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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

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

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

PHA Plan
Agency Identification

PHA Name: Luce County Housing Commission

PHA Number: MI132

PHA Fiscal Year Beginning: 01/2001

Public Access to Information

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

☒ Main administrative office of the PHA
☐ PHA development management offices
☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

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5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☐ The PHA's mission is: (state mission here)

B. Goals

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

HUD Strategic Goal: Increase the availability of 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)

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- ☐ 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:

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

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

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

Other PHA Goals and Objectives: (list below)

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Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

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

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

All policies included in the Annual Plan reflects the administering of the Section 8 Rental Assistance Programs (New Construction– Parkview Manor and the Voucher Program), which are to provide housing assistance and to assist in locating suitable housing within the applicant's income ranges and needs.

iii. Annual Plan Table of Contents
[24 CFR Part 903.7 9 (r)]
Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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4. Administrative Plan	**B**
5. Operations and Management Policies	
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15. Civil Rights Certifications (included with PHA Plan Certifications)	**3**
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17. Asset Management	**1**

REFER TO PAGE 45 OF THIS PLAN FOR ATTACHMENT REFERENCE TO THE ABOVE TABLE OF CONTENTS

Attachments

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

Required Attachments:

☒ Admissions Policy for Deconcentration (mi132c01)
☐ FY 2000 Capital Fund Program Annual Statement
☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

☒ PHA Management Organizational Chart (mi132s01)
☐ FY 2000 Capital Fund Program 5 Year Action Plan
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

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☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* 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 ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing	Annual Plan: Rent

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	development ☐ check here if included in the public housing A & O Policy	Determination
X	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	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
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open	Annual Plan: Safety and Crime Prevention

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

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	N/A						
Income >30% but <=50% of AMI	N/A						
Income >50% but <80% of AMI	N/A						
Elderly	N/A						
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity							
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:
☐ 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			
Waiting list type: (select one) ☒ Section 8 tenant-based assistance **VOUCHER PROGRAM** ☐ 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	16		
Extremely low income <=30% AMI	1	7%	
Very low income (>30% but <=50% AMI)	7	43%	
Low income			

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Housing Needs of Families on the Waiting List			
(>50% but <80% AMI)	8	50%	
Families with children	12	86%	
Elderly families	2	14%	
Families with Disabilities			
Race/ethnicity	WHITE		
Race/ethnicity	NATIVE AMER.		
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☒ Section 8 tenant-based assistance **NEW CONSTRUCTION – PARKVIEW MANOR** ☐ 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	22		

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Housing Needs of Families on the Waiting List			
Extremely low income <=30% AMI	12	54%	
Very low income (>30% but <=50% AMI)	3	14%	
Low income (>50% but <80% AMI)	7	32%	
Families with children	0	0%	
Elderly families	16	73%	
Families with Disabilities	6	27%	
Race/ethnicity	WHITE		
Race/ethnicity	NATIVE AMER.		
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ 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

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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 tofamilies at or below 50% of AMI
Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

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

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

(2) Reasons for Selecting Strategies
Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]
List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2000 grants)**		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	$462,110	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources		

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3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility (Section 8 New Construction – Parkview Manor)

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: (state time)
☐ Other: (describe)

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

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

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

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

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIG-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

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? 2

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:

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☒ 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

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☒ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

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

Date and Time

Former Federal preferences:
1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
5 Victims of domestic violence
3 Substandard housing
2 Homelessness
4 High rent burden

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

4. Relationship of preferences to income targeting requirements:
☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy

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☒ 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)

(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: We give extensions in order to keep our Voucher Program leased up to the extent we can administer it.

(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

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application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☒ Other (list below) Admissions & Occupancy Policy

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 Section 8 New Construction – Parkview Manor

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:

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

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

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

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

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

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

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

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

☐ Yes for all developments
☒ Yes but only for some developments (PARKVIEW MANOR)
☐ 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

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☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☒ Other (list below) (PARKVIEW MANOR)

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) (ANNUAL ADJUSTMENT FACTOR– HUD)

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)

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 below100% 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

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing – Section 8 New Construction	40	2

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Section 8 Vouchers	110	10
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

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

Section 8 New Construction – Parkview Manor

Admissions & Occupancy Policy, Deconcentration Policy, Activity Room Policy, Affirmative Action Policy, Capitalization Policy, Emergency Action Guidelines, Harassment Policy, Job Descriptions, Parking Policy, Personnel Policy, Procurement Policy, Rent Collection Policy, Resident's Guide, Travel Policy, Disposition Policy, Pet Policy, Organizational Chart, Drug Free Work Place, Pest Extermination, and a Equal Opportunity Plan.

(2) Section 8 Management: (list below)

Section 8 Voucher Program

Administrative Policy, Grievance Procedures and many of the preceding policies pertain to the management of the Voucher Program.

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 N/A

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

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

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

☐ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition ☐ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ 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 – N/A

[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 ☐ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) ☐ Part of the development ☐ Total development

10. Conversion of Public Housing to Tenant-Based Assistance – N/A

[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? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ 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) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ 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–N/A

[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: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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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.)

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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)

(2) Family Self Sufficiency program/s

a. Participation Description

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

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:

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–N/A

[24 CFR Part 903.7 9 (m)]

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

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

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

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

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

☐ Safety and security survey of residents
☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
☐ Resident reports
☐ PHA employee reports
☐ Police reports

☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
☐ Other (describe below)

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

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)

C. Coordination between PHA and the police

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

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

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: ___)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]
Pets will be allowed and shall be governed by the pet policy of the Luce County Housing Commission.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management – N/A

[24 CFR Part 903.7 9 (q)]

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

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

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capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

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

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

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (Luce County)

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

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

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☐ Other: (list below)

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

D. Other Information Required by HUD

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

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Attachments

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

Admissions and Occupancy Policy	mi132a01
Administrative Policy	mi132b01
Deconcentration Policy	mi132c01
Activity Room Policy	mi132d01
Affirmative Action Policy	mi132e01
Capitalization Policy	mi132f01
Emergency Action Guidelines	mi132g01
Harassment Policy	mi132h01
Job Descriptions	mi132i01
Parking Policy	mi132j01
Personnel Policy	mi132k01
Procurement Policy	mi132l01
Rent Collection Policy	mi132m01
Resident's Guide	mi132n01
Travel Policy	mi132o01
Grievance Procedures	mi132p01
Disposition Policy	mi132q01
Pet Policy	mi132r01
Organizational Chart	mi132s01
Drug Free Work Place	mi132t01
Pest Extermination	mi132u01
PHA Annual & 5-Year Plan	mi132v01
Notice of Public Review	mi132w01
Public Meeting	mi132x01
Equal Opportunity Plan	mi132y01
Introduction	mi132z01
Investment Policy	mi132aa01
Table of Contents	mi132bb01

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PHA Plan
Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	**Amount of Annual Grant (Sum of lines 2-19)**	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

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

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years		

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management							
opment fication	Activity Description						
Number and Type of units	Capital Fund Program Parts II and III *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*	

LUCE COUNTY HOUSING COMMISSION
ADMISSIONS & OCCUPANCY POLICY

MISSION STATEMENT
It is the mission of the Luce County Housing Commission to assist in the provision of decent, safe, sanitary housing in Luce County, to provide affordable housing to persons with low to moderate incomes and to assist with supportive services for the elderly, disabled and families.

I. ELIGIBILITY FOR ADMISSION

A. FAMILY DEFINITION

To be eligible for admission an applicant must qualify as a family or an elderly family.

1. A family consists of two or more persons who are related by blood, marriage or operation of law.
2. Singe individuals with no other children, who are pregnant or in the process of securing legal custody of any individual under the age of 18 years constitute families under Section 3(a) of the United States Housing Act of 1937 and are not subject to the limitations on admission of single persons contained in section 3(b)(3) of that Act. Their status is the same as a family consisting of two persons. A single pregnant woman must have an income at or below the income limit for one person. In establishing the appropriate space standards, the Luce County Housing Commission will consider the size of the household with the unborn child included. The single pregnant woman would not be entitled to the $480 dependent allowance until after the birth of the child.

   If the pregnancy is terminated after admission, the individual constitutes the remaining family member of a family and could continue in the program under the existing lease.

   Persons in the process of adopting an individual under 18 years of age should be treated identically to a single pregnant woman, but persons in the process of securing legal custody through other means, must provide evidence of a reasonable likelihood of success.

3. An Elderly Family consist of a family whose spouse or sole member is at least sixty-two years of age, or a Disabled Person as defined by law (within the meaning of Section 202 of the Housing Act of 1959 (see Section XIV), or disabled within the meaning of Section 223 of the Social Security Act, or Section 102 (5) of the Development Disabilities Services and Facilities Construction Amendments of 1970 (see Section XIV) or displaced by governmental action or disaster (see Section XIV).

4. An Elderly Family may include two or more elderly or disabled persons living together, or one or more such persons living with another person who is determined to be essential to his/her care and well being.

B. INCOME TARGETING/DECONCENTRATION/INCOME LIMITS

To be eligible for admission, a family's gross annual income shall not exceed the HUD income limits as published in the Federal Register, which are then adopted by the Luce County Housing Commission Board of Directors.

The Luce County Housing Commission will make every effort to follow the guidelines of new admissions to meet the requirements of 40% of new admissions each fiscal year falling below the 30% of the median income range. One or more of the current applicants may be excluded from consideration for an apartment should their income fall within the guidelines with meeting the Quality and Work Responsibility Act requirements. The Luce County Housing Commission will continue to encourage all eligible applicants to apply continuingto admit applicants based on availability, as our main objective must be to fill all vacancies to maintain financial stability.

C. INCOME

Annual income is the anticipated total income from all sources received by the family head and spouse and by each additional member of the family, including all net income derived from assets, for the 12 month period following the effective date of initial determination or reexamination of income. Income of full-time students (other than head or spouse) is exempted.

Annual income includes, but is not limited to the following:

1. The full amount, before any payroll deductions, of wages, salaries, overtime pay, commissions, fees, tips and bonuses, other compensation for personal services, and welfare assistance payments.

2. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. Only straight-line depreciation of assets in a business or profession may be used. Any withdrawal of cash or asset from a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.

3. Interest, dividends, and net income of any kind from real or personal property, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property. Imputed income from assets is obtained by taking the passbook rate, (HUD establishes a passbook rate for this purpose) the current rate is 2%.

4. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, not to include a lump-sum payment for the delayed start of a periodic payment.

5. Payment in lieu of earnings, such as unemployment and disability compensation, workers compensation and severance pay.

6. The full amount actually received by FIA (Family Independence Agency) or the amount to

which the family is entitled to according to the charts provided by the State of Michigan Department of Social Services, whichever is greater. The rent shall not be reduced if the grant is reduced due to recipient's failure to comply with the Welfare to Work Program.

7. The full amount of child support and/or child support to which the family is entitled, unless it is verified that the family is not getting the payment and is taking legal action to secure the back amount.

8. Periodic and determinable allowance, such as alimony and child support payments and regular contributions or gifts received from persons not residing in the dwelling, including regular payments made on behalf of the family by someone else for expenditures such as utility payments or grocery purchases.

9. All regular pay, special pay and allowances of a member of the armed forces, whether or not living in the household.

10. Any earned income tax credit to the extent that it exceeds income tax liability.

11. Portions of educational scholarships provided for general living expenses such as room and board.

12. After retirement, the amount that the resident is eligible to draw down from his/her pension or retirement plan shall be counted as income, whether or not the resident elects to draw the entire amount.

13. The income of all members of the family over the age of 18, who are counted for bedroom size determination, shall be included in the annual income determination.

14. Non-cash contributions given in exchange for services rendered may be counted as income.

15. Income from assets shall be considered to be actual income received or if total assets equal $5,000 or more, income from these assets shall be the actual income received or a percentage of the total value of the assets, based on the current passbook savings rate (2%).

D. INCOME EXCLUSIONS

Annual income does not include the following:

1. Income from employment of children (including foster children) under the age of 18 years and income of full-time students (other than head or spouse).

2. Payments received for the care of foster children;

3. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and workers compensation or property losses);

4. Amounts received by the family that is specifically for, or in reimbursement of the cost of medical expenses for any family member;

5. Income from a live-in aide (care attendant);

6. Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the government to a veteran, for use in meeting the cost of tuition, fees, books, equipment, materials, supplies, transportation and miscellaneous personal expenses of the student. Any amount of such scholarship or payment to a veteran not used for the above purposes that is available for subsistence is to be included in income;

7. Amount received under training programs funded by HUD;

Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self Sufficiency (PASS); or

Amounts received by a participant in other publicly assisted programs which is specifically for, or reimbursed of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;

8. Temporary, nonrecurring or sporadic income (including gifts); or

9. Amounts specifically excluded by any other Federal statue from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937.

10. Also excluded from income are payments made by individuals under the Community Services Employment Program administered bythe Department of Labor, Title V of the Older Americans Act, of 1965 (42 USC 3056(f);

11. Payments derived from Title VI of the Older American Comprehensive Services Amendments of 1973 (PL-93-29) such as Foster Grandparents and Older Americans Community Services programs are not included in family income. Also excluded are ACTION volunteers, administered under the Domestic Volunteer Services Act of 1973, Title IX (PL 93113).

12. Amounts of deferred periodic payments of supplemental security income (SSI) or social security benefits regardless as to when they were received.

E. ADJUSTED INCOME

Adjusted income means the total annual family income at time of admission, less the following

deductions:

1. $480 for each member of the family residing in the household (other than head of household of spouse) who is under 18 years of age, or is a disabled or is a full-time student;

2. $400 for each elderly family

3. Disabled assistance expenses in excess of three percent (3%) of annual income for any family that is not an elderly family but has a disabled member other than the head of household or spouse. This allowance may not exceed the employment income received by the family;

4. Child care expenses (for children under age 13), only if unreimbursed, in an amount reasonable for the area, shall be allowed where necessary to allow a family member to be gainfully employed or to further his/her education. The amount deducted shall not exceed the amount of gross income received for such employment. Such expense shall be allowed only if no adult member of the family is available to provide such care;

5. An elderly family shall be allowed amount of medical expenses equal to the amount by which the medial expenses exceed 3% of annual income if there is no disabled assistance expenses allowance. Medical expenses shall include only actual expense, including medical insurance premiums that are not covered by insurance;

6. If an elderly family has disabled assistance expenses greater than or equal to 3% of annual income, an allowance for disabled expenses computed in accordance with paragraph 3 above will be deducted from annual income for purposes of determining an adjusted income. In addition, an allowance for medical expenses for the total amount of the family's medical expenses will be given.

7. If an elderly family has disabled assistance expenses less than 3% of annual income, an allowance for combined handicapped assistance expenses that are equal to the amount by which the sum of these expenses exceeds 3% of annual income.

8. In no case will allowances be given which exceed the family's annual income.

F. ASSETS

Assets shall not preclude admission to the Luce County Housing Commission. Assets shall be used to determine income earned as follows:

- The actual income earned from the ownership of bank accounts, investments, such as certificates of deposits, annuities, stocks, bonds, etc.

- The income from real property such as land contract interest, rental income, etc.
- Where the family has Net Family Assets in excess of $5,000, Annual Income, shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate (2%).

In determining Net Family Assets, the Housing Commission shall include the value of any assets disposed of by an applicant or resident for less than fair market value during the two (2) years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore.

- The value to be assigned to the assets shall be the value of the assets after deducting costs that would be incurred in disposing of the asset, such as real estate or stockbrokers commissions or penalty for early withdrawal of a time deposit.

- Retirement or pension plans will be counted as an asset before resident has retired, only if the resident may draw down a portion before he/she actually retires.

- A burial fund, which is treated as an annuity, shall be considered asan asset unless it is in an irrevocable burial trust/fund.

