLATION NOTICE**

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) which were violated. The notice will also state:

That the resident/pet owner has 5 calendar days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

*** If the pet owner requests a meeting within the 5 day period, the meeting will be scheduled no later than 10 calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.**

*** O. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the FHC are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the FHC, the FHC may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the FHC's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within **5 calendar** days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

*** P. TERMINATION OF TENANCY**

The FHC may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

*** Q. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. Includes pets who are poorly cared for or have been left unattended for over **10** hours.

If the responsible party is unwilling or unable to care for the pet, or if the FHC after reasonable efforts cannot contact the responsible party, the FHC may contact the appropriate State or local agency and request the removal of the pet.

*** If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.**

*** R. EMERGENCIES**

The FHC will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

* If it is necessary for the FHC to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506			Grant Type and Number Capital Fund Program MI28P009 Capital Fund Program Grant No: MI28P00950201 Replacement Housing Factor Grant No:		2001
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	248,689			
3	1408 Management Improvements Soft Costs	481,400			
	Management Improvements Hard Costs				
4	1410 Administration	240,700			
5	1411 Audit	700			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	95,390			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	464,975			
10	1460 Dwelling Structures	806,500			
11	1465.1 Dwelling Equipment—Nonexpendable	48,390			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	69,108			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number Capital Fund Program MI28P009 Capital Fund Program Grant No: MI28P00950201 Replacement Housing Factor Grant No:	2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines.....)	2,455,852			
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	0			
	Amount of line XX Related to Security –Soft Costs	370,300			
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number Capital Fund Program MI28P009 Capital Fund Program Grant No: MI28P00950201 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
MI28P009-004	Paint Interiors		1460	50%	25,000			
Garland/Chase	Replace Carpeting-Units		1460	50%	22,000			
	Replace Hallway Carpeting		1460	50%	25,000			
	Baths-Renovation-Bldg 820		1460	50%	80,000			
	Roof- 820 Bldg		1460	1	60,000			
	Appliances		1465	50%	16,000			
	Air Conditioners		1465	50%	22,000			
	Sidewalks		1450	100%	20,000			
	Replace Flooring		1460	50%	15,000			
	Replace Interior Doors		1460	10%	10,000			
	Replace Kitchen Cabinets		1460	10%	12,500			
	Total				307,500			
MI28P009-006	Sidewalks		1450	100%	20,000			
Centerview Apts	Landscaping/Remove Trees		1450	100%	20,000			
	Paint Hallways		1460	100%	35,000			
	Total				75,000			
MI28P009-007	Sidewalks		1450	100%	20,000			
Forest Park Apts	Replace Air Conditioners		1465	100%	16,000			
	Total				36,000			

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

PHA Name: Flint Housing Commission 3820 Richfield Road, Flint MI		Grant Type and Number Capital Fund Program MI28P009 Capital Fund Program Grant No: MI28P00950201 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
MI28P009-010	Kitchen Cabinets		1460	20%	60,000			
Scattered Sites	Replace Floors		1460	20%	50,000			
	Replace/Repair Windows		1460	20%	6,000			
	Paint Interiors		1460	20%	31,000			
	Replace Interior Doors		1460	20%	13,000			
	Replace Storm Doors		1460	25%	16,000			
	Furnaces		1460	10%	10,000			
	Fencing		1450	40%	30,000			
	Repair Siding		1450	25%	15,000			
	Replace Porches		1450	25%	30,000			
	Replace Sidewalks/Driveways		1450	35%	60,000			
	Appliances		1465	10%	10,390			
	Total				331,390			
MI28P009-014	Storm Doors		1460	100%	50,000			
Aldridge Place	New Parking Lot		1450	1	75,000			
	Replace Floors		1460	10%	20,000			
	Windows		1460	20%	5,000			
	Renovate 2-Fire Units		1460	2	20,000			
	Repave Basketball Court		1450	1	5,000			

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

PHA Name: Flint Housing Commission 3820 Richfield Rd, Flint, MI		Grant Type and Number Capital Fund Program MI28P009 Capital Fund Program Grant No: MI28P00950201 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
Aldridge-Cont.	Fence Back Patios		1450	100%	50,000			
	Paint Interiors		1460	50%	55,000			
	Landscaping		1450	50%	50,000			
	Total				330,000			
MI28P009-015	Paint Hallways		1460	50%	50,000			
KMS Square	Carpets-Units		1460	10%	15,000			
	Renovate- 3-Fire Units		1460	3	15,000			
	Take out Cement Partitions-Parking		1450	100%	50,000			
	Paint Community Room		1460	100%	10,000			
	Sidewalks		1450	50%	19,975			
	Replace Hallway Carpet		1460	100%	80,000			
	Total				239,975			
Operating Fund	Operating Fund		1406		248,689			
Management	Security		1408		350,300			
Improvements	Resident Initiatives		1408		10,000			
	Drug Elimination Coord. & Staff		1408		95,000			
	Applicant Screening		1408		1,100			

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

PHA Name: Flint Housing Commission 3820 Richfield Rd., Flint, MI		Grant Type and Number Capital Fund Program MI28P009 Capital Fund Program Grant No: MI28P00950201 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
Management	Commissioner's Training		1408		10,000			
Improvements	Staff/Maintenance Training		1408		15,000			
Continued	Total				481,400			
Administrative	Modernization Coord. & Staff		1410		240,700			
Audit	Audit		1411		700			
Non-Dwelling	Office Furniture/Equipment		1475		14,700			
Equipment	Computer Hardware		1475		25,000			
	Maintenance Equipment		1475		29,408			
	Total				69,108			
A/E Fees	9-4 Garland		1430		21,525			
	9-6 Centerview		1430		5,250			
	9-7 Forest Park		1430		2,520			
	9-10 Scattered Sites		1430		23,197			
	9-14 Aldridge Place		1430		23,100			
	9-15 KMS Square		1430		16,798			
	Reimbursables		1430		3,000			
	Total				95,390			

Part I: Summary

**Capital Fund Program
Five-Year Action Plan**

PHA Name Flint Housing
Commission

xOriginal 5-Year Plan

Revision No:

Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 6/30/02	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 6/30/03	Work Statement for Year 4 FFY Grant:2004 PHA FY: 6/30/04	Work Statement for Year 5 FFY Grant:2005 PHA FY: 6/30/05
	Annual Statement				
MI28P009-001		482,620	394,000	0	65,000
MI28P009-002		0	0	90,000	60,000
MI28P009-003		0	0	0	0
MI28P009-004		142,000	143,000	142,000	70,000
MI28P009-005		0	85,000	155,000	100,000
MI28P009-006		191,000	303,000	76,000	75,000
Total CFP Funds (Est.)					
Total Replacement Housing Factor Funds					

Part I: Summary

**Capital Fund Program
Five-Year Action Plan**

PHA Name Flint Housing
Commission

Original 5-Year Plan

Revision No:

Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 6/30/02	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 6/30/03	Work Statement for Year 4 FFY Grant:2004 PHA FY: 6/30/04	Work Statement for Year 5 FFY Grant:2005 PHA FY: 6/30/05
	Annual Statement				
MI28P009-007		75,000	10,000	0	0
MI28P009-008		171,000	0	90,000	235,000
MI28P009-010		181,500	0	90,000	235,000
MI28P009-011		0	369,000	0	0
MI28P009-014		94,000	0	225,000	300,000
MI28P009-015		0	0	470,000	68,000
Total CFP Funds (Est.)		1,337,120	1,304,000	1,338,000	1,178,000
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>2</u> ____ FFY Grant: 2002 PHA FY: 2002			Activities for Year: <u>3</u> ____ FFY Grant: 2003 PHA FY: 2003		
SEE	MI28P009-001	Kitchen Cabinets	10,000	MI28P009-001	Seal/Stripe Prkg Lot	6,000
ANNUAL	Richert Manor	Bathroom Renovate	15,000	Richert Manor	Fire Alarm System	250,000
STATE-		A/C and sleeves	160,000		Auto Door Opener	20,000
MENT		Bldg Sealant/Clean	200,000		ADA Door Hardware	48,000
		Replace Carpet-units	15,000		Door Card System	25,000
		Paint Interiors	77,620		Hallway Carpet	20,000
		Appliances	5,000		Paint Hallways	15,000
	MI28P009-004	Kitchen Cabinets	60,000		Replace Carpet-units	10,000
	Garland/Chase	Interior Doors	20,000	MI28P009-004	Anti-Scald Valves	22,000
		Carpet-Units	10,000	Garland/Chase	Seal/Strip Prkg Lot	6,000
		Windows	2,000		Clean Bldg/Sealant	100,000
		Clean Bldg/Sealant	50,000		Air Conditioners	10,000
					Replace Carpet-units	5,000

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

Activities for Year 1	Activities for Year : <u>2</u> cont. ____ FFY Grant: 2002 PHA FY: 2002			Activities for Year: <u>3</u> cont. ____ FFY Grant: 2003 PHA FY: 2003		
SEE	MI28P009-006	Kitchen Cabinets	40,000	MI28P009-005	Range Hoods	10,000
ANNUAL	Centerview Apts	Bathroom Renovate	40,000	River Park Apts	Kitchen Cabinets	20,000
STATE-		Flooring/Carpets	16,000		Interior Painting	20,000
MENT		Clean Bldg/Sealant	50,000		Interior Doors	5,000
		Paint Interiors	40,000		Windows	5,000
		Appliances	5,000		Floors	20,000
	MI28P009-007	Bathroom Renovate	20,000		Landscaping	5,000
	Forest Park Apts	Clean Bldg/Sealant	50,000	MI28P009-006	Anti-Scald Valves	45,000

