

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

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**

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

**PHA Plan
Agency Identification**

PHA Name: Livonia Housing Commission

PHA Number: MI055

PHA Fiscal Year Beginning: 01/2001

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 2001 - 2005

[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: The mission of the Livonia Housing Commission is to provide adequate housing and community development assistance, and to expand and preserve decent, safe and affordable housing for low and moderate income families. The Commission is further committed to providing quality services to our clients in an effective, efficient and respectful manner.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)

- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- 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: (list below)

FIVE-YEAR GOALS

The goals and objectives adopted by the Livonia Housing Commission are as follows:

Goal One: Manage the Livonia Housing Commission’s existing public housing program and Section 8 Tenant Based rental program in an efficient and effective manner thereby qualifying as at least a standard performer under the Public Housing Assessment System (PHAS) program and the Section 8 Management Assessment Program (SEMAP).

Objectives:

1. HUD shall recognize the Livonia Housing Commission as a high performer in PHAS and SEMAP by December 31, 2002.
2. The Livonia Housing Commission shall make our public housing McNamara Towers high rise units more marketable to the community as evidenced by improved leasing rates (<30 days) and an increase in

our waiting list to one that requires a six-month wait for housing by December 31, 2001. The Commission shall complete conversion construction at Michigan 55-1 to combine 52 zero bedroom units into 26 one-bedroom units by December 31, 2001.

3. The Livonia Housing Commission shall improve its overall Section 8 leasing rate to 93% by December 31, 2001 and to 95% by December 31, 2002 and 95% by December 31, 2003.

Goal Two: Provide and improve the physical environment in the Livonia Housing Commission's public housing communities.

Objectives:

1. The Livonia Housing Commission shall establish an aggressive preventative maintenance program and improve the physical condition of apartments at Michigan 55-1, 55-2 and 55-4 as evidenced by a PHAS physical condition score of at least 90% by December 31, 2001.
2. The Livonia Housing Commission shall establish and implement an aggressive preventive maintenance program for Michigan 55-1, 55-2, 55-4 in common space areas, mechanical systems, building exteriors and outside grounds. The goal is to improve the PHAS components to a score of at least 90% by December 31, 2001.
3. The Livonia Housing Commission shall improve the "curb appeal" of Michigan 55-1, 55-2 and 55-4 through landscaping and environmental improvements by December 31, 2002.

Goal Three: Expand the supply of affordable housing opportunities for low-income families and the elderly.

Objectives:

1. The Livonia Housing Commission shall conduct a survey to determine the need for additional senior citizen housing by December 31, 2000

and formulate plans for the development of additional low income senior citizen housing by December 31, 2001.

2. The Livonia Housing Commission shall obtain financing and develop additional low-income (<80% of median income) elderly housing by December 31, 2004.
3. The Livonia Housing Commission shall apply for up to 50 Section 8 Housing Choice Vouchers for low-income disabled families by December 31, 2001 should funds be available from HUD. The additional units are in support of the Housing Commission's designated housing application.

Goal Four: The Livonia Housing Commission shall expand its financial resources, maintain fiscal responsibility and fiscal independence from the City of Livonia:

Objectives:

1. The Livonia Housing Commission shall increase its public housing operating reserve to at least 100% of the maximum allowed by December 31, 2002.
2. The Livonia Housing Commission shall increase non-rental income 10% per year so as to reduce the need for federal operating subsidy.
3. The Livonia Housing Commission shall continue to generate sufficient resources to cover operating expenses and therefore not rely on the City of Livonia for financial assistance.

GOAL FIVE: The Livonia Housing Commission shall utilize the Public Housing Drug Elimination Program (PHDEP) to improve the physical security and safety of the Michigan 55-1, 55-2 and 55-4. The PHDEP program shall also be utilized to inform and reduce the use of illegal drugs in and around public housing communities.

OBJECTIVES:

1. The Housing Commission shall improve the PHAS Resident Satisfaction Survey (security) response and scores by December 31, 2002.

2. The Livonia Police Department and Livonia Public School statistics and survey results shall reflect reduced illegal drug use and drug related crime by December 31, 2002.