- The portion of a trust fund, which is accessible to the family, shall be considered an asset

- The average six (6) month balance in a checking account shall be considered as an asset.

II. PAYMENTS DUE UNDER THE LEASE

A. RENT

The (TTP) total tenant payment will be charged in accordance with the rent-income ratio of thirty percent (30%) of adjusted income, or ten percent (10%) of gross family income, whichever is greater, the established flat rent as selected annually by residents or minimum rent. Flat rents will be reviewed annually. For minimum rents shall not be less than $25.00 per month. (Refer to Section XI)

Tenant Rent - The rent, which the resident pays to the Luce County Housing Commission, shall be equal to the Total Tenant Payment in units in which the Housing Commission supplies all the utilities.

Security Deposit - The residents of the Luce County Housing Commission will require that whatever portion of rent the resident is required to pay on a monthly basis will also be the required security deposit charged. NOTE: Upon termination of the lease, the security deposit will be returned to resident minus any rent in arrearage or damage to unit.
Charges for maintenance costs beyond the normal wear and tear shall be charged according to the Commission's labor rate at the time the repair is made. If work is performed during normal working hours, the average hourly labor rate shall be used and if the work is performed after normal working hours, the average maintenance overtime rate shall be charged plus the actual cost of material.

III. TENANT SELECTION

The Luce County Housing Commission shall fully comply with Title VI of the Civil Rights Act

of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Executive Order 11063 in tenant selection unit assignment or reassignment.

The Luce County Housing Commission will make every effort to follow the guidelines of new admissions, with every effort to meet the requirement of 40% of new admissions each fiscal year falling below the 30% of the median income range. One or more of the current applicants may be excluded from consideration for an apartment should their income fall within the guidelines with meeting the Quality and Work Responsibility Act requirements.

The Commission will continue to encourage all eligible applicants to apply, continuing to admit applicants based on availability, as our main objective must be to fill all vacancies to maintain financial stability. A flat rent will be offered to higher income applicants to encourage their applying and continuing to live in our development.

The Luce County Housing Commission will not on the grounds of race, color, national origin, religion, sex or disability, marital status, lawful source of income, sexual preference or familial status:

1 Deny a person admission to public housing
2 Provide housing, which is difference than that, provided others
3 Subject a person to disparate treatment
4 Restrict a person(s) access to any benefit enjoyed by others in connection with the public housing program
5 Treat a person differently in determining eligibility or other requirements for admission

Each applicant shall be assigned his/her appropriate place on a community-wide basis in sequence based upon suitable type or size or unit, factors affecting preferences or priority established by the Housing Commission regulations, and date and time his/her application is received. (See VIII) However, an applicant may request they be placed on a separate site-based waiting list in which case they will be notified only of vacancies that occur at that specific time. All other factors will then apply in the selection of tenant for a specific vacancy.

At the time a vacancy occurs or is known will occur, all applicants for the appropriate sized unit will be notified in writing of such vacancy and given a reasonable opportunity to respond as interested or disinterested. Only those applicants who respond by the given deadline will be considered to fill the vacancy, using criteria set forth in Sections IV and V.

Reassignments or transfer to other dwelling units shall be made without regard to race, creed, color, national origin, religion, sex, disability, marital status, lawful source of income, sexual preference or familial status; and residents shall not be transferred to a dwelling unit of equal bedroom size either within a development, except for alleviating hardships as determined by the Executive Director or his/her designee. Transfers within the development shall be made only to correct occupancy standards.

IV PREFERENCES - RANKING & LOCAL PREFERENCES

The Luce County Housing Commission will give preference based on the following point system to applicants who are otherwise eligible for assistance and who, at the time they are seeking housing assistance, qualify for the preference. Applicants accumulating the most points shall be placed on the top of the list for the type of unit they qualify for. All other factors being equal, the applicant with the earliest date shall be placed first. All applicants must pass screening and selection criteria.

200 pts	Involuntary Displaced
200 pts	Substandard Housing
200 pts	Paying more than 50% of income for rent
50 pts	Age 62 years of age or older (Parkview Manor)
50 pts	Near elderly (age 50 years of age or older) Parkview Manor
50 pts	Resident of Luce County (Parkview Manor)
25 pts	Disabled
25 pts	Veteran

The applicant having the most points and who meet suitability criteria will be offered the unit.

In all other cases, applicants meeting the eligibility requirement under Section I will be selected from among the eligible applicants for dwelling units or given sizes and rent paying ability. Where all conditions are equal, the application with the earliest date shall be given preference.

Disabled applicants will be given preference for units designed for or remodeled with disability features.

The local preferences are as follows:

A. Involuntary Displacement

An applicant is or will be involuntarily displaced if the applicant has vacated or will have to vacate his/her housing unit as a result of one or more of the following actions:

(1) A disaster, such as a flood or fire, that results in the uninhabitibility of an applicant's unit

(2) Activity carried on by an agency of the United States or by any State or local governmental body of agency in connection with code enforcement of a public improvement or development program; or

(3) Action by a housing owner that results in an applicant's having to vacate his/her unit where:

1) The reason for the owner's action is beyond an applicant's ability to control or prevent;

2) The action occurs despite an applicant's having met all previously imposed

conditions of occupancy; and
3) The action taken is other than a rent increase

(4) Displacement to avoid reprisals (witness location). This applies when a family member has provided information on criminal activityto a law enforcement agency and, based on a threat assessment, the law enforcement agency recommends rehousing the family to avoid reprisals.

A hate crime means actual or threatened physical violence or intimidation against a person or the person's property that is based on the person's race, color, religion, sex, national origin, disability or familial status.

(6) Displacement by inaccessibility of unit. This applies when a family member has mobility or other impairment that makes the person unable to use critical elements of the unit and the owner is not legally obligated to make the necessary changes as a reasonable accommodation to the disabled person.

(7) Displaced because of HUD disposition of a multifamily project.

An applicant also is involuntarily displaced if:

(1) The applicant has vacated his/her housing unit as a result of actual or threatened physical violence directed against the applicant or one or more members of the applicant's family by spouse or other member of the applicant's household; or

(2) The applicant lives in a housing unit with such an individual who engages in such violence. For purposes of this paragraph, the actual or threatened violence must, as determined by the Luce County Housing Commission in accordance with HUD's administrative instructions, have occurred recently or be of a continuing nature.

(3) In the case of displacement by domestic violence, the victim does not have to have property right (such as a dwelling lease) to the unit where the violence has occurred. The perpetrator of the violence may not reside with the applicant family after admission unless the Housing Commission has given advance written approval. The applicant must certify that the person who engaged in such violence will not reside with the applicant family. If the perpetrator is admitted, the PHA may terminate assistance to the family for breach of this certification.

For purposes of this section, reasons for an applicant's having to vacate a housing unit include, but are not limited to, conversion of an applicant's housing unit to non-rental or non-residential use; closure of an applicant's housing unit for rehabilitation or for any other reason; notice to an applicant that she/he must vacate a unit because the owner wants the unit for the owner's personal or family use or occupancy; sale of a housing unit in which an applicant resides under an agreement that the unit must be vacant when possession is transferred; or any other legally authorized act that results or will result in the withdrawal by the owner of the unit or structure

from the rental market. Such reasons do not include the vacating of a unit by a tenant as a result of actions taken because of the tenant's refusal:

(1) To comply with applicable program policies and procedures under this title with respect to the occupancy of under-occupied and overcrowded units

B. Substandard Housing

A unit is substandard if it:

(1) is dilapidated;
(2) does not have operable indoor plumbing
(3) does not have a usable flush toilet inside the unit for the exclusive use of a family
(4) does not have a usable bathtub or shower inside the unit for the exclusive use of a family.
(5) does not have electricity, or has adequate or unsafe electrical service
(6) does not have a safe or adequate source of heat
(7) should, but does not have, a kitchen
(8) is inadequate for the family size, or
(9) has been declared unfit for habitation by an agency or unit of government

For purposes of this section, a housing unit is dilapidate if it does not provide safe and adequate shelter, and in its present condition, endangers the health, safety or well-being of the family or it has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction or they may result from continued neglect or lack of repair from serious damage to the structure.

A "homeless family" includes any individual or family who:

(1) lacks a fixed, regular and adequate nighttime residence; and

(2) has a primary nighttime residence that is:
a) a supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing for the mentally ill
b) an institution that provides a temporary residence for individuals Intended to be institutionalized; or
c) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; or
d) a transitional housing program

For purposes of this section, single room occupancy (SRO) Housing (as defined in CRF 882.102) is not substandard solely because it does not contain sanitary or food preparation facilities (or both).

C. Paying More Than Fifty Percent (50%) of Gross Income for Rent

For purposes of this section, rent is defined as the actual amount due, calculated on a monthly basis, under lease or occupancy agreement between a familyand the family's current landlord; and in the case of utilities, purchased directly by tenants from utility providers,

(1) The PHA's reasonable estimate of tenant-purchased utilities (except telephone) and other housing services that are normally included in rent; or

(2) If the family chooses, the average monthly payments that is actually made for these utilities and services for the most recent 12 month period, or if information is not obtainable for the entire period, for an appropriate recent period.

(3) Applicant must be paying more than 50% of their monthly income for at least 90 days.

An applicant does not qualify for a rent burden preference if either of the following is applicable:

(1) The applicant has been paying more than 50% of income for rent for less than 90 days

(2) The applicant is paying more than 50% of family income to rent a unit because the applicant's housing assistance for occupancy of the unit under any of the following programs has been terminated because of the applicant's refusal to comply with applicable program policies and procedures on the occupancy of under-occupied and overcrowded unit:

a) the voucher programs or public and Indian housing programs under the United States Housing Act of 1937

b) the rent supplement program under section 101 of the Housing and Urban Development Act of 1965; or

c) rental assistance payments under section 236(f) (2) of the National Housing Act.

For purposes of calculating rent under this section, amounts paid to or on behalf of a family under any energy assistance program must be subtracted from the otherwise applicable rental amount to the extent that they are not included in the family's income.

If the Luce County Housing Commission determines that an applicant does not qualify for a ranking or local preference, ranking preference or local preference claimed by the applicant, the Luce County Housing Commission must promptly give the applicantwritten notice of the determination. The notice must contain a brief statement of the reasons for the determination, and state that the applicant has the right to meet with a representative of the Luce County Housing to review the determination. The meeting may be conducted by any person or persons designated by the Luce County Housing Commission, who may be an officer or employee of the commission, including the person who made or reviewed the determination or a subordinate employee.

Verification of Preference: before admitting an applicant on the basis of a preference, the Luce County Housing Commission must require the applicant to provide information needed by the Luce County Housing Commission to verify that the applicant qualifies for a local preference

because of the applicant's current status. The applicant's current status must be determined at the time of selection for admission.

Applicants meeting the eligibility requirement under Section I will be selected from among the eligible applicants for dwelling units of given sizes and rent paying ability. Where all conditions are equal, the application with the earliest date shall be given preference.

All applicants must also meet suitability criteria.

V. SUITABILITY

The criteria for desirability of potential tenants are reasonably related to individual attributes and behavior of an applicant, and are designed to avoid concentration of families with serious social problems in housing commission developments. If the conduct of the applicant in present or prior housing has been such as would likely interfere with other tenants in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety or welfare or to affect adversely the physical environment or the financial stability of the project, then the applicant may be rejected. As a minimum all applicants shall be subject to the following:

1. Past performance in meeting obligations, especially rent.

2. A record of disturbances of neighbors, destruction of property, or living or housekeeping habits at prior residences which may adversely affect the health, safety or welfare of the housing commission property or other residents.

3. A history of criminal activity involving crimes or physical acts, which would affect the health, safety or welfare of the housing commission staff or other residents.

4. A record of disregard for rules of occupancy and rights of others;

5. If single, an applicant shall be determined ineligible for admission if she/he is not capable with provisions of the lease as determined by the Executive Director.

If there is evidence that the applicant displays an inability to comply with all lease terms and conditions, the housing commission may require additional documentation of the applicant's ability to comply with these terms and conditions. This additional documentation may include evidence of a physical or mental examination and/or the applicant's participation in a social service agency program or use of a care attendant that will, in fact, result in the applicant's compliance with and ability with all terms and conditions of the lease.

All disapproved applicants will be notified in writing. The notification will clearly state the reason(s) for the disapproval and advise them of their rights for a hearing before the Executive Director or his/her designee.

Any applicant who owes rent or other amounts to any housing commission in connection with public housing will be denied until full payment is made and proof of full payment is supplied to

the Luce County Housing Commission.

The Luce County Housing Commission shall deny admission to applicants who have committed fraud in connection with any Federal, State or Local governmental program.

Applicant evaluation will include, but not necessarily be limited to the following:

- Applicant interview
- Contacting employers
- Information from social workers, police departments or parole officers
- Prior landlords
- Doing a credit check
- Making a home visit to identify, which would pose a health hazard or be destructive to property or a nuisance to other residents
- Character references

The Luce County Housing Commission will deny admission to any applicant if there is an indication that the applicant's use of alcohol would likely result in conduct that would adversely affect the project's environment. If there is evidence or an indication of the use, sale, distribution or intent to use, sell, or distribute any illegal drug within the most recent three-year period, the Luce County Housing Commission will deny admission.

All applicants must be denied admission if:

- The applicant is unable to comply with provisions of the lease;
- The applicant is not of sufficient age to understand the lease and abide by its terms, or;
- The applicant is not of sufficient age to enter into a legal contract;
- The applicant is not of sufficient capacity to understand the lease and abide by its terms, or;
- The applicant is unable to manage a household

VI. VERIFICATION OF APPLICANTS STATEMENTS AND INCOME

Applicants shall be required to furnish or release to the Luce County Housing Commission such information as the housing commission determines to be necessary; including but not limited to release and consent authorizing information from any depository or private source of income.

Certification by applicants will normally be considered sufficient verification of family composition, age and residence. The applicant signing the application for admission and reexamination documents provides certification. Copies of social security cards for all family members and proof of pregnancy for persons claiming to be pregnant will be required.

All earned income shall be verified at the time of admission or annual recertification or rent review through written third party verification from employers, W-2 forms, Federal tax returns or

other means as determined by the housing commission.

All other income shall be verified by written documentation from third party sources, as determined necessary by the housing commission.

Applicants requiring preference on the basis of Local Preference factors must furnish evidence of the cause for displacement, or the amount of the rent being paid and/or the condition of the housing. The verifications must follow the format mandated by the Secretary of HUD (24 CFR 960.11).

If an applicant or resident claims a zero income, that claim shall be verified through the Department of the Social Services, credit reports, or other means deemed necessary by the housing commission. Such person(s) shall have monthly interim reviews.

If an applicant or resident claims eligibility as a disabled person, but is not receiving Social Security, the eligibility shall be determined by a doctor's examination, professional case conference or other means of verification. Such verification of eligibility shall be determined annually.

If an applicant's qualification for a Local Preference under Section IV has once been verified, the housing commission need not require the applicant to verify such qualification again, unless, as determined by the housing commission, such a long time has elapsed or circumstances have changed since verification as to make verification desirable, or the housing commission has reasonable grounds to believe that the applicant no longer qualifies for a Local Preference.

VII. OCCUPANCY STANDARDS

The occupancy standards of the Luce County Housing Commission are as follows:

1. Children of the same sex should share a bedroom. Children of the same sex but with more than five years age difference may be assigned a separate bedroom;

2. Children should not share a bedroom with parents. However, this may be waived permitting a minor child under the age of two to share a parent's bedroom temporarily. The family, at the family's expense and upon notification of the Luce County Housing Commission, will be required to move to an appropriate size unit as soon as one becomes available.

3. A live-in care attendant may be provided a separate bedroom at the discretion of the housing commission.

4. Two persons of different generations may be provided separate bedroom at the discretion of the housing commission.

5. A child who is not living in the unit fifty percent (50%) of the time or more shall not

be considered a member of the family in determining a proper bedroom size unit.