		Appliances	5,000	Centerview Apts	Repair Hallways	50,000
	MI28P009-008	Porches	40,000		Auto Front Doors	20,000
	Scattered Sites	Roofs	30,000		Card Security System	25,000
		Sidewalks/Drives	50,000		Clean Bldg/Sealant	150,000
		Landscaping	20,000		Drinking Fountain	1,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : __2cont__ FFY Grant: 2002 PHA FY: 2002			Activities for Year: _3 cont._ FFY Grant: 2003 PHA FY: 2003		
	MI28P009-008cont	Storm Doors	10,000	MI28P009-006 cont.	Landscaping	5,000
		Basement Windows	5,000		Carpet- Units	7,000
		Appliances	16,000	MI28P009-007	Anti-Scald Valves	10,000
	MI28P009-010	Sidewalks/Drives	55,000	Forest Park Apts.		
	Scattered Sites	Landscaping	20,000	MI28P009-011	Anti-Scald Valves	55,000
		Paint Interiors	20,000	Mince Manor	New Exit Signs	1,500
		Kitchen Cabinets	15,000		Repair Hallways	60,000
		Interior Doors	9,500		Clean Bldg/Sealant	109,000
		Fences	30,000		ADA Door Hardware	42,500
		Storm Doors	10,000		Drinking Fountain	1,000
		Basement Windows	6,000		Interior Painting-Units	60,000
		Appliances	16,000		Carpet-Units	30,000
	MI28P009-014	Bathtubs	70,000		Appliances	10,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : __2cont__ FFY Grant: 2002 PHA FY: 2002			Activities for Year: 3 cont_ FFY Grant: 2003 PHA FY: 2003		
SEE	MI28P009-014 cont	Paint Interiors	24,000	Administration Bldg	Interior Painting	10,000
ANNUAL	Aldridge Place Apts				Carpeting	25,000
STATE					Clean Bldg/ Sealant	50,000
MENT	Operating Funds		200,000			
				Operating Fund		150,000

	Security		350,200		
	Resident Initiatives		10,000	Security	350,300
	Drug Elim Coord.		95,000	Resident Initiatives	10,000
	Applicant Screening		1,200	Drug Elim. Coord	95,000
	Commissioners Train		10,000	Applicant Screening	1,100
	Staff/Maint Train		15,000	Commissioners Train	10,000
				Staff/Maint. Train	15,000
	Mod Coord. & Staff		240,700		

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

Activities for Year 1	Activities for Year : __2 cont __ FFY Grant: 2002 PHA FY: 2002			Activities for Year: 3 ____ FFY Grant: 2003 PHA FY: 2003		
SEE	Audit		700	Mod Coord & Staff		240,244
ANNUAL						
STATE-	Office Furnit/Equip		24,645	Audit		700
MENT	Maint Equipment		26,000			
				Office Furn/Equip		19,700
	A/E FEES		96,598	Maint. Equipment		25,889
				A/E FEES		100,230

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 2005		
SEE	MI28P009-002	Interior Painting	25,000	MI28P009-001	Renovate-paint,cabinets	50,000
ANNUAL	Howard Estates	Flooring	25,000	Richert Manor	Carpet- Units	10,000
STATE-		Porches	20,000		Appliances	5,000
MENT		Landscaping	20,000	MI28P009-002	Renovate-paint, cabinets, floors	
	MI28P009-004	Carpet-Units	20,000	Howard Estates	floors	60,000
	Garland/Chase	Kitchen Cabinets	10,000	MI28P009-004	Renovate- paint, cabinets, floors	60,000
		Interior Painting	15,000	Garland/Chase	Carpet- Units	10,000
		Paint Hallways	30,000	MI28P009-005 River Park	Renovate - paint, cabinets, floors	100,000
		Carpet Hallways	50,000	MI28P009-006	Lobby Furniture	12,000
		Air Conditioners	12,000	Centerview Apts	Carpet- Units	8,000
		Appliances	5,000		Paint Hallways	50,000
	MI28P009-005	Paint Interiors	35,000		Appliances	5,000
	River Park	Flooring	35,000	MI28P009-008	Renovate, paint	120,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 2005		
SEE	MI28P009-005 cont.	Kitchen Cabinets	50,000	Scattered Sites cont.	Renovate Baths	30,000
ANNUAL		Landscaping	20,000		Fencing	10,000
STATE-		Appliances	15,000		Driveways, Porches	20,000
MENT	MI28P009-006	Paint Interiors	15,000		Gutters, Eaves	5,000
	Centerview Apts	Carpet - Units	10,000		Roofs	30,000
		Paint Trim	40,000		Tree Removal	20,000
		Appliances	6,000	MI28P009-010	Fencing	10,000
		Paint Manager Office	5,000	Scattered Sites	Driveways, Porches	20,000

	MI28P009-008	Roofs	10,000		Gutters/ Eaves	5,000
	Scattered Sites	Porches/Sidewalks	5,000		Roofs	30,000
		Paint Interiors	10,000		Renovate,paint,cabinets, floors	120,000
		Kitchen Cabinets	15,000		Tree Removal	20,000
		Landscaping	20,000			

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

Activities for Year 1	Activities for Year : 4 FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 2005		
SEE	MI28P009-008 cont.	Flooring	10,000	MI28P009-014	Handrails in back	20,000
ANNUAL		Furnaces	20,000	Aldridge Place	Renovate, paint, floors	80,000
STATE-	MI28P009-010	Roofs	10,000		Paint Interiors	120,000
MENT	Scattered Sites	Porches/Sidewalks	5,000		Landscaping	20,000
		Paint Interiors	10,000		Fencing	50,000
		Kitchen Cabinets	15,000		Appliances	10,000
		Landscaping	20,000	MI28P009-015	Carpet- Units	20,000
		Flooring	10,000	KMS Square	Paint Interiors	20,000
		Furnaces	20,000		Flooring	10,000
	MI28P009-014	Porch Lights	20,000		Appliances	8,000
	Aldridge Place	Playgrounds	60,000		Furnaces	10,000
		Paint Exteriors	125,000			
		Landscaping	20,000			

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

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 2005		
SEE	MI28P009-015	Carpet - Units	75,000	Operating Fund		240,000
ANNUAL	KMS Square	Paint Interiors	175,000			

STATE- MENT	Flooring	20,000	Security	350,300
	Appliances	20,000	Resident Initiatives	10,000
	Remove Cement Islands	100,000	Drug Elim Coord.	95,000
	Furnaces	50,000	Applicant Screening	1,100
	Renovate 2- Fire Units	30,000	Commissioners Train	10,000
			Staff/Maint Train	15,000
	Operating Fund	170,000		
			Mod Coord. & Staff	240,700
	Security	350,300		
	Resident Initiatives	10,000	Audit	700
	Drug Elim Coord	95,000		

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

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2004 PHA FY: 2004		Activities for Year: <u>5</u> FFY Grant: 2005 PHA FY: 2005	
SEE	Applicant Screening	1,100	Office Furn/Equip	21,463
ANNUAL	Commissioner Train	10,000	Computer Equip	30,000
STATE- MENT	Staff/Maint Train	15,000	Maint. Equipment	30,000
	Mod Cood & Staff	240,700	A/E FEES	84,900
	Audit	700		
	Office Furn/Equip	22,303		
	Computer Equip	30,000		
	Maint Equipment	26,000		
	A/E FEES	98,060		

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

**FY 2001 Operating Budget. Approved in July
1, 2000**

Category	Agency wide
Revenue	
Dwelling Rent	\$1,396,800
Excess Utilities	\$ 1,200
Interest on General Fund	\$ 48,880
Other	\$ 509,960
Subsidy	\$2,356,910
Total	\$4,313,750
Expenses	
Administrative Salaries	\$ 635,295
Admin. Operating Expenses	\$ 250,500
Tenant Services Salaries	\$ 29,300
Tenant Services Oper. Exp.	\$ 12,000
Utilities	\$ 767,930
Maintenance Salaries	\$ 735,873
Maintenance Oper. Exp.	\$ 445,400
Protective Services	\$ -
General Expenses	\$1,144,893
Total Routine	\$4,021,191
Extra Maintenance.	0
Total Expenses	\$4,021,191
Surplus/(Deficit)	\$ 292,559

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 \$ 286,070.00**
- B. Eligibility type (Indicate with an “x”) N1 _____ N2 _____ R X**
- C. FFY in which funding is requested: 2001**
- 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

The Flint Housing Commission’s “Village Project” phdep program involves a comprehensive approach toward addressing the problems of drugs and drug-related behaviors. Major components of the Flint program include: 1) private security services, 2) computer learning educational activities, 3) an anti-drug program coordinator and, 4) licensed counseling and recreational activities. The Flint program fully expects to significantly reduce Part I and Part II crimes with this comprehensive effort. Additionally, the Flint program aims to increase the number of residents engaging in post-secondary education efforts.

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)
Richert Manor (Elderly) M9-1	132	100
Howard Estates (Family) M9-2	96	130
Atherton East (Family) M9-3	30	25
Garland Apartments (Elderly) M 9-4	40	40
River Park Apartments (Family) M 9-5	180	150
Centerview Apartments (Elderly) M 9-6	90	75
Forest Park Manor (Elderly) M 9-7	19	19
Scattered Sites (Family) M 9-8	63	30
Scattered Sites (Family) M 9-10	70	35
Mince Manor (Elderly) M 9-11	110	75
Aldridge Place (Family) M 9-14	93	70
Kenneth M. Simmons Square (Elderly) M 9-15	159	100

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 X 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	\$374,400	MIDEP0090195	\$0.00	N/A	Completed
FY 1996	\$374,400	MIDEP0090196	\$0.00	N/A	Completed
FY 1997	\$374,400	MIDEP0090197	\$0.00	N/A	Completed
FY1998	\$374,400	MIDEP0090198	\$0.00	N/A	Completed
FY 1999	\$274,560	MIDEP0090199	\$79,097.00	N/A	3-1-01

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.

The FHC’s Office of Anti-Drug Program has several performance goals that are tied into its programs. Some of the goals are as follows:

Goal 1: To optimize the use of capital resources, facilities, and equipment to provide a safe and secure environment.

