

Grand

Rapids

Housing

Commission

Agency Plan

5-Year Plan

FY 2000 – 2004

Annual Plan

FY 2001 (Fiscal Year beginning July 1, 2001)

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2001(**FY beginning July 1, 2001**)

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

**PHA Plan
Agency Identification**

PHA Name: Grand Rapids Housing Commission

PHA Number: MI-073

PHA Fiscal Year Beginning: (07/2001)

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission

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

The Grand Rapids Housing Commission provides housing assistance and affordable housing opportunities to lower income families, disabled, and senior citizens in a manner that is fiscally sound and in ways that support families, neighborhoods and economic self-sufficiency.

B. Goals

Other PHA Goals and Objectives: (list below)

MANAGEMENT

GRHC Goal: Manage the existing housing program in an efficient and effective manner resulting in standard performer.

Objective

- Maintain standard performance under the U.S. Department of HUD Public Housing Assessment System with a score of 80% or above by June 30, 2004.
- Achieve and sustain an occupancy rate of 97% by June 30, 2004.
- Increase the percentage of rents collected from 96% to 98% by June 30, 2002.
- Reduce tenant accounts receivable from 54% to 10% by June 30, 2004.
- Maintain a waiting list of sufficient size to fill housing units within 30 days of them becoming vacant by June 30, 2004.

- Maintain standard performance under U.S. Department of HUD Real Estate Assessment Center for Ransom Tower facility with a score of 80% or above by June 30, 2004.
- Provide training opportunities for Housing Commission staff to provide a capable and efficient team of employees to operate as customer friendly and fiscally prudent leaders in the affordable housing industry.
- Provide training opportunities to management employees to assure strong, long term management team.

MARKETABILITY

GRHC Goal: Enhance the marketability of the GRHC's housing units.

Objective

- Explore the possibility of converting efficiency units to one-bedroom units at Adams Park.
- Achieve a level of customer satisfaction which gives the GRHC an above average score on the Public Housing Assessment System.
- Maintain proper curb appeal for all its developments by improving landscaping, maintaining the lawns and maintaining properties litter-free.
- Become a more customer oriented organization.
- Establish marketability plan to address vacancy at elderly sites.
- Remove all graffiti within 24 hours of discovering it.

MARKETABILITY

GRHC Goal: Increase visibility of GRHC programs and services.

Objective

- Market & promote the GRHC and its programs and services.
- Publish annual report and distribute to community partners.
- Expand current partnerships to maximize delivery of services and programs.

- Sponsor an annual scholarship award banquet in conjunction with GRHC annual meeting.
- Implement an outreach program to inform the community of what good managers of the public dollar the GRHC is by June 30, 2001.

SAFETY & SECURITY

GRHC Goal: Provide a safe & secure environment in the GRHC housing developments.

Objective

- Support local law enforcement activities that enhance the City's ability to keep the developments and surrounding neighborhood safe & secure.
- Collaborate with the City's Recreation Department targeting neighborhood youth through the Recreation to Reduce Risk Program.
- Support community policing through the family site Neighborhood Centers.
- Continue aggressive screening procedures to reduce evictions due to violations of criminal laws.
- Implement public housing security improvements and programs through the Public Housing Drug Elimination Program.

COMMUNITY PLANNING

GRHC Goal: Expand the role of GRHC community planning for affordable housing opportunities.

Objective

- Continue to meet with city and other local officials regarding the lead role of the GRHC in the comprehensive planning process for affordable housing and program services.
- Work with regional housing development and social service providers to secure affordable housing for people with disabilities, Temporary Assistance to Needy Family (TANF) recipients who are becoming employed, and those at risk for homelessness throughout the region.

FISCAL RESPONSIBILITY

GRHC Goal: Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.

Objective

- Maintain strong and solvent year end financial position and positive cash flow.
- Maintain public housing operating reserves of at least \$300,000.
- Operate Section 8 tenant based program and Public Housing program so that income exceeds expenses every year.
- Review legislation, policies & procedures to comply with new housing legislation – The Quality Housing & Work Responsibility Act of 1998.
- Update Housing Commission policy & procedures manual.

DEVELOPMENT

GRHC Goal: Assist the Grand Rapids community with increasing the availability of affordable housing opportunities, suitable for very low, and low income families, cited as a need in the Grand Rapids Consolidated Plan.

Objective

- Build or acquire 50 new rental affordable housing units for the residents of our community by June 30, 2004.
- Build or acquire 50 units for conversion to homeownership by June 30, 2004.
- Construct one new affordable housing rental community for people with special needs.
- Apply for additional rental vouchers increasing program by 500 units by June 30, 2004.
- Leverage private or other public funds to create additional housing opportunities servicing very low or low income families.

- Collaborate with community partners working on the acquisition, improvement and/or development of additional housing opportunities for this target group.

SECTION 8 TENANT-BASED

GRHC Goal: Manage the tenant-based program in an efficient and effective manner qualifying at least a standard performer under SEMAP.

Objective

- Maintain a utilization rate of 97% by June 30, 2000.
- Perform annual certifications and inspection of 100% Section 8 participants.
- Implement Section 8 Rent Reasonableness procedures.
- Maintain standard performance under the U.S. Department of HUD SEMAP with a score of 80% or above by June 30, 2004.
- Perform initial inspections within 14 days of request for lease approval.

SECTION 8 – TENANT BASED

GRHC Goal: Expand the range and quality of housing choices available to participants in the tenant based assistance program.

Objective:

- Implement the voucher homeownership program.
- Lease up 100 Section 8 units for persons with disabilities.
- Collaborate with community partners to implement Welfare to Work program providing assistance to 250 families.
- Provide voucher mobility through the Regional Opportunity Counseling program.
- Participate in Section 8 landlord training in collaboration with HUD and other local housing agencies.
- Enroll 50 families in Family Self-Sufficiency program.

MAINTENANCE

GRHC Goal: Maintain the Housing Commission real estate in decent condition.

Objective

- Apply for Comp Grant and complete improvements under the Comp Grant 5 year plan approximately \$3.3 million for public housing sites.
- Complete capital improvements at Ransom Tower from residual receipts and replacement reserves - \$500,000.
- Complete capital improvements at Leonard Terrace - \$171,000.
- Complete recent improvements under the Public Housing Drug Elimination Grant.
- Complete need assessments of Leonard Terrace, Mt. Mercy, Scattered Site and update assessments of Ransom Tower and Public Housing.
- Bring all units in compliance with the City of Grand Rapids Housing Code by June 30, 2001.

MAINTENANCE

GRHC Goal: Deliver timely and high quality maintenance service to the residents of the GRHC.

Objective

- Implement a preventative maintenance plan by June 30, 2000.
- Maintain an average response time of 24 hours in responding to emergency work orders.
- Maintain an average response time of 7 days in responding to routine work orders.

SUPPORTIVE SERVICES

GRHC Goal: Improve access of GRHC housing residence to services that support economic opportunity and quality of life.

Objective

- Apply for continued funding for FSS coordinator to continue implementation of Family Self-Sufficiency program.
- Support the continuation of the Family Neighborhood Centers providing resident services.
- Apply for Resident Service model providing coordination of services for the elderly and disabled.
- Support the newly created Resident Advisory Board with commission– wide representation.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Provide or attract supportive services to improve assistance recipients employability through the Welfare to Work program.

EQUAL OPPORTUNITY

GRHC Goal: Operate the GRHC in full compliance with Equal Opportunity laws and regulations and affirmatively further fair housing.

Objective

- Revise and update Equal Opportunity Policy by June 30, 2002.
- Mix GRHC public housing development populations as much as possible with respect to ethnicity, race and income.
- Continue to assist tenant based families seek housing opportunities beyond areas of traditional low income and minority concentration through the Regional Opportunity Counseling Program.
- Continue staff participation in annual fair housing activities sponsored by the City's EEO Department and the Fair Housing Center.