6. The Luce County Housing Commission will allow families the opportunity to make their own assessment of whether persons of opposite sex (other than spouse), persons of different generations and unrelated adults need a separate bedroom.

7. The Luce County Housing Commission will also include children who are temporarily absent from the home due to placement in foster care when considering family composition and family size.

BEDROOM STANDARDS

The following guidelines will determine the number of bedroom required to accommodate a family of a given size except that such standards may be waived when a vacancy problem exist and it is necessary to achieve or maintain full occupancy.

NUMBER OF BEDROOMS	NUMBER OF PERSONS	
	MINIMUM	MAXIMUM
1	1	2
2	2	4
3	4	6
4	6	8
5	8	10
6	10	12

Note: HQS allows 2 persons per living/sleeping room and would permit the following maximum occupancy assuming a living room is used as a living/sleeping area.

1-BEDROOM	4
2-BEDROOM	6
3-BEDROOM	8
4-BEDROOM	10
5-BEDROOM	12
6-BEDROOM	14

VIII. NOTIFICATION

When the housing commission accepts an application, determination shall be made promptly to determine if the applicant is eligible and meets the admission standards. The applicant will be notified in writing of the housing commission's determination. If the applicant requests it, the housing commission must provide an informal hearing within ten days of notification after the applicant has been notified.

At the same time of admission, each applicant will be notified in writing of lead based paint

dangers.

All disapproved applicants will be notified in writing. The notification will clearly state the reason(s) for the disapproval and advise them of their right for a hearing before the Executive Director or his/her designee. Such request for a hearing must be within ten (10) days of written notification.

IX. UTILITY ALLOWANCES AND SURCHARGES

The Luce County Housing Commission shall provide gas heating fuel, water and sewage services and trash/garbage collection electricity, for Parkview Manor on the following basis:

1. Al one -bedroom units will be furnished water, sewage and garbage collection services

2. All one-bedroom units shall have all utilities furnished.

3. Surcharges for certain resident owned appliances shall be charged $10.00 per month (i.e. free-standing freezers, additional refrigerator, or a refrigerator of a larger type than that furnished by the Commission.

X. LEASING

Prior to occupancy, a one-year lease shall be executed by the Luce County Housing Commission and signed by the family head and spouse and by the Executive Director or his/her designee. The head of the family shall be considered to be, for these purposes, the person who is legally and morally responsible for the family's needs.

The lease is to be current at all times and must be compatible with the U.S. Department of Housing and Urban Development regulations, with Luce County Housing Commission polices, and with State and Federal Law.

If a resident is transferred from one dwelling unit to another, a new lease must be executed.

If, at any time, there is a change in the resident's rent, a Renewal of Term and Notice of Rent will be prepared and signed by the Executive Director and his/her designee.

If another adult person is added to or deleted from the composition of the family, a new lease shall be executed.

XI. REEXAMINATIONS, RECERTIFICATIONS, INTERIM REVIEWS

Annually, all rents are reviewed to determine eligibility for continued occupancy. All residents must be given a choice to pay a flat rent or an income based rent. If a family chooses to pay the flat rent, they shall be provided the opportunity to immediately switch to income-based rent because of financial hardships. Where a family chooses the flat rent, their reexam shall occur not less than once every three years.

Once tenant rent is established, the rental amount shall remain in effect until the next scheduled re-examination or until circumstances occur that warrant a special rent and income review.

An interim review is prescheduled by management at the time of admission, re-examination or interim rent review when the following occur:

1. Resident can show a decline or increase in income which would result in a reduction or increase in rent.
2. Resident has a change in source of income, which would result in an increased rent.

3. Resident commences to receive public assistance or his public assistance is terminated.

4. There is a change in family composition

5. There is a change in lease.

6. It is found that resident has misrepresented to management the facts upon which his/her rent is based, so that the rent he/he is paying is less than should be charged. If this is found to be true, the increase in rent will be made retroactive.

7. Resident must notify the Executive Director within ten (10) days of any changes in public assistance, income, or family composition.

8. In the event of any rent adjustment pursuant to the above, the director will mail or deliver a written "Notice of Rent Adjustment" to tenant. In case of a rent decrease, the adjustment shall be effective the first of the following month. In the case of a rent increase, the rent will be effective the first of the second month, unless:

> a) the rent increase results from a finding of intentional misrepresentation under Section XI, 6 or;
> b) a family not receiving welfare assistance at the time of the reexamination and recomputation of income later becomes a recipient, in which the case, the increase shall be effective on the first of the following month.

9. If there is a change in Federal regulations, which would require an adjustment in rent prior to the scheduled re-exam date.

10. If a resident has zero income, such family shall be subject to monthly interim reviews to determine continued income status.

11. If there is a significant change in out-of-pocket medical expenses.

If a resident request a hardship exemption and the Luce County Housing Commission reasonably determines the hardship to be of temporary nature, the exemption shall not be granted for 90 days. The resident cannot be evicted during this 90-day period for non-payment of rent. If the resident later demonstrates that the hardship is long-term, the Luce County Housing Commission shall retroactively exempt the resident from the minimum rent for the initial 90-day period. All changes must be reported within ten (10) days of the change. Verification and documentation shall be required for annual and/or interim re-exams as shown in Section VI. Residents who fail to report changes in income or family composition to the housing commission or failure to furnish required documentation for re-examinations in a timely manner shall be served a thirty-day notice to quit.

XII. ELIGIBILITY FOR CONTINUED OCCUPANCY

To be eligible for continued occupancy, the resident must meet the following requirements:

1. The resident must constitute a family as defined in Section I, or be the remaining member of a tenant family.

2. In the event of a dissolution of a marriage or family type relationship, the remaining person must qualify as a family outlined in Section I.

3. If upon re-examinations, it is determined that the Resident no longer meets the qualifications for eligibility for continued occupancy, he/she shall be notified of such ineligibility and given six months to find other housing and move. During that time the tenant is permitted to remain in occupancy, rent shall be accordance with the current rent regulations.

XIII. PETS

Pets will be allowed and shall be governed by the Pet Policy of the Luce County Housing Commission. A pet deposit of $100.00 shall be charged to any resident who chooses to have a pet.

LUCE COUNTY HOUSING COMMISSION
ADMISSIONS & CONTINUED OCCUPANCY POLICY
SECTION 202 - ELDERLY HOUSING

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LUCE COUNTY HOUSING COMMISSION
INVESTMENT POLICY
To Comply with Act 20 PA 1943, as amended

Purpose-It is the policy of the Luce County Housing Commission to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Housing Commission and comply with all state statues governing the investment of public funds.

Scope-This investment policy applies to all financial assets of the Luce County Housing Commission. These assets are accounted for in funds of the Luce County Housing Commission and include the general fund, special revenue funds and any new funds established by the Luce County Housing Commission.

Objectives-safety, diversification, liquidity and return on investment
The primary objectives, in priority order, of the Luce County Housing Commission's investment activities shall be:

Safety-Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

Diversification-The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity-The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment-The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority to Make Investments-Authority to manage the investment program is derived from the Luce County's Housing Commission's most current

resolution designating depositories and MCL 48.40 requiring the executive director to be the custodian of the Luce County Housing Commission's funds. Management responsibility for the investment program is hereby delegated to the executive director who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, cash purchase or delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the executive director. The executive director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

LUCE COUNTY HOUSING COMMISSION
To Comply With Act 20 PA 1943, as amended

The Luce County Housing Commission is limited to investments authorized by Act 20 of 1943, as amended and may invest in the following:

a) Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
b) Certificates of deposits, savings accounts, deposits accounts, or depository of a financial institution, only if the financial institution complies with subsection (2) {that is, eligible to be a depository of funds belonging to the state under a law or rule of this state or the United States}. The Luce County Housing Commission board and executive director shall designate authorized depositories.
c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
d) Repurchase agreements consisting of instruments listed in (a)
e) Bankers' acceptances of United States banks.
f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated investment grade by not less than 1 standard rating service.
g) Mutual funds registered under the investment company act of 1940, Title I of Chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with the authority to purchase only investment vehicles that are legal

for direct investment by the executive director. This authorization is limited to securities whose intention is to maintain a net asset value of $1.00 per share.
h) Investment pools through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118.
j) The investment pools organized under the local government pool act, 1985 PA 121, MCL 129.141 to 129.150.

Safekeeping and Custody–All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Luce County Housing Commission may be on a cash basis or a delivery vs. payment basis as determined by the Luce County Housing Commission. A third party custodian designated by the executive director may hold securities and evidences by safekeeping receipts as determined by the executive director.

Prudence–Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

ACKNOWLEDGE OF RECEIPT OF INVESTMENT POLICY AND AGREEMENT TO COMPLY

I have read the fully understand Act 20 PA 1943, as amended, and the Investment Policy of the Luce County Housing Commission.

Any investment advice or recommendation given by Richard Jury, representing Everen Securities, to the Luce County Housing Commission shall comply with the requirements of Act 20 PA 1943, as amended, and the Investment Policy of the Luce County Housing Commission. Any existing investment not conforming to the statute or the policy will be disclosed promptly.

By: _____

Title: _____

Date: _____

LUCE COUNTY HOUSING COMMISSION
ADMINISTRATIVE PLAN

I. Statement Of Overall and Objectives in Administrating the Section 8 Housing Program

The present administrative staff of the Luce County Housing Commission consists of an Executive Director and Administrative Secretary.

Our overall goal and objective of the Section 8 Programs is to provide housing assistance for families in locating existing housing that is suitable and within their income ranges and needs.

II. Plans for the Administration of Program Functions

A. Outreach to families and contact with owners:
In the event the initial outreach procedures as outlined in the Equal Opportunity Housing Plan is not consistent with outreach goals, advertisement in the local media will be increased along with increased personal contact with eligible families and landlords.

In the event it becomes apparent that it may be possible to process applications and leases more rapidly than anticipated, a request to revise the leasing schedule will be submitted to the proper authority. Should the application procedure be too slow, the same procedure as outlined in the paragraph above will be followed.

Contacts to inform and encourage Real Estate people, etc. will be undertaken as outlined in the Equal Opportunity Housing Plan.

B. Completion of application, determination of eligibility and selection of families:
Applications from prospective clients will be received at the office of the Luce County Housing Commission, 550 West Victory, Newberry, Michigan 49868. Should the number of applications received indicate there are sufficient units available to house prospective tenants into the next year, the application process will be temporarily suspended until such time as units are available. Prospective participants will be advised of the suspension of the application process at the time the applicant applies for a Voucher through posting of notices in the local media and other conspicuous areas in the community.

C. Eligibility:
To be eligible to participate on the rental program, an applicant must meet the following criteria:

- The applicant must be a family (see section 3)
- The household's annual income may not exceed the applicable income limits
- All family members six years or older must provide a Social Security Number or certify they don't have one.
- Applicants must furnish evidence of citizenship or eligible immigrant status.

The Luce County Housing Commission may not discriminate against any family based on the following: race, color, religion, six, disability, familial status and national origin.

HUD establishes the income limits at admission according to family size for the area in which we

are located. (Very-low limit: 50% of area median / Low limit:
80% of area median). The family's gross income is compared to the income limits.
An eligible applicant must be a "family" whose annual income does not exceed the applicable income limit as set by HUD.

Applicants on the waiting list who have an increase in income above the limits may not be admitted. Transfers from other housing authorities must be treated as new admissions. Once a family is admitted (leased) it is no longer subject to initial income limits in order to retain eligibility.

D. Waiting List:
All persons who express a desire to participate in the rental assistance program must be given an opportunity to apply whenever the waiting list is open. The Luce County Housing Commission is responsible for receiving and processing applications in a way, which treats all applicants fairly, and consistently .The Housing Commission will use only one waiting list for the Section Voucher Program. Applications are taken on an ongoing basis, Monday through Friday from 8AM to 4PM at 550 West Victory, Newberry, Michigan 49868. Applications may be received in person or by mail. Ineligible families will be informed in writing of the reasons for their ineligibility and will, upon request, receive an informal hearing with the appropriate staff member of the commission.

The waiting list will include the following: family name, family voucher size, date and time of application received. Families are selected in order and receive the appropriate subsidy for the family size.

E. Preferences
The Luce County Housing Commission has chosen to offer local preferences to applicants who are otherwise eligible, and who, at the time they are seeking housing assistance, qualify for the preference. The list of preferences is:

Involuntary Displaced	200 pts
Substandard Housing	200 pts
Paying more than 50% of income for rent	200 pts
Age 62 years of age or older (PM)	50 pts
Resident of Luce County (PM)	50 pts
Nearly elderly (age 50 of age or older) (PM)	50 pts
Disabled	25 pts
Veteran	25 pts

F. Removal from the Waiting List
Failure to respond to requests for information or updates, or refusal of assistance under the Voucher Program constitutes removal from waiting list keeping in mind, the rights of the disabled persons. Applications removed from the waiting list will be documented.

G. Closing the Waiting List
Based on available funding conditions, the waiting list can be stopped. A public notice will be published in our local newspaper when this occurs.

H. Opening the Waiting List
A public notice will be published in our local newspaper in accordance with our administrative plan and HUD's requirements. The notice will provide information on where and when families may apply for the program.

I. Briefing of families and issuance of Vouchers:
Prospective tenants will be briefed at individual sessions whenever possible and advised of all

aspects of the program. Program literature will also be issued to interested families.

The staff will explain to each family that it has the right to choose any standard housing in Luce County. The family will be advised if they choose a unit renting below the Fair Market Rent, that they will realize a savings. If they choose a unit renting above the Fair Market Rent, they will have to pay the additional amount, if they have a Voucher.

Staff personnel will contact prospective clients who have been issued Vouchers but have been able to find suitable units will remind them that they have sixty (60) days to locate a unit before their Voucher expires and also determine if the client is encountering difficulty in locating a suitable unit. The staff will also advise all families who claim discrimination of their rights to file a complaint under Title VIII of the Civil Rights Acts of 1968 and if local assistance in filing a complaint is not available, refer the client to the Detroit HUD office.

Vouchers will be extended to the same family in excess of sixty (60) days providing the family has met the following conditions:

1. The family has attended briefing sessions and requested an extension of time.
2. The degree to which a family has made an effort to locate housing.
3. The family has had extenuating circumstances such as family emergencies, hospitalization, etc., which impeded their search for housing.

I. Briefing of Landlords and Agents:
Prospective landlords and/or agents will be briefed at individual sessions whenever possible and be advised of all aspects of the programs. Landlord briefing packets will also be issued to interested landlords and agents.

1. Definitions of Household/Family Type

A. A Family
A family consists of 1) two or more persons who have a family type relationship (i.e.- related by blood, marriage, operation of law, or as otherwise determined by the Commission.

B. Elderly Family
A family whose head, spouse or sole member is at least 62years of age.
Two or more persons at least persons at least 62 years of age living together
One or more persons at least 62 years of age living with one or more livein aides.

C. Disabled Family
A family whose head, spouse or sole member is a person with disabilities.
Two or more persons with disabilities living together.
One or more persons with disabilities living with one or more livein aides.

D. Displaced Family
A family in which each member or sole member is a person displaced by governmental action,

A family displaced by a disaster recognized by the Federal government, which extensively damaged or destroyed their dwelling.

E. Single Persons
All single persons are eligible if they meet other eligibility criteria. A single person may be:
- An elderly person (62 or over)
- A displaced person

- A disabled person
- Any other single person, who is not elderly, displaced disabled or the remaining member of a tenant family.

If a single person is pregnant there is no allowance for the unborn child, the income limits for one person family is used and third party verification is obtained (physician's certificate).