Goal 2: To collect resident data that will support the delivery of services.

Goal 3: To continually evaluate and enhance present and potential services.

Goal 4: To select, train, evaluate, and maintain highly motivated resident-oriented, developmentally based staff members who support the concept of creating a “Drug-Free” environment.

Goal 5: To assist residents with their personal devilmnt by providing academic, career, social, parenting, cultural, and human awareness programs and services in the residential community.

Goal 6: To ensure that the concept of community development and revitalization is an integral part of all the above goals.

Goal 7: To effectively market Drug Elimination programs and services to residents.

The drug elimination program will utilize the “advisory committee” approach toward involving local service providers, community leaders, and residents in the planning and implementation of programs and services.

With the exception of security reports (which generates crime statistical data) the process for evaluation will include pre and post program questionnaires, testing, and quantitative application processes.

B. PHDEP Budget Summary

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

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	\$0.00
9120 - Security Personnel	\$238,070.00
9130 - Employment of Investigators	\$0.00
9140 - Voluntary Tenant Patrol	\$0.00
9150 - Physical Improvements	\$0.00
9160 - Drug Prevention	\$45,000.00
9170 - Drug Intervention	\$0.00
9180 - Drug Treatment	\$0.00
9190 - Other Program Costs	\$3,000.00
TOTAL PHDEP FUNDING	\$286,070.00

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: \$ 0.00	
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: \$ 238,070.00	
Goal(s) 1, 2							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. community policing			12-1-01	11-30-02	\$238,070	N/A	Crime statistics/arrests
2.							
3.							

9130 - Employment of Investigators						Total PHDEP Funding: \$ 0.00	
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: \$ 0.00	
---------------------------------------	--	--	--	--	--	-------------------------------------	--

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.							

9150 - Physical Improvements					Total PHDEP Funding: \$ 0.00		
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.							

9160 - Drug Prevention					Total PHDEP Funding: \$ 45,000.00		
Goal(s) 1, 2, 3, 4, 5, 6, 7							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Computer Learning	200	River Park 100 <u>Mince Mr. 100</u> Total 200	12-1-01	11-30-02	\$20,000	\$18,000 Community Foundation of Greater Flint	Computerized standardized performance tests
2. Licensed counseling/recreational activities	500	500	12-1-01	11-30-02	\$20,000	\$ 0.00	Pre and post program assessments
3. Program Coordinator	400	400	12-1-01	11-30-02	\$5,000	\$17,000 Operating Budget FHC	Performance evaluation measures

9170 - Drug Intervention					Total PHDEP Funding: \$ 0.00		
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.							

9180 - Drug Treatment					Total PHDEP Funding: \$ 0.00		
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					Total PHDEP Funds: \$ 3,000.00		
Goal(s) 1, 3, 4, 6, 7							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Newsletters/Flyers			12-1-01	11-30-02	\$1,000	\$0.00	Community Surveys
2. Awards banquet			9-1-02	9-1-02	\$1,000	\$0.00	Banquet committee assessment
3. Field trips/meals			12-1-01	11-30-02	\$1,000	\$0.00	Indiv. Participant post project surveys

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	<i>Activities 1</i>	<i>\$238,070</i>	<i>Activity 1</i>	<i>\$238,070</i>
9130				
9140				
9150				
9160	<i>Activities 1, 2, 3</i>	<i>\$45,000</i>	<i>Activities 1, 2, 3</i>	<i>\$45,000</i>
9170				
9180				
9190	<i>Activities 1, 2, 3</i>	<i>\$3,000</i>	<i>Activities 1, 2, 3</i>	<i>\$3,000</i>
TOTAL		<i>\$286,070</i>		<i>\$286,070</i>

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.”

RESIDENT ADVISORY BOARD MEMBERS

Barbara Nichols
Beverly Walker
Cynthia Howell
Donald Hall
Dorothy Gordon
Essie Thames
Francis Jones
Glenora Roland
Jeanie Johnson
Lil Walker
Regina Brown
Sally Kerry

Chapter 4

TENANT SELECTION AND ASSIGNMENT PLAN

(Includes Preferences and Managing the Waiting List)

[24 CFR 960.204]

INSTRUCTION

In October 1998, Congress passed the Quality Housing and Work Responsibility Act of 1998, which repealed the use of Federal preferences.

Site-Based Waiting Lists

Per the Quality Housing and Work Responsibility Act of 1998, FHCs are now allowed to implement site-based waiting lists upon approval of the Annual Plan or upon HUD's approval to the FHC's request before the submission of the Annual Plan.

This policy assumes that the FHC will receive approval for and continue to use site-based waiting lists in accordance with the FHC's Annual Plan to be submitted in compliance with the Quality Housing and Work Responsibility Act of 1998.

INTRODUCTION

It is the FHC's policy that each applicant shall be assigned an appropriate place * **on a jurisdiction-wide waiting list**. Applicants will be listed in sequence based upon date and time the application is received, the size and type of unit they require, and factors of preference or priority. In filling an actual or expected vacancy, the FHC will offer the dwelling unit to an applicant in the appropriate sequence, ***with the goal of accomplishing deconcentration of poverty and income-mixing objectives**. The FHC will offer the unit until it is accepted. This Chapter describes the FHC's policies with regard to the number of unit offers that will be made to applicants selected from the waiting list.

FHC's Objectives

*** FHC policies will be followed consistently and will affirmatively further HUD's fair housing goals.**

It is the FHC's objective to ensure that families are placed in the proper order on the waiting list so that the offer of a unit is not delayed to any family unnecessarily or made to any family prematurely. This chapter explains the policies for the management of the waiting list.

*** When appropriate units are available, families will be selected from the waiting list in their preference-determined sequence.**

By maintaining an accurate waiting list, the FHC will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available to fill unit vacancies in a timely manner. Based on the FHC's turnover and the availability of appropriate sized units, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on completion of verification.

A. MANAGEMENT OF THE WAITING LIST

The FHC will administer its waiting list as required by 24 CFR Part 5, Subparts E and F, Part 945 and 960.201 through 960.215. The waiting list will be maintained in accordance with the following guidelines:

The application will be a permanent file.

All applicants in the pool will be maintained in **order of preference and/or in order of date and time of application receipt**.

Applications equal in preference will be maintained by **date and time sequence**.

All applicants must meet applicable income eligibility requirements as established by HUD.

Opening and Closing the Waiting Lists

The FHC, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. ***The FHC may open or close the list by local preference category.**

The decision to close the waiting list will be based on the number of applications available for a particular size and type of unit, **the number of applicants who qualify for a local preference**, and the ability of the FHC to house an applicant in an appropriate unit within a reasonable period of time.

When the FHC opens the waiting list, the FHC will advertise through public notice in the following newspapers, minority publications and media entities. location(s), and program(s) for which applications are being accepted in the local paper of record, "minority" newspapers, and other media including:

***Flint Enquirer, Flint Journal, Flintstonian Times**

***Disability Network, Legal Services of Eastern Michigan**

The notice will contain:

The dates, times, and the locations where families may apply.

The programs for which applications will be taken.

A brief description of the program.

*** A statement that Section 8 participants must submit a separate application if they want to apply for Public Housing.**

Limitations, if any, on who may apply.

The notices will be made in an accessible format if requested. They will provide potential applicants with information that includes the FHC address and telephone number, how to submit an application, information on eligibility requirements **and the availability of local preferences.**

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date.

When Application Taking is Suspended

*** The FHC may suspend the acceptance of applications if there are enough local Preference holders to fill anticipated openings for the next 12 months.**

The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

During the period when the waiting list is closed, the FHC **will not** maintain a list of individuals who wish to be notified when the waiting list is open.

*** Suspension of application taking is announced in the same way as opening the waiting list.**

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover over the next **12** months. The FHC will give at least **5 working** days' notice prior to closing the list. When the period for accepting applications is over, the FHC will add the new applicants to the list by:

*** Separating the new applicants into groups based on preferences and unit size and ranking applicants within each group by date and time of application.**

The FHC will update the waiting list at **least annually** by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by mail or telephone. At the time of initial intake, the FHC will advise families of their responsibility to notify the FHC when mailing address or telephone numbers change.

Reopening the List

If the waiting list is closed and the FHC decides to open the waiting list, the FHC will publicly announce the opening.

Any reopening of the list is done in accordance with the HUD requirements.

*** Even though there are enough applicants on the waiting list to fill the turnover within the next 18 months, if there are not enough applicants who claim a local preference, the FHC may elect to accept applications from applicants who claim a local preference **ONLY**, and continue to keep the waiting list closed.**

Limits on Who May Apply

When the waiting list is open,

- * Any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete an application.**
- * Depending upon the composition of the waiting list with regard to family types and preferences and to better serve the needs of the community, at times the FHC may only accept applications from:**
 - * Any family claiming local preferences.**

When the application is submitted to the FHC:

- * It establishes the family's date and time of application for placement order on the waiting list.**

Multiple Families in Same Household

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

B. WAITING LIST PREFERENCES

INSTRUCTION: The FHC must offer public comment before changing its preference system. However, all applicants must be notified of any changes so that they have an opportunity to claim any preferences for which they believe they are eligible.

A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the FHC's Selection Criteria as defined in this policy.

The FHC's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations, and further deconcentration of poverty in public housing. When such matching is required or permitted by current law, the FHC will give preference to qualified families.

Families who reach the top of the waiting list will be contacted by the FHC to verify their preference and, if verified, the FHC will complete a full application for occupancy. Applicants must complete the application for occupancy and continue through the application processing and may not retain their place on the waiting list if they refuse to complete their processing when contacted by the FHC.

Among applicants with equal preference status, the waiting list will be organized by date and time.