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)

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)]

The Grand Rapids Housing Commission is the local public housing agency (PHA) created in 1966 by Grand Rapids City Ordinance under the State of Michigan enabling legislation. The Grand Rapids Housing Commission is authorized to “purchase, acquire, construct, maintain, operate, improve, repair or extend housing facilities and eliminate adverse housing conditions”. The Housing Commission is composed of five (5) members who are representative of the City’s citizens and knowledgeable of real estate and/or property management. At least one member of the Commission shall be a tenant of public or subsidized housing. Members are appointed by the City Manager and confirmed by the City Commission.

The Grand Rapids Housing Commission appoints a Director who serves as Secretary. The Grand Rapids Housing Commission prescribes the duties of its subordinate officers & employees and has sole authority to fix their compensation and the terms and conditions of employment. The Housing Commission is responsible for its own contracting and procurements for its housing developments including construction, maintenance and operations. The Grand Rapids Housing Commission must submit an annual accounting of financial activity to the City Commission.

The 1998 Quality Housing & Work Responsibility Act (QHWRA) requires that all public housing authorities (PHA’s) prepare a five year agency plan for their public housing and Section 8 existing programs. The Grand Rapids Housing Commission has prepared its first plan for fiscal year beginning July 1, 2001. One of the critical elements of the five year plan is the development of a mission statement, goals and objectives. The Grand Rapids Housing Commission has updated and adopted on December 7, 1999, the following mission statement:

“The Grand Rapids Housing Commission provides housing assistance and affordable housing opportunities to lower income families, disabled, and senior citizens in a manner that is fiscally sound and in ways that support families; neighborhoods and economic self-sufficiency .”

In addition to the mission statement, the Grand Rapids Housing Commission has adopted a number of goals & objectives to strive to achieve its mission and is consistent with the requirements of QHWRA. The goals & objectives have been placed in categories to address issues such as Management, Fiscal Responsibility, Maintenance, Supportive Services, Safety & Security, Section 8 Tenant-Based, Development, Equal Housing Opportunity and Marketability.

The Grand Rapids management is organized under the executive office and five main areas. Housing Management is responsible for the day-to-day operation of the agency’s owned-rental housing developments, i.e. conventional public housing, low income housing tax credit, Section 8 new construction, and project-based developments including programs, services and activities. Program Management is responsible for the agency’s leased-housing program and associated activities i.e. Section 8 Vouchers & Certificates, Section 8 Moderate Rehabilitation, Substantial Rehabilitation, Transitional Housing Program, Family Self-Sufficiency and Welfare to Work. Construction and Rehabilitation is responsible for the management of the agency’s capital and rehabilitation programs, and activities of housing maintenance. Financial is responsible for management of all accounting, MIS, budgets and auditing. Personnel & Benefits is responsible for personnel, EEO/Affirmative Action and employee benefits. The Grand Rapids Housing Commission directly employs 34 staff and contracts for 41 employees for a total staff of 75.

The Grand Rapids Housing Commission has six primary sources of funding which includes operating, capital, Section 8, Drug Elimination Grants, Transitional Housing Grant, and “Other”. The Grand Rapids Housing Commission combined FY 2001 budget is \$15.8 million with HUD providing \$14.7 million of the budget in subsidy and grants. For planning purposes, the Grand Rapids Housing Commission has assumed that the funding for existing programs will remain essentially the same each year. The funding for the public housing program and Section 8 program is subject to annual HUD appropriations.

PUBLIC & ASSISTED HOUSING INVENTORY

Starting with 188 elderly units (Adams Park) and 40 family units (Campau Commons I) of conventional public housing in 1969 funded by the U.S. Department of Housing and Urban Development, the Housing Commission has grown to its current status providing affordable housing to 3,313 households in fiscal year 2001 with a diverse portfolio of housing programs. In the past five years, the Housing Commission has taken on a stronger role in assisting the housing needs of the City of Grand Rapids. It has educated itself on how to leverage public and private resources which has been incorporated in its housing developments ultimately benefiting the Grand Rapids community.

The Grand Rapids Housing Commission will continue to take a strong role addressing the housing and supportive needs identified by the City in its Consolidated Plan. In adopting the Grand Rapids Housing Commission mission, goals & objectives, the board envisioned the various roles and methods the housing commission could provide housing assistance and affordable housing opportunities. The Grand Rapids Housing Commission mission extends its role beyond simply providing housing assistance but also that the housing assistance provided or offered must support families, neighborhoods and economic self-sufficiency. The Grand Rapids Housing Commission presently operates several housing programs as described below:

Conventional Public Housing. The Grand Rapids Housing Commission owns and manages 570 units of conventional public housing also known as low-income public housing. Under this program, HUD pays to construct the buildings and the operating cost are funded through rental income and operating subsidies provided by the federal government under a formula known as the Performance Funding System. The Grand Rapids Housing Commission receives approximately \$550,000 annually in operating subsidy in order to serve the very low income families under federal regulations. In addition to the operating subsidy that the agency receives to operate the conventional public housing program, the Grand Rapids Housing Commission is also eligible to receive the following for these developments.

- *Capital Fund Program.* Housing Commissions of more than 250 units receive funding under the Capital Fund Program for capital improvements, modernization and management improvements. The Grand Rapids Housing Commission must submit both an annual statement and a rolling five year plan on the use of these funds. The amount each agency receives is based on formula and annual congressional appropriations. The Grand Rapids Housing Commission funding for FFY 2001 is anticipated at \$889,931.
- *Drug Elimination Grant Program.* The Grand Rapids Housing Commission is eligible to receive funding under the Public Housing Drug Elimination Program. These grants may be used for a variety of drug and

crime prevention activities. The Public Housing Reform Act provided for a transition of public housing drug grants from competitive funding to a formula-based distribution of funds. The FFY 2001 PHDEP formula amount is \$110,715 which will be used to primarily fund the Recreation to Reduce Risk program through the City Parks & Recreation Department.

- *Section 5(h) Public Housing Homeownership.* The Grand Rapids Housing Commission has acquired 150 units of scattered site public housing units for the purpose of administering the public housing homeownership program under HUD Section 5(h) homeownership program. Through this program, the Grand Rapids Housing Commission has provided homeownership opportunities to 150 low income families residing in the City of Grand Rapids. As of December 1, 1999, a total of 121 lease holders have exercised their option to purchase their home and have closed with local lending institutions. Under the 5(h) homeownership program, the Grand Rapids Housing Commission was able to sell its public housing units to qualified applicants with the proceeds remaining in the community for additional affordable housing opportunities.

Section 8 Existing. The Section 8 Existing Program includes two separate programs known as the Section 8 Certificate Program and the Section 8 Voucher Program. The 1998 federal housing reform consolidated both these programs into the new Housing Choice Voucher program. The Section 8 program subsidizes the rent of low income households who rent privately-owned, existing units. The Grand Rapids Housing Commission pays the subsidy directly to the owner to make up for the difference between the fair rent for the unit and the amount the tenant can afford. The Housing Commission currently administers 2,100 certificates and vouchers. The Grand Rapids Housing Commission administers other programs in conjunction with the Section 8 Existing program which includes the following:

- *Family Self-Sufficiency Program.* In 1993, the Housing Commission implemented the Section 8 Family Self-Sufficiency program. The Housing Commission provides monetary incentives and support services to encourage Section 8 families to seek and maintain employment. As the family income increases, they pay a higher portion of their rent. From the savings the Housing Commission realizes, an escrow account is established for the family. After completing contract requirements and being free of welfare for one year, the family can receive their escrow funds. The Housing Commission has developed relationships with Area Community Service Employment and Training Agency (ACSET), Head Start, the Grand Rapids Community College, the Kent County Family Independence Agency to provide the supports that Section 8 families need during this transition.
- *Welfare-to-Work Voucher Program.* In 1999, the Housing Commission received 250 Section 8 Vouchers in support of the Welfare-to-Work

Program. Working closely with the Kent County Family Independence Agency (FIA) and Area Community Service Employment and Training Agency (ASCET), the Housing Commission provides families receiving Temporary Assistance for Needy Families (TANF) who are seeking employment, or have become recently employed with Section 8 Vouchers so they can relocate closer to employment opportunities and to aid with the increased expenses that new employment responsibilities cause for the families. As the employed family makes more money, they will eventually have incomes that can support their rental expenses and they will free up their Section 8 Voucher for another family. Because of the wide array of support services offered by the Kent County FIA and ASCET and the Housing Commission, the community's goal that all families have employment income can be realized.

