

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: 2001

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

## PHA Plan Agency Identification

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

**PHA Number:** MI046

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/2001

### PHA Plan Contact Information:

Name: Nancy E. Walker

Phone: (616) 983-2814

TDD: N/A

Email (if available): sjhc@cybersol.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)

### PHA Programs Administered:

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

**Annual PHA Plan  
Fiscal Year 2001**

[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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**ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

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

Following is the Annual Plan of the St. Joseph Housing Commission for the Fiscal Year beginning April 1, 2001. There is very little to report regarding this plan as it basically mirrors the documents, policies and procedures provided in the previous year's plan. As a High Performing small Housing Authority we have elected to submit this very streamlined plan as permitted by the U.S. Department

of Housing and Urban Development Notice PIH 2000-43 (HA). Virtually all improvements and suggestions provided by the residents and the Resident Advisory Board have remained the same and the St. Joseph Housing Commission has kept these considerations as foremost projects of upcoming Capital Fund Program grant funds. The St. Joseph Housing Commission continues to provide adequate and affordable housing and a suitable living environment free from discrimination by following the U.S. Department of Housing and Urban Development guidelines. The Lake View Terrace Highrise continues to be a development that its residents can be proud to reside in and the St. Joseph Housing Commission can be proud to offer the community.

## **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.

There have been no major changes in the policies nor have there been program changes to the prior year plan. The primary reason is due to the late submission of the prior year plan due to retirement of the previous Executive Director. The plan was actually developed after it was due to the Department of Housing and Urban Development and finally approved in November 2000. The St. Joseph Housing Commission continues to follow the theme of the Department of Housing and Urban Development to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs 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? \$ 139,682 (Actual)

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 C

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

The Capital Fund Program Annual Statement is provided as Attachment B

### **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability: 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 next component ; if “yes”, complete one activity description for each development.)

#### 2. Activity Description

<b>Demolition/Disposition Activity Description (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 downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment 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)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs 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, Comments of Resident Advisory Board**

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**.

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: (list below)

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: (describe below)

**The St. Joseph Housing Commission must be consistent with the State of Michigan Consolidated Plan, as the local jurisdictions (County of Berrien and City of St. Joseph) do not currently have consolidated plans. We are consistent with the State Consolidated Plan by implementing strategies to improve and preserve the existing affordable housing stock and by continuing to establish a suitable living environment and expand economic opportunities for low and moderate income people through economic and infrastructure development and improvements. It is the desire of the St. Joseph Housing Commission to continue as a high performer in maintaining our current facility. It is also the Housing**

Commission's desire to implement measures to promote income mixing and equal opportunity for all Americans, in access to assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability.

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

The St. Joseph Housing Commission will not deviate from the adopted five-year plan without first consulting with the public through a Public Hearing, of which notice will be published in the newspaper of general circulation in the area of the Housing Commission 45 days prior to such hearing. Changes will be available for review by the public in the Management Office of the Housing Commission, the City Hall of the City of St. Joseph and the St. Joseph Public Library. All changes are subject to approval of the U.S. Department of Housing and Urban Development.

A significant amendment to the Annual Plan will be based on input from the Resident Advisory Board and residents, and unforeseen emergencies. These amendments will be subject to the approval of the U.S. Department of Housing and Urban Development.

#### **1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs 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: The St. Joseph Housing Commission defines a "substantial deviation" from the 5-year Plan as any addition of non-emergency work or policies, not including changes in HUD regulatory requirements, that would significantly deviate from the original information provided in the plan.**

**B. Significant Amendment or Modification to the Annual Plan: The St. Joseph Housing Commission defines a "significant amendment or modification" to the PHA plan as one of the following:**

- 1) changes to rent or admission policies or organization of the waiting list;
- 2) additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or
- 3) any change with regard to demolition or disposition, designation, or conversion activities.

**Attachment A**  
**Supporting Documents Available for Review**

PHAs 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>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
<b>X</b>	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
<b>X</b>	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
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
<b>X</b>	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
<b>N/A</b>	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
<b>N/A</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	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
<b>X</b>	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

<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 (PHAS) Assessment	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS 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 checked="" 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
X	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
X	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
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

<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	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/A	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
N/A	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
NA	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 PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs 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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
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 PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**ATTACHMENT B**

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/				
PHA Name: <b>St. Joseph Housing Commission</b>		Grant Type and Number Capital Fund Program: <b>MI33P04650101</b> Capital Fund Program Replacement Housing Factor Grant No:		
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised A		
<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		
		Original	Revised	
1	Total non-CFP Funds			
2	1406 Operations	1,682		
3	1408 Management Improvements	3,000		
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	135,000		
11	1465.1 Dwelling Equipment—Nonexpendable			
12	1470 Nondwelling Structures			
13	1475 Nondwelling Equipment			
14	1485 Demolition			
15	1490 Replacement Reserve			
16	1492 Moving to Work Demonstration			
17	1495.1 Relocation Costs			
18	1498 Mod Used for Development			
19	1502 Contingency			
20	Amount of Annual Grant: (sum of lines 2-19)	139,682		
21	Amount of line 20 Related to LBP Activities			
22	Amount of line 20 Related to Section 504 Compliance			
23	Amount of line 20 Related to Security			
24	Amount of line 20 Related to Energy Conservation Measures			