***INSTRUCTION:** The item below has been suspended by the Continuing Resolution and continued through Appropriations until further legislation. It is now the FHC's choice whether to deny preferences based on drug-related evictions in past three years.*

*** If an applicant makes a false statement in order to qualify for a Local preference, the FHC will deny the preference.**

Local Preferences

*** Local preferences will be used to select among applicants on the waiting list. public notice with opportunity for public comment will be held before the FHC adopts any local preference.**

*** The notice will be distributed following the same guidelines as those used for opening or closing the waiting list.**

*** The FHC uses the following Local Preferences:**

*** Working preference (24 CFR 5.415): for families where the head, spouse or sole member is employed. This preference is extended equally to an applicant whose head or spouse are age 62 or older who or meet the HUD/Social Security definition of disability.**

***This includes families who are graduates of or participants in educational and training programs designed to the prepare the individual for the job market.**

*** Involuntarily displaced.**

Treatment of Single Applicants

INSTRUCTION: The QHWRRA eliminates the requirement to use the "singles preference" as referenced in 24 CFR 5.405. FHCs may, however, elect to use this preference.

*** Single applicants will be treated as any other eligible family on the FHC waiting list.**

Descriptions of these Preferences and "definitional options" (or sub-categories) follow.

Involuntary Displacement Preference

*** Involuntarily Displaced applicants are applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing, or will be involuntarily displaced within no more than six months from the date of [preference status certification by the family] [verification by the FHC].**

Families are considered to be involuntarily displaced if they are required to vacate housing as a result of one of the following situations.

***1. A disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable.**

*** 2. Federal, state or local government action related to code enforcement, public improvement or development.**

*** 3. Action by a housing owner which is beyond an applicant's ability to control, and which occurs despite the applicant's having met all previous conditions of occupancy, and is other than a rent increase.**

*** If the owner is an immediate family relative and there has been no previous rental agreement and the applicant has been part of the owner's family immediately prior to application, the applicant will not be considered involuntarily displaced.**

For purposes of this definitional element, reasons for an applicant's having to vacate a housing unit include, but are not limited to:

- * Conversion of an applicant's housing unit to non-rental or non-residential use;**
- * Closure of an applicant's housing unit for rehabilitation or non-residential use;**
- * Notice to an applicant that s/he must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy;**
- * Sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or**
- * Any other legally authorized act that results, or will result, in the withdrawal by the owner of the unit or structure from the rental market.**

*** 4. Actual or threatened physical violence directed against the applicant or the applicant's family by a spouse or other household member who lives in the unit with the family.**

*** The actual or threatened violence must have occurred within the past 90 days or be of a continuing nature.**

*** To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The applicant must certify that the abuser will not reside with the applicant unless the FHC gives prior written approval.**

***If the abuser returns to the family without approval of the FHC, the FHC will deny or terminate assistance for breach of the certification.**

*** 5. To avoid reprisals because the family provided information on criminal activities to a law enforcement agency and, after a threat assessment, the law enforcement agency recommends rehousing the family to avoid or reduce risk of violence against the family.**

*** The family must be part of a Witness Protection Program, or the HUD Office or law enforcement agency must have informed the FHC that the family is part of a similar program.**

*** The FHC will take precautions to ensure that the new location of the family is concealed in cases of witness protection.**

*** 6. By hate crimes if a member of the family has been the victim of one or more hate crimes, and the applicant has vacated the unit because of the crime or the fear of such a crime has destroyed the applicant's peaceful enjoyment of the unit.**

*** A hate crime is actual or threatened physical violence or intimidation that is directed against a person or his property and is based on the person's race, color, religion, sex, national origin, disability or familial status [including sexual orientation] and occurred within the last [number of] days or is of a continuing nature.**

*** 7. Displacement by non-suitability of the unit when a member of the family has a mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make changes to the unit.**

*** Critical elements are**

***entry and egress of unit and building,**

***a sleeping area,**

***a full bathroom,**

***a kitchen if the person with a disability must do their own food preparation,**

***other - list.**

***8 Due to HUD disposition of a multifamily project under Section 203 of the Housing and Community Development Amendments of 1978.**

Definition of Standard Replacement Housing

In order to receive the displacement preference, applicants who have been displaced must not be living in "standard, permanent replacement housing."

*** Standard replacement housing is defined as housing that is decent, safe and sanitary according to Housing Quality Standards, that is adequate for the family size according to Housing Quality Standards, and that the family is occupying pursuant to a written or oral lease or occupancy agreement.**

*** Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters, and (in the case of Victims of Domestic Violence) housing occupied by the individual who engages in such violence. It does not include any individual imprisoned or detained pursuant to State Law or an Act of Congress.**

C. FACTORS OTHER THAN PREFERENCES THAT AFFECT SELECTION OF APPLICANTS

Before applying its preference system, the FHC will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, deconcentration or income mixing, income targeting, or units in housing designated for the elderly limit the admission of families to those characteristics that match the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application.

*** Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the Preference System. Other admissions required by court order will also take precedence over the Preference System. If permitted by the court order, the FHC may offer the family a housing voucher.**

D. INCOME TARGETING

The FHC will monitor its admissions to ensure that at least 40 percent of families admitted to public housing in each fiscal year shall have incomes that do not exceed 30% of area median income of the FHC's jurisdiction.

***Hereafter families whose incomes do not exceed 30% of area median income will be referred to as "extremely low income families."**

The FHC shall have the discretion, at least annually, to exercise the "fungibility" provision of the QHWRA by admitting less than 40 percent of "extremely low income families" to public housing in a fiscal year, to the extent that the FHC has provided more than 75 percent of newly available vouchers to "extremely low income families." This fungibility provision discretion by the FHC is also reflected in the FHC's Administrative Plan.

The fungibility credits will be used to drop the annual requirement below 40 percent of admissions to public housing for extremely low income families by the lowest of the following amounts:

The number of units equal to 10 percent of the number of newly available vouchers in the fiscal year; or

The number of public housing units that 1) are in public housing projects located in census tracts having a poverty rate of 30% or more, and 2) are made available for occupancy by and actually occupied in that year by, families other than extremely low-income families.

The Fungibility Floor: Regardless of the above two amounts, in a fiscal year, at least 30% of the FHC's admissions to public housing will be to extremely low-income families. The fungibility floor is the number of units that cause the FHC's overall requirement for housing extremely low-income families to drop to 30% of its newly available units.

*** Fungibility shall only be utilized if the FHC is anticipated to fall short of its 40% goal for new admissions to public housing.**

*** Low Income Family Admissions**

Once the FHC has met the 40% targeted income requirement for new admissions of extremely low-income families, the FHC will fill the remainder of its new admission units with families whose incomes do not exceed 80% of the HUD approved area median income.

*** E. UNITS DESIGNATED FOR THE ELDERLY**

INSTRUCTION: This reference is to buildings or portions of buildings designated for the elderly by following the requirements of the 1992 Housing Act. Designation of housing for the elderly requires the preparation of an allocation plan. A public hearing must be held on the plan and the plan must be presented to HUD for review and approval. The FHC can now put this designation plan in its Annual Plan. When preparing the Annual Plan FHCs that already have submitted or have prepared designation plans in accordance with current HUD procedures, may submit their designation plans, or may reference a plan already submitted. If a designation plan already has been submitted, the FHC should advise HUD of the date of submission. If no designation plan has been prepared or submitted, the FHC should identify any project or portion of a project targeted for designation and the FHC's timetable for this activity.

*** In accordance with the 1992 Housing Act, elderly families with a head, spouse or sole member at least 62 years of age will receive a preference for admission to such units or buildings covered by a HUD-approved Allocation Plan, except for the units which are accessible, which may be offered to persons with disabilities.**

*** The FHC will take the following action when processing families for developments designated for the elderly:**

When there are insufficient elderly families who wish to reside in a development, near-elderly families (head or spouse ages 50-61) receive a preference for this type of unit.

When there are insufficient elderly or near-elderly families who wish to reside in a development, and units are ready for leasing more than 60 days, all other family types are eligible for such units.

Families with members who require a unit with accessible features will receive preference for such units over families who do not require such features.

Procedure to Be Used When There Are Insufficient Applicants on the List

*** Where the FHC anticipates that there are insufficient elderly or near-elderly families on the waiting list for these units the FHC will notify local senior service centers [and local media sources aimed at the elderly] to recruit elderly families for the waiting list for these projects.**

F. UNITS DESIGNATED FOR THE DISABLED

INSTRUCTION: Buildings can also be designated for disabled families by following the requirements of the 1992 Housing Act. Until the Annual Plan is submitted, this entails preparing an allocation plan noting which buildings (if any) will be set aside for the disabled and preparing a supportive services plan. HUD approval is required for both the allocation plan and the supportive service plan. The FHC can now put this designation plan in its Annual Plan. When preparing the Annual Plan FHCs that already have submitted or have prepared designation plans in accordance with current HUD procedures, may submit their designation plans, or may reference a plan already submitted. If a designation plan already has been submitted, the FHC should advise HUD of the date of submission. If no designation plan has been prepared or submitted, the FHC should identify any project or portion of a project targeted for designation and the FHC's timetable for this activity.

In accordance with the 1992 Housing Act, disabled families with a head, spouse or sole member who qualifies as a person with disabilities as defined in 24 CFR 945.105 will receive a preference for admission to units that are covered by a HUD-approved Allocation Plan.

*** The FHC has units designed for persons with mobility, sight and hearing impairments (referred to as accessibility units). These units were designed and constructed specifically to meet the needs of persons requiring the use of wheelchairs and persons requiring other modifications.**

*** Preference for occupancy of these units will be given to families with disabled family members who require the modifications or facilities provided in the units.**

G. MIXED POPULATION UNITS

A mixed population project is a public housing project, or portion of a project that was reserved for elderly families and disabled families at its inception (and has retained that character).

In accordance with the 1992 Housing Act, elderly families whose head spouse or sole member is at least 62 years of age, and disabled families whose head, co-head or spouse or sole member is a person with disabilities, will receive equal preference to such units.