- *Mainstream Program.* The Section 8 Mainstream Program provides 100 Vouchers to families whose head of household or spouse have disabilities. The Housing Commission has worked with the Center for Independent Living to identify the need for affordable housing by persons with disabilities in Kent County. The Center for Independent Living has funds through the city and county to provide wheelchair access ramps and similar modifications for families who need them. Home Repair Services has contracted to install the ramps and other modifications.
- *Section 8 Homeownership Program.* The Grand Rapids Housing Commission has established the new Section 8 homeownership program to assist low income families with the purchase of their own home using Section 8 Rental Assistance funds. Under this program, the low-income family would identify the property they want to purchase and arrange for the mortgage. The Grand Rapids Housing Commission requires the family to obtain a certified inspection and to attend classes designed specifically for new homeowners. The Housing Commission would pay a portion of the mortgage payment directly to the lending institution from Housing Assistance Payment funds.
- *Regional Opportunity Counseling (ROC) Program.* The Grand Rapids Housing Commission acts as the lead Housing Authority to coordinate area efforts in assisting low-income families to move from areas of high poverty to areas of low poverty. In the Grand Rapids/Kent County area, areas of high poverty are defined as areas where more than 20% of residents have incomes which are less than poverty level. The Grand Rapids Housing Commission works in conjunction with the Kent County Housing Commission, the Wyoming Housing Commission, the Rockford Housing Commission and the Michigan State Housing Development Authority, to lessen barriers for Section 8 participants to move freely within the Grand Rapids/Kent County area. The Grand Rapids Housing Commission has

contracted the Grand Rapids Urban League to develop a plan to assist Section 8 families who want to move to an area of low poverty. The Grand Rapids Urban League assists referrals by the Housing Commissions who are interested in moving. The Grand Rapids Urban League provides counseling in areas of tenants rights and responsibilities, Fair Housing Law, credit counseling/budget management, negotiation and conflict resolution skills. Urban League staff assists participants in identifying their housing needs and matching them with potential units. Staff also provides transportation to visit potential units and meet with landlords. Upon securing a unit, staff assists the family with changing utility services and school systems and adapting to the new environment. Follow-up visits are conducted with the family as well as the landlord.

- *Section 8 Project Based.* The Leonard Terrace Housing Corporation was formed in 1991 for the purpose of owning and operating a 125 unit elderly apartment located in the City of Grand Rapids. The development is financed by contributions from HUD under a Section 8 “project based” assistance. The development is managed by the Grand Rapids Housing Commission which is also the sole member of the Leonard Terrace Housing Corporation.

Section 8 Moderate Rehabilitation. The Grand Rapids Housing Commission administers a Section 8 Moderate Rehabilitation program with a total of 151 units. These are units that are rehabilitated by private developers and subsidized with Section 8 rental assistance that are rented to low income tenants. The Grand Rapids Housing Commission makes monthly subsidy payments to these properties through Section 8 assistance and is responsible for conducting annual physical reviews.

Section 8 Substantial Rehabilitation. The Grand Rapids Housing Commission is the contract administrator for 190 units of Section 8 Substantial Rehabilitation program which provides housing assistance for families and elderly at Weston Apartments. Grand Rapids Housing Commission makes monthly subsidy payments and is responsible for conducting annual reviews & inspections. The Grand Rapids Housing Commission authorized the issuance of Section 11(b) tax exempt bonds to finance the development. The Annual Contributions Contract provided by the Section 8 Housing Assistance was for a 20 year period which is due to expire by September of 2002. The owner will have the option to opt out of the program or renew the Section 8 contract under terms and conditions developed by HUD.

Section 8 New Construction. The Ransom Avenue Development Corporation was formed for the purpose of constructing and owning a 153 unit elderly apartment located in the City of Grand Rapids. The development was financed with the proceeds of a mortgage issued under Section 231 of the National Housing Act with an original termination date of June 2000. In addition, the Grand Rapids Housing Commission authorized the issuance of Section 11(b) tax exempt bond to assist in the development.

These units are subsidized through a Section 8 New Construction contract from the Department of Housing and Urban Development. The Grand Rapids Housing Commission manages the development and has the option to purchase the property after the outstanding bonds have been paid.

Low Income Housing Tax Credit. The Grand Rapids Housing Commission has developed three projects under the Federal Low Income Housing Tax Credit program administered through the Michigan State Housing Development Authority (MSHDA).

- *Mt. Mercy Development.* In 1990, the Grand Rapids Housing Commission purchased the Mount Mercy Academy property for the purpose of renovating and constructing 125 units for low income elderly. Mt. Mercy Limited Partnership and the Mt. Mercy Housing Corporation were formed for the purpose of owning and operating the housing facilities. The development is financed with the proceeds of the federal low income tax credit and a mortgage issued by the Grand Rapids Housing Commission. The facility is managed by the Grand Rapids Housing Commission which is also the sole member of the Mt. Mercy Housing Corporation. The Partnership has the right to sell the property and the Grand Rapids Housing Commission is obligated to purchase the property in 2008.
- *Hope Community Development.* The Grand Rapids Hope Limited Partnership I & II, and Hope Community Housing Corporation were formed for the purpose of owning and operating housing facilities for homeless women with children. The Greater Grand Rapids Home Builders Association and Hope Community, Inc. raised funds for the development and construction of facilities consisting of a twelve unit main center and twelve satellite units of detached duplexes. The housing facilities are financed with the proceeds of the federal low income tax credit and a mortgage issued by the Grand Rapids Housing Commission. The facilities are managed by the Grand Rapids Housing Commission which is also the sole member of the Hope Community Housing Corporation. The Partnership has the right to sell the properties and the Grand Rapids Housing Commission is obligated to purchase the properties starting in 2007.

Transitional Housing Program. The Grand Rapids Housing Commission provides job training services and other supportive services necessary to allow the families the opportunity to move toward self-sufficiency through a Transitional Grant from the Department of HUD at Hope Community transitional housing shelter. The Grand Rapids Housing Commission also receives funds from the State (MSHDA) and the City's Emergency Shelter Grant for purposes of providing case management at Hope Community. Hope Community offers transitional shelter to homeless women and children as well as the opportunity for residents to develop their capabilities to become economically self-sufficient members of the community. The facility provides full

time on-site day care for residents who are working or participating in job or educational training. All residents of Hope Community are required to participate in training programs that will eventually lead to meaningful employment. Hope Community will address preventative measures that can be taken by families so that the need for transitional housing is not repeated. Such preventative measures will be effective in maximizing the families' ability to regain and maintain self-sufficiency.