3. The Housing Commission shall conduct informational meetings and administer surveys to reflect resident satisfaction with PHDEP activities by December 31, 2001.

**Annual PHA Plan
PHA Fiscal Year 2001**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
 Small Agency (<250 Public Housing Units)
 Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Livonia Housing Commission received approval of its first Agency Plan on March 16, 2000. The Commission's second (2001) Agency Plan features these new provisions and initiatives:

- A) Community Service Policy**
- B) Pet Policy**
- C) Designated housing for the elderly**
- D) Public Housing Drug Elimination program**
- E) Updated Five Year Capital Plan**
- F) Public Housing Homeownership Initiative**
- G) New 5 Year Goal for Public Housing Drug Elimination Program**

The development of the Comprehensive Agency Plan was a beneficial process for the Livonia Housing Commission. The Board of Commissioners, residents and the community has a better understanding of the Housing Commission's mission, goals and policies.

iii. Annual Plan Table of Contents

[24 CFR Part 903.79 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	1
i. Executive Summary	1
ii. Table of Contents	2
1. Housing Needs	5
2. Financial Resources	12
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	23
5. Operations and Management Policies	27
6. Grievance Procedures	30
7. Capital Improvement Needs	31
8. Demolition and Disposition	37
9. Designation of Housing	38
10. Conversions of Public Housing	39
11. Homeownership	41
12. Community Service Programs (mi055d02)	43
13. Crime and Safety	46
14. Pets (mi055c02)	47
15. Civil Rights Certifications (included with PHA Plan Certifications)	48
16. Audit	48
17. Asset Management	48
18. Other Information	49

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:

- Attachment A-Admissions Policy for Deconcentration (mi055a02)
- Included in PHA Plan text as Component #7-FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2002-2006 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan (mi055b02)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Deconcentration (mi055a02)
 - PHDEP (mi055b02)
 - Pet Policy (mi055c02)
 - Community Service (mo055d02)
 - Statement of Progress (mi055e02)
 - Resident on Board (mi055f02)
 - RAB Membership (mi055g02)
 - Organizational Chart (mi055h02)

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
See below *	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;

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
See below *	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	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
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
X	Section 8 rent determination (payment standard) policies <input checked="" 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	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
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	Annual Plan: Conversion of Public Housing
Submission 6-2001	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Submission 6-2001	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
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
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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

* Relative to the Fair Housing and Public Housing Deconcentration documents being available for review, please be advised that the Livonia Housing Commission is awaiting the final rule on Public Housing Deconcentration from the U.S. Department of Housing and Urban Development.

1. Statement of Housing Needs

[24 CFR Part 903.79 (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	686	5	5	3	4	3	1
Income >30% but <=50% of AMI	704	4	4	3	4	3	1
Income >50% but <80% of AMI	704	3	3	3	4	3	1
Elderly	1,346	4	3	2	4	2	1
Families with Disabilities	778	4	4	3	5	4	1
Race/Ethnicity-Hispanic	23	5	5	4	N/A	4	1
Race/Ethnicity-Black	N/A	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
Indicate year: 2000-2003
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
 - Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

State of Michigan Department of Mental Health-1999
 Wayne County Health Department-1999
 Senior Alliance and Area Agency on Aging-1999
 City of Livonia Planning Department-1999
 City of Livonia Department of Community Resources-1999
 Hegira Health Systems-1999
 Spectrum Human Services-1999
 Out-Wayne Homeless Coalition-1999

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			
As of November 1, 2000			
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	491		Approx. 40
Extremely low income <=30% AMI	410	84%	
Very low income (>30% but <=50% AMI)	72	15%	
Low income (>50% but <80% AMI)	9	1%	
Families with children	439	89%	
Elderly families	25	5%	

Housing Needs of Families on the Waiting List			
As of November 1, 2000			
Families with Disabilities	27	5%	
Race/ethnicity White (Non-Hispanic)	90	19%	
Race/ethnicity Black (Non-Hispanic)	398	81%	
Race/ethnicity American Indian/Native Alaskan	1	0%	
Race/ethnicity Asian or Pacific Islander	1	0%	
Race/ethnicity Hispanic	1	0%	
Race/ethnicity Other			
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)? 10			
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			