No limit will be established on the number of elderly or disabled families that may occupy a mixed population property. All other FHC preferences will be applied.

H. GENERAL OCCUPANCY UNITS

General occupancy units are designed to house all populations of eligible families. In accordance with the FHC's occupancy standards, eligible families not needing units designed with special features or units designed for special populations will be admitted to the FHC's general occupancy units.

*** The FHC will use its local preference system as stated in this chapter for admission of eligible families to its general occupancy units.**

*** The FHC will treat all single applicants who are not elderly or disabled as they would any other family for admission purposes.**

I. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The FHC's admission policy is designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

Skipping of a family on the waiting list specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met.

*** The FHC will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the FHC's deconcentration efforts.**

The FHC will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the FHC in its deconcentration goals.

*** If the FHC's annual review of tenant incomes indicates that there has been a change in the tenant income characteristics of a particular project, the FHC will evaluate the changes to determine whether, based on the FHC methodology of choice, the project needs to be redesignated as a higher or lower income project.**

Deconcentration and Income-Mixing Goals

The FHC's deconcentration and income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to admit higher income families to lower income developments, and lower income families to higher income developments.

***Deconcentration applies to transfer families as well as applicant families.**

If a unit becomes available at a lower income development, and there is no higher income family on the waiting list or no higher income family accepts the offer, then the unit will be offered to the next family regardless of income.

If a unit becomes available at a higher income development, and there is no lower income family on the waiting list or no lower income family accepts the offer, then the unit will be offered to the next family regardless of income.

Project Designation Methodology

The FHC will determine and compare tenant incomes at all general occupancy developments.

Upon analyzing its findings the FHC will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The FHC's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

When a unit becomes available at a lower income development, the unit will be offered to a higher income family. When a unit becomes available at a higher income development, the unit will be offered to a lower income family.

Deconcentration Methodology

The FHC shall admit lower income families to higher income buildings (or developments) and admit higher income families to lower income buildings (or developments) using the following steps:

Step 1: The FHC will annually determine the average income of all families residing in all of its general occupancy (family) developments (including families residing in developments approved for demolition or conversion to tenant-based assistance and families residing in public housing units in mixed-finance developments).

Step 2: The FHC will annually determine the average income of all families residing in each building of each general occupancy development.

Step 3: The FHC will annually characterize each building of each general occupancy development as higher income or lower income based on whether the average income in the building is above or below the overall average.

Step 4: The FHC will determine which families on the waiting list have incomes higher than the FHC-wide average and designate these families “higher income families,” and which have incomes lower than the FHC-wide average and designate these families “lower income families.”

Step 5: When a unit becomes available in a higher income building, the FHC shall skip families on the waiting list if necessary to reach a lower income family to whom it will offer the unit. When a unit becomes available in a lower income building, the FHC shall skip families on the waiting list if necessary to reach a higher income family to whom it will offer the unit.

If the waiting list does not contain a family in the income category to whom the unit is to be offered, the FHC shall offer the unit to a family in the other income category.

Definition of Building for Purposes of Deconcentration

For purposes of deconcentration, a “building” is one or more contiguous structures containing at least 8 public housing units.

For scattered site and small developments, if a development contains no structures that qualify as a building, the deconcentration requirement is applied to the entire development as if the development were a building.

For mixed-finance developments and units newly added to the FHC’s public housing stock, the deconcentration requirement is:

For the initial lease-up of vacant public housing units, the average income for the public housing units in each building must not exceed the FHC’s average overall income.

After the initial lease-up, the leasing of public housing units is covered by the deconcentration steps listed above.

If the FHC has provided the family that resided in public housing on the site of a mixed-finance or other development the right to return to that development after revitalization, the deconcentration policy does not preclude fulfilling that commitment.

A family has the sole discretion whether to accept an offer of a unit made under the deconcentration policy.

The FHC shall not take any adverse action toward any eligible family for choosing not to accept an offer of a unit.

The FHC shall uniformly limit the number of offers received by applicants, described in this chapter.

Nothing in the deconcentration policy relieves the FHC of the obligation to meet the income targeting requirements

*** FHC Incentives for Higher Income Families**

The FHC will offer certain incentives to higher income families willing to move into lower income projects. The FHC will not take any adverse action against any higher income family declining an offer by the FHC to move into a lower income project.

In addition to maintaining its public housing stock in a manner that is safe, clean, well landscaped and attractive, the FHC will offer the following incentives for higher income families moving into lower income projects:

*** FHC will allow occupancy standards of one child per bedroom.**

***The FHC will offer the following incentives to** families who move from welfare to work and remain employed for at least one year and have no lease violations, families who increase their earned income and have no lease violations, working families who have resided in the development for at least two years and have no lease violations, other:

***FHC will allow occupancy standards of one child per bedroom.**

J. PROMOTION OF INTEGRATION

Beyond the basic requirement of nondiscrimination, FHC shall affirmatively further fair housing to reduce racial and national origin concentrations.

The FHC shall not require any specific income or racial quotas for any development or developments.

A FHC shall not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations.

K. VERIFICATION OF PREFERENCE QUALIFICATION

*** The family may be placed on the waiting list upon their certification that they qualify for a preference. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.**

*** The FHC will reverify a preference claim, if the FHC feels the family's circumstances have changed, at time of selection from the waiting list.**

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ranked without the Local Preference and given an opportunity for a review.

*** If at the time the family applied, the preference claim was the only reason for placement of the family on the waiting list and the family cannot verify their eligibility for the preference as of the date of application, the family will be removed from the list.**

*** When the FHC anticipates that the family will be notified in the near future to complete a full application, the family will be sent a Preference Verification letter to the applicant's last known address, requesting verification of the family's preference. The FHC will verify the preference before the applicant's interview is conducted.**

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the FHC in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly-claimed preference.

L. PREFERENCE DENIAL

If the FHC denies a preference, the FHC will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal meeting. The applicant will have 7 working days to request the meeting **in writing**. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

*** If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list with notification to the family.**

M. REMOVAL FROM WAITING LIST AND PURGING

The waiting list will be purged **at least once a year** by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

If an applicant fails to respond within **30 calendar**, days s/he will be removed from the waiting list. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. *** If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.**

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless a person with a disability requests a reasonable accommodation for being unable to reply with the proscribed period.

*** Notices will be made available in accessible format upon the request of a person with a disability. An extension to reply to the purge notification will be considered as an accommodation if requested by a person with a disability.**

*** The FHC allows a grace period of 30 days after completion of the purge. Applicants who respond during this grace period will be reinstated.**

*** The FHC will give written notification to all applicants who fail to respond at the required times. If they fail to respond to this notification, they will be removed from the waiting list.**

*** Applicants are notified with confirmation of the FHC's receipt of their application that they are responsible for notifying the FHC within 30 calendar days, if they have a change of address.**

N. OFFER OF ACCESSIBLE UNITS

The FHC has units designed for persons with mobility, sight and hearing impairments, referred to as accessible units.

No non-mobility impaired families will be offered these units until all eligible mobility-impaired applicants have been considered.

Before offering a vacant accessible unit to a non-disabled applicant, the FHC will offer such units:

First, to a current occupant of another unit of the same development, or other public housing developments under the FHC's control, who has a disability that requires the special features of the vacant unit.

Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

When offering an accessible/adaptable unit to a non-disabled applicant, the FHC will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit and there is another unit available for the applicant. This requirement will be a provision of the lease agreement.

See "Leasing" chapter.

O. PLAN FOR UNIT OFFERS

The PHA plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin is:

- **Plan "B". (2 offer plan). Under this plan, the PHA will determine how many locations within its jurisdiction have available units of suitable size and type in the appropriate type of project. Plan B is based on the distribution of vacancies. If a suitable unit is available in:**

One Location: The applicant will be offered the first available suitable unit. If the offer is rejected, a final offer will be made at the same location.

*** Two locations: The applicant must be offered a suitable unit in the location with the higher number of vacancies. If the offer is rejected, a final offer will be made at the other location.**

*** If more than one unit of the appropriate type and size is available, the first unit to be offered will be the first unit that is ready for occupancy.**

The PHA will maintain a record of units offered, including location, date and circumstances of each offer, each acceptance or rejection, including the reason for the rejection.

P. CHANGES PRIOR TO UNIT OFFER

Changes that occur during the period between removal from the waiting list and an offer of a suitable unit may affect the family's eligibility or Total Tenant Payment. The family will be notified in writing of changes in their eligibility or level of benefits and offered their right to an informal hearing when applicable (See Chapter on Complaints, Grievances, and Appeals)

Q. APPLICANT STATUS AFTER FINAL UNIT OFFER

When an applicant rejects the final unit offer the FHC will:

*** Place the applicant's name on the bottom of the waiting list. "Bottom of the waiting list" means that the applicant will be denied the benefits of any Local preferences for 12 months.**

Removal from the waiting list means:

*** The applicant must reapply.**

R. TIME-LIMIT FOR ACCEPTANCE OF UNIT

Applicants must accept a unit offer within **5** working days of the date the offer is made. Offers made over the telephone will be confirmed by letter. If unable to contact an applicant by telephone, the FHC will send a * **registered letter with return receipt requested.**

Applicants Unable to Take Occupancy

If an applicant is willing to accept the unit offered, but is unable to take occupancy at the time of the offer for "*good cause*," the applicant will not be **placed at the bottom of the waiting list**

Examples of "*good cause*" reasons for the refusal to take occupancy of a housing unit include, but are not limited to:

An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing. [24 CFR 945.303(d)]

*** Inaccessibility to source of employment or children's day care such that an adult household member must quit a job, drop out of an educational institution or a job training program;**

*** Presence of lead paint in the unit offered when the applicant has children under the age specified by current law;**

*** The family demonstrates to the FHC's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. The reasons offered must be specific to the family. Refusals due to the location of the unit alone are not considered to be good cause.**

*** A qualified, knowledgeable, health professional verifies the temporary hospitalization or recovery from illness of the principal household member, other household members, or a live-in aide necessary to care for the principal household member.**

*** The unit is inappropriate for the applicant's disabilities.**

Applicants With a Change in Family Size or Status

*** Changes in family composition, status, or income between the time of the interview and the offer of a unit will be processed. The FHC shall not lease a unit to a family whose occupancy will overcrowd or underutilize the unit.**

*** The family will take the appropriate place on the waiting list according to the date they first applied.**

S. REFUSAL OF OFFER

If the unit offered is inappropriate for the applicant's disabilities, the family will retain their position on the waiting list.