Resident Services Program. The Grand Rapids Housing Commission has a long standing commitment and policy of providing community services to the residents of public and assisted housing programs. As a result of the Housing Commission's partnership with other entities, the Grand Rapids Housing Commission has been able to coordinate, promote or provide services and amenities to the resident as described in the Resident Initiative Service Report. The Grand Rapids Housing Commission is committed to the enhancement of the economic and social self-sufficiency of assisted families under partnerships through the Family Self-Sufficiency Program, Neighborhood Center at Campau Commons and Creston Plaza, the transitional housing program at Hope Community, and Welfare to Work Program.

iii. Annual Plan Table of Contents

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Attachments

Required Attachments:

- Admissions Policy for Deconcentration (Attachment A)
- FY 2000 Capital Fund Program Annual Statement (Attachment B)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (Attachment I)

Optional Attachments:

- PHA Management Organizational Chart (Attachment J)
- FY 2000 Capital Fund Program 5 Year Action Plan (Attachment G)
- Public Housing Drug Elimination Program (PHDEP) Plan (Attachment H)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Attachment K)
- Other (List below, providing each attachment name)
 - Certification by Local Official of PHA Plan Consistent with Consolidated Plan (Attachment L)
 - PHA Certification of Compliance (Attachment M)
 - Form HUD-50070, Certification for a Drug-Free Workplace (Attachment N)
 - Form HUD-50071, Certification of Payments to Influence Federal Transaction (Attachment O)
 - Standard Form SF-LLL and SF-LLL, Disclosure of Lobbying Activities (Attachment P)
 - GRHC – 2000 Accomplishments (Attachment Q)

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	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	the Consolidated Plan	
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
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
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	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
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(list individually; use as many lines as necessary)	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

The housing needs of families in the Grand Rapids jurisdiction was based on information contained in the City of Grand Rapids Consolidated Housing & Community Development Plan FY 2001-2005. The Grand Rapids Housing Commission will continue to participate in the development of the Consolidated Plan. The Consolidated Plan and the Comprehensive Housing Affordability Strategy (CHAS) Databook for Michigan provided by the Department of HUD were utilized to complete the following table “Housing Needs of Families in the Jurisdiction by Family Type.” The rating for the following factors are on a 1 to 5 scale with 1 being “no impact” and 5 being “severe impact.”

- Affordability: problems with rent burden (rent comprising greater than 30% of income) and/or severe rent burden (rent comprising greater than 50% of income);
- Supply: shortage of units available for occupancy.
- Quality: prevalence of units in substandard physical condition;
- Accessibility: lack of units that are accessible to persons with disabilities;
- Size: mismatches between units available and family sizes; and
- Location: extent to which the supply of units available limits housing choices for families to particular locations, notably areas of poverty/minority concentration.

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	11,048	5	5	4	1	1	5
Income >30% but	9,194	5	5	4	1	1	5

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
<=50% of AMI							
Income >50% but <80% of AMI	13,959	5	3	4	1	1	5
Elderly	4,258	5	2	2	2	2	2
Families with Disabilities	2,100	5	5	4	5	2	2
African/American	7,501	5	5	4	1	1	5
Hispanic	1,374	5	5	4	1	1	5
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: FY 2001-2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List
--

Housing Needs of Families on the Waiting List

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	2,725		1,200
Extremely low income <=30% AMI	1,868	69%	
Very low income (>30% but <=50% AMI)	494	18%	
Low income (>50% but <80% AMI)	50	1.83%	
Families with children	1,683	62%	
Elderly families	99	4%	
Families with Disabilities	690	25%	
White	811	30%	
Black	1,853	68%	
Indian or Alaskan	39	1.43%	
Asian	22	.81%	
Hispanic	235	9%	
Non-Hispanic	2,490	91%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
If yes:	
How long has it been closed (# of months)?	
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes	

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	863		700
Extremely low income <=30% AMI	88	10%	
Very low income (>30% but <=50% AMI)	745	86%	
Low income (>50% but <80% AMI)	24	3%	
Families with children	575	67%	
Elderly families	30	3%	
Families with Disabilities	237	27%	
White	261	30%	
Black	589	68%	
Indian or Alaskan	6	.7%	
Asian	7	.81%	
Hispanic	111	13%	
Non-Hispanic	752	87%	
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR	241	28%	230
2 BR	369	43%	369
3 BR	186	22%	184
4 BR	61	7%	61
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly

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

Develop Resident Service for elderly

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)]

The Grand Rapids Housing Commission has six primary sources of funding which includes operating, capital, Section 8, Drug Elimination Grants, Transitional Housing Grant, and "Other". The Grand Rapids Housing Commission combined FY 2001 budget is \$15.8 million with HUD providing \$14.7 million of the budget in subsidy and grants. For planning purposes, the Grand Rapids Housing Commission has assumed that the funding for existing programs will remain essentially the same each year. The funding for the public housing program and Section 8 program is subject to annual HUD appropriations. The GRHC anticipates to revise the financial figures as they become available from HUD. The financial resources that are anticipated to be available to the GRHC for the support of Federal public housing and tenant based section 8 assistance programs administered by the GRHC during the Plan years are identified in Table

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$ 592,000	
b) Public Housing Capital Fund	\$ 909,927	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 9,922,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$ 111,790	
g) Resident Opportunity and Self-Sufficiency Grants	\$ 98,750	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Section 8 new Construction	\$ 720,000	
Section 8 Sub Rehabilitation	\$ 1,326,000	
Section 8 Mod Rehabilitation	\$ 589,000	
Transitional Housing Grant	\$ 226,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
1999 Comp Grant		
2000 Capital Fund	\$ 889,931	Pub. Hsg. Capital Imp.
1999 Drug Elimination	\$ 16,500	
2000 Drug Elimination	\$ 110,715	Pub. Hsg. Capital Imp.
3. Public Housing Dwelling Rental Income	\$ 1,027,000	Pub. Hsg. Operations
4. Other income (list below)		
Interest	\$ 8,600	Pub. Hsg. Operations
Other Tenant Charges	\$ 15,000	Pub. Hsg. Operations
4. Non-federal sources (list below)		
Total resources	\$15,841,933	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. PublicHousing

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: (5 days)
- Other: (describe)

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused
 - Medical justification
 - Administrative reasons determined by the PHA (e.g., to permit modernization work)

- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

4 Date and Time

Former Federal preferences:

- 1 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
- 3 Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- 2 Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

Adoption of site based waiting lists
If selected, list targeted developments below:

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)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below) not applicable

(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:

 Serious medical situation or death in family, saturation of rental market.

(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)

Disability
Moderate Rehab Development
Graduates of Transitional Housing Program for Homeless
Targeted Programs

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.

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 1 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)

- 2 Disability
- 1 Moderate Rehab Developments
- 1 Graduate of Transitional Housing for Homeless
- 1 Targeted Programs

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) N/A

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

Rent Determination Policies

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:

Flat & Ceiling Rents

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

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

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
 For other family members
 For transportation expenses

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase

- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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

(2) Flat Rents

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

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

Fair Market Rents

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

- c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
 - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
 - Rent burdens of assisted families
 - Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
 - \$1-\$25
 - \$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

The Grand Rapids management is organized under the executive office and five main areas. Housing Management is responsible for the day-to-day operation of the agency's owned-rental housing developments, i.e. conventional public housing low income housing tax credit, Section 8 new construction, and project-based developments including programs, services and activities. Program Management is responsible for the agency's leased-housing program and associated activities i.e. Section 8 Vouchers & Certificates, Section 8 Moderate Rehabilitation, Substantial Rehabilitation, Transitional Housing Program, Family Self-Sufficiency, Welfare to Work and Mainstream. Construction and Rehabilitation is responsible for the

management of the agency's capital and rehabilitation programs, and activities of housing maintenance. Financial is responsible for management of all accounting, MIS, budgets and auditing. Personnel & Benefits is responsible for personnel, EEO/Affirmative Action and employee benefits. The Grand Rapids Housing Commission directly employs 36 staff and contracts for 41 employees for a total staff of 77. (Organizational Chart)

- 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

Starting with 188 elderly units (Adams park) and 40 family units (Campau Commons I) of conventional public housing in 1969 funded by the U.S. Department of Housing and Urban Development, the Housing Commission has grown to its current status providing affordable housing to 3,313 households in fiscal year 2001 with a diverse portfolio of housing programs. In the past five years, the Housing Commission has taken on a stronger role in assisting the housing needs of the City of Grand Rapids. It has educated itself on how to leverage public and private resources which has been incorporated in its housing developments ultimately benefiting the Grand Rapids community. The Grand Rapids Housing Commission will continue to take a strong role addressing the housing and supportive needs identified by the City in its Consolidated Plan. In adopting the Grand Rapids Housing Commission mission, goals & objectives, the board envisioned the various roles and methods the housing commission could provide housing assistance and affordable housing opportunities. The Grand Rapids Housing Commission mission extends its role beyond simply providing housing assistance but also that the housing assistance provided or offered must support families, neighborhoods and economic self-sufficiency. The Grand Rapids Housing Commission presently operates several housing programs as described in the Table below:

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	449	140
Section 8 Vouchers	1,750	200
Section 8 Certificates	0	0
Section 8 Mod Rehab	151	22
Special Purpose Section	Mainstream 100	14

8 Certificates/Vouchers (list individually)	Welfare-to 250 Work	
Public Housing Drug Elimination Program (PHDEP)	449	N/A
Other Federal Programs(list individually) Public Hsg. Homeownership	121	0
Section 8 New Const.	153	36
Section 8 Sub. Rehab	190	40
Non-Federal: Low Income Tax Credit	149	58

C. Management and Maintenance Policies

The Grand Rapids Housing Commission has updated its management and maintenance policy for the public housing and section 8 programs in compliance to the 1998 Quality Housing & work Responsibility Act. The following is the list of policies governing the maintenance and management of public housing, and management of the GRHC and the programs administered by the GRHC. These rules, standards and policies are maintained and may be reviewed at the main administrative office of the GRHC.

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

a. GENERAL MANAGEMENT POLICIES/PROCEDURES

Computer, Internet and E-Mail Policy
Criminal Drug Treatment and Registered Sex Offender Classification
Management Policy
Economic Uplift-Self Improvement Program
Equal Housing Opportunity Policy
FSS/CDBG Complaint Procedures
Hazardous Materials Policy
Minority & Women Business Enterprise Policy and Plan
Resident Initiative Policies and Procedures
Resident Participation Management
Economic Development/Self-Sufficiency
Anti-Drug Strategy and Security
Homeownership Opportunities
Resident Representation Resolution

Risk Control Policy
Tracking and Reporting of Crime
Travel Policy
Freedom of Information Policy
Blood-Borne Pathogens Policy
Medical Emergency Policy
Jean McKee Resident Scholarship Program
Vehicle Use Policy

b. SITE MANAGEMENT POLICIES

Deceased Tenant Policy
Facilities Use Policy
Grievance Procedures
Maintenance Policy
Pest Control Policy
Pet Policy
Rent Collection Policy
Utility Allowances and Surcharges

c. ACCOUNTING POLICIES

Accounting Procedures
Capitalization Policy
Check Signing Authorization Policy
Cost Allocation Plan
Disposition Policy
Investment Policy
Petty Cash Procedures
Procurement Policy

d. PERSONNEL POLICIES

Personnel Manual
Administrative Procedures
Affirmative Action Plan
Family Medical Notice (FMLA)
Rules of Conduct
Drug Free Work Place Policy

e. ADMISSIONS POLICIES

Public Housing Admission and Continued Occupancy Policy
Dwelling Lease
Grievance Procedures
Homeownership Lease
Public Housing Income Guidelines
Section 5(h) Homeownership Plan

(2) Section 8 Management: (list below)

Section 8 Administrative Plan
Claim Procedures
Family Self-Sufficiency Action Plan
SMR/Utilities Payment Standard
Grievance Procedures (Policy)
Homeownership Program
Occupancy Standards
One Strike Policy
Regional Opportunity Counseling Program
Section 8 Repayment Agreement
Shelter Plus Care Addendum
Single Room Occupancy Addendum

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)]

Housing Commissions of more than 250 units receive funding under the Comprehensive Grant Program (CGP) for capital improvements, modernization and management improvements. The Grand Rapids Housing Commission must submit both an annual statement and a rolling five year plan on the use of these funds for FFY 2001-2005. The amount each agency receives is based on formula and annual congressional appropriations. The Grand Rapids Housing Commission funding for FFY 2001 is \$889,931.

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

The Grand Rapids Housing Commission has Comp Grant programs remaining open for FY 97, FY 98 and recently approved FY 99. The FY97 Comp Grant has all been obligated and all funds are expected to be expended by June 30, 2000. The FY 98 Comp Grant is expected to be all obligated by March 2000 and all funds expended by 9/30/2001. The recently approved FY 99 Comp Grant will be obligated by 6/30/2000. The fund activities are described in the Annual Statement tables.

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment A.
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

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

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

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

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)]

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: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:

7. Coverage of action (select one)

- Part of the development
 Total development

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)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Scattered Site II 1b. Development (project) number: P073-010
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 checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (07/08/1991)
5. Number of units affected: 50 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Scattered Site III 1b. Development (project) number: P073-012
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 checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (10/27/1994)
6. Number of units affected: 25 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	Scattered Site IV
1b. Development (project) number:	P073-013
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 checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	(10/27/1994)
7. Number of units affected:	25
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	Scattered Site V
1b. Development (project) number:	P073-014
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 checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	(10/01/1997)
8. Number of units affected:	50
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> 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)]

- A. *Family Self-Sufficiency Program.* In 1993, the Housing Commission implemented the Section 8 Family Self-Sufficiency program. The Housing Commission provides monetary incentives and support services to encourage Section 8 families to seek and maintain employment. As the family income increases, they pay a higher portion of their rent. From the savings the Housing Commission realizes, an escrow account is established for the family. After completing contract requirements and being free of welfare for one year, the family can receive their escrow funds. The Housing Commission has developed relationships with Area Community Service Employment and Training Agency (ACSET), Head Start, the Grand Rapids Community College, and the Kent County Family Independence Agency to provide the supports that Section 8 families need during this transition.

- B. *Welfare-to-Work Voucher Program.* In 1999, the Housing Commission received

250 Section 8 Vouchers in support of the Welfare-to-Work Program. Working closely with the Kent County Family Independence Agency (FIA) and Area Community Service Employment and Training Agency (ASCET), the Housing Commission provides families receiving Temporary Assistance for Needy Families (TANF) who are seeking employment, or have become recently employed, with Section 8 Vouchers so they can relocate closer to employment opportunities and to aid with the increased expenses that new employment responsibilities cause for the families. As the employed families make more money, they will eventually have incomes that can support their rental expenses and they will free up their Section 8 Voucher for another family. Because of the wide array of support services offered by the Kent County FIA and ASCET and the Housing Commission, the community's goal that all families have employment income can be realized.

C. Community Service Requirements

See Implementation of Resident Community Service Requirements - Section 18D

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA 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? 03/01/00

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Regional Opportunity</i>		<i>Self referral</i>	<i>Grand Rapids</i>	<i>Section</i>
Counseling Program (ROC)	150	Self referral	Section 8/Main Off.	Section 8
Welfare-to-Work	250	Waiting List	Section 8/Main Off.	Section 8
Family Self-Sufficiency	300	Self referral	Section 8/Main Off.	Both
Security Deposit	30	As needed	Section 8/Main Off.	Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants

	(start of FY 2000 Estimate)	(As of: 01/11/00)
Public Housing	N/A	22
Section 8	102	147

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

If no, list steps the PHA will take below:

Orientation & outreach scheduled to reach participants.

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)]

- A. Recreation to Reduce Risk.** The Grand Rapids Housing Commission intends to continue its existing partnership with the City Parks and Recreation Department through its "Recreation to Reduce Risk" program. This innovative program provides a targeted, flexible and wholesome program of recreational services in partnership with area schools, neighborhoods, social service agencies, and City departments. The purpose of the program is to provide

positive alternative activities for youth and families that are “at risk” for drug use and related activities. Funding will be provided through the Public Housing Drug Elimination Program from the Department of Housing and Urban Development. The Grand Rapids Housing Commission Comprehensive Family Training program and Learning Center programs have been coordinated through the Recreation to Reduce Risk program at each of the family Neighborhood Centers.