Housing Needs of Families on the Waiting List
As of November 1, 2000

Housing Needs of Families on the Waiting List

As of November 1, 2000

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	68		Approx. 25
Extremely low income <=30% AMI	49	71%	
Very low income (>30% but <=50% AMI)	14	20%	
Low income (>50% but <80% AMI)	6	9%	
Families with children	3	1%	
Elderly families	48	70%	
Families with Disabilities	21	29%	
Race/ethnicity White (Non-Hispanic)	61	88%	
Race/ethnicity Black (Non-Hispanic)	7	10%	
Race/ethnicity Asian or Pacific Islander		1%	
Race/ethnicity Other	1	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	68	99%	23
2 BR	N/A	N/A	N/A
3 BR	1	1%	2

Housing Needs of Families on the Waiting List	
As of November 1, 2000	
Is the waiting list closed? <input checked="" type="checkbox"/> No, for One Bedroom Elderly and Disabled Units	<input checked="" type="checkbox"/>
Yes, for Three Bedroom Family Units	
If yes:	
How long has it been closed (# of months)? 2 months	
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input 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 (Public Housing Program only)
- 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 2001 grants)		
a) Public Housing Operating Fund	115,000	
b) Public Housing Capital Fund	238,694	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,800,000	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	40,000	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
1999 CIAP	172,856	Modernization
2000 Capital Fund	238,694	Modernization
3. Public Housing Dwelling Rental Income	430,000	PH Operations
4. Other income (list below)		
Entrepreneurial Income	10,400	PH Operations
4. Non-federal sources (list below)		
Investment Income-Public Housing	13,000	PH Operations
Investment Income-Section 8 Admin. Fee	15,000	Section 8 Operations
Total resources	4,073,644	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (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: (3 months)
- 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- History of Disturbing Neighbors or Destruction of Property
Fraud in connection with any housing program
Alcohol abuse that interferes with the health, safety or right to peaceful enjoyment of others.

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? Zero.

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- Unless offer was to achieve Deconcentration purposes.
- 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: To achieve Deconcentration goals.

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.

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)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 1 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 and projected applicants ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? The one general occupancy development is 15 scattered site single family homes, which are not subject to HUD deconcentration provisions pursuant to HUD proposed rule.

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
The extent of the criminal records search depends on the residence of the applicant for the past three years.
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other- Upon the request of a Section 8 owner we shall share factual or third-party written information relevant to the history of, or ability to, comply with the lease or any history of drug related criminal activity.

(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: Section 8 clients must demonstrate and provide documentation as to their efforts to locate housing during the initial 60 day period or the family contains a person with a disability.

(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

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
- 1 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 and potential applicants ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.79 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
 Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
 For household heads
 For other family members

- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other- The family must report increased income for PHA records, however rent shall not be adjusted until annual re-examination. Families must report change in family composition at all times.

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

Michigan 55-1 and 55-2 are elderly high rise properties. There are no similar unassisted properties that contain zero and one bedroom apartments. Therefore, the Housing Commission has utilized the Detroit PMSA Fair Market Rents as the flat rent for these projects. Michigan 55-4 utilized the above information to determine the three bedroom flat rent.

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)
Increase leasing rates.

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- Vacancy rates, market rents and size and quality of the units leased under the Section 8 program.

(2) Minimum Rent

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

- \$0
 \$1-\$25
 \$26-\$50

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

5. Operations and Management

[24 CFR Part 903.79 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
 A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	174	25
Section 8 Vouchers	602	45
Section 8 Certificates	77	10
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)	174	25
Other Federal Programs		

Family Self Sufficiency	N/A	15 Graduates as of December 31, 2000
Community Development Block Grant Program	N/A	N/A
Comprehensive Improvement Assistance Program	174	N/A
Section 8 New Construction (LHC does not own or manage the community. LHC is the HUD Contract Administrator)	196	Approx. 35

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

The Livonia Housing Commission has the following policies and procedures for the Low Rent Public Housing Program:

-
- A) Low Rent Admissions and Continued Occupancy Policy for Family & Elderly (enclosed)
 - B) Procurement Policy
 - C) Disposition Policy
 - D) Capitalization Policy
 - E) Drug Free Workplace Policy
 - F) Equal Housing Opportunity Policy
 - G) Maintenance Plan-Policy-Pest Control is Contained in Section VIII
 - H) Investment Policy
 - I) Pet Policy (Elderly and Family)
 - J) Travel Policy
 - K) Parking Policy
 - L) Excess Utility Schedule-Policy
 - M) Rent Collection Policy
 - N) Schedule of Non-routine Charges & Policy

- O) Leasing and Occupancy Policy
- P) Unit Transfer Policy
- Q) Facility Use Policy
- R) Check Signing Policy
- S) Funds Transfer Policy
- T) Blood Borne Disease Policy
- U) Vacant Apartment Painting Policy
- V) Personnel Policy
- W) Criminal, Drug Treatment and Registered Sex Offender Classification Records Management Policy
- X) Public Housing Lease Agreement
- Y) Deconcentration Policy (Adopted by LHC on June 17, 1999)
- Z) Utility Allowance Schedule
- AA) Designated Housing Plan
- BB) Homeownership Plan

The required pest control policy is contained in our Maintenance Plan-Policy (see Section VIII).

Copies of these policies can be located at the Livonia Housing Commission administrative offices 19300 Purlingbrook Avenue, Livonia, Michigan 48152.

The Livonia Housing Commission has the following policies and procedures in place for the Section 8 Tenant Based Rental Program:

- (2) Section 8 Management:
 - Section 8 Administrative Plan
 - Section 8 Utility Allowance Schedule
 - Rent Reasonableness Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

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

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

Capital Fund Grant Number MI-28P055-912-01 FFY of Grant Approval: 2001

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	N/A
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	10,000
5	1411 Audit	
6	1415 Liquidated Damages	

7	1430	Fees and Costs	
8	1440	Site Acquisition	
9	1450	Site Improvement	
10	1460	Dwelling Structures	228,000
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)		238,000
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		
24	Amount of line 20 Related to Energy Conservation Measures		

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MI55-01, McNamara Towers #1	The Livonia Housing Commission intends to complete by December 31, 2001 the re-configuration of 52 zero bedroom apartments into 26 one-bedroom apartments. This is continuation of the 2000 Capital Fund program. Work items include renovation of kitchens, bathrooms, flooring, closets-hardware and walls.	1460	228,000
MI55-01, McNamara Towers #1	Administration costs to monitor capital grant program activities.	1410	10,000
TOTAL			238,000

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Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MI55-01, McNamara Towers #1	September 30, 2001	September 30, 2002

--	--	--

Optional Public Housing Asset Management Table

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

Optional 5-Year Action Plan Tables

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Michigan 55-1	McNamara Towers #1	10-1-00 16 units	20%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Fiscal Year Commencing January 1, 2002 through December 31, 2006				
1) Elevator improvements (2 cabs), new controllers, motors, call stations and renovation of cab interiors.			238,000	2002
2) Construction of new administration-community building. New facility to be constructed adjacent to Michigan 55-1 and 55-2, and would connect the two buildings with a common entrance. Project to be funded with 2004 and 2005 capital funds.			475,000	2004 2005
Total estimated cost over next 5 years			713,000	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

Michigan 55-2	McNamara Towers #2	10-1-00 2 units	2%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Fiscal year commencing January 1, 2001 through December 31, 2005				
1) Renovation of elevator equipment including interiors (2 cabs), controllers, motors and cabs			190,000	2003
2) Upgrade computer hardware-software and training.			50,000	2003
3) Construction of new administration-community building adjacent to Michigan 55-1 and 55-2, and have common entrances for each building. See Michigan 55-1 for similar description. Project to be funded with 2004 and 2005 capital funds.			see 55-1 for funding	2004 2005
Total estimated cost over next 5 years			240,000	

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

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

Michigan 55-4	Single Family Scattered Sites	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Fiscal year commencing January 1, 2001 through December 31, 2005			
1) Interior painting of all scattered sites.		30,000	2006
2) Improvements to mechanical systems (electrical, heating, plumbing)		100,000	2006
3) Improvements to structural systems, roofs, masonry and grounds.		100,000	2006
Total estimated cost over next 5 years		230,000	