F. Families with Disabilities

Receipt of Social Securities Disability or Supplemental Security Income is verification of disability. If such benefits are not received, the following can provide a basis for verification:

- Letters regarding qualification for SSI payments
- Proof of residence in an institution
- Documents showing hospitalization for a disability
- Letter from another knowledgeable professional, such as a health or service professional or a social worker.

G. Live-In Aide

A live-in aide is a person approved by the Housing Commission who resides in the unit to care for a family member who is disabled or at least 50 years of age, and who:

- Is determined to be essential to the care and well being of the person(s)
- Is not obligated for support of the person(s), and
- Who would not be living in the unit except to provide necessary supportive services.

The Housing Commission may refuse to approve a particular person as a livein aide if the person:

- Commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program
- Commits drug-related criminal activity or violet criminal activity
- Currently owes rent or other amounts to the Housing Commission or to another housing commission with Section 8 or public housing assistance Under the 1937 Act.

Foster Children and Adults

Families may have foster children or foster adults living with them if it would not result in overcrowding. Foster children are counted for subsidy standards but do not qualify for the $480 dependent allowance. Foster children do not quality for deductions for child care.

Child Custody

If a child does not currently reside with the applicant, the Housing Commission should consider the child part of the part of the family only if there is evidencethat the child would reside with the applicant if the applicant were issued a Voucher. More than one applicant should not claim the same child. If the child is included as part of the family, typical determinations on income and allowances are to be made.

Remaining Member

The remaining member of a Section 8 assisted tenant family is a family member who remains in the unit when other members of the family no longer reside in the unit and are removed from the lease.

2. Section 8 Program

The Housing Community and Development Act of 1974 authorized the Section 8 Existing Housing

Programs.

The Existing Housing Program now refers to the Voucher Program. The Voucher Program was authorized by congress in 1984 as a demonstration program and received permanent authorization in1987. Under the Section 8 Existing Program rent the Housing Commission makes subsidy payments to the owners on behalf of the family.

See Chart Next Page

Over-FMR	Voucher
Subsidy maximum is the payment standard which is FMR or HUD approved area exception rent.	**Subsidy maximum** is the payment standard (which can be set by the HA between 80-100% of the FMR exception rent limit.
Total Tenant Payment is calculated by a formula. There is no maximum	**Total Tenant Payment** is calculated by a formula. There is no maximum.
Gross Rent is not capped by the FMR. Rent may exceed the payment standard, if the family is willing to pay the difference. The HA must approve the family share by taking into account the family's in other expenses,	**Gross Rent** is not capped by the FMR Rent may exceed the payment standard if the family is willing to pay the difference.

such as child care, unreimbursed medical, and other appropriate family expenses.	
Exceptions are not applicable because can exceed the FMR.	**Exceptions** are not applicable gross rent because gross rent cannot exceed the FMR.
No Rent Increases by owner during the first year. After that, lease governs rent increases, although the HA must approve the rent. Tenant must pay any Housing Commission approved rent increases over the applicable payment or move to another unit.	**No Rent Increases** by the owner during the first year. After that, lease governs rent increases, although the HA must approve the rent increases over the applicable payment standard or move to another unit.
Payment Standard is set by HUD and equals 100% of the FMR/exception rent.	**Payment Standard** is set by the HA and can be any amount between 80-100% of the FMR/exception rent.

3. Eligibility Factors

To be eligible for participation, an applicant must meet the following eligibility factors:

- The applicant must be a family (See Section 3)
- The household's annual income may not exceed the applicable income limit
- All family members six years or older must provide a Social Security Number or certify they don't have one.
- Applicant must furnish evidence of citizenship or eligible immigrant status

4. Minimum Rents

Minimum rents shall not be less than $25.00 per month. Residents have a right to claim an exemption from paying the minimum rent provided they prove one of the following hardships exemptions:

- The family has lost eligibility for is awaiting an eligibility determination for Federal, State or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the Welfare Reform Act).
- The family would be evicted as a result of the imposition of the minimum rent requirement
- The income of the family has decreased because of changed circumstance, including loss of employment
- A death in the immediate family has occurred

- The Luce County Housing Commission may determine other situations as

If resident requests a hardship exemption and the Housing Commission reasonably determine the hardship to be of a temporary nature, the exemption shall not be granted for 90 days. The resident cannot be evicted during this 90-day period for non-payment of rent. If the resident later demonstrates that the hardship is long-term, the Housing Commission shall retroactively exempt the resident from the minimum rent for the initial 90-day period.

All changes must be reported within ten (10) days of the change. Verification and documentation shall be required for annual and/or interim re-exams. Residents who fail to report changes in income or family composition to the Housing Commission or failure to furnish documentation for re-exams in a timely manner shall be served a thirty-day notice to quit. A resident who claims eligibility as a disabled person but who is not receiving social security benefits, must furnish proof annually of continuing disability. Doctor's examinations and/or professional case conferences or other means may be used to determine eligibility for continued occupancy.

5. Payment Standards

Payment Standards Schedules are established by bedroom size. The current payment standard adopted on 2-1-00 is as follows:

1-Bedroom	2-Bedroom	3-Bedroom	4-Bedroom
$331	$419	$545	$621

6. Occupancy Ranges

Standards used to issue Vouchers are as follows:

Certificate Size	Minimum No. of Persons In Household	Maximum No. of Persons In Household
0-Bedroom	1	1
1-Bedroom	1	2
2-Bedroom	2	4
3-Bedroom	4	6
4-Bedroom	6	8
5-Bedroom	8	10
6-Bedroom	10	12

Standards used to determine acceptability of unit. Note: HQS allows 2 persons pers living/sleeping room and would permit the following maximum occupancy assuming a living room is used as a living/sleeping area.

0-Bedroom	1
1-Bedroom	4
2-Bedroom	6
3-Bedroom	8
4-Bedroom	10
5-Bedroom	12
6-Bedroom	14

7. Annual Income

Annual Income is the GROSS amount of income anticipated to be received by all adult members of the household during the 12 months following certification or recertification.

Annual income includes:
- Gross amount of wages and salaries, overtime pay, commissions, fees, tips, bonuses and other compensation for personal services, including salaries from income of full-time students 18 years of age and older is counted. Earned income of children under 18 years of age is not counted, but benefits and unearned income is counted. All income paid to or on behalf of foster children is not counted. Net income from operation of a business or profession, net income equals gross income less expenses, interest, dividends and other income from net family assets. Interest portion of the monthly payments received by the applicant on deeds of trust or mortgages. All regular pay, special pay and allowance, except hazardous duty pay, paid to members of the armed forces who is a family member and is the spouse or head of household, whether or not living in the dwelling, or is 18 or over and has dependents living in the unit. If the net family assets are more than $5,000.00 the actual income from assets or the imputed income is used. Imputed income from assets is obtained by taking the passbook rate, (HUD establishes a passbook rate for this purpose) the current rate to be used is 2.0%.

*Alimony and child support awarded as part of a divorce or separation agreement is counted as income unless the applicant certifies the income is not being provided and has made reasonable efforts to collect the amount due, including filing with courts or agencies responsible for enforcing payments.

The minimum family contribution is 10% of the family's gross adjusted monthly income.

The actual amount of subsidy the family will receive will not be determined until the gross rent for the unit is known. It will be the lessor of:
- Payment standard minus 30% of adjusted income
- Gross rent minus 10% of unadjusted income

8. Assets

The current amounts held in savings accounts and the average balance for the last 6 months in checking accounts are to be used in valuing assets. The following are counted as assets: stocks, bonds, savings certificates, money market funds, other investment accounts, equity in property, capital investments, cash value of trusts, IRA's, retirement savings accounts (deducting any penalties for withdrawal), contributions to company retirement/pension fund, assets which although owned by more than one person allow unrestricted access by the applicant. Other assets would include: lump-sum receipts, cash value of life insurance policies and assets disposed of for less than fair market value during the two years preceding examination or reexamination.

For assets disposed of count the difference between the market value and actual payment received. Family assets do no include: personal property, interest in Indian Trust lands, assets not accessible by the family and assets that are a part of an active business or farming operation.

9. Child Care

Reasonable child care expenses for the care of children age 12 and younger may be deducted from annual income if all the following are true:

- Care is necessary to enable a family member to work, further his/her education, or

actively seek employment
- An agency or individual outside the household does not reimburse the expense
- The expense incurred to enable a family member to work does not exceed the amount earned.

Written verification from the person who receives the payments will be required. The verification will specify the hours and days during which the care is provided, the names of the children, the frequency and amount of compensation received.

10. Verifications

All factors affecting eligibility and the family's payment must be verified. All verifications will be documented in the applicant's file. The methods of verification are: third party verification, review of documents and family certification.

Third party verification will either be mailed to the appropriate contact or oral verification will be used with the appropriate form. Employment verification will ask for regular and overtime hours worked, current pay, anticipated pay rate increases, hourly rate or salary, YTD earnings, overtime pay for the past 12 months and total pay anticipated for the past 12 months.

Social Security and Supplemental Security Income will be verified with third party verification. Applicants, if possible, will supply the Commission with documentation of current benefits.

If third party verification is not possible, or time is of the essence, review the original documents before a final determination is made.

Family certification (notarized statement) should be used only when third-party verification or review of documents is not possible.

11. Leasing

When a family finds a suitable unit, it must submit to the Luce County Housing a completed Request of Lease Approval (HUD-52517A) signed by both participant and landlord. Applicants may submit more than one request at a time. The Commission may provide the owner information about the applicant's history of family members, or drug trafficking by family members. The Housing Commission will give the same type of information to all families and their owners.

The Housing Commission must review the Request for Lease Approval, reviewed the proposed lease, check that there are not conflicts of interest, schedule an HQS inspection for the unit and promptly notify the family and owner whether the assisted tenancy is approved. The Housing Commission may not approve the lease until the following program requirements are met:

- Unit is eligible
- Unit inspected and passed HQS
- Lease is approvable and includes lease addendum
- Rent to owner is reasonable
- For the regular tenancy program, contract rent plus utility allowances does not exceed FMR/exception rent limit

Actions before lease term: the unit passes inspection, landlord and tenant have executed lease and Housing Commission approved leasing of the unit according by program guidelines.

Persons signing housing contracts as head of household and spouse/co-head must be at least 18 years of age or emancipated. Persons under 18 years of age will be required to obtain a release statement from the Probate Court (if you are under 17 years old) or District Court (for 17 year old).

Families and owners are not required to use a model lease but are encouraged to use it, incorporating the language of the lease addendum, or permit owners to submit their own form if they agree to use the Addendum to the Lease. If the owner's lease contains provisions that are in direct conflict with the Lease Addendum, the Housing Commission will point out the provisions to the landlord and explain that the Addendum language prevails.

The lease must specify what utilities and appliances are owner-supplied and what are to be supplied by the family.

Initial terms of the lease must be for at least one year. Terminations of leases can after one year can be initiated by owner, tenant or both. The Housing Commission can terminate the HAP Contract or terminate assistance to the family.

If the family chooses to terminate the lease, they must give not more than 60 calendar days notice of termination to the owner. A copy of that notice must be given to the owner at the same time.

Any new lease or lease revision must be approved by the Housing Commission and requires that the Housing Commission enter into a new HAP contract. The owner may offer the family a new lease, after approval by the Housing Commission for a term beginning at any time after the first year of the term of the lease. The owner has to give the tenant written notice of the offer with a copy to the Housing Commission at least 60 days before the proposed beginning date of the new lease term. The offer must specify a reasonable time limit for the family to accept.

12. Portability

Portability allows a family to move from one PHA jurisdiction to another with continued assistance. Statutory portability allows Voucher holders to move to any jurisdiction within the State and anywhere within an MSA. Regulatory portability applies to Vouchers only and involves moves outside of statutory portability areas. This will provide an opportunity to a Voucher holder or participate to move to another jurisdiction by requiring the PHA in that jurisdiction to accept the family. This also promotes moves of Voucher holders by encouraging PHA's to participateon a voluntary basis (Regulatory Portability).

Usually there are two parties involved, an initial PHA and a receiving PHA. The initial PHA is the PHA that issues the Voucher. The initial PHA may limit the number of Voucher holders that use Regulatory portability to 15% of the Voucher under lease in the initial PHA's program. The initial PHA may not limit the number of Vouchers who participate in statutory portability. The initial PHA will also inform the receiving PHA of the deadline by which the family must submit a Request for Lease Approval.

If the receiving PHA elects to administer the or Voucher, the initial PHA will reimburse the receiving PHA for the full amount of housing assistance payments and 80% of the initial PHA's ongoing administrative fee for each unit month that the family is receiving housing assistance in the receiving PHA's jurisdiction. The receiving PHA does not have to accept regulatory vouchers unless it has a housing voucher program. If a Regulatory Voucher holder wants to move into an area and the PHA does not have a voucher program they may refer the initial PHA to a statewide or other multi-jurisdictional PHA that administers a housing voucher program in its area. Administer the housing voucher and bill the initial PHA as if they had a housing voucher program.

The family must be under the Initial PHA's income limit and not under the Receiving PHA's income limit. The family will be under the Payment Standard for the Receiving PHA used in the voucher program. Families may move more than once under the portability procedures. However, the Initial PHA will limit moves to once in any 12-month period.

Nationwide Regulatory portability is limited to Vouchers only. In order to use this portability the

family must live in the jurisdiction of the Initial PHA and hold the voucher. This portability is limited to 15% of the units under lease under our voucher program. The rest of the regulatory portability rules will be used.

13. Security Deposit Requirement

Families are responsible for paying the security deposit and any required utility deposits.

The security deposit the owner may collect from the family may not be in excess of:

- Private market practice, or
- Amounts charged by owner to unassisted tenants.

When a tenant moves out, the owner, subject to State or local law, may use the security deposit, including interest on the deposit, as reimbursement for any:

- Damages to the unit, or
- Other amounts the tenant owes under the lease

The owner must give the tenant a written list of all items and amounts charged against the security deposit. After deducting the reimbursement to owner, the owner must promptly refund the unused balance of the security deposit to the tenant. If the security deposit is not sufficient to cover amounts the family owes under the lease, the owner may seek to collect the balance from the tenant.

Landlords are not required to collect security deposits; however, if not deposit is collected, the PHA's liability for claims for unpaid rent and tenant damage will be reduced by the amount the owner could have collected.

14. Lease Approval/Contracts Execution

Contract rent reasonableness will be determined by relationship to rents currently being charged for comparable units in the private unassisted market taking into account location, size, type, quality, management and maintenance service of such units.

The program will be explained to owners who have signed requests for lease approval or who have been approached by a Voucher holder the major program provisions, Lease Approval, Housing Quality Inspections, contract provisions and payment procedures. Copies of the pertinent forms will be furnished.

15. Contract Execution

The HAP contract (HAP-52641) will be used between the Housing Commission and the owner. The term of the lease begins on the first day of the term of the lease and ends on the last day of the term of the lease. The HAP contract terminates if the lease terminates. The HAP contract states the amount of the Contract Rent and defines the Housing Commission and owner responsibilities under the program. When the lease approval process is completed, the Housing Commission notifies the landlord and family of the lease approval or disapproval. The Housing Commission will use its best efforts to execute the HAP contract before the beginning of lease term.

16. Payments to Owner

Housing assistance payments are paid to owners for units leased by eligible families in accordance with the Contract. The assistance payments will cover the difference between the contract rent and the tenant rent. When applicable, the utility reimbursement will be paid to the utility companies (as designated by families) as an additional housing assistance payment. All

payments will be made on the first day of the month.

17. Annual and Interim Recertification

Families should be notified in writing 120 days in advance of the scheduled effective date, so that the reexamination can be completed in time to give the family reasonable notice of any rent increase.

Head of household, spouse (regardless of age) and each additional adult living in the household must sign a Form HUD-9886, ***Authorization for Release of Information/Privacy Act Notice***, at the time of initial, interim, or annual reexamination.