B. Safety and Security. The Grand Rapids Housing Commission has entered into cooperation partnerships with City’s Police Department providing community policing through the family site Neighborhood Center and Adams Park elderly site. The Grand Rapids Housing Commission will continue to collaborate and support local law enforcement activities that enhance the city’s ability to bring the development and surrounding neighborhood safe and secure. With the implementation of public housing security improvements and programs through the Public Housing Drug Elimination Program and the community policing, the sites have experienced positive results at providing a safe and secure environment at the Grand Rapids Housing Commission housing developments.

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)

Campau Commons
Creston Plaza

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)

Campau Commons
Creston Plaza

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)

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

Adams Park
Campau Commons
Creston Plaza

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 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: D)

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. (Attachment J)

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)]

- 1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition,

and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment E
- Provided below:

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

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Grand Rapids
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

D. Other Information Required by HUD

1. Definition of “Substantial Deviation” and “Significant Amendments or Modification”

The Grand Rapids Housing Commission may change or modify their plans or policies described in the plans; however, any “Substantial Deviation” and “Significant Amendment or Modification” to the plan would require the Grand Rapids Housing Commission to submit a revised Plan with full public process and Resident Advisory Board review. The Grand Rapids Housing Commission defines “Substantial Deviation” as a change to the Grand Rapids Housing Commission mission and additions and deletions of the Grand Rapids Housing Commission goals. The addition or deletion of objectives to meet existing goals would not be considered a substantial deviation unless it relates to demolition or disposition, designation or conversion activities.

The Grand Rapids Housing Commission defines “significant amendment or modification” to the Annual Plan as a change to rent or admission policies or organization of the waiting list; and any change with regard to demolition or disposition designation, or conversion activities unless the relevant changes have been adopted to reflect changes to HUD regulatory requirements.

2. Section 8 Homeownership Program - Capacity Statement

In addition to the traditional federally funded public housing and Section 8 Programs, the Housing Commission staff has been creative in meeting the needs of the community by currently administering several diverse housing programs, including transitional housing for women and children through the Hope Community Program, Family Self-Sufficiency, Shelter Plus Care, and low income housing for elderly is being provided using low income tax credits. Also, importantly, the Grand Rapids Housing Commission has successfully administered a Homeownership Program of 150 single family detached homes located throughout the city. These homes were purchased, rehabilitated and fully leased to qualified participant families. To date, over 120 of the leaseholders have exercised their option to purchase their occupied property and are buying their homes through conventional mortgage financing.

Under the Section 8 Homeownership Program, the Grand Rapids Housing Commission provides tenant-based assistance for low income families to purchase homes. The Housing Commission will use Housing Choice Voucher funding under the Annual Contributions Contract with the Department of Housing and Urban Development to provide homeownership assistance.

The Grand Rapids Housing Commission has established the Section 8 Homeownership Program in accordance with Federal Register Final Rule published September 12, 2000. The Grand Rapids Housing Commission has satisfied the requirements of the final rule section 982.625 by requiring that the underwriting procedures used by the lender comply with the basic mortgage insurance credit underwriting requirements for FHA insured single family mortgage loan. As a result, the Grand Rapids Housing Commission has demonstrated its capacity to administer the program in accordance with section 982.625.

3. **Implementation of Public Housing Resident Community Service Requirements**

In compliance with the Quality Housing and work Responsibility Act of 1998, The Grand Rapids Housing Commission has established a policy implementing the Public Housing Resident Community Service Requirements which is incorporated in the Public Housing Admission and Continued Occupancy Policy under Section 14. The Grand Rapids Housing Commission will require as a condition of continued occupancy, that each adult family member must either contribute eight hours per month of community service or participate in economic self-sufficiency programs unless they are exempt. Adult family members exempt from this requirement include family members who are 62 or older, disabled or blind, primary care givers to blind or disabled members engaged in work activity including work activity through state welfare programs such as welfare to work.

The Grand Rapids Housing Commission will identify all adult family members who are apparently not exempt from the community service requirements. The Grand Rapids Housing Commission will then notify the adult family members and provide The categories of individuals who are exempt. The notification will provide the Opportunity for the family member to claim and explain an exempt status. The Grand Rapids Housing Commission will notify any family found to be in non-compliance with the community service requirements and give the family opportunity to cure. The Grand Rapids Housing Commission will take action to terminate the lease if the Applicable family does not comply with the community service requirements.

4. **Pet Policy**

In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1998, the Grand Rapids Housing Commission has established a pet policy permitting residents of public housing developments to own and keep common household pets in their apartments. The Grand Rapids Housing Commission has limited pets to birds, fish, small dogs and cats. At no time will the Grand Rapids Housing Commission approve exotic pets such as snakes, monkeys, game pets, ferrets, etc. Every pet must be registered annually with the Grand Rapids Housing Commission and the owner must identify the person accepting responsibility for the

care of their pet in case of absence. Each pet owner is liable for damages by their pet and tenant will be required to exempt the Grand Rapids Housing Commission from any and all responsibility for injury or illness caused by tenant-owned pets. Pet owners of dogs and cats will agree to pay “damage deposit” to the Commission in advance, in compliance with Michigan Security Deposit Law.

5. Statement of Progress Meeting 5-Year Plan Mission and Goals

The Grand Rapids Housing Commission continues to make significant progress in accomplishing its stated mission of providing housing assistance and affordable housing opportunities to lower income families, disabled and senior citizens in a manner that is fiscally sound and in a way that supports families, neighborhoods and economic self-sufficiency.

In attachment (Q) is a list of staff accomplishments towards the established goals and objectives of the Grand Rapids Housing Commission. Some of the most significant accomplishments include revision to all the Grand Rapids Housing Commission policies and procedures in order to comply with new QWHRA requirements; significant grants applied for and received by the Grand Rapids Housing Commission; successful leasing of Welfare-to-Work Vouchers and Mainstream Vouchers; increase Family Self-Sufficiency program. All this completed with improved year end financial position with a positive cash flow and no reportable audit finding for FY ended 6/30/00.

6. Resident Members to Grand Rapids Housing Commission

Ms. Soila Rivera was appointed as the Resident member of the Grand Rapids Housing Commission by the City Manager and City Commission for a four year term expiring April 2003.

7. Membership of the Resident Advisory Board

Rebecca Berens
Jerry Brown
Angela Bunn
Brian Dredge
Louise Jackson
Alice Lynch
Soila Rivera
Darryl Smith
Norman Ward

Attachments

A. Admission Policy for Deconcentration

- B. FFY 2001 Capital Fund Program Annual Statement
- C. FFY 2001 Capital Fund Program Replacement Factor – Annual Statement
- D. FFY 2000 Capital Fund Program – Performance & Evaluation Report
- E. FFY 2000 Capital Fund Program Replacement Factor – Performance & Evaluation Report
- F. FFY 1999 Capital Fund Program – Performance & Evaluation Report
- G. FY 2001 Capital Fund Program 5 Year Action Plan
- H. Public Housing Drug Elimination Program FFY 2001
- I. Grand Rapids Housing Commission Board Approved Operating Budget
- J. Management Organizational Chart
- K. Comments of Resident Advisory Board
- L. Certification by Local Official of PHA Plan Consistent with Consolidated Plan
- M. PHA Certification of Compliance
- N. Form HUD-50070, Certification for a Drug-Free Workplace
- O. Form HUD-50071, Certification of Payments to Influence Federal Transaction
- P. Standard Form SF-LLL and Disclosure of Lobbying Activities
- Q. FY 2000 Accomplishments

ATTACHMENT A

10.4 DECONCENTRATION POLICY

It is the Grand Rapids Housing Commission's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Grand Rapids Housing Commission will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments. Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement. The worksheet for the analysis can be found in Appendix 1.