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <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. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: McNamara Towers #1 and #2
1b. Development (project) number: Michigan 55-1 and 55-2

<p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input checked="" type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: <u>(11/01/00)</u></p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input checked="" type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected: 158</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development Michigan 55-1 and Michigan 55-2</p>

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 <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	Scattered Sites (15 units)
1b. Development (project) number:	Michigan 55-4
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<u>(09/01/2001)</u>

5. Number of units affected: 15
6. Coverage of action: (select one)
- Part of the development
- Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? The Livonia Housing Commission anticipates executing a cooperative agreement with the State of Michigan Family Independence Agency by June 1, 2001.

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:

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 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 used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

Michigan 55-4
Michigan 55-1, 55-2

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)

Michigan 55-4
Michigan 55-1, 55-2

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

Michigan 55-4
Michigan 55-1, 55-2

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. (Attachment Filename: Attachment B, PHDEP-2001 (mi055b02))

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

The RAB met on three occasions to review and provide input to the Livonia Housing Commissions 2001 Draft Agency Plan. The RAB offered the following recommendations and comments as to Capital Improvements and Operations and Management:

A) The RAB supported the development and submission of a designated housing plan for the McNamara Towers.

B) The RAB member representing Michigan 55-4 requested that fences and storage sheds be provided for all scattered site homes.

Livonia Housing Commission Response:

A) The Housing Commission intends on submitting a designated housing plan to Chicago HUD for Michigan 55-1 and 55-2 on or about November 1, 2000.

B) The 1999 Capital Fund has funds budgeted for fences and storage sheds at appropriate scattered site locations.

No other Resident Advisory Board Member provided comments or suggestions to the draft Agency Plan or its components.

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 Livonia, Michigan (Wayne County)
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)
 - A) Apply for additional Section 8 Housing Choice Disability Vouchers should they become available from HUD.
 - B) Conduct housing needs study to determine need for additional low-income senior citizen housing.
 - C) Modernize existing public housing communities.
 - D) Prepare and submit application for Public Housing Drug Elimination Grant.
- Other: (list below)

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

- A) City of Livonia staff assistance with conducting housing needs analysis for future development of low-income senior citizen housing.
- B) City of Livonia staff assistance with preparation of 2001 Public Housing Drug Elimination Grant application.
- C) City of Livonia staff assistance (Engineering and Community Development Dept.) with preparation of plans and specifications for public housing modernization.

D. Other Information Required by HUD

The Livonia Housing Commission will on a periodic basis amend this Agency Plan as a result of changing needs and goals of the agency. The final Agency Plan rule in 24 CFR 903.7(r) and PIH Notice 99-51 permits the Livonia Housing Commission to define what constitutes a substantial deviation and/or significant amendment or modification to the Agency Plan. Should a substantial deviation and/or significant amendment occur the Livonia Housing Commission shall re-convene the Resident Advisory Board and publish for comment the amendments, and in addition conduct a public hearing on the proposed amendments.

The Livonia Housing Commission shall utilize the following definition in order to determine the need to proceed with a full amendment process of the Agency Plan:

“ Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Housing Commission that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners”.

Attachments

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

Attachment A Deconcentration Policy (mi055a02)

Attachment B PHDEP 2001 (mi055b02)

Attachment C Pet Policy (mi055c02)

Attachment D Community Service (mi055d02)

Attachment E Statement of Progress (mi055e02)

Attachment F Resident Membership on Board (mi055f02)

Attachment G RAB Membership (mi055g02)

Attachment H LHC Organizational Chart (mi055h02)

LIVONIA HOUSING COMMISSION

POLICY ON DECONCENTRATION

PROJECTS MICHIGAN 55-1, 55-2, 55-4

ATTACHMENT A (mi055a01)

Pursuant to the Quality Housing and Work Responsibility Act of 1998 (QHWRA) Section 513 –Public Housing and Section 8 Targeting contains certain provisions relative to the deconcentration of public housing communities. The Livonia Housing Commission hereby provides the following information and policy statement relative to deconcentration of the McNamara Towers (elderly) and scattered site (family) single family homes:

MICHIGAN 55-1 AND 55-2, McNamara Towers (162)

The McNamara Towers (Michigan 55-1 and 55-2) consists of 162 units of elderly-disabled housing. The McNamara Towers is located in Section 2, census track 5562, and block group #1 of the City of Livonia. The 1990 census indicates a total of 2,725 persons residing in the census track 5562 of which 999 (37%) are considered low-moderate income families (<80% of median income). The McNamara Towers by law must provide assistance to only those families that have incomes less than 80% of the area median income. The Housing Commission has determined that the McNamara Towers is located in an area of Livonia that is not concentrated with a substantial percentage of low or very low income families, therefore the admission policies need not be amended to address a economic concentration issue.

The average income of the elderly and disabled families in the McNamara Towers is \$10,000.00 per year, which is considerably lower than the census track. The Housing Commission will endeavor to advertise and market the McNamara Towers to higher income senior citizens in the future. A concern relative to this practice is the McNamara Towers are high rise buildings offering relatively small zero and one bedroom apartments. As a result of modest design requirements, recently developed rental apartments in Livonia having larger apartments and more on-site amenities, effective marketing efforts will be inhibited.

PROJECT 55-04 SCATTERED SITE HOMES (15)

The Housing Commission has 15 three bedroom scattered site homes located in various neighborhoods in Livonia. The average income of the scattered site families is \$17,200.00, which is comparable to the income levels of the families located in the various census tracts. The Housing Commission has determined that based on income demographics the current admission policies for scattered site family homes need not be amended at this time. The scattered sites when acquired were by design not located in impacted neighborhoods, thereby addressing QHWRA deconcentration provisions.

LIVONIA HOUSING COMMISSION
ADOPTED BY RESOLUTION #35-99
JUNE 17, 1999

Public Housing Drug Elimination Program Plan

LIVONIA HOUSING COMMISSION (MI055)

19300 PURLINGBROOK

LIVONIA, MICHIGAN 48152-1902

(248) 477-7086

File mi055b02

2001 PHDEP 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. Estimated Amount of 2001 PHDEP Grant \$40,000.00

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

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 Livonia Housing Commission (Mi.) will utilize approximately \$40,000.00 of fiscal year 2001 Drug Elimination (PHDEP) Funds for physical improvements and drug prevention initiatives. The PHDEP funds will be allocated to Michigan 55-1, 55-2 (elderly-disabled) and 55-4 (family) communities for enhanced building security, security monitoring-access, supportive DARE drug prevention activities in Livonia and Clarenceville Public Schools.

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)
McNamara Towers #1, Michigan 55-1	81	82
McNamara Towers #2, Michigan 55-2	81	84
Scattered Sites, Michigan 55-4	15	57

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 _____ 18 Months _____ 24 Months X 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 1996	0				
FY 1997	0				
FY 1998	0				
FY1999	\$38,929	MI28DEP0550199	\$38,929	None	3-2002 (18mo.)
FY 2000	\$40,572	MI28DEP0550100	\$40,572	None	3-2002 (18mo.)

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 Livonia Housing Commission (LHC) shall utilize 2001 PHDEP funds to assist public housing residents with safety-security services, drug prevention information and counseling in and around public housing neighborhoods. The strategy is to partner with the Livonia Police and the Livonia - Clarenceville Public Schools for the delivery of drug education information, workshops, and to place emphasis on the danger of gun related accidents and criminal activity. The Livonia Police DARE officers will work with parents and children on understanding the danger and prevalence of drugs in the community. The LHC with the assistance of the police will identify site and building security issues and develop a strategy for addressing the needs and concerns of residents. The LHC will monitor and track PHDEP activities, participants and collect statistical data to determine benefits of PHDEP initiatives.

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	
9120 - Security Personnel	
9130 – Employment of Investigators	
9140 – Voluntary Tenant Patrol	
9150 - Physical Improvements	\$35,000.00
9160 - Drug Prevention	\$ 5,000.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$40,000.00

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.

