

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: 2002

**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:** Bronson Housing Commission

**PHA Number:** MI016

**PHA Fiscal Year Beginning:** 07/2002

### PHA Plan Contact Information:

Name: Shanda J. Wrozek, Executive Director

Phone: (517) 369-6265

TDD: (517) 369-6265

E-mail: bronsonhc@cbpu.com

### 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

### 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
- Main administrative office of the local, county or 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)
  - ◆ Main administrative office of the local, county or State government
  - ◆ Public library

### PHA Programs Administered:

- Public Housing and Section 8       Section 8 Only       Public Housing Only

**Annual PHA Plan  
Fiscal Year 2002**  
[24 CFR Part 903.7]

**i. Table of Contents**

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

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<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
◆ Community Service Policy Brief Description – Attachment G (mi016g01)	
◆ Pet Ownership Policy Brief Description – Attachment H (mi016h01)	
◆ Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals – Attachment I (mi016i01)	

**ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

HUD Notice PIH 99-51 does not require an executive summary. The reader is referred to the mission statement, goals and objectives contained in the 5-Year Plan.

**1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year’s PHA Plan that are not covered in other sections of this Update.

The Bronson Housing Commission has adopted a Pet Policy, Community Service Policy and Optional Income Exclusions to assist working families in the PHA’s jurisdiction. These Policies/Procedures are added as amendments to the Admissions and Continued Occupancy Policy.

**2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHA’s are not required to complete this component.

A.  Yes  No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA’s estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 80,344.00

C.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

**(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment “B”.

**(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment “C”.

**3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHA’s 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 next component; if “yes”, complete one activity description for each development.)

2. Activity Description

<b>Demolition/Disposition Activity Description</b> <b>(Not including Activities Associated with HOPE VI or Conversion Activities)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for      units <input type="checkbox"/> Public housing for      units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for      units (describe below)	
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:	

**4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

A.  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 next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

**B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards

Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

**5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemption's Section 8 Only PHA's may skip to the next component PHA's eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A.  Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_

C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

**6. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board (RAB) Recommendations and PHA Response**

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 attached at Attachment "F" (mi016f01).

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

The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included

Yes  No: below or

Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_\_.

Considered comments but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment "F" (mi016f01).

Other: (list below)

**B. 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: State of Michigan
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 specific initiatives contained in the Consolidated Plan. (List such initiatives below)
  - Other:
    - ◆ Per PIH Notice 2000-43, Attachment A, Certification with the Consolidated Plan is not applicable to Small PHA Plan Update
3. PHA Requests for support from the Consolidated Plan Agency
  - Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:
  - ◆ Per PIH Notice 2000-43, Attachment A, Certification with the Consolidated Plan is not applicable to Small PHA Plan Update.

**C. Criteria for Substantial Deviation and Significant Amendments**

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHA's are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

**A. Substantial Deviation from the 5-year Plan:**

Substantial deviation from the Agency Plan is any fundamental deviation from the Commission's mission statement, goals and objectives, or key administrative policies as defined by the Commission. Any such deviation will be submitted to review requirements contained in the Plan Final Rule published on October 21, 1999.

**B. Significant Amendment or Modification to the Annual Plan:**

A significant amendment to the Agency Plan is any fundamental amendment to the Commission's Mission Statement, goals and objectives, or key administrative policies as defined by the Commission. Any such amendment will be submitted to review requirements contained in the Plan Final Rule published on October 21, 1999.