The Housing Commission will obtain and document in the tenant file third party verification in the tenant file why third party verification was not available:

- Reported family annual income
- The value of assets
- Expenses related to deductions from annual income
- Other factors that affect the determination of adjusted income

The Housing Commission should compare the information the family reports to the family's most recent reexamination to identify any discrepancies and ask the family to explain them. Annual reexaminations should be implemented as of the scheduled date, even if other annual activities are not complete. The effective date of reexamination is the effective date of the redetermined housing assistance payment for the over-FMR and Voucher programs, and the effective date of the redetermined TTP for the Regular Tenancy Program. Families and owners must be notified in writing of the results of the reexamination and effective date of the change. The Housing Commission should give family's reasonable notice of any rent increase (usually 30 days prior to the first of the month). Families who fail to cooperate with the Housing Commission in providing the necessary information may be terminated from the Section 8 Program.

Procedures to be followed for families eligible for continued assistance are:

- Re-exam income and family composition
- An annual unit inspection is conducted
- The owner's rent is reviewed for rent reasonableness and comparability
- The family and owner are notified of changes in Subsidy and Tenant Rent

Assistance under the Contract is automatically continued if the family is eligible, unless the Housing Assistance Payment Contract is terminated, the lease is terminated, or a new lease is offered.

Families who intend to move are usually briefed and issued a new Voucher and applicable briefing package.

- A new lease and Contract are prepared and executed if a family moves.

The owner may offer the tenant a new lease at any time after the first term. The owner must give the tenant written notice of the offer of a new lease at least 60 days before the proposed beginning date of the new lease term.

Interim Re-examination Policy

At any time, the Housing Commission may conduct an interim reexamination of family income and composition. Anytime, the family may request an interim determination of family income or composition due to any changes that may have occurred since the last determination (the Housing Commission make the interim determination within a reasonable time after the family

request). Interim examinations are conducted in accordance with the policies in the administrative plan. Families that fail to comply with re-examination requirements will be terminated from rental assistance. Verification procedures are the same as those used for annual recertifications except the policy may specify that only the changes need to be verified.

18. Termination and Family Moves

Families will be advised at their initial briefing and execution of dwelling lease of their contractual obligation to provide a 30-day notice prior to vacating a unit. This clause will also be inserted in all leases. Any deviation from the practice will be at the discretion of the owner.

An owner's request for an eviction must be in writing and will be reviewed and responded to within 20 days of receipt of it. Failure to respond to an owner's request for an eviction will be the same as authorizing eviction. The Housing Commission will adhere to the following:

- Examine the grounds for eviction
- Determine whether proper notice has been provided
- Review the family's obligation to the eviction if requested to do so in writing or in person with 10 days
- Notify the owner and family of its decision after 10 days, but within 20 days, of the notice of eviction to the family

Families will not be issued a new Voucher if any of the following conditions prevail:

- There is an unpaid rental balance due the owner and arrangements for payment of some have not been agreed upon or found acceptable
- There are unpaid damages due to the owner for destruction of property, etc. verified by PHA
- The severity of other pertinent lease violations

Vacancy claims for payment for loss of rents, damages or vacancy leases will be reviewed and acted upon in accordance with the regulations. Documentation as to whether or not a family gave proper notice to vacate a unit should be available to the Housing Commission and is the responsibility of the family to provide a written notice of the families intention to vacate and should be documented in the tenant file.

19. Housing Quality Standards (HQS)

The purpose of the Section 8 Voucher Program is to assist the lower income families in obtaining a safe and sanitary place to live. Inspection form HUD-52580-A will be used to determine that each unit approved for leasing meets the HQS. Units will be inspected prior to leasing and at least annually thereafter.

20. Lease Approval and Housing Assistance Payments Contracts Execution

Contract rent reasonableness will be determined by relationship to rents currently being charged for comparable units in the private unassisted market taking into account location, size, type, quality, management and maintenance service of such units.

The program will be explained to owners who have signed requests for lease approval or who have been approached by a Voucher holder the major program provisions, Lease Approval,

Housing Quality Inspections, contract provisions and payment procedures. Copies of the pertinent forms will be furnished.

21. Payments to Owners

Housing assistance payment are paid to owners for units leased by eligible families in accordance with the Contract. The assistance payments will cover the difference between the contract rent and the tenant rent. When applicable, the utility reimbursements will pay to utility companies (as designated by family) as an additional housing assistance payment. All payments will be made on the first day of each month.

22. Terminations

During the term of the lease, the owner may terminate, the tenant may terminate or the Housing Commission may terminate the lease.

Termination by Owner

Termination by owner may be on the following grounds:

- Serious or repeated violations of the terms and conditions of the lease
- Violations of Federal, state or local law that directly relate to the occupancy or use of the unit or premises
- Other good cause

Nonpayment by the Housing Commission is not grounds for termination of the lease, since the family is not responsible for the portion under the HAP contract. The following types of criminal activity by the tenant, any member of the household, guest, or another person under the tenant's control shall be cause for termination of tenancy:

- Any criminal activity that threatens the safety or the right to peaceful enjoyment of premises by other residents.
- Any criminal activity that threatens the health, safety, or right of peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises, or
- Any drug-related criminal activity on or near the premises.

During the term of the lease, the owner may only evict the tenant from the unit by instituting court action. Terminations of tenancy for other good cause include:

- Not accepting an offer of a new lease or revision.
- A family history of disturbance to neighbors, destruction of property, or living or housekeeping habits which result in damage to the unit or premises.
- The owner desires to use the unit for personal or family use, or for a purpose other than a residential rental unit.
- A business or economic reason such as sale of the property, renovation, or the request for a rent higher than the Housing Commission can approve.

At the end of the lease term, the owner may terminate the lease without cause or may extend the term of the lease. The owner must give the tenant written notice of grounds for termination of tenancy. The notice must be given at or before commencement of the eviction action and the notice may be included or combined with any owner eviction notice under State law to the family. The owner's eviction notice is a notice to vacate, or a complaint or pleading used under State or local law to start an eviction action. The owner must give the Housing Commission a copy of any owner eviction notice given to the family.

Termination by Family

The family may terminate tenancy after the first year of the lease. Terminations during the first year are allowed only if the owner agrees to release the family from the lease. The family must give the owner and the Housing Commission notice of termination in accordance with the lease

prior to moving from the unit. (The owner's lease may not require more than 60 calendar days notice).

HAP Contract Termination

The HAP Contract is a contract between the Housing Commission and the owner. When the family reaches zero HAP, the HAP contract ends automatically 180 calendar days after the last housing assistance payment to the owner. When the owner terminates the lease in accordance with the terms of the lease, housing assistance payments are terminated. If the owner has started eviction proceedings, and the family continues to live in the unit, the Housing Commission must continue to pay the owner until a court judgment or other process allows the owner to evict the tenant. The Housing Commission may terminate HAP contract because the Consolidated ACC is insufficient to support continued assistance for families in the program.

Other reasons the HAP contract may be terminated would be:

- Violations of space standards
- Subsidy too big for family size (regular tenancy only)
- Owner breach of contract

Termination of Family Assistance

Due to a family's action or failure to act, the Housing Commission may terminate assistance to participants by:

- Refusing to enter into a HAP contract
- Refusing to approve a lease
- Terminating the HAP contract
- Refusing to process or provide assistance under portability procedures

The Housing Commission may terminate assistance to a family for reasons including:

- Family violates any family obligation
- Any member of the family has ever been evicted from public housing
- If the Housing Commission has ever terminated assistance under the Voucher Program for any member of the family
- If any family member commits drug-related criminal activity, or violent criminal activity
- If the Housing Commission determines that any family member is illegally using a controlled substance
- If the Housing Commission determines that any family member's abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents
- If any family member commits fraud, bribery or another corrupt or criminal act regarding any federal housing program
- If the family currently owes rent or other amounts to the Housing Commissioner to another housing commission with Section 8 or public housing program.

When deciding to terminate, the Housing Commission has discretion of considering circumstances regarding the family's action or failure to act, including the seriousness of the case and the effects on family members who were not involved in the action or failure to act. The Housing Commission may permit continued assistance for the family if the family member(s) who were involved in the act will not reside in the unit. The Housing Commission must terminate assistance if any member of the family fails to sign and submit consent forms for obtaining continuing eligibility factor verifications. The family must submit evidence of citizenship or eligible immigration status and the Housing Commission must deny or terminate based on noncitizen rule regulations and applicable informal hearing procedures.

The Housing Commission must give the family a written description of family obligations and grounds on which the Housing Commission may deny or terminate assistance because of family action or failure to act.

A family may be absent from the unit for brief periods of time; however, the family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. Housing assistance payments, HAP contract and assisted lease terminate if the family is absent for longer than 180 days maximum. The owner may reimburse the Housing Commission for any HAP paid to cover the time after termination. The Housing Commission may set up a verification process to verify family occupancy or absence, including: letters to the family's unit, phone calls, home visits and questions to landlord or neighbors.

The Housing Commission may terminate assistance to a family if any member commits drug-related criminal activity or violent criminal activity. The Housing Commission may terminate if the preponderance of evidence indicates that a family member has engaged in criminal activity, regardless if the family member has been arrested or convicted. (Note: a person does not have to have been arrested or convicted in order to terminate for this reason). A family with a member who has been convicted of drug-related criminal activities may be able to show that the family member has been rehabilitated. The Housing Commission must consider all of the circumstances in each case, including the seriousness of the offense, the extent of participation by family members, and the effects that denial or termination would have on family members not involved in the proscribed activity. The Housing Commission, in appropriate cases, permit family members not involved in the proscribed activities to continue receiving assistance on the condition that family members determined to have engaged in the proscribed activities will not reside in the unit.

23. Complaints and Appeals

The Housing Commission must provide program participants with the opportunity for an informal hearing to consider whether certain housing commission decisions are in accordance with the law, HUD regulations and housing commission policies. An opportunity for a hearing is required for the following:

- determination of annual or adjusted income to compute HAP
- determination of appropriate utility allowance for tenant-paid utilities from the Housing Commission utilities allowance schedule
- Determination of family size under the Housing Commission subsidy standards
- Determination to terminate assistance for participant family because of family's action or failure to act
- Determination to terminate assistance because the family has been absent from the assisted unit for longer than HUD rules or the Housing Commission allow

Informal hearing are not required when the Housing Commission takes other action following Housing Commission discretionary determinations or:

- For general policy issues/class grievances
- For establishment of Housing Commission utility allowance schedules
- When the Housing Commission refuses to extend or suspend a voucher
- When the Housing Commission decides not to approve a unit or a lease
- When a unit fails for HQS violations (except for termination of assistance for family-caused HQS fails)
- When the Housing Commission determines that a unit is not in accordance with HQS because of family size
- When the Housing Commission determines to exercise or not exercise any right or remedy against the owner under a HAP contract

The Housing Commission must notify the family that the family may ask for an explanation of the basis of the Housing Commission's determination of:

- The family's annual or adjusted income and its use to compute the HAP
- Appropriate utility allowance (if any) for tenant-paid utilities from the Housing Commission schedule

If the family does not agree with the Housing Commission's determination, the family may request an informal hearing on the decision. The notice must contain a brief statement of the reasons for the decision, state that if the family does not agree with the decision the family may request an informal hearing and state the deadline for requesting a hearing.

When a hearing is required and is requested by the family, the Housing Commission must proceed with the hearing in a reasonably expeditious manner. The hearing will be conducted by a staff member in response to written complaints by families and owners. Families or owners may request legal advisors to be present at all hearings and to examine evidence presented at hearings, which was pertinent in reaching a decision.

24. Cost Allocation Policy

All costs connected with the Supplement and Voucher Programs will be prorated as follows:

Director 100% Supplement

Secretary 36% Supplement/64% Voucher

Custodian 36% Supplement/64% Voucher

At year-end, expenses are analyzed and appropriate accounts are charged and/or credited by our fee accountants.

25. Operating Reserve Threshold

The programs operating reserve shall be used to pay Section 8 Administrative cost that exceed earned administrative fees for the commission's fiscal year. The Commission shall ensure that projected administrative fees and the operating reserve will cover all projected costs of efficient and effective program administrative through the remaining annual contributions contract terms. Operating reserve funds may be expended for other housing purposes consistent with the Commissions authority under State and Local law, provided that the amounts used for other housing purposes are not required for projected administrative expenses through remaining ACC terms. If the commission anticipates ongoing fees will not be sufficient for ongoing administrative costs through its ACC terms, an appropriate amount shall be retained in the operating reserve for projected administrative costs. Expenditures from the operating reserve for other housing purposes may not exceed $1,000 of the operating reserve without prior approval of the board of commissioners. Where expenditures exceed this threshold, the board, as part of its approval, shall make affirmative determination that the expenditures are necessary and reasonable for other housing purposes consistent with the commission's authority under state and local law.

26. Pet Policy

Pets will be allowed and shall be governed by the Pet Policy of the Luce County Housing Commission. A pet deposit of $100.00 shall be charged to any resident who chooses to have a pet. The Voucher Program's lease includes the option for the landlord to select whether or not the tenant(s) are allowed pets in the rental unit.

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DECONCENTRATION POLICY
LUCE COUNTY HOUSING COMMISSION

The Luce County Housing Board of Commissioners will adopt the following plan for the following purpose:

To meet the requirements of the Quality Housing and Work Responsibility Act of 1998 in eliminating the concentration of poverty and admitting applicants of mixed incomes in our public housing units.

The Luce County Housing Commission has a Section 8 New Construction Development consisting of one building, 40 one-bedroom units. Located in Luce County, the current income guidelines for the Luce County Housing Commission are:

30% of Median	$ 8,700 (1 Person)	$ 9,950 (2 Persons)
Very Low Income	$14,550 (1 Person)	$16,600 (2 Persons)
Low Income	$23,250 (1 Person)	$26,550 (2 Persons)

RESIDENT/WAITING LIST STATISTIC: As of September 1, 2000 the income mix of current residents is:

32% of the households being below 30% of the median income
50% of the households being very low income
18% of the households being low income

Our current waiting list consist of 22 applicants with:

54% being below 30% the median income
14% being very low income
32% being low income

DECONCENTRATION PLAN: The Luce County Housing Commission will make every effort to follow the guidelines of new admissions, with every effort made to meet the requirements of 40% of new admissions each fiscal year falling below the 30% of the median income range. One or more of the current applicants may be excluded from consideration for an apartment should their income fall within the guidelines with meeting the Quality and Work Responsibility Act requirements.

We will continue to encourage all eligible applicants to apply, continuing to admit applicants based on availability, as our main

objective must be fill all vacancies to maintain financial stability. A flat rent will be offered to higher income applicants to encourage their applying and continuing to live in our development.

This policy adopted on July 19, 1999

ACTIVITY ROOM POLICY

Approved on October 15, 1990, Parkview Manor's activity room was construction for three purposes:

1. To serve as an extension of the tenant's living room; therefore, it is available for use by the tenants for activities such as birthdays, anniversaries, special family observances, NOT FOR PROFIT CLUBS OR ORGANIZATIONAL GATHERINGS.

2. To serve as a meeting place for the Housing Commission and other activities for the functioning of the tenants.

3. To provide a place for other organizations that promotes the health, education, welfare, recreation and employment opportunities for the tenants residing at Parkview Manor. This policy was amended on April 28, 1997, to include communion services to those residents who desire such.

To insure economic and efficient use of the Activity Room the following procedures shall apply:

a) Tenants wanting to use the Activity Room shall complete and submit to the Executive Director an Activity Room Request Form (copy attached and being part of this policy). The Executive Director must approve all requests for use of the Activity Room or the director's authorized representative.

b) Tenants shall be responsible for clean up and restoring the room to a neat and orderly condition after the function.

c) SPECIAL RESTRICTIONS
   1. No alcoholic beverages, illegal or non-prescribed drugs shall be allowed.
   2. When activities are concluded the room shall be cleaned and restored.
   3. NO SMOKING SHALL BE PERMITTED
   4. Local ordinances regarding public nuisance and/or disturbance shall be strictly observed.