9150 – Physical Improvements					Total PHDEP Funding: \$30,000.00		
Goal(s)	Improve site, neighborhood and security lighting						
Objectives	Perform analysis of inadequate lighting and implement strategy for improved public housing lighting						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Increased site and neighborhood lighting			10-01	9-30-03	\$10,000	\$10,000 Public Housing Operating Budget or Capital Fund.	Improved resident evaluation of safety as evidenced by REAC Resident Satisfaction Survey.
2. Security monitoring of building entrances, common areas, public spaces.			10-01	9-30-03	\$25,000	\$25,000 Public Housing Operating Budget	Improved resident evaluation of safety as evidenced by REAC Resident Satisfaction Survey and reduction of

							theft of LHC and resident property.
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9160 - Drug Prevention						Total PHDEP Funding: \$5,000.00	
Goal(s)		Increased drug awareness and education in public housing neighborhoods and public schools					
Objectives		Assist DARE with workshops education programs and sponsored activities					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.DARE school and public housing neighborhood education programs and Drug Awareness Day	225	Michigan 55-1, 55-2 and 55-4 public housing residents and surrounding neighborhood.	10-01	9-30-03	\$5,000	\$5,000 DARE fund raising and additional drug forfeiture funds	Increased participation by parents in drug prevention programs, reduction in drug experimentation as evidenced by public school surveys and increased awareness by the residents of housing

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				
9130				
9140				
9150	Activity 1, 2	\$8,750	Activity 1, 2	\$17,500
9160	Activity 1	\$1,250	Activity 1	\$2,500
9170				
9180				
9190				
TOTAL		\$10,000		\$20,000

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.”

The Livonia Housing Commission will submit to the Detroit Field Office of HUD an original executed PHA Certifications of Compliance with the PHA Plans and Related Regulations, Board Resolution to Accompany the PHA Plan.

LIVONIA HOUSING COMMISSION

PET POLICY SUMMARY

PROJECTS MICHIGAN 55-1, 55-2, 55-4

ATTACHMENT C (mi055c02)

The Livonia Housing Commission (LHC) at their August 24, 2000 meeting adopted a Pet Policy for Low Rent Projects Michigan 55-1, 55-2 (elderly) and 55-4 (family). The policy was developed after consultation with the Agency Plan Resident Advisory Board, Board of Commissioners and LHC staff. The LHC updated the existing Pet Policy for elderly projects 55-1 and 55-2 and developed the amended policy which included family housing in conformance with Section 526 of the Quality Housing and Work Responsibility Act of 1998 and the HUD Pet Policy Final Rule dated July 10, 2000.

The LHC Pet Policy contains the following key policies and procedures:

- A) Residents requesting consideration for pet ownership will be required to submit an application form and pay a \$25.00 non-refundable fee for processing. Residents must have a previous record of good housekeeping practices and be current in rental payments, including utilities and appropriate charges.
- B) Residents may have one pet per dwelling apartment. The pet must be licensed, vaccinated, and kept in accordance with State and Local laws. The pet shall not weigh more than 20 pounds in adult weight.
- C) Resident shall place a \$150.00 refundable pet deposit with the LHC. Residents shall also pay an on-going monthly fee of \$10.00 to cover the costs of administering the Pet Policy.
- D) Residents shall provide appropriate responsible persons that will be available to address the needs of the pet should the resident unexpectedly vacate the apartment. The LHC has the authority to board the pet and charge the resident reasonable costs.
- E) Pets are prohibited from community rooms, laundry areas, lobbies, meeting rooms and management offices.
- F) Visiting pets are prohibited.
- G) The policy contains a section to address residents needs for assistive animals.

The policy shall be reviewed annually by the LHC, Resident Advisory Board and public housing residents to assure the policy is reasonable and meets the needs of residents and the LHC.

LIVONIA HOUSING COMMISSION
COMMUNITY SERVICE POLICY SUMMARY
PROJECTS MICHIGAN 55-1, 55-2, 55-4

ATTACHEMENT D (mi055d02)

The Livonia Housing Commission (LHC) at their August 24, 2000 meeting adopted a Community Service Policy for Low Rent Projects Michigan 55-1, 55-2 (elderly) and 55-4 (family). The policy was developed after consultation with the Agency Plan Resident Advisory Board, Board of Commissioners and LHC staff. The Community Service Policy was prepared in accordance with Section 512 of the Quality Housing and Work Responsibility Act of 1998, HUD Admission and Occupancy Final Rule dated March 29, 2000 and PIH Notice 2000-22.