*** If the unit offered is refused for other reasons, the FHC will follow the applicable policy as listed in the "Plan for Unit Offers" section and the "Applicant Status After Final Offer" section.**

B. MINIMUM RENT [24 CFR 5.616]

Minimum Rent

"Minimum rent" is **\$25.00**. Minimum rent refers to the Total Tenant Payment and includes the combined amount a family pays towards rent and/or utilities when it is applied.

Hardship Requests for an Exception to Minimum Rent

The PHA recognizes that in some circumstances even the minimum rent may create a financial hardship for families. The PHA will review all relevant circumstances regarding financial hardship as it applies to the minimum rent. The following section states the PHA's procedures and policies in regard to minimum rent financial hardship as set forth by the Quality Housing and Work Responsibility Act of 1998. HUD has defined circumstances under which a hardship could be claimed. (24 CFR 5.630)

Criteria for Hardship Exception

In order for a family to qualify for a hardship exception the family's circumstances must fall under one of the following HUD hardship criteria:

The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance, including a family with a member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act, and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.

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

The income of the family has decreased because of changed circumstances, including loss of employment, death in the family, or other circumstances as determined by the PHA or HUD

Flint Housing Commission Community Service Attachment

In accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA), the Flint Housing Commission (FHC) is implementing the Community Service Requirement as required by QHWRA effective July 1, 2001. The FHC will provide each family with a description of the service requirement, and of the process for claiming status as an exempt person and how the FHC will verify such status. The FHC will notify each family of its determination identifying the family members who are subject to the service requirement, and the family members who are exempt. This notification will include the definition of an “exempt individual,” how to claim an exemption and how to appeal our determination regarding exemptions.

The FHC has revised the Admission and Continued Occupancy Policy (ACOP) to provide for the Community Service requirement. The Public Housing Dwelling lease is currently being revised to provide for an annual lease term renewal, contingent upon meeting the Community Service requirements as set out in the ACOP

The FHC will review family compliance with the Community Service requirement annually at least thirty days before the end of the twelve-month lease.

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009706 1997 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 1997
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	197,140	197,140	197,140	197,140
3	1408 Management Improvements Soft Costs	434,100	434,100	434,100	434,100
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	268,218	268,218	268,218	268,218
5	1411 Audit	400	400	400	400
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	132,000	132,000	132,000	132,000
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	212,761	212,761	212,761	212,761
10	1460 Dwelling Structures	727,547	727,547	727,547	727,547
11	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	12,914	12,914	12,914	12,914
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	1,985,080	1,985,080	1,985,080	1,985,080
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009706 1997 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 1997
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: X Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Security –Soft Costs	270,000	270,000	270,000	270,000
	Amount of Line XX related to Security-- Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Road, Flint MI		Grant Type and Number MI28P009706 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1997			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
MI28P009-002	Replace Furnaces	1460	100%	0	81,074	81,074	81,074	complete	
Howard Estates	Parking Lot Re-Paving	1450	4	0	94,657	94,657	94,657	complete	
	Storm Doors	1460	80%	0	45,782	45,782	45,782	complete	
			Totals	0	221,513	221,513	221,513		
MI28P009-003	Roofing	1460	95%	325,000	0	0	0	deleted	
Atherton East	Paint Exteriors	1450	90%	80,000	0	0	0	deleted	
	Storm Doors	1460	95%	200,000	0	0	0	deleted	
			Totals	605,000	0	0	0		
MI28P009-005	Roofing	1460	100%	305,000	269,821	269,821	269,821		
River Park	Paint Exteriors	1450	100%	150,000	0	0	0	Moved to 1999 CG	
	Tuckpoint Brick	1450	50%	32,000	107,119	110,224	110,224	complete	
	Storm Doors	1460	25%	0	22,890	22,890	22,890	complete	
			Totals	552,000	399,830	402,935	402,395		
MI28P009-008	Storm Doors	1460	15%	5,000	7,288	7,288	7,288	complete	
Scattered Sites	Interior Doors	1460	15%	10,000	7,800	7,800	7,800	complete	
	Repair Siding	1450	15%	5,000	0	0	0	deleted	
	Windows	1460	15%	5,000	9,446	9,446	9,446	complete	
	Paint Interiors	1460	15%	25,000	27,853	27,853	27,853	complete	
	Flooring	1460	15%	65,000	27,250	27,250	27,250	complete	

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009-706 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1997			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
MI28P009-008 cont.	Bathroom Floors	1460	15%	15,000	14,230	14,230	14,230	complete	
	Kitchen Cabinets/Vanities	1460	15%	25,000	34,760	30,344	30,344	complete	
	Roofs	1460	10%	10,000	0	0	0	deleted	
	Porches	1450	5	0	15,875	15,875	15,875	complete	
			Totals	165,000	144,502	140,086	140,086		
MI28P009-011	Fire Alarm System	1460	1	0	159,615	159,615	159,615	complete	
	Demo of old System	1460	1	0	16,987	16,987	16,987	complete	
	Security during work	1408	• ALL	0	50,000	50,000	50,000	complete	
			Totals	0	226,602	226,602	226,602		
Operations	Operations	1406		0	197,140	197,140	197,140		
Management	Security	1408		200,000	270,000	270,000	270,000		
Improvements	Resident Training	1408		10,000	10,000	10,000	10,000		
	Drug Coord & Staff	1408		50,000	75,000	75,000	75,000		
	Applicant Screening	1408		1,100	1,100	1,100	1,100		
	Commissioners Training	1408		10,000	10,000	10,000	10,000		
	Staff/Maintenance Training	1408		18,000	18,000	17,172	17,172		

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road, Flint, MI		Grant Type and Number MI28P009706 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1997		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Management Improvement		1408	Totals	289,100	384,100	383,272	383,272	
Administrative	Mod Coord. & Staff	1410		268,218	257,285	257,285	257,285	
	AD for Environment Review	1410		0	10,933	10,933	10,933	
			Totals	268,218	268,218	268,218	268,218	
Audit	Audit	1411		400	400	400	400	
Office	Office Equipment	1475		2,000	1,904	1,904	1,904	
	Maintenance Equipment	1475		10,822	11,010	11,010	11,010	
			Totals	12,822	12,914	12,914	12,914	
A/E Fees	9-2 Howard Estates	1430		0	14,000	14,000	14,000	
	9-3 Atherton East	1430		42,350	0	0	0	
	9-5 River Park	1430		38,640	41,000	41,000	41,000	
	9-8 Scattered Sites	1430		11,550	12,000	12,000	12,000	
	9-11 Mince Manor	1430		0	0	0	0	
	Reimbursables	1430		0	2,000	2,000	2,000	

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009707 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 1998
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: X
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements Soft Costs	426,100	426,100	426,100	426,100
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	214,941	214,941	214,941	214,941
5	1411 Audit	400	400	400	400
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	108,837	108,837	108,837	108,837
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	349,000	585,126	585,126	585,126
10	1460 Dwelling Structures	943,059	720,645	720,645	720,645
11	1465.1 Dwelling Equipment—Nonexpendable	42,000	43,288	43,288	43,288
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	50,080	50,080	50,080	50,080
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	15,000	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	2,149,417	2,149,417	2,149,417	2,149,417
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	0	0	0	0

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009707 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 1998
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: X Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Security –Soft Costs	320,000	320,000	320,000	320,000
	Amount of Line XX related to Security-- Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

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

Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009707 Capital Fund Program Grant No: Replacement Housing Factor Grant No:					Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
MI28P009-005	Concrete Aprons/Grade		1450	100%	50,000	135,116	135,116	135,116	complete	
River Park	Repair/Replace Sidewalks		1450	100%	10,000	228,871	228,871	228,871	complete	
	Landscaping		1450	50%	40,000	11,000	11,000	11,000	complete	
	Interior Painting		1460	50%	80,000	87,891	87,891	87,891	complete	
				Totals	180,000	462,878	462,878	462,878		
MI28P009-007	Parking Lot		1450	1	50,000	39,125	39,125	39,125	complete	
Forest Park	Landscaping		1450	100%	10,000	12,875	12,875	12,875	complete	
	Flooring/Carpet		1460	100%	20,000	68,356	68,356	68,356	complete	
	Handrail-outside		1450	1	5,000	0	0	0		
	Intercom System		1460	1	10,000	0	0	0		
	Exterior Doors		1460	100%	5,000	67,412	67,412	67,412	complete	
	Interior Doors		1460	100%	10,000	0	0	0	included	
	Apt Entry Doors		1460	100%	10,000	0	0	0	w/exterior doors	
	Boilers		1460	2	50,000	28,979	28,979	28,979	complete	
	Community Room Furniture		1475	100%	5,000	2,388	2,388	2,388	complete	
	Install Furniture		1460	100%	0	500	500	500	complete	
	Replace Kitchen Cabinets		1460	75%	0	3,795	3,795	3,795	complete	
	Appliances		1465	75%	10,000	10,000	10,000	10,000	complete	
				Totals	185,000	233,430	233,430	233,430		