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

PHA Name:  <b>St. Joseph Housing Commission</b>		Grant Type and Number Capital Fund Program #: <b>MI33P04650101</b> Capital Fund Program Replacement Housing Factor #:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	
				Original	Revised
MI046	New Roof	1460	1	50,000	
MI046	Replace Shower Controls	1460	107	30,000	
MI046	Operations	1406	1	1,682	
MI046	Management Education	1408	1	3,000	
MI046	Aesthetic Improvements to Common Areas	1460	1	10,000	
MI046	Lower Apt. Call Panel-ADA	1460	1	15,000	
MI046	Replace Fire Alarm System	1460	1	30,000	
				139,682	



**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: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

<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>	
MI046-01	St. Joseph Housing Commission-Lake View Terrace Highrise	
<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Management Education	3,000	2001
Operations	1,682	2001
New Roof (Lake View Terrace Highrise)	50,000	2001
Replace Shower Controls (107 Apts.)	30,000	2001
Renovate Apartment Call Panel (ADA)	15,000	2001
Replace Fire Alarm System	30,000	2001
Aesthetic Improvements to Common Areas (Carpet, furniture, curtains) Laundry Room	10,000	2001
Replace Bifold Doors (107 Apts.)	107,000	2002
Replace Worn Apartment Windows	10,000	2002
Repair/Replace Parking Lots (Upper and Lower)	35,000	2003
Telephone Service to Lobby (Lake View)	2,000	2003
Upgrade Stoves (107 Apts.)	35,000	2003
Maintenance of Entire Exhaust System	20,000	2003
New Generator	20,000	2004
Elevator Upgrades	80,000	2004
Computer Replacements/Upgrades	6,000	2004
Expand Front Lobby (Visitation/waiting) & Entry	100,000	2005
<b>Total estimated cost over next 5 years</b>	<b>563,000</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: **Camellia Bogan**

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

- Elected
- Appointed

C. The term of appointment is (include the date term expires): **The term of this appointment is five years, expiring on July 29, 2004.**

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: **July 29, 2002**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): **The appointment of a member to the Housing Commission is a function of the City Commission of the City of St. Joseph, consisting of the following members: Mayor Mary Goff, Mayor Pro-Tem Dennis Soucek, Commissioner Robert Judd, Commissioner Jeff Richards and Commissioner Mike Garey.**

**Required Attachment F: 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.)

Marjorie Ann Smith - Resident

Rita Janecko - Resident

Joe Bogan - Resident

Wilma Enix - Resident

Olean Williams - Resident

Evelyn Lundy - Resident

Austin Brown - Resident

## Attachment F: Comments of the Resident Advisory Board

### MINUTES OF A REGULAR MEETING OF THE ST. JOSEPH HOUSING COMMISSION RESIDENT ADVISORY BOARD OF THE CITY OF ST. JOSEPH, MICHIGAN HELD ON WEDNESDAY, DECEMBER 13, 2000, 10:00 A.M.

Executive Director Nancy Walker called the meeting to order.

Present: Board Members Marge Smith, Rita Janecko, Joe Bogan, Wilma Enix, Glean Williams, Evelyn Lundy and Austin Brown.

Absent: None.

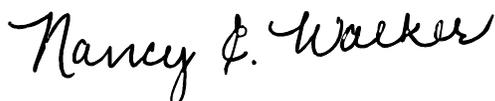
There were many items discussed at this meeting for improvements - some were basically management considerations or maintenance-type improvements and some were capital improvements that the Board felt should be considered for grant fund expenditures.

The items considered maintenance or management decisions were as follows: concerns about outside storage on the balcony, painting apartments different colors, meeting with tenants regarding fire safety, additional security during Venetian Festival (RSVP), flag/light in front of building, and location of the panic alarm panel. Management will investigate these items.

The Board offered the following suggestions for grant fund improvements: curtains and aesthetic improvements for common areas, new generator, telephone jacks in bedrooms, replace bifold doors in apartments, replace apartment windows, more electrical receptacles in apartments, lobby telephone, clean entire building exhaust system and purchase a vehicle (van) for transportation to appointments, etc.

Being no further business, the meeting was adjourned by Director Walker at 12:30 p.m.

Respectfully submitted,



Nancy E. Walker Executive Director

## Attachment E-Continued

### Resident Advisory Board

#### December 2000 Recommendations

12/13/00

1. Curtains and aesthetic improvements to common areas.
2. New generator.
3. Telephone jacks in bedrooms (for emergency situations).
4. Replace bifold doors in all apartments.
5. Replace apartment windows.
6. More electrical receptacles in apartments.
7. Lobby telephone.
8. Clean entire building exhaust system (vents/fans).
9. Highrise van.

### **St. Joseph Housing Authority Response**

The Management staff of the St. Joseph Housing Commission is always willing to receive comments from any of their residents in regards to improvements to the building and surrounding area. We encourage suggestions from the residents and meet with the Resident Advisory Board to develop the lists of ideas most important to the residents. The Resident Advisory Board met on December 13, 2000 to update the prior list. The list virtually stayed the same from the previous year but the order of importance was somewhat changed. The Housing Commission has taken these suggestions and incorporated them into the Capital Fund Program. Several items from the previous list were deleted as they were determined to be normal maintenance and should not be included as major projects of grant funds, i.e. painting apartments different colors, aid in moving furniture during painting, new kitchen lights. The Resident Advisory Board determined that some previously listed major projects were not feasible for this facility, i.e. sheltered resident parking, small awnings on outside windows, additional storage for tenants. The management will investigate the maintenance-type items and agrees with deleting the major items that are not feasible.