LUCE COUNTY HOUSING COMMISSION

REQUEST FOR USE OF THE ACTIVITY ROOM

DATE: _____

NAME: _____

TYPE OF AFFAIR: _____

REQUESTED DATE: _____
TIME: _____

SIGNATURE: _____
Director and/or Representative

DATE: _____

****

Request Approved: _____
Request Denied:_____

Date: _____
Time: _____

By: _____

Date: _____

AFFIRMATIVE ACTION POLICY

The purpose of the Affirmative Action Policy is to insure that there will be no discrimination because of race, color, creed, sex, handicap, religion, political affiliation or national origin in the hiring practices of staff.

Designation of Affirmative Action Officer:
Erin A. Teske is the designated Affirmative Action Officer for the Luce County Housing Commission and will have the responsibility to implement and maintain the Affirmative Action Policy.

The specific duties shall include, but are not limited to:

1. Insure information concerning Affirmative Action Policy is posted.
2. Insure that there is no discrimination in hiring practices due to race, color, creed, age, religion, sex, handicap, political affiliation or national origin.
3. Implement a system for receiving and investigating complaints of discrimination.
4. Inform and train staff as to their responsibilities in the equal employment opportunity program.

Dissemination of Affirmative Action Policy:
The Affirmative Action Policy is posted in the lobby of Parkview Manor next to the Executive Director's office and the staff has been made aware of it and allowed to review this plan.

Recruiting and Selection:
When advertising for an open position within the Housing Commission, it will state that we are an "Equal Opportunity Employer".

Applicants are informed that they may appeal within two (2) weeks should they feel they have been discriminated against while applying for a job with the commission.

The procedure for a present staff member filing complaints will be handled in the same procedure as for an applicant.

CAPITALIZATION POLICY

RESTORATION ADOPTING CRITERIA FOR SELECTION OF ITEMS OF PROPERTY NON-EXPENDABLE AND EXPENDABLE TO BE CAPITALIZED FOR FINANCIAL CONTROL PURPOSES AT THE END OF THE INITIAL OPERATING PERIOD.

BE IT RESOLVED by the Luce County Housing Commission that the Board Members of said Housing Commission adopt a criteria for the selection of the items of property to be Capitalized for financial control purposes to be effective, upon approval of the Local Board, at the end of the initial operating period.

BE IT FURTHER RESOLVED that **NON-EXPENDABLE ITEMS** will include all personal property with a useful life of more than one year and having a value of $200.00 or more. Non-expendable personal property shall be preparing records for each individual item and recording the cost of each piece in the applicable development cost accounts in the 1465 and 1475 groups.

MATERIALS AND SUPPLIES under HM7510.1. The Local Authority shall, after the initial operating period, charge the cost the materials and supplies purchased to the proper account and when it was received. A yearly inventory shall be conducted to compare the physical inventory with the inventory records and shortages and losses will be charged to the proper accounts.

This policy adopted on February 16, 1999

LUCE COUNTY HOUSING COMMISSION
EMERGENCY ACTION GUIDELINES

LUCE COUNTY HOUSING COMMISSION CHAIRPERSON
LLOYD ROACH

LUCE COUNTY - PARKVIEW MANOR DIRECTOR
Erin A. Teske

Distribution List: Parkview Manor
Luce County Housing Commission Board
Fire Department
Local Police
Sheriff
State Police
Hospitals

EMERGENCY PROCEDURES FOR: LUCE COUNTY HOUSING COMMISSION

Adopted - Date: February 16, 1999

Purpose: This document outlines emergency procedures at **PARKVIEW MANOR, 550 WEST VICTORY, NEWBERRY, MICHIGAN.**

The emergency plan should be simple, concise and complete. Parkview Manor staff should be able to refer to it and handle an emergency as incidents arise.

COMMAND AUTHORITY The highest-ranking fire official will take charge of accident scene. Fire officials will establish lines of authority with close cooperation with the manager of Parkview Manor.

When the "Emergency" or accident has been resolved (fire out; possibility of rekindling of fire is low; injured are removed;) the authority or control of Parkview Manor will revert back to the manager.

The command center (**County Government Building**) is designated as a command center.

Emergency Notification

1. Call the primary emergency number **911**
2. Keep a current, sequential "call list" on hand to make necessary notifications
3. Notify housing commission board members as time permits.

Crowd Control

The Luce County Sheriff and Michigan State Police are responsible for crowd control with strict access to the scene until the emergency is resolved. Unauthorized persons may be arrested for trespassing. If deemed necessary, the accident site will be preserved, preventing additional damage or damage from looters.

Media Designate Person

The manager of Parkview Manor or designee will be responsible for handling all media inquiries. New releases before meeting with the media will be coordinated the board of the Luce County Housing Commission.

On Site Requirements

Evaluate every situation, maintain a written record of all events and if possible photograph. Repair a written after-action report.

ACCIDENT OUTLINE PROCEDURES

BUILDING FIRE

Fire Department automatically called per Nationwide Alarm Monitoring Service

A. Locate fire, by fire alarm panel in boiler room
B. Determine if "real" alarm or "false"
C. If real - evacuate residents. When fire is extinguished, notify Nationwide to have alarm system be put back on-line.
   If false - contact fire department to cancel call, re-set alarm system and notify Nationwide to have system be put back on-line.

MEDICAL EMERGENCY

A. Call **911**
B. Administer first aid as needed until help arrives.
C. After tenant has been moved to the hospital, contact family to advise them of the situation.

BOMB THREAT

A. Have other office personnel contact emergency services (**911**) via other telephone lines and apprise them of the current situation.
B. Take notes, get as much information as possible, keep person on line as long as possible.
C. If determined the bomb threat is real, an evacuation plan will be implemented immediately.
D. All office personnel will be responsible to advise tenants of the situation so they may leave the premises.
E. A search will be conducted with county and state authorities in charge.

WEATHER SITUATIONS
Weather related situations will be relayed by office personnel to tenants, such as, impending winter storms, severe thunderstorms, etc. as situations develop.

POWER LINES DOWN
Office personnel will contact emergency services (**911**) and/or Newberry Water & Light (**293-8531**) of electrical or water emergencies. Office personnel will be responsible to keep tenants abreast of the emergency situation and keep them away from the area.

GAS LINE RUPTURE
Office personnel will contact emergency services (**911**) and/or Semco Gas Company (**1-800-624-2019**) of gas emergencies. Office personnel will be responsible to inform tenants of the emergency situation and keep them away from the area.

EMERGENCY PHONE NUMBERS
(911)

Michigan State Police	293-5151
Luce County Sheriff	293-8431
Newberry Village Police	293-5236
Nationwide Alarm System	1-800-221-0826
Helen Newberry Joy Hospital	293-5181
Newberry Water & Light	293-8531 or 293-5681
Semco Gas Company	1-800-624-2019
TCI Cable Company	1-800-968-4352
Paul's Plumbing & Heating Boiler System	1-906-341-5536
Foster Electronic Company Alarm System	1-906-786-3533
Nantell Electric	293-5735
Derusha Plumbing	293-5749
Newhouse Construction	293-3724
Erin A. Teske	293-8330
Ken Swanson	293-3587
Ramona Marks	293-8128
Cellular Phone	293-1807
Pager	293-PAGE #349

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POLICY ON HARASSMENT

PURPOSE:
To maintain a quality working environment for all employees or potential employees of the Luce County Housing Commission so that they may work free from intimidation, humiliation, insult or be subjected to offensive physical or verbal abuse or actions, indirect or insinuated, of a sexual, ethnic, racial or religious nature, the Luce County Housing Commission adopts the following policy against all forms of sexual, ethnic, racial, religious harassment or otherwise defined as unwanted conduct.

POLICY/PURPOSE:
Sexual, ethnic, racial and religious harassment is an offense first against the Luce County Housing Commission and second an offense against the employee or group of employees. Offenses refer to physical, verbal or implied actions that have the purpose or effect of creating a hostile, offensive or intimidating working environment or have an ethnic, racial, religious or sexual basis, or both. Examples would include but are not limited to: physical contact of a sexual nature, sexual, racial ethnic or religious jokes, comments, insults, cartoons, innuendos or personal conduct or mannerisms that could be construed as offensive.

It is the Luce County Housing Commission's position to take affirmative action to prevent such unwanted conduct from occurring and to deal with all such incidents in a fair, impartial and speedy manner. All complaints or incidents will be investigated on a case-by-case basis. An employee who is the subject of harassment should first tell the offender that the actions are unacceptable. If this does not result in an immediate end of the offensive behavior, the employee should report such conduct to their supervisor or if necessary, the next higher level of management. In those incidents where a violation has been shown to occur, immediate action will be taken to remedy the situation and prevent its reoccurrence.

Employees who violate this policy will be subjected to disciplinary action for misconduct as specified in the Luce County Housing Commission Personnel Policy.

Adopted 01-15-96

JOB DESCRIPTIONS
RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

General Requirements

The director should have knowledge of Federal, State and local legislation; and of regulations, policies, and procedures relating to the administration of public housing programs.

The director should have the ability to establish and maintain an effective working environment; have a broad knowledge of business principles; and have a proven ability to work effectively with other employees, public officials and the general public.

Nature of Work

The director shall have general supervision over the administration of the business affairs of the Housing Commission and shall be charged with the management and direction of the housing projects developed and operated by the commission. The director shall be subject to the continuing direction of the commission and subject to the policies and procedures established by the commission.

The director must have the ability to direct, supervise and coordinate both the activities and functions of the commission and to maintain the confidence and credibility of the commission and the tenants. The director shall assist the commission in establishing policies and procedures and shall be responsible for their implementation. The director shall assist the commission in establishing policies and procedures and shall be responsible for their implementation. The director shall be responsible for determining all work procedures of commission employees and supervising the performance thereof.

The director's total performance shall be subject to continued review by the Housing Commission through conferences and observation of results achieved.

The director shall serve at the pleasure of the Housing Commission.

Specific Duties

1. Review and sign all reports required by HUD and the commission and provide that all reports are submitted on schedule.

2. Prepare annual operating budgets for review by the commission.

3. Prepare project development budgets for review by the

commission.

4. Preparation of public housing project applications.

5. Provide for the compliance with all contractual agreements with HUD and with other public and private agencies.

6. Supervise and procure all materials and supplies to be used in project operation.

7. Act as secretary to the commission.

8. Prepare policy and procedure recommendations for commission action.

9. Sign all checks and vouchers of the commission.

10. Provide that a sound tenant selection program is maintained.

11. Provide for the maintenance of necessary accounting records.

12. Maintain property control records and be responsible for the annual inventory of non-expendable property.

13. Review and sign all correspondence.

14. Maintain good public relations with the various government agencies and other groups that may be helpful in the development of low rent housing projects.

15. Employ all personnel, handle employee grievances and take necessary disciplinary action when appropriate.

16. Approve all employee personnel time records for payroll purposes, approve employee absences and maintain leave records.

17. Provide job descriptions for all full-time positions and evaluate annually the performance of employees.

18. Meet regularly with employees for training, orientation and program planning purposes.

19. Be responsible for the maintenance of project buildings, grounds

and appearances.

20. Inspect rental units, other buildings and grounds as required.

21. Maintain optimum management tenant and tenant community relations.

22. Be alert to community needs and be aware of such housing programs that may be developed to meet those needs as appropriate to the purposes of the commission.

23. Perform other such activities as the commission may direct.

ADMINISTRATIVE SECRETARY

GENERAL SUMMARY

Under the supervision of a department head, performs a variety of secretarial and administrative support duties, which require proficiency in typing, independent judgment and public relation skills and a high degree of accuracy in activities. Extensive knowledge of the area of assignment is required to assist in efficient and orderly operations. Work may involve handling sensitive issues and confidential information requiring discretion on the employee's part.

TYPICAL DUTIES:

1. Receives, screens and routes telephone calls and assists walk-in visitors by ascertaining needs, explaining departmental policies and procedures, initiating necessary paper work, or referring them to appropriate county and state agencies.

2. Types correspondences, reports, budgets, forms records and other materials. Performs complex typing projects as assigned.

3. Perform various administrative and technical support tasks pertaining to the area of assignment, answering inquiries and complaints and providing requested information.

4. Takes and transcribes dictation for meeting minutes, sometimes using electronic recording equipment. Prepares meeting agendas, compiling necessary data and distributing it to appropriate individuals.

5. Schedules appointments for the Executive Director. Arranges appointments to assist clients in completing verification for eligibility to Housing Programs.

6. Processes various administrative records and organizes and maintains office files. Prepares reports or memoranda, compiling necessary data and information from a variety of sources. Prepares information for Notes, Mortgages and Discharges of Mortgage.

7. Receives and prepares receipts for monthly Community Development Block Grant loan programs, which includes the computing of interest and the filing of year end statements.

Prepares billings and maintains balances of related accounts for the area of assignment. Monitors loan accounts and if necessary, files for Small Claims collection on delinquent accounts. Responsible for purchasing offices supplies, exec.

8. Prepares and processes monthly Housing Assistance Payments (HA) to landlords and utility allowances to tenants. Prepares monthly HA checks. Post HA payments in ledgers, reconciles cash balances and bank statements for HA checking accounts. Prepares monthly reports for Housing Authority Accounting Specialists.

9. Prepare 1099-MISC forms at the end of the year for HA and Housing Commission.

10. Is a Notary Republic for the County of Luce, in the state of Michigan. Witnesses the signatures of clients on Notes and Mortgages for Home Improvement Loans. (The Luce County Housing Commission pays Bond and fees)

11. Maintains a filing system for general records, reports, complaints, correspondence, etc. May be involved in various special projects and programs as assigned, handling related correspondence, maintaining records, assisting the public, providing related assistance and answers to questions.

12. Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Education: Possession of a high school diploma or the equivalent with some courses taken in typing, account keeping, office machines operation and office procedures. Background of word processors helpful.

Experience: A minimum of two years of progressively more responsible clerical/secretarial experience or equivalent. Six-month break-in period.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform the job, should be considered.

CHIEF CUSTODIAN

GENERAL SUMMARY

Work is performed under the general supervision of the Executive Director. Due to the size of the project, the chief custodian is expected to perform a variety of skilled jobs such as, carpentry, painting, mechanical and plumbing. Maintenance is broken down into two categories: 1) routine and 2) requested. Routine maintenance includes things that can be pre-scheduled while requested refers to requests from tenants or the general need for repairs and maintenance of the building.

ROUTINE MAINTENANCE

There are three types of routine maintenance: 1) Janitorial 2) Inspection and 3) Preventive

JANITORIAL: includes cleaning, vacuuming, dusting, sweeping walks and driveway, shoveling snow, washing windows, walls, and floors and waxing floors.

INSPECTION: Duties, which should be performed routinely each day to discover problems before they turn into a crises and keep the common areas neat and functioning.

PREVENTIVE: Checking and servicing equipment weekly, monthly and annually. Schedule painting, restoration, upkeep, refurbishing of apartments, common areas and the exterior of the building. Typical tasks are painting, monitor boiler system, cutting grass and pruning trees.

REQUESTED MAINTENANCE

In most cases, the following will make up the better part of responsive maintenance requests: plugged toilets, sinks, leaky faucets, window replacement, broken locks, water leaks, sticky windows, repair weather stripping, replace lamps, starters or ballast's.

The above statements are intended to describe the general nature of work being performed by people assigned this classification; they are expected to do any other duties as assigned.

TENANTS WITH CARS

Parking spots near the building will be numbered; you will be able to pick your spot by lottery. There will be no swapping. If you choose to park on the West Victory side, you still will have a spot up front near the building.