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

PHA Name: Flint Housing Commission 3820 Richfield Road, Flint, MI		Grant Type and Number MI28P009707 Capital Fund Program Grant No: Replacement Housing Factor Grant No:					Federal FY of Grant: 1998		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
MI28P009-010	Storm Doors	1460	50%	18,000	500	500	500	complete	
Scattered Sites	Interior Doors	1460	50%	30,000	1,000	1,000	1,000	complete	
	Siding	1450	50%	24,000	0	0	0	deleted	
	Windows	1460	50%	10,000	0	0	0	deleted	
	Paint Interiors	1460	50%	60,000	9,162	9,162	9,162	complete	
	Flooring	1460	50%	80,000	3,326	3,326	3,326	complete	
	Kitchen Cabinets	1460	50%	70,000	24,306	24,306	24,306	complete	
	Roofing	1460	40%	20,000	0	0	0	deleted	
	Gutters/downspouts	1450	50%	40,000	0	0	0	deleted	
	Bathroom Renovations	1460		0	1,000	1,000	1,000	complete	
	Furnaces	1460	40%	20,000	0	0	0	deleted	
	Appliances	1465	50%	22,000	23,288	23,288	23,288	complete	
			Totals	394,000	62,582	62,582	62,582		
MI28P009-011	Heat Pumps	1460	70%	100,000	94,500	94,500	94,500	complete	
Mince Manor	Medicine Cabinets	1460	100%	10,000	9,930	9,930	9,930	complete	
	Paint/Repair Stairwells	1460	100%	20,000	24,575	24,575	24,575	complete	
	Community Room/Lobby Furniture	1475	100%	10,000	7,546	7,546	7,546	complete	
	Community Room Doors	1460	100%	2,000	2,390	2,390	2,390	complete	
	Replace Ceiling Tiles-Hallways	1460	100%	10,000	12,340	12,340	12,340	complete	

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

PHA Name: Flint Housing Commission 3820 Richfield Road, Flint, MI		Grant Type and Number MI28P009707 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
MI28P009-011	Storage Facility/Garage	1450	1	120,000	185,022	185,022	185,022	complete	
continued	Replace Carpet/Flooring-Units	1460	50%	40,000	7,507	7,507	7,507	complete	
	Intercom System repair	1460	1	5,000	3,508	3,508	3,508	complete	
			Totals	317,000	347,318	347,318	347,318		
MI28P009-014	Enlarge Community Room	1460	1	150,000	184,270	184,270	184,270	complete	
Aldridge Place	Smoke Detectors/GFI's	1460	100%	30,000	58,515	58,515	58,515	complete	
	Community Room Furniture	1475	100%	15,000	6,506	6,506	6,506	complete	
	Appliances	1465	15%	10,000	10,000	10,000	10,000	complete	
			Totals	205,000	259,291	259,291	259,291		
PHA-WIDE	Security	1408		320,000	320,000	320,000	320,000		
Management	Resident Training	1408		10,000	10,000	10,000	10,000		
Improvements	Drug Coord. & Staff	1408		75,000	75,000	75,000	75,000		
	Applicant Screening	1408		1,100	1,100	1,100	1,100		
	Commissioners Training	1408		10,000	10,000	10,000	10,000		
	Maintenance/Staff Training	1408		10,000	10,000	10,000	10,000		
			Totals	426,100	426,100	426,100	426,100		
Administration	Mod Coord & Staff	1410		268,000	214,941	214,941	214,941		

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

PHA Name: Flint Housing Commission 3820 Richfield Road, Flint, MI		Grant Type and Number MI28P0097087 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1998			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
Audit	Audit	1411		400	400	400	400		
Office	Office Equipment/Furniture	1475		2,000	2,000	2,000	2,000		
	Maintenance Equipment	1475		23,080	6,640	6,640	6,640		
	Mod Vehicle for Cood.	1475		25,000	0	0	0		
	Computer Equipment	1475		0	25,000	25,000	25,000		
			Totals	50,080	33,640	33,640	33,640		
A/E Fees	A/E Fees 9-5	1430		9,100	9,100	9,100	9,100		
	A/E Fees 9-7	1430		13,000	13,000	13,000	13,000		
	A/E Fees 9-10	1430		27,800	27,800	27,800	27,800		
	A/E Fees 9-11	1430		23,600	23,600	23,600	23,600		
	A/E Fees 9-14	1430		16,500	16,500	16,500	16,500		
	Sundries	1430		18,837	18,837	18,837	18,837		
			Totals	108,837	108,837	108,837	108,837		
Relocation	Relocation Cost	1495		15,000	0	0	0		

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Flint Housing Commission 3820 Richfield Road, Flint, MI 48506	Grant Type and Number Comprehensive Grant MI28P009708 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements Soft Costs	496,100	496,100	496,100	378,603
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	249,238	249,238	249,238	205,357
5	1411 Audit	400	400	400	400
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	112,500	112,500	112,500	99,600
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	230,000	470,850	375,694	315,566
10	1460 Dwelling Structures	1,256,300	959,504	687,235	562,558
11	1465.1 Dwelling Equipment—Nonexpendable	78,000	79,530	57,493	57,493
12	1470 Nondwelling Structures	0	58,586	53,586	53,586
13	1475 Nondwelling Equipment	65,674	65,674	15,000	6,512
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	4,170	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	2,492,382	2,492,382	2,047,246	1,679,675
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Road, Flint, MI 48506	Grant Type and Number Comprehensive Grant MI28P009708 Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: 1999
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Security –Soft Costs	385,000	385,000	385,000	282,066
	Amount of Line XX related to Security—Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Rd., Flint, MI 48506		Grant Type and Number Comprehensive Grant MI28P009708 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MI28P009-001	Replace Carpeting		1460	20%	22,683	22,683	22,683	22,683	complete
Richert Manor	Totals				22,683	22,683	22,683	22,683	
MI28P009-004	Paint Interiors		1460	100%	25,000	25,000			
Garland/Chase	Replace Appliances		1465	10%	6,500	6,500			
	Seal/Stripe Parking Lot		1450	1	1,500	1,500			
	Replace Flooring/Carpeting		1460	85%	46,908	46,908			
	Replace Entrance 906 Bldg		1460	1	15,000	15,000			
	Replace Roof on 906 Bldg		1460	1	35,000	35,000			
	Bathroom Renovations		1460	100%	150,361	150,361			
	Tuckpoint Brick 820 Bldg		1450	100%	0	0			
	Boilers		1460	2	43,092	43,092	43,092	43,092	complete
	New Air Conditioners		1465	50%	10,000	10,000			
	Landscaping/Tree Removal		1450	10%	5,000	5,000			
	**Ice Removal on Roof-Emergency		1450		10,690	10,690	10,690	10,690	complete
	Totals				371,500	349,051	53,782	53,782	

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

PHA Name: Flint Housing Commission 3820 Richfield Rd, Flint, MI 48506		Grant Type and Number Comprehensive Grant MI28P009708 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MI28P009-005	Paint Interiors		1460	50%	94,000	32,965	32,965	32,965	
River Park	Kitchen Cabinets/Fixtures		1460	10%	52,000	48,000	48,000	48,000	
	Flooring		1460	25%	50,000	38,210	38,210	38,210	
	Interior Doors		1460	25%	35,000	11,150	11,150	11,150	
	Windows		1460	25%	10,000	5,000	5,000	5,000	
	Bathroom Floors/vanities		1460	25%	30,000	0	0	0	
	Update Smoke Detectors/GFI's		1460	100%	65,000	0	0	0	
	Entry/Storm Doors		1460	70%	65,000	0	0	0	
	Replace Bathroom Fixtures		1460	25%	2,000	10,500	10,500	10,500	
	**Landscaping/Porches/Gutters/Eaves		1450	50%	50,000	29,285	29,285	29,285	
	Appliances		1465	15%	25,000	25,000	19,463	19,463	
	**Exterior Renovations		1450	100%	0	187,236	160,580	108,034	
	Totals				478,000	387,346	355,153	302,607	
MI28P009-006	**Elevator Repair-Emergency		1460	1	0	18,034	18,034	18,034	
Centerview Apts	Landscaping-Remove Trees		1450	100%	30,000	6,500	6,500	6,500	
	Repave Parking Lot		1450	2	40,000	132,780	132,780	125,198	
	Exterior Security Lights		1450	3	3,000	12,369	12,369	12,369	
	cont.								

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

PHA Name: Flint Housing Commission 3820 Richfield Rd, Flint, MI 48506		Grant Type and Number Comprehensive Grant MI28P009708 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MI28P009-006	Apt Entry Doors/Hinges		1460	100%	50,000	74,917	74,917	40,350	
continued	Replace Kitchen Light		1460	100%	7,500	0	0	0	
	Antennae System		1450	1	2,000	2,000	0	0	
	A/C Lobby/ Community Room		1465.1	100%	3,500	5,030	5,030	5,030	
	Community Room Furniture		1470	100%	5,000	5,000	0	0	
	Paint Interiors		1460	65%	90,000	42,900	42,900	39,800	
	Flooring/Carpeting		1460	50%	32,000	103,616	103,616	16,606	
	Awning on Side Door		1460	1	2,000	7,140	7,140	7,140	
	Totals				265,000	410,286	403,286	271,027	
MI28P009-008	Paint Interiors		1460	50%	32,000	20,000	20,000	20,000	
Scattered Sites	Gutters/Eaves		1450	50%	13,000	1,500	1,500	1,500	
	Kitchen Cabinets		1460	15%	30,000	20,000	20,000	20,000	
	Bathroom Floors/Vanities		1460	10%	13,000	7,150	7,150	7,150	
	Kitchen Flooring		1460	10%	40,000	20,000	20,000	20,000	
	Windows		1460	10%	2,500	1,375	1,375	1,375	
	Repair Siding		1450	10%	5,000	1,500	1,500	1,500	
	Interior Doors		1460	10%	6,500	2,508	2,508	2,508	
	Continued:								