## Attachment A

### Supporting Documents Available for Review

PHA's are to 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
N/A	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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
N/A	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located 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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHA's) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHA's Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHA's participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHA's participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHA's: MOA/Recovery Plan	Troubled PHA's
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>						
<b>PHA Name:</b> BRONSON HOUSING COMMISSION		<b>Grant Type and Number</b> Capital Fund Program: MI33P016501001 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2001	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>			<input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>	
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	\$81,650.00	N/A	\$0.00	\$0.00	
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 liquidated Damages					
7	1430 Fees and Costs					
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment—Non-expendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1498 Mod Used for Development					
19	1502 Contingency					
20	Amount of Annual Grant: (sum of lines 2-19)	\$81,650.00	N/A	\$0.00	\$0.00	
21	Amount of line 20 Related to LBP Activities	\$0.00		\$0.00	\$0.00	
22	Amount of line 20 Related to Section 504 Compliance	\$0.00		\$0.00	\$0.00	
23	Amount of line 20 Related to Security	\$0.00		\$0.00	\$0.00	

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> BRONSON HOUSING COMMISSION	<b>Grant Type and Number</b> Capital Fund Program: MI33P016501001 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  <b>2001</b>	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>					
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>					
<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>					
<input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
24	Amount of line 20 Related to Energy Conservation Measures	\$0.00		\$0.00	\$0.00





**Attachment C**

**Capital Fund Program 5-Year Action Plan**

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

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> <b>Original statement</b> <input type="checkbox"/> <b>Revised statement</b>		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
<b>MI-016-001</b>	<b>Fairview Manor</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Operations</b>	<b>\$40,825.00</b>	<b>07/01/2001</b>
<b>Total estimated cost over next 5 years</b>	<b>\$204,125.00</b>	

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	
MI-016-002	Pleasant Homes	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Operations	\$40,825.00	07/01/2001
<b>Total estimated cost over next 5 years</b>		<b>\$204,125..00</b>

**Required Attachment “D”: Resident Member on the PHA Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

◆ Carole Gosnell

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires): 01/01/2001 - 12/31/2005

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: 12/31/2001

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

◆ David O’Rourke – City Manager

## **Required Attachment “E”: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

- ◆ All residents of Fairview Manor (MI-016-001) and Pleasant Homes (MI-016-002) have been notified and appointed to the Resident Advisory Board pursuant to the procedures as outlined in PIH Notice 2000-36. See attachment mi016e01.doc

**BRONSON HOUS**

**BHC**



*Equal Housing Opportunity*

*Fairview Manor & Pleasant Homes*

**SHANDA J. WROZEK**  
**EXECUTIVE DIRECTOR**

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**MEMORANDUM**

TO: All residents of Fairview Manor and Pleasant Homes

FROM: Shanda J. Wrozek, Executive Director

RE: Resident Advisory Board

DATE: January 22, 2001

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Dear Residents:

The Quality Housing and Work Responsibility Act of 1998 was implemented by the Department of Housing and Urban Development. The QHWRA instructs Housing Authorities to establish one or more Resident Advisory Boards for the purpose of assisting and making recommendations regarding the development of the Public Housing Authority Plan, and any significant amendment or modification to it.

I have made several attempts to appoint current residents of Fairview Manor and Pleasant Homes to the RAB; however there seems to be lack of interest. Therefore, I am hereby appointing all of you to the RAB effective immediately upon receipt of this Memorandum.

Your role in the development of the PHA Plan is to be actively involved in the planning and outlining of the 2002 Annual Plan. By being actively involved, I mean ensuring that the views of the residents of Fairview Manor and Pleasant Homes are represented at the scheduled meetings. You should make every effort to be informed and volunteer for the RAB in the future years. I will notify you in a timely manner of all scheduled meetings. In addition, please let me know if you would like guidance on setting up any other Resident Council.

All input received from the RAB will be discussed and considered when developing the Plan.

Sincerely,

*Shanda J. Wrozek*  
Executive Director



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## **COMMENTS OF RESIDENT ADVISORY BOARD**

A meeting of the Resident Advisory Board was called to order Thursday March 1, 2001 at 10:00 a.m. in the Activities Room of the Bronson Housing Commission. There were no tenants present from Fairview Manor and two (2) tenants from Pleasant Homes were present. Attending to represent the views of Pleasant Homes were Carole Gosnell and Burr Anderson. Also in attendance on behalf of the Bronson Housing Commission was Shanda J. Wrozek, Executive Director.