10.5 DECONCENTRATION INCENTIVES

The Grand Rapids Housing Commission may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

**PHA Plan
Table Library**

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

Annual Statement

Table Library

ATTACHMENT B

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07350101 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	128,000			
3	1408 Management Improvements Soft Costs	50,000			
	Management Improvements Hard Costs				
4	1410 Administration	50,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	106,000			
10	1460 Dwelling Structures	348,800			
11	1465.1 Dwelling Equipment—Nonexpendable	33,000			
12	1470 Nondwelling Structures	30,000			
13	1475 Nondwelling Equipment	40,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	35,951			
	Amount of Annual Grant: (sum of lines.....)	871,751			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security—Soft Costs				
	Amount of Line XX related to Security-- Hard Costs	25,000			
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350101 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Original	Revised	
MI 73-1	Kitchen Cabinets		1460	20 units	80,000				
Adams Park	Common Area Chiller		1460	ea	55,000				
	Corridor Carpeting		1460	2 floors	15,000				
	Appliance Replacement		1465	20 units	11,000				
	Exterior Cameras		1450		15,000				
	Sub-Total				176,000				
MI 73-1 & 3	Covered Entries/Rain Diverters		1460	1 blds.	21,400				
Campau	Siding Replacement		1460	3 bldgs.	30,000				
Commons	Exterior Doors		1460	30	15,000				
	Concrete Repairs		1450	As needed	10,000				
	Patio Construction		1450	12	54,000				
	B-Ball Court Resurface		1450	1	7,000				
	Exterior Lighting Replacement		1450		5,000				
	Appliances		1465		8,500				
	Sub-Total				150,900				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350101 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Original	Revised	
MI 73-2	Heating Upgrades		1460		10,000				
Creston Park	Water Heaters		1460	15	5,000				
	Laundry Room Liners		1460	14	18,900				
	Replace Siding		1460	3 bldgs.	30,000				
	Unit Retiling		1460	4	18,000				
	Cabinet Replacement		1460	5 units	20,000				
	Exterior Doors		1460	10	5,000				
	Tub Enclosures		1460		8,500				
	Exterior Painting		1460		9,000				
	Storage Buildings		1470		30,000				
	Appliances		1465		8,500				
	Sub-Total				162,900				
MI 73-8/14	Appliances		1465		5,000				
Scattered Site	Water Heaters		1460	10	3,000				
	Concrete Repairs		1450		5,000				
	Site Lighting		1450		5,000				
	Gutters/Downspouts		1460		5,000				
	Tree Removal/Landscaping		1450		5,000				
	Sub-Total				28,000				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350101 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Original	Revised	
PHA-Wide	Operations		1406		128,000				
	Support Services Coordinator, Training		1408		50,000				
	Administrative, Partial Salaries for Program Administrators		1410		50,000				
	Computer Equipment		1475		40,000				
	A & E Services, Other Fees & Costs		1430		50,000				
	Contingency		1502		35,951				
	Sub-Total				353,951				

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

PHA Name: GRAND RAPIDS HOUSING COMMISS		Grant Type and Number Capital Fund Program No: MI33P07350101 Replacement Housing Factor No:				Federal FY of Grant: FFY 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI 73-1 Adams Park	9/30/03			9/30/04			
MI 73-1 & 3 Campau Commons	9/30/03			9/30/04			
MI 73-2 Creston Park	9/30/03			9/30/04			
MI 73-8/14 Scattered Site	9/30/03			9/30/04			
PHA-Wide	9/30/03			9/30/04			

ATTACHMENT G

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name GRAND RAPIDS HOUSING COMMISS		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2006
Adams Park MI 73-1	Annual Statement	136,800	199,600	150,000	205,000
Campau Commons MI 73-1&3		201,100	186,400	169,900	131,900
Creston Park MI 73-2		179,900	131,800	197,900	180,900
Scattered Sites MI 73-8/14		0	0	0	0
Physical Improvements Subtotal		517,800	517,800	517,800	517,800
Management Improvements		50,000	50,000	50,000	50,000
HA Wide Nondwelling Equip		34,000	34,000	34,000	34,000
Administration		50,000	50,000	50,000	50,000
A & E Services		50,000	50,000	50,000	50,000
Other Fees, Contingency, Etc.		41,951	41,951	41,951	24,613
Operations		128,000	128,000	128,000	128,000
Total CFP Funds (Est.)	871,751	871,751	871,751	871,751	871,751
Total Replacement Housing Factor Funds					

ATTACHMENT C

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350101	Federal FY of Grant: FFY 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—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	1499 Development Activities		36,176		
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)		36,176		
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security—Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

ATTACHMENT G

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name GRAND RAPIDS HOUSING COMMISSION					<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2006
PHA - WIDE		36,176	36,176	36,176	36,176
	Annual Statement				
Total CFP Funds (Est.)					
Total Replacement Housing Factor Funds	36,176	36,176	36,176	36,176	36,176

ATTACHMENT D

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07350100 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12/31/2000) Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	85,400	85,400	0	0
3	1408 Management Improvements Soft Costs	50,000	50,000	0	0
	Management Improvements Hard Costs				
4	1410 Administration	50,000	50,000	0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000	40,000	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	112,000	178,000	0	0
10	1460 Dwelling Structures	427,400	367,900	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	31,000	24,500	0	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	34,000	34,000	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	24,613	24,613	0	0
	Amount of Annual Grant: (sum of lines.....)	854,413	854,413	0	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security—Soft Costs				
	Amount of Line XX related to Security- Hard Costs	8,000	38,000		
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No.: MI33P07350100 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI073-001/003	Appliance Replacement	1465	8 D.U.	8,500	6,500	0	0	Planning	
Campau	Replace Siding	1460		15,000	5,000	0	0	Stage	
Commons	Asphalt Repairs	1450		20,000	10,000	0	0		
	Concrete Repairs	1450		10,000	10,000	0	0		
	Patio Construction	1450	33 D.U.	60,000	99,000	0	0		
	Exterior Doors	1460		16,000	6,000	0	0		
	Exterior Lighting	1450		8,000	8,000	0	0		
	Covered Entries/Railings	1460		20,000	7,600	0	0		
	Lock Replacement	1460		15,000	2,000	0	0		
	Basement Window Replacement	1460	100	7,000	15,000	0	0		
	Floor Repairs	1460	6 D.U.	3,000	3,000	0	0		
	Tuckpointing	1460		5,000	5,000	0	0		
	Replace Water Heaters	1460	8 D.U.	4,000	4,000	0	0		
	Furnace Replacement	1460	2 D.U.	5,000	5,000	0	0		
	Storm Doors	1460	40 D.U.	14,000	24,400	0	0		

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: : MI33P07350100 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI073-002	Heating Repairs	1460		20,000	20,000	0	0	Planning	
Creston Plaza	Replace Water Heaters	1460		5,000	5,000	0	0	Stage	
	Laundry Room Liners	1460		18,900	0	0	0		
	Siding Replacement	1460	2 Bldgs.	15,000	50,000	0	0		
	Floor Retiling	1460	10 D.U.	35,000	27,500	0	0		
	Appliance Replacement	1465	8 D.U.	8,500	6,500	0	0		
	Cabinet Replacement	1460	4 D.U.	15,000	0	0	0		
	Accordion Doors	1460	10 D.U.	12,000	6,000	0	0		
	Exterior Doors	1460	14 Units	7,000	0	0	0		
	Tub Surrounds	1460	3 Units	6,500	1,500	0	0		
	Exterior Painting	1460		9,000	2,000	0	0		
	Tuckpointing	1460		10,000	10,000	0	0		
	Lock Replacement	1460		20,000	2,000	0	0		
	Storm Doors	1460	48 Units	24,000	14,400	0	0		
	Exterior Lighting/Cameras	1450		0	20,000	0	0		
	Repair Railing on Stairway	1450		0	5,000	0	0		
	Number on Bldgs on Lafayette	1460		0	1,000	0	0		
	Repair Dumpster Enclosure	1450	1	0	2,000	0	0		
	Plexi-glass Replacement	1460		0	33,000				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No.: MI33P07350100 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2000			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI073-008/014	Appliance Replacement	1465	10 D.U.	5,000		0	0	Planning	
Scattered Sites	Fencing	1450	5 D.U.	7,000		0	0	Stage	
	Basement Waterproofing	1460	2 D.U.	5,000		0	0		
	Concrete Repairs	1450	13 D.U.	3,000		0	0		
	Floor Replacement	1460	3 D.U.	9,000		0	0		
	Siding Repairs	1460	3 D.U.	3,000		0	0		
PHA Wide	Operations	1406		85,400		0	0		
	Management Improvements	1408		50,000		0	0		
	Computer Equipment	1475		30,000		0	0		
	Contingency	1502		24,613		0	0		
	Administrative	1410		50,000		0	0		
	Fees and Costs	1430		40,000		0	0		