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

PHA Name: Flint Housing Commission 3820 Richfield Road, Flint, MI 48506		Grant Type and Number Comprehensive Grant MI28P009708 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MI28P009-008	Entry/Storm Doors		1460	40%	13,000	2,000	2,000	2,000	
cont.	Fencing		1450	20%	30,000	30,000	0	0	
	Furnaces		1460	10%	10,000	1,000	1,000	1,000	
	Appliances		1465.1	15%	16,000	16,000	16,000	16,000	
	Totals				211,000	123,033	93,033	93,033	
MI28P009-010	Paint Interiors		1460	40%	30,000	30,000	30,000	30,000	
Scattered Sites	Bathroom Floors		1460	10%	13,000	13,000	13,000	13,000	
	Kitchen Floors		1460	10%	60,000	60,000	60,000	60,000	
	Entry/Storm Doors		1460	30%	12,000	12,000	12,000	12,000	
	Kitchen Cabinets		1460	15%	33,500	33,500	33,500	33,500	
	Gutters/Eaves/Porches		1450	40%	12,000	20,490	20,490	20,490	
	Fencing		1450	20%	30,000	30,000	0	0	
	Furnaces		1460	10%	10,000	2,495	2,495	2,495	
	Appliances		1465.1	15%	17,000	17,000	17,000	17,000	
	Windows		1460	10%	0	4,000	4,000	4,000	
	Totals				217,500	222,485	192,485	192,485	

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

PHA Name: Flint Housing Commission 3820 Richfield Rd., Flint, MI 48506		Grant Type and Number Comprehensive Grant MI28P009708 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Main Office	**Roof Replacement**		1470	1	0	53,586	53,586	53,586	Emergenc
Non-Dwelling	Total				0	53,586	53,586	53,586	Complete
FHC-WIDE	Security		1408		385,000	385,000	385,000	282,066	
Management	Resident Initiatives		1408		10,000	0	0	0	
Improvements	Drug Elimination Coord & Staff		1408		75,000	75,000	75,000	71,882	
	Applicant Screening		1408		1,100	1,100	1,100	437	
	Commissioners Training		1408		10,000	20,000	20,000	9,218	
	Staff/Maint. Training		1408		15,000	15,000	15,000	15,000	
	Totals				496,100	496,100	496,100	378,603	
Administrative	Mod Coordinator & Staff		1410		249,238	249,238	249,238	205,357	
	Totals				249,238	249,238	249,238	205,357	
Audit	Audit		1411		400	400	400	400	
	Totals				400	400	400	400	

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

PHA Name: Flint Housing Commission 3820 Richfield Rd., Flint, MI 48506		Grant Type and Number Comprehensive Grant MI28P009708 Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
PHA-WIDE	Office Equipment	1475		20,674	20,674	0	0		
Non-Dwelling Equipment	Maintenance Equipment Mod Automotive Equipment	1475		20,000	20,000	15,000	6,512		
	Totals			65,674	65,674	15,000	6,512		
A/E Fees	A/E Fees Richert Manor	1430		1,490	1,640	1,640	1,640		
	A/E Fees Garland/Chase	1430		26,005	26,005	26,005	18,645		
	A/E Fees River Park	1430		33,460	33,460	33,460	32,000		
	A/E Fees Centerview	1430		18,500	19,245	19,245	16,605		
	A/E Fees Scattered Sites	1430		14,770	14,170	14,170	14,170		
	A/E Fees Scattered Sites	1430		15,225	14,980	14,980	14,790		
	Totals			109,500	109,500	109,500	97,850		
	Reimbursables/Sundries	1430		3,000	3,000	3,000	1,750		
Relocation	Relocations Costs	1495		4,170	0	0	0		

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

PHA Name: Flint Housing Commission 3820 Richfield Rd., Flint, MI 48506		Grant Type and Number Comprehensive Grant MI28P009708 Capital Fund Program No: Replacement Housing Factor No:					Federal FY of Grant: 1999	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
MI28P009-001	9/30/01	9/30/01		9/30/02	9/30/02			
MI28P009-004	9/30/01	9/30/01		9/30/02	9/30/02			
MI28P009-005	9/30/01	9/30/01		9/30/02	9/30/02			
MI28P009-006	9/30/01	9/30/01		9/30/02	9/30/02			
MI28P009-008	9/30/01	9/30/01		9/30/02	9/30/02			
MI28P009-010	9/30/01	9/30/01		9/30/02	9/30/02			
PHA-WIDE	9/30/01	9/30/01		9/30/02	9/30/02			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number Capital Fund Program MI28P00950100 Capital Fund Program Grant No: MI28P00950100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	481,400			
3	1408 Management Improvements Soft Costs	481,400			
	Management Improvements Hard Costs	0			
4	1410 Administration	240,715			
5	1411 Audit	400			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	79,445			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	251,500			
10	1460 Dwelling Structures	797,000			
11	1465.1 Dwelling Equipment—Nonexpendable	15,000			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	60,303			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1502 Contingency	0			
	Amount of Annual Grant: (sum of lines.....)	2,407,163			
	Amount of line XX Related to LBP Activities	0			

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number Capital Fund Program MI28P00950100 Capital Fund Program Grant No: MI28P00950100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Section 504 compliance	0			
	Amount of line XX Related to Security –Soft Costs	332,900			
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			

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

PHA Name: Flint Housing Commission 3820 Richfield Rd., Flint, MI 48506		Grant Type and Number CFP MI28P00950100 Capital Fund Program Grant No: MI28P00950100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
MI28P009-001	Paint Interiors		1460	50%	65,000				
Richert Manor	Concrete Entrance Overhang		1450	1	20,000				
	Replace Elevators		1460	2	225,000				
	Tile Flooring-units		1460	45%	60,000				
	Roof		1460	1	60,000				
	Kitchen Cabinets/Vanities		1460	10%	17,000				
	Unit Entry Doors w/hinges-fire code		1460	100%	25,000				
	Paint lobby/community room		1460	100%	10,000				
	Paint Stairwells		1460	100%	30,000				
	Recess Entrance Floor		1460	1	15,000				
	Lobby Furniture		1460	50%	5,000				
	Hallway Carpeting		1460	50%	40,000				
	Stoves & Refrigerators		1465	10%	5,000				
	Community Room Carpet		1460	100%	10,000				
	Totals				587,000				
MI28P009-011	Tile Flooring-Units		1460	75%	75,000				
Mince Manor	Paint Hallways		1460	100%	40,000				
	Replace faucets on tubs		1460	100%	5,000				
	Totals				120,000				

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

PHA Name: Flint Housing Commission 3820 Richfield Rd., Flint, MI 48506		Grant Type and Number CFP MI28P00950100 Capital Fund Program Grant No: MI28P00950100 Replacement Housing Factor Grant No:					Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
MI28P009-014	Landscaping/Site Improvement		1450	50%	50,000				
Aldridge Place	Signs for Driveways		1450	100%	1,500				
	Strip Kitchen Floors/Varnish		1460	100%	40,000				
	Paint Exteriors/Fix Trim		1450	100%	50,000				
	Replace Porches/Steps		1450	50%	75,000				
	Paint Interiors		1460	75%	75,000				
	Pave Basketball Court		1450	1	5,000				
	Fence Back Patios		1450	100%	50,000				
	Stoves & Refrigerators		1465	10%	10,000				
	Emergency Roofs-15 buildings		1460	100%	0				
	Totals				356,500				
Management	Security		1408		332,900				
Improvements	Resident Initiatives		1408		10,000				
	Drug Elim. Coord & Staff		1408		75,000				
	Applicant Screening		1408		1,500				
	Computer Equipment		1408		32,000				
	Commissioners Training		1408		15,000				
	Staff/Maintenance Training		1408		15,000				
	Totals				481,400				

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Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
Administration	Mod Coordinator/Staff		1410		240,715				
Audit	Audit		1411		400				
Operating Fund	Operating Fund		1406		481,400				
A/E Fees	A/E Fees Richert Manor		1430		41,090				
	A/E Fees Mince Manor		1430		8,400				
	A/E Fees Aldridge Place		1430		24,955				
	A/E Fees PHA-Wide Vacancy Reduction		1430		0				
	Sundries		1430		5,000				
	Totals				79,445				
PHA-Wide	Office Equipment		1475		30,000				
	Maintenance Equipment		1475		30,303				
	Computer Equipment		1475		0				
	Totals				60,303				

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Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
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PHA Name: Flint Housing Commission 3820 Richfield Rd., Flint, MI 48506		Grant Type and Number Capital Fund Prog. MI28P00950100 Capital Fund Program Grant No: MI28P00950100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
FHC-Wide	Renovations Can Include:		1460	Approx.	157,000				
Vacant Unit	Repair of hole/drywall repair			68 units					
Renovations	Replace/Repair Kitchen Cabinets			(5,550 each)					
	Repair/Replace Floors-vinyl								
	Replace Bath Floors with Ceramic								
	Painting								
	Repair/Replace sinks/faucets/toilets,tubs								
	Repair/Replace furnaces								
	Replace Hot Water Heaters								
	Replace Laundry Tubs as needed								
	Repair/Replace Windows/Hardware								
	Repair/Replace Doors/Door Jambs/ and Hardware								
	Repair/Replace Storm Doors								
	Replace Light Fixtures as needed								
	Replace Smoke Detectors as needed								
	Repair/Replace handrails/stair treads								
	Repair/Replace Electrical, Switches, Outlets								
	Replace Basement Windows								
	Repair Defective Plumbing								

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI28P009-001	6/30/02	6/30/03		6/30/03	6/30/04		
Richert Manor							
MI28P009-011	6/30/02	6/30/03		6/30/03	6/30/04		
Mince Manor							
MI28P009-14	6/30/02	6/30/03		6/30/03	6/30/04		
Aldridge Place							
PHA-WIDE	6/30/02	6/30/03		6/30/03	6/30/04		
Management		6/30/03			6/30/04		
Improvements							