The LHC Community Service Policy effective January 1, 2001 contains the following key policies and procedures:

- A) The goal of the community service policy is to offer residents opportunities in the public benefit that serve to improve the quality of life/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.
- B) LHC public housing residents that do not fall within the exempt classifications-provisions of the QHWRA reform act statute must perform 8 hours per month of community service.
- C) Public housing residents shall be notified of Community Service Policy and their status relative to applicability.
- D) The LHC shall provide a list of local community service agencies that are willing to accept public housing residents. Residents are free to submit other community service agencies in order to fulfill participation requirements. The LHC does not intend to create volunteer opportunities on LHC property.
- E) Residents that fail to participate in the community service program or fail to accept or fulfill cure provisions shall have their public housing lease terminated.
- F) No LHC employee shall be displaced by community service activities and political activity is not an eligible community service activity.

The Community Service Policy shall be reviewed annually by the LHC, Resident Advisory Board and public housing residents to assure the policy is reasonable and meets the needs of residents and the LHC.

LIVONIA HOUSING COMMISSION

STATEMENT OF PROGRESS ON GOALS AND OBJECTIVES

PROJECTS MICHIGAN 55-1, 55-2, 55-4

ATTACHEMENT E (mi055e02)

The Livonia Housing Commission (LHC) received HUD approval of its 2000 Agency Plan on March 16, 2000. The 2000 Agency Plan contained four goals that are summarized as follows:

- 1) Improve PHAS and SEMAP performance;
- 2) Improve physical environment of public housing communities;
- 3) Expand supply of affordable housing for low income persons;
- 4) Maintain fiscal responsibility, independence and expand financial resources.

The LHC provides the following information relative to progress on the above goals:

- 1) The last overall PHAS score received from HUD for fiscal year ending December 31, 1999 was 86.4. The LHC continues to strengthen PHAS indicators on the physical condition of scattered sites and the financial indicator. SEMAP was advisory for fiscal year 1999, however fiscal year 2000 performance is strong in all components except Section 8 leasing rates.
- 2) The LHC has implemented an aggressive maintenance program on public housing buildings, site and common space areas. The LHC has also improved landscaping at Michigan 55-1 and 55-2. The condition of apartments continues to be a strong area. Fiscal year 2000 physical score should improve from the 1999 score of 23.7.
- 3) The LHC in fiscal year 2000 received 203 Section 8 opt-out vouchers to assist low-income families. The LHC is currently administering a senior citizen housing survey to determine need of additional low-income senior citizens housing. The LHC has secured 8 acres of land for additional low-income housing.
- 4) The Commission continues to operate without any financial assistance from the City of Livonia. The fiscal year 1999 PHAS financial score was 24.2, and the fiscal year 2000 score should improve. The LHC will add residual receipts for the fiscal year ending December 31, 2000 thereby improving the operating reserve position.

LIVONIA HOUSING COMMISSION
RESIDENT MEMBERSHIP ON THE LIVONIA HOUSING COMMISSION
PROJECTS MICHIGAN 55-1, 55-2, 55-4
ATTACHMENT F (mi055f02)

Ms. Betti Slack
19436 Purlingbrook, Apt 307
Livonia, Michigan 48152

Appointed by City of Livonia Mayor Jack E. Kirksey to a five year term effective April 26, 1999 and expiring April 26, 2004.

LIVONIA HOUSING COMMISSION
RESIDENT ADVISORY BOARD MEMBERSHIP
ATTACHEMENT F (mi055g02)

<u>Name</u>	<u>PROGRAM REPRESENTED</u>
Ms. Debbie Black	Section 8 Tenant Based Program
Ms. Phillipine Cross	Michigan 55-1 (Elderly)
Ms. Lorayne Anthony	Michigan 55-2 (Elderly)
Ms. Traci Atwood	Michigan 55-4 (Family)

LIVONIA HOUSING COMMISSION