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

PHA Name: GRAND RAPIDS HSG. COMM.		Grant Type and Number Capital Fund Program No.: MI33P07350100 Replacement Housing Factor No:				Federal FY of Grant: FFY 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI073-001 Adams	9/30/02			9/30/03			
MI073-001/003 Campau	9/30/02			9/30/03			
MI073-002 Creston	9/30/02			9/30/03			
MI073-008/014 Scattered Sites	9/30/02			9/30/03			
PHA Wide	9/30/02			9/30/03			

ATTACHMENT E

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350100	Federal FY of Grant: FFY 2000
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/2000 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—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	1499 Development Activities	35,518		0	0
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	35,518		0	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security—Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

ATTACHMENT F

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07370899 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY1999
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: 12/31/2000) Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations			0	0
3	1408 Management Improvements Soft Costs	50,000	50,000	50,000	32,847
	Management Improvements Hard Costs				
4	1410 Administration	50,000	50,000	50,000	30,849
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	32,000	39,906	32,000	21,471
8	1440 Site Acquisition				
9	1450 Site Improvement	106,000	140,320	137,430	44,310
10	1460 Dwelling Structures	359,900	343,490	338,851	82,788
11	1465.1 Dwelling Equipment—Nonexpendable	18,500	13,002	19,622	19,622
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	30,000	39,675	39,392	38,939
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	26,993	0	0	0
	Amount of Annual Grant: (sum of lines.....)	676,393	676,393	667,295	270,826
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security—Soft Costs				
	Amount of Line XX related to Security- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No.: MI33P07370899 Replacement Housing Factor Grant No:					Federal FY of Grant: FFY 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI073-002	Crawl space covers	1460	100%	5,000	0	0	0		
Creston Plaza	Tuck pointing & brick replacement	1460	100%	16,500	0	0	0		
	Unit retiling	1460	8 D.U.	30,000	52,963	52,765	2,765		
	Heating system upgrade	1460	100%	20,000	0	0	0		
	Appliance replacement	1465	6 D.U.	6,000	1,380	5,175	5,175		
	Storm doors	1460	20 D.U.	10,000	9,500	9,500	2,250		
	Concrete stoop & sidewalk repair	1450	100%	10,000	19,445	17,500	2,250		
	Fence repair/replacement	1450	100%	10,000	0	0	0		
	Unit cabinetry	1460	3 Units	10,000	0	0	0		
	Plexiglass window replacement	1460	100%	10,000	12,419	12,500	11,250		
	Limestone sill replacement	1460	100%	7,000	8,591	7,041	0		
	Tub enclosures	1460	3 D.U.	5,000	0	0	0		
	Counter top replacement	1460	10 Units	5,000	0	0	0		
	Exterior painting	1460	100%	10,000	0	0	0		
	Siding repairs	1460	100%	5,000	35,000	35,000	0		
	Kitchen drywall ceiling replacemnt	1460	10 D.U.	5,000	17,500	17,500	0		
	Entry Security Improvement	1450	100%	4,000	0	0	0		
	Security Lighting Barnett Bldg.	1450	100%	5,000	0	0	0		
	Landscaping Barnett Bldgs.	1450	100%	8,000	0	0	0		
	Smoke Detectors	1460	100 D.U.	10,000	10,320	10,320	10,320		

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No.: MI33P07370899 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI073-008/014	Carpet replacement	1460		4,000	8,206	8,206	8,206		
Scattered Sites	Fencing	1450		2,000	0	430	430		
	Siding repairs	1460		1,000	0	850	850		
	Appliance replacement	1465		2,000	3,875	6,393	6,393		
	Concrete repairs	1460		1,000	0	0	0		
	Window replacement	1460		1,500	0	0	0		
	Smoke detectors	1460		6,400	7,878	7,878	4,906		
	Door/drywall repairs	1460		0	4,300	3,925	3,925		
	Cabinet replacement	1460		0	2,335	2,335	2,335		
	Heating repairs	1460		7,000	2,047	0	0		
PHA Wide	Supportive Services Coordinator,	1408		50,000	50,000	50,000	32,847		
	Administrative	1410		50,000	50,000	50,000	30,849		
	Architect fees	1430		32,000	39,906	32,000	21,471		
	Computer upgrade	1475		30,000	30,000	30,000	30,000		
	Congingency	1502		29,993	0	0	0		

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

PHA Name: GRAND RAPIDS HSG. COMM.		Grant Type and Number Capital Fund Program No.: MI33P07370899 Replacement Housing Factor No:				Federal FY of Grant: FFY 1999	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI073-001 Adams	9/30/01		3/31/01	9/30/02			
MI073-001/003 Campau	9/30/01		3/31/01	9/30/02			
MI073-002 Creston	9/30/01		3/31/01	9/30/02			
MI073-008/014 Scattered Sites	9/30/01		3/31/01	9/30/02			
PHA Wide	9/30/01		3/31/01	9/30/02			

ATTACHMENT H

Public Housing Drug Elimination Program Plan

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

Annual PHDEP Plan Table of Contents:

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

Section 1: General Information/History

A. Amount of PHDEP Grant \$111,790

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

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

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

The Grand Rapids Housing Commission will, with proceeds from the PHDEP Grant, continue at its Creston Plaza and Campau Commons site with the Recreation to Reduce Risk program, under contract with the Grand Rapids Parks and Recreation Department. The RRR is an after school, evening and weekend program which offers a variety of recreation and educational modalities for grade school through high school youth. Grand Rapids Housing Commission residents will be hired and trained by the Neighborhood Service Center to be mentors and supervisors of the Computer Learning Lab, targeting educational programs for youth and job training for adults.

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)
Creston Plaza	100	316
Campau Commons	112	382

F. Duration of Program

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

6 Months _____ **12 Months** X _____ **18 Months** _____ **24 Months** _____ **Other** _____

G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996	210,000	MI33DEP0730196	-0-		Complete
FY 1997	233,134	MI33DEP0730197	-0-		Complete
FY 1998	134,375	MI33DEP0730198	-0-		Complete
FY 1999	106,231	MI33DEP07330199	16,987		12-20-01

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

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

In cooperation with G.R. Parks Department and area churches, the GRHC will provide positive afterschool activities. Monitoring of program use and police department incident reports of drug activities will indicate program effectiveness.

B. PHDEP Budget Summary

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

FY <u>01</u> 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	
9160 - Drug Prevention	101,790
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	10,000
TOTAL PHDEP FUNDING	111,790

C. PHDEP Plan Goals and Activities

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

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

9120 - Security Personnel					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

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

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

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

9160 - Drug Prevention					Total PHDEP Funding: \$101,790		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. RRR	150	Youth 8-18 yrs.	10/01	09/02	85,000	0	Crime Statistics
2. Supplies	150				16,790		
3.							

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

9180 - Drug Treatment					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Carry out PHDEP							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Administration			10/01	09/02	10,000	0	
2.							
3.							

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				
9160	Activities 1, 2	101,790	Activities 1, 2	101,790
9170				
9180				
9190	Activity 1	10,000	Activity 1	10,000
TOTAL		\$111,790		\$111,790

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.”