The 2002 Annual Plan of the Bronson Housing Commission, along with attachments, was reviewed page by page with the above individuals present. Upon review of Section 2, Capital Improvement Needs, Mr. Anderson asked Mrs. Wrozek what kind of improvements were going to take place for Pleasant Homes. Mrs. Wrozek replied that upon completion of a 20year Capital Needs Assessment, a tentative schedule would be put into place outlining betterments and improvements to the apartment homes and grounds.

At the completion of the review of the Plan, Ms. Gosnell indicated that she had no comments other than she is interested in the results of the 20-year Assessment. Mr. Anderson then stated he is also interested in the Assessment.

Having no further comments, questions or concerns, the meeting ended at 12:57 p.m.

Respectfully,

*Shanda J. Wrozek*  
Executive Director

## **Bronson Housing Commission**

318 S. Ruggles St., P.O. Box 33 □ Bronson, MI 49028

Phone: (517) 369-6265 □ Fax: (517) 369-8315 □ E-mail: bronsonhc@cbpu.com

### **Brief Description of Community Service Policy**

1. The Bronson Housing Commission adopted a Community Service Policy on December 04, 2000.
2. The Bronson Housing Commission's Community Service Policy requires each adult resident of its public housing program to perform eight hours community service per month.
3. The Bronson Housing Commission's Community Service Policy exempts several types of family members from performing community service. These include any adult resident who:
  - A. Is 62 years of age or older;
  - B. Is a blind or disabled individual, as defined under section 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who is unable to comply with this section, or is a primary caretaker of such individual;
  - C. Is engaged in eight or more hours of work activity per month (as such term is defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d)), as in effect on and after July 1, 1997));
  - D. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or
  - E. Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the public housing agency is located, including a State administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.
1. The Bronson Housing Commission's Community Service Policy establishes monitoring methods and punitive actions for families in noncompliance with the Policy.
2. The Bronson Housing Commission's Community Service policy requires that staff members compile a list of eligible volunteer activities from which residents subject to the policy may choose. The Policy also allows the resident to choose his or her own volunteer activity for community service, subject to management approval
3. All portions of the Community Service Policy are based on and in accordance with the Quality Housing and Work Responsibility Act of 1998 and related subsequent amendments.

## **Bronson Housing Commission**

318 S. Ruggles St., P.O. Box 33 □ Bronson, MI 49028

Phone: (517) 369-6265 □ Fax: (517) 369-8315 □ E-mail: bronsonhc@cbpu.com

### **Brief Description of Pet Policy**

1. The Bronson Housing Commission adopted a Pet Policy on March 06, 2000.
2. The Bronson Housing Commission's Pet Policy allows residents to own common pets, including fish, birds, a dog or a cat.
3. For a dog or cat, pet owner agrees to pay \$300.00 "damage deposit" to the Commission in advance, over and above the Security Deposit, to be used for collateral in case of damage to the apartment or Commission property. This deposit is refundable if no damage occurs according to the Commission move-out inspection or upon an inspection completed at the time the pet is permanently removed from the premises. No deposit shall be charged for Seeing Eye dogs or other animal specifically trained to help handicapped persons live independently
4. The Bronson Housing Commission's Pet Policy exempts "Seeing Eye dogs" from the Pet Policy.
5. The Bronson Housing Commission's Pet Policy requires that every pet be registered annually with the Bronson Housing Commission Management office. Registration requires the following:
  - A. Proof of current license.
  - B. Proof of inoculations (as required by Veterinarian)
  - C. Identification tag
  - D. Proof of spaying or neutering
  - E. Photograph of pet (no smaller than 3 x 5)
  - F. All cats must be de-clawed.
1. The Bronson Housing Commission's Pet Policy requires that each resident with a pet list a contact person to care for the pet in case absence for more than one day.
2. The Bronson Housing Commission's Pet Policy establishes a "pet run" on the grounds of the Bronson Housing Commission.