Exit doors facing the parking lot will be designated for LOADING AND UNLOADING AREAS ONLY. These two areas will be properly marked. Please tell you visitors, aides or nurses **NOT** to park there.

There will be three spaces available for your aides and/or nurses. Please tell your aides and/or nurses to use those spaces only or they can park on the West Victory side of the parking lot.

Plug-ins will be discontinued because the Village plans to disconnect the power from the pole due to repair and upgrading of the electrical system from their power source. Power throughout the whole building will be interrupted; you will be given notice of this interruption.

This notice will be implemented as soon as we receive the supplies to set up this parking system. You will be notified when this has been completed.

Parking Spots 2000-2001

1. Holmberg, Ellen
2. Caudell, Pamela
3. Painter, Aune
4. Mitchell, John
5. Adams, Cleve
6. Whipple, Barb
7. Singleton, Betty
8. Fossitt, Mary Lou
9. Carroll, Jerry
10. Carney, Juanita
11. Thrasher, Mary
12. Brumit, Nancy
13. Davis, Elaine
14. Dismuke, Elmer
15. Caswell, Menzo
16. Smith, Grace
17. Mann, Doris
18. Vitale, Ethel

LUCE COUNTY HOUSING COMMISSION
PERSONNEL POLICIES
(EFFECTIVE 1-1-88)

I. Pre-Employment Procedures

A. Anti-Discrimination

Race, color, religion, creed, country of origin, ancestry, sex, partisan consideration, or other factors not pertinent to performance, shall not be considered in hiring, promotion, salary determination, or other conditions of employment.

B. Application Form

Each applicant shall be required to fill out the application form supplied by the Housing Commission.

C. References

References named by the applicant shall be checked and credentials from schools and previous employers verified.

D. Qualifications

Qualifications shall be measured against the written requirements for the position in question.

E. Interview

There shall be a personal interview conducted by the Executive Director.

F. Approval for Hiring

Final approval of the hiring of all personnel shall rest with the Executive Director.

G. Nepotism

The employment of more than one member of the same immediate family shall be avoided in so far as possible.

II. Employment Requirements

A. Un-American Activities

No person who has engaged in un-American activities as defined by the laws of the United States or by the laws of Michigan, or who belongs to any group or organization advocating such activities or the overthrow of the American Form of Government, shall be eligible for or remain in the employment of the Housing Commission.

B. Residence

It shall be required that all employees live within the area served. This requirement may be waived by the Housing Commission, however if circumstances warrant. Such waiver shall be furnished by the employee in writing and be signed by the Housing Commission.

C. Probation Period

There shall be a six-month probationary period immediately following the date of original employment, during which time, employment may be terminated by the employer or employee's work record. The employee or the Housing Commission must give a two-week notice of termination.

D. Personnel Policies - Copy To Each Employee

A copy of the Personnel Policy shall be presented to each new employee. Additional copies shall be readily available to all employees. Revised copies shall be distributed to all employees.

E. Publicity

The ExecutiveDirector or a specifically designated Commission Member shall make all statements to the public, of whatever nature.

F. Telephone, Use Of

Employees shall observe office regulations concerning personal use of the telephone.

G. Personal Appearance and Conduct

It is expected that employees will present a well-groomed appearance at all times and that dress will be appropriate for the position held.

Employees shall refrain from conduct of any kind, which will reflect adversely on their reputation.

H. J ob Performance Accompanied by Family Members, Friends, Pets

It is expected that all employees will exercise sound judgments in the matter of being accompanied by relatives, friends or pets while carrying out their assigned duties. No pets will be permitted in the office.

III. Hours of Work

A. Work Day of Work Week

The established workday will be seven hours. The workweek shall include five days (Monday through Friday) and shall consist of not less than 35 hours.

B. Breaks

Employees shall be allowed a 15-minute rest period in each half-day work period.

C. Holidays

The following Natural Holidays shall be observed:

Half-Day before New Years	Labor Day
New Year's Day	Veteran's Day
President's Day	Election Day (Even Years)
Good Friday Afternoon	Thanksgiving Day
Memorial Day	Day After Thanksgiving Day
Independence Day (July 4)	Half-Day Christmas Eve
	Christmas Day

Offices shall not be open on the holidays listed above. If a holiday occurs on Sunday, the following Monday shall be observed as the holiday. If a holiday falls on Saturday, the previous Friday shall be observed as the holiday. In the case of Christmas, if the holiday falls on a Tuesday, Wednesday or Friday, the previous half-day is a holiday.

IV. Overtime

Accumulation of authorized overtime in units of not less than one hour shall be permitted and compensatory time off for such overtime allowed. The major fraction of one hour of overtime, in addition to any member to any number of full hours shall be credited as another full hour. A maximum of four working days may be taken off as compensatory time at any one time.

Annual Leave - Vacation

A. Credited

Annual leave shall not be credited until an individual has been employed for a six-month period. At this time, the employee shall receive a credit for annual leave computed from the date of employment. Persons employed for less than a six month period are not permitted annual leave, nor are they paid any accumulation of annual leave if service is terminated before the end of six months continuous employment. In case of necessity, time off may be approving before the expiration of the probationary period. This time off will be deducted from annual leave if employment is terminated.

1 thru 2 years	1 week (5 working days)
3 thru 5 years	2 weeks
6 thru 10 years	3 weeks
11 thru 15 years	4 weeks
16 thru 20 years	5 weeks

Maximum vacation accumulations are not to exceed 5 weeks

B. Temporary Employees

A temporary employee is one who works full or part-time, but is hired with the understanding that his/her employment is for a specified period. Temporary employees will not displace full-time employees and are not entitled to pro-rated benefits. Such an employee may be a student.

C. When Annual Leave Is Taken

Employees shall have the opportunity to state preferences as to times for taking annual leave. Final decisions, however, shall rest with the Executive Director.

D. Accrued Annual Leave At Retirement, Death of Employee

Accrued annual leave due an employee at the time of separation or retirement or death will be paid at the same time of payment of salary for the last pay period.

E. Sick Leave Not Annual Leave

Sick leave shall not be used as annual leave.

F. Annual Leave For Maternity Leave

In the event an employee has an accumulation of annual leave, sufficient to cover the period needed for maternity leave, she/he may with the approval of the Executive Director, use such annual leave for this purpose.

G. Request For Annual Leave

Each employee shall be responsible for giving his/her request for annual leave to the Executive Director prior to the annual leave period.

V. Sick Leave

A. Sick Leave with pay shall be provided for sickness and shall not be added to annual leave One day per month of employment, accumulative to 180 days.

B. Credit

New employees shall be permitted to use sick leave credits beginning with the end of the first month. Advance use of future credits for sick leave shall not be permitted. For personnel employed longer than six months in the absence of an accumulated sick leave credit, accumulated annual leave may be automatically applied in cases of illness absence.

C. Sick Leave - Illness

Sick leave may be utilized by an employee in the event of his/her illness or injury or the birth of a child in his/her immediate family, which necessitates his absence from work.

"ll immediate Family in such cases shall include the employee's spouse, children, (parents or foster parents, parents-in-law, brothers, sisters) and any persons for whose financial or physical care he/she is principally responsible.

D. Following Prolonged Illness or Surgery

After a prolonged illness or following surgery, sick leave may be utilized in order to permit an employee to work less than regular hours until full recovery is affected.

E. Death of a Relative

An employee may utilize sick leave for absence necessitated by the death of a relative, relative-in-law, or person whose financial or physical care he/she has been principally responsible for a maximum of three days.

F. Funerals

An employee to attend a funeral for a maximum of one day may utilize sick leave.

G. Medical, Dental Appointments

Sick leave may be utilized by an employee for appointments with a doctor or dentist if time required is one half day or more.

H. Illness During Vacation

If a period of illness lasting more than one day occurs during an annual leave and is reported immediately, a revised Request for Leave Form may be submitted. The period of time of such illness will be recorded as sick leave rather than annual leave.

I. Annual Leave For Sick Leave

An employee with an accumulation of both annual and sick leave may use annual leave as sick leave if he/she so desire.

J. Payment For Sick Leave On Retirement

An employee who separates from the Housing Commission, for retirement purposes, and at the time of retirement has earned retirement rights in a retirement system, and/or is eligible for social security payments shall be paid fifty percent of his unused sick leave to a maximum of 180 days as of the effective date of separation. Not to exceed 90 days pay of employee's current rate of pay.

VI <u>Maternity Leave</u>

A. Allowance

Maternity leave shall be allowed. The immediate supervisor shall determine the time when such leave shall begin and end after a conference with the employee and consideration of the recommendations of the employee's physician. The Executive Director shall approve all such leaves.

B. Annual Leave With Maternity Leave

Accumulated annual leave may be used immediately preceding the maternity leave period.

C. Sick Leave Not Used

Maternity leave is leave without pay; however, up to two (2) weeks accumulated sick leave may be used during maternity leave, from the time the baby is born, if so desired.

It is understood that the employee will not forfeit her position but apply for similar position on expiration of her leave.

VII Military Leave

A. Active Military Service

An employee who enters active military service in the armed forces of the United States of the Michigan National Guard under the provisions of a selective service system; by call to active duty; or by voluntary entrance in lieu thereof; shall be entitled to a leave without pay for the time required to fulfill his/her military service obligation. The employee is obligated to apply for reinstatement in his/her former position within tow months of the date of discharge. The leave and right to restoration of his/her former position shall automatically terminate if the employee voluntarily remains in military service beyond the required minimum term of service.

VIII Other Leave

A. Absences With Pay

With the approval of the Executive Director, absences for the following purposes will be permitted with no deductions from sick or annual leave credits. The approval for leave and overtime record shall be used in requesting and recording such leaves.

1. Pre-Induction Physical Examinations
   Employees ordered to report for a physical examination before induction to the Armed Services will be excused for the time needed for such examination.

2. Illness Caused By Immunization And Tests
   Absences because of illness resulting from an immunization or test required as part of the physical examination requirements of the Housing Commission shall be excused.

3. Blood Donations
   Employees are encouraged to volunteer as blood donors. Absences for giving blood to the American Red Cross, or in emergencies to local hospitals without compensation for shall be excused.

4. Professional Conferences
   Attendance at professional conferences or related meetings when authorized by the director shall be treated as a special work assignment.

5. Hearings
   An employee will be excused to attend the hearing on a grievance, which he/she has presented and also then requested to appear as a witness at the hearing of another employee.

6. Emergencies
   When employees are prevented from reporting for work because of a severe storm, transportation failure or other unavoidable circumstances, absences shall be executed.

7. Jury Duty
   Leave shall be granted to any other employee who is called for jury duty. The employee to indicate the total amount of compensation received for jury duty shall provide a statement.

   If such compensation does not equal his/her usual salary, he/she shall be paid the difference.

   If his/her jury duty compensation equals or exceeds his/her usual salary, there shall be

not payment of salary.

8. Service on Committees
Employees on recommendation of the Director may approve the absences of an employee and may accept appointment to serve on special committees provided such services do not hamper their job duties.

B. Absences Without Pay

1. Request For Leave
An absence without pay up to five days may be granted to an employee after careful consideration of the reasons provided in his/her written request for such leave.

2. Extensions
Extensions of the leave period shall be requested in writing and may be approved, not to exceed 10 days.

3. Restoration To Former Position
An employee on leave without pay will be restored to his/her former position or to a similar one upon expiration of his/her leave. He/she will be expected to inform the Director of his/her plan to return to work.

4. Earlier Return To Work
A return to work earlier than the scheduled termination of leave date may be arranged by the Director and the employee.

5. Failure To Return To Work
If an employee fails to return from a leave without pay on the date set for the termination of such leave without a satisfactory excuse, he/she shall be separated from his/her employment.

C. <u>Absence Without Leave</u>

When an employee is absent without having informed the Director, he/she will be placed on absence without pay. He/she may be dismissed after two consecutive workdays of unapproved absence at the discretion of the Director.

A. <u>Witness Service</u>

1. Personal Or Private Matter
An employee who appears as a court witness on personal or private matters shall do so on his/her own time, that is on annual leave, compensatory time or leave without pay.

2. Expert Witness
An employee subpoenaed as an expert witness in his or her field shall be granted an absence for this purpose.

The employee may choose to give this service in one of three different ways:

A. On employee's own time - the employee would use his/her accumulative annual leave or compensatory time off for giving such witness service. In this event, he/she may accept and keep any fees paid for such service as well as receive his/her salary for the period during which the service was given.

B. On County Time - no deduction would be made of his/her accumulated annual leave or compensatory time.

If he/she accepts the fee for such service, he/she will be expected to furnish a statement indicating the total amount of the witness fee received. The amount of salary due him/her for the period of the witness service shall be deducted from this total salary for the pay period during which the service was given.

He may choose to accept the witness fees. In this event, no adjustment would need to be made in salary due him/her.

IX Record Of Leave And Overtime

A. Records of Leave Other Than Sick and Annual

Military, maternity and other leaves shall be indicated on the employees record.

X Grievances

A. Procedure

Each employee shall discuss any grievances with the Executive Director. If an employee is not satisfied with the decisions of the Director, he/she may appeal in writing to the Housing Commission. The Housing Commission decision will be final.

XI Termination of Service

A. Period of Notice - Termination

When an employee's service is terminated for any reason, the employee shall require either two weeks notice or two weeks salary in lieu of notice.

B. Period of Notice - Resignation

It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members. In case the employee fails to give two weeks notice he/she will forfeit any accumulated annual leave over and above the duration of the notice.

C. Resignation - Form

Resignations shall be in writing.

D. Dismissals

An employee who give unsatisfactory service or who is guilty of violation of regulations shall be subject to dismissal. In such cases the employee, if he desires, shall be given a hearing from the Luce County Housing Commission. The employee shall be given one verbal warning and one letter or reprimand before suspension. First offense - two weeks suspension without pay, second offense, dismissal without personnel benefits. Employees in all classifications are subject to immediate dismissal without personnel benefits for:

1. Dishonesty
2. Insubordination - including walking off the job
3. Absence without reason
4. Unethical conduct, including the discussion of confidential information
5. Reporting to work under the influence of alcohol or drugs

E. Reduction in Force

If it is necessary to reduce personnel, the selection of employees to be retained shall be based primarily on the relative efficiency and necessity of the job entailed. Other things being equal, length of service shall be given consideration.

At least two weeks notice prior to dismissal shall be given an employee except for persons employed for a specified period.

F. Retirement

Retirement shall be optional from the age of 60

XII Salary

A. Salary Scales

The Housing Commission shall set salary scales. A yearly evaluation of the salary scales (in light of current living costs) shall be made.

B. Longevity Pay

Longevity pay is available for employees after 3 completed years of service. Executive Director's position is effective from date of hire. Longevity pay is capped at $450.00 per year.

XIII Travel

A. Reimbursement for use of a personal car on the job, attendance at conferences, conventions, meetings or training shall be based on current State Travel Reimbursement Rates. Meals and lodging shall also be based on the State's Reimbursement Rates.

B. The Executive Director and Maintenance Person shall be authorized to receive a flat monthly fee of $20.00 for in-town travel in a personal automobile.

C. In substantiation of reimbursement of any of the above items, receipts obtained whenever possible, shall be attached to a signed statement or travel expense form and submitted to the Commission.

D. Car insurance of employees who are required to drive personal cars in performance of their duties shall purchase adequate car insurance from a reliable firm. Coverage shall include property damage of at least $5,000.00, Public Damage of at least $50,000.00. Policies should indicate that cars are used for business.

XIV Insurance

A. Medical and Hospital Insurance

The Housing Commission will cover employees and their families if they so desire.

AMENDMENT:

May 21, 1990 Minutes - Commission to pay insurance deductible. Amended May 18, 1999, the addition of optical and dental coverage with an increase in prescription cost from $2.00 to $10.00. Also, employees eligible for and who take the basic family health insurance coverage shall be required to pay any additional rider cost coverage at the rate so quoted by the insurance carrier. Said payment shall be made by payroll deduction.

B. Workman Compensation

Workman Compensation Insurance covers employees. When injuries occur in the line of duty, each employee shall report such injury immediately if possible and under no circumstances later than the end of the same day on which the injury occurred. The employee will receive full salary until sick leave benefits are exhausted. If he/she is unable to work after sick leave is exhausted, he/she may elect to use accumulated annual leave.

A. Bonds

The employer will pay bonds.

XV Social Security

The Commission does participate in the Federal Social Security Plan. Employees shall furnish all data necessary for the completion of records, for such reports as income tax, retirement, etc.

XVI Retirement

The County does provide a retirement plan for its employees with the Municipal Employees

Retirement System (MERS). After the lst 6 months, employees are eligible.

This policy is subject to revision and review in October of each year.
**Policy Undated 12-14-98

RENT COLLECTION POLICY

The housing project of the Luce County Housing Commission have been developed and constructed to provide, decent, safe and sanitary housing for the low-income of Luce County, Michigan area at a monthly rate they can afford to pay.

It is important that everyone realize that this program does NOT provide FREE RENT to anyone, nor can it house anyone that is chronically delinquent in the payment of rents.

Therefore, the following Rent Collection Policy will be effective May 1, 1982, and will be strictly followed. Please read its provisions carefully to avoid costly and embarrassing situations through failure to comply with the provisions of this policy.

1. All rents are due and payable on the FIRST DAY of each month, as specified by your lease.

2. Tenants who receive public assistance such FIA, etc. and receive their funds after the first of the month may sign up for direct vendor payments through the Department of Social Services. If you choose not to use this option, your rent will be due and payable on the FIRST DAY of the month.

3. If rent is not paid by the 15th of each month, a $5.00 late charge will be added to your account and you will be given a 7-day notice to pay the full amount due or vacate the premises.

4. If you fail to pay the full amount of rent due within the 7-day period as stated in the notice, the housing commission will commence a lawsuit against you seeking your eviction. The housing commission will seek not only an order evicting you, but further an order requiring you to pay cost of litigation.

5. In the event the court orders your eviction, you will have ten (10) days to move both you and your personal belongings. In the event that you have not vacated the premises within that ten (10) day period, the housing commission will seek a writ of restitution from the court ordering that the county sheriff remove you and your property.

6. A decision to accept partial payment and/or grant an extension of time will be decided by the Director of the Luce County Housing Commission. This decision shall be final but shall be based upon the

tenant's past record of payment. All requests for partial payment and time extensions must be in writing, stating the reason for the request and specify the date the rent will be paid in full. Verbal requests will NOT be considered.

7. Absolutely no checks (personal or otherwise) will be cashed at the management office. Rent and other charges are to be paid by personal check, certified check or money order.

8. Any and all personal property remaining in the rental unit after eviction may and shall be removed by the housing commission. The housing commission will take steps to store this personal property for a period of thirty (30) days. Any property not claimed by the tenant within that period shall be abandoned. Thereafter, at the option of the housing commission, this property may be destroyed or discarded, or sold by private or public sale and the proceeds thereof applied against unit damage, unpaid rent, or clean-up charges.

WELCOME TO PARKVIEW MANOR

The Luce County Housing Commission is pleased to welcome you and provide you with modern housing at Parkview Manor. Parkview Manor's forty apartment units are designed for the "independent resident" that can be self-sufficient and is capable of making day-to-day decisions. The Commission acknowledges cooperation with the Department of Housing and Urban Development and the Luce County Commissioners.

You, the tenant, have a responsibility to keep the premises clean and orderly and to maintain your apartment so that it will be acceptable to the tenant who follows you.

This guide has been prepared to help you understand your responsibilities and should be referred to if you have any questions. Your manager is willing to help explain any matter of policy, which may come to mind and is here to help you with any personal situations that may arise.

Chairperson	**Lloyd "Bud" Roach**
Vice Chairperson	**John Wendt**
Board Member	**Richard Ditto**
Board Member	**Steven Wolfgang**
Board Member	**Aloma Dismuke**
Executive Director	**Erin A. Teske**

MANAGEMENT

Your management is responsible for the efficient operation of the dwelling. To mediate needs and provide services for project residents, to control, co-ordinate and make decision relative to the following functions:

- Management plan implementation
- Complete cycle of occupancy
- Rent collection
- Legal rights and responsibilities
- Security
- Social Services
- Resident communications
- Money management
- Personnel
- Maintenance
- Office procedures

Your Director has posted office hours on the office door. You should make a note of these times and use them when necessary. The office hours are for your benefit and should be adequate for your needs.

Office hours: Monday through Friday, 8 AM - 12 Noon / 1 PM - 4 PM

DWELLING LEASE

The lease is entered in by you, as the tenant, and by the Luce County Housing Commission, as the Landlord.

The Lease automatically renews each month as you pay your rent.

The rent is due and payable each month on the first day of the month. Rents will be accepted through the fourth day of the month to allow for any delays or unforeseen circumstances that may occur. However, no extensions of time will be allowed except for unusual causes and this must be discussed with the Management personnel on or before the day the rent is due.

This lease may be terminated at any time by giving 30 days written notice. The Tenant agrees to leave the dwelling unit in clean and good condition, reasonable wear and tear expected, and to return the keys to Management when vacating the apartment.

Tenants are not permitted to assign their lease to anyone else or sublet or transfer possession of the premises. However, tenants will be expected to transfer to another unit if the Landlord deems such transfer necessary or desirable.

Management agrees to return the security deposit to the tenant when he vacates, less any deductions for any of the costs indicated above. If such deductions are made, Management will give tenant a written statement of any such costs for damages and/or other charges to be deducted from the security deposit. The security deposit may not be used to pay rent or other charges while the tenant occupies the dwelling unit. This security deposit will be returned with 28 days. Also, all keys or borrowed articles must be returned before vacating. Deposit amount is one months' rent per unit.

If you have any doubts or questions regarding the terms of your lease, Management personnel will be glad to be of assistance. It is your responsibility to understand and abide by all the terms of your lease.

In order to make proper rent adjustments, it is necessary that Management be notified immediately of any change in the family income or composition. Failure to report such changes may be cause for eviction.

Please notify the Office if you are to be away from home for any length of time. Extra precautions will be taken by the office to watch for any problems that might occur while you are absence. Please hang your red door tag on the outside of you apartment door, which is an indication that you are out of your apartment.

GRIEVANCE PROCEDURE

1. Right to a hearing
   Upon filing of a written request as provided herein, a complainant shall be entitled to a hearing before the Housing Commission.

2. Definitions
   A. Complainant is defined as any tenant (or applicant) whose rights, duties, welfare, or status are or may be adversely affected by Luce County Housing Commission action or failure to act and who files a grievance or complaint with the Luce County Housing Commission with respect to such action or failure to act.
   B. Grievance or complaint is defined as any dispute with respect to Luce County Housing Commission action or failure to act in accordance with lease requirements, or any Luce County Housing Commission action or failure to act involving interpretation, or application of the Luce County Housing Commission regulation, policies or procedures which affects the rights, duties, welfare or status of the complainant.

1. Procedures Prior to a Hearing
   A. Any grievance or complainant must be personally presented, if possible, to the management office of the project in which the complainant resides (or to which application for admission has been made) so that the grievance may be informally discussed and settled without a hearing. The grievance or complaint must be signed by the complainant and filed in the office him or his representative and filed in the office by him or his representative within a reasonable time, not in excess of 15 days of the Luce County Housing Commission action or failure to act which is the basis of the grievance. It may be simply stated, but shall specify: (1) the particular grounds(s) upon which the action is based and (2) the action requested.

   B. An answer in writing to each complaint, dated and signed by the project manager, or other appropriate official, shall be delivered or mailed to the complainant within a reasonable time (generally within five working days). A copy of the answer shall be filed with the complaint in the appropriate project office. The answer shall specify:
   (1) The proposed disposition of the complaint and the specific reason therefore:
   (2) The right of the complainant to a hearing; and
   (3) The procedure by which a hearing may be obtained.

   C. If the complainant is dissatisfied with the proposed disposition of his complaint, as stated in the project manager's or other Housing Official's answer, he may submit a written request, to the Housing Commission or project manager's office for a hearing. This written request shall be made within a reasonable time of the date of the answer to his complaint (generally

ten working days). The written request for a hearing must be date-stamped and filed in the project management office along with the complaint and answer. The hearing official shall be advised promptly as possible for a date, time and place reasonably convenient to the complainant, and shall inform the complainant therefore in writing.

D. If the complainant does not request a hearing within the time period allowed in Subsection (c) above, he waives his right to the hearing, and the Housing Commission proposed disposition if the grievance will become final. This shall not, however, constitute a waiver of the complainant's right therefore to contest the Housing Commission disposition of his grievance in an appropriate judicial hearing.

2. Hearing Official
The Housing Commission shall appoint the Hearing Official. The Official shall not be a relative of the complainant nor any LHA officer or employee whose duties and responsibilities involve him in any way with the grievance at issue.

3. The Hearing
   B. The parties shall be entitled to a fair hearing before the Hearing Official and may be represented by counsel or another person chosen as a representative.
   C. The Hearing shall be private unless complainant requests and the Hearing Official agree to a public hearing. This shall not be construed to limit the attendance of persons with a valid interest in the proceedings.
   D. Complainant may examine before the hearing and, at his expense, copy all documents, records and regulations of the Housing Commission that are relevant to the hearing. Any document not made available, after the complainant therefore may not rely on request on by the Housing Commission or the project management at the hearing. The complainant may request in advance and at his expense a transcript of the hearing.
   E. If the dispute is over the amount of rent or other charges which the Housing Commission claims is due, the complainant shall deposit the amount in dispute in an escrow account pending settlement of the dispute by the Hearing Official. If the complainant fails to do so, the Official may determine that the complainant has waived his right to the hearing. Such determination shall not constitute a waiver of complainant's right to thereafter contest the Housing Commission disposition of his grievance in an appropriate judicial proceeding.

   F. If a complainant fails to appear at a Hearing, the official may postpone the Hearing for five working days, or may make a determination that the complainant has waived his right to a hearing. Such a determination shall not constitute a waiver of complainant=s right to thereafter contest the Housing Commission disposition of his grievance

in an appropriate judicial proceeding.

G. At the hearing, the complainant must make a prima facie case and then the burden of proof is on the Housing Commission or project management to justify the action or inaction proposed by it in its answer to the complaint. The complainant may present evidence and arguments relied on by the Housing Commission or project management, and confront and cross-examine all witnesses on whose testimony or information the Housing Commission or project management relies. Hearings conducted by the Hearing Official shall be informal, and any oral or documentary evidence, as limited however, to the facts and issue raised by the complaint and answer, may be received by the Hearing Official without regard to whether that evidence would be admissible under rules and evidence in judicial proceedings.

6 Decisions of the Hearing Official

A. The decision of the Hearing Official shall be based solely and exclusively upon facts presented at the Hearing and upon applicable LHA and HUD regulations. To the extent that the decision is not inconsistent with State Law, the United States Housing Act of 1937, as amended, HUD regulations and requirements promulgated hereunder, or the Annual Contributions Contract, and to the extend in Subsection (f) below, the decision of the Hearing Official shall be binding on the Housing Commission.

B. If both parties agree to prepare a proposed decision to the Hearing Official, each party shall submit it to the Hearing Official for his consideration.

C. The Hearing Official shall prepare his written decision, including a statement of findings and conclusion; as well as the reasons or basis therefore, upon all material issues raised by the parties. This shall be done within a reasonable time after the date of the Hearing. Copies thereof shall be mailed or delivered to the parties and/or their representatives.

D. The written decision of the Hearing Official, with all names and identifying references deleted, shall be maintained on file by the Housing Commission and made available for inspection by a prospective complainant or his representative.

E. Any judicial decision or related settlement pertaining to the decision of the Hearing Official shall also be maintained on file by the Housing Commission and made available for inspection.

F. If the decision is in favor of the complainant, the Housing Commission shall promptly take all actions necessary to carry out such decision or refrain from any action prohibited by such decision unless the Luce County Housing Commission determines and notifies the complainant in writing within 30 days that the Hearing Official has acted arbitrarily or exceeded his authority. In such event, the Hearing Official6s decision may be judicially reviewed.

7. Appeals From The Hearing Official Decision
A decision by the Hearing Official, which is in favor or the LHA or project management and/or denies the complainant his requested relief in whole or in part, shall not constitute a waiver of, not affect in any manner, whatever rights the complainant may have to a trial de novo in judicial proceedings, the Housing Commission shall, by stipulation or other appropriate means, be limited to invoking against the complainant the grounds originally relied on by the Housing Commission in its proposed disposition of the complaint or grievance.

8. Notice To Vacate Premises
   A. At the time of the private conference required by Low-Rent Housing Handbook RHM 7465.1, the Tenant must be informed in writing of:
      1. The specific reason for the proposed eviction; and
      2. His right to request a hearing upon the proposed eviction within five working days from the date of the conference.

   B. If the Tenant has requested a hearing on the proposed eviction and the Hearing Official by his decision upholds the Housing Commission or project management's proposal to evict, an action to regain possession may not be commenced until after the Tenant's right to use and/or occupy the premises has been terminated by lawful notice. Such notice to vacate may not be given prior to the date on which the Hearing Official's decision upholding, the proposed eviction is delivered or mailed to the Tenant.
   C. When such notice to vacate is given to the Tenant, he must be informed in writing that:
      1. If he fails to quit the premises within three days, appropriate legal action will be brought against him;
      2. If suit is brought against him, he may be required to pay court costs and attorney fees incurred;
      3. If he chooses to contest the legal action, the Housing Commission or project management must prove that the reason upon which it originally relied constituted a good cause for eviction under the applicable law, rules and regulations.

THE MAINTENANCE PERSON

Maintenance refers to those activities on a property which:

- Improve the appearance of building and grounds
- Optimize the performance of its working parts and insure dependability of performance
- Correct defects
- Prevent emergency situations

- Reduce accidents, and
- Extend the production life of the property in general

There are three types of routine maintenance that the custodian will perform: (1) Janitorial (2) Inspection and (3) Preventative.

(1) Janitorial: Includes cleaning, vacuuming dusting, polishing grounds, sweeping sidewalks, washing windows and walls, waxing floors, etc. These tasks are performed on a regular basis in order to maintain the appearance of a property, to prevent an accumulation of dirt and subsequent deterioration of property. Janitorial maintenance is never finished, it is routine and on going.

(2) Inspection: Refers to those maintenance duties which should be preformed routinely each day to discover problems before they turn into crises and keep common space neat and facilities functioning.

(3) Preventative Maintenance: There are two kinds of preventative maintenance:
A. Checking and servicing core equipment and systems in the property which are done weekly, biweekly, monthly, biannually or annually.
B. Scheduled painting, restoration, upkeep and refurbishing of units, common space and exterior building.

(1) BEAUTY PARLOR
(2) BULLETIN BOARD
(3) CARE OF BUILDING & GROUNDS
(4) CONTAGIOUS DISEASES
(5) EMERGENCY & SAFETY NOTES
(6) GARBAGE & TRASH
(7) INSECT CONTROL
(8) PARKING
(9) PETS
(10) REFRIGERATORS & STOVES
(11) VACATIONS & ABSENCES
(12) WASHERS & DRYERS

(1) BEAUTY PARLOR

The beauty parlor is open on Fridays for your convenience. The operator=s hours and rates are posted on the parlor’s door, which is located on the first floor next to the laundry room.

(2) BULLETIN BOARDS

Bulletin boards are located on each floor. The office must clear items you would like posted first. Emergency and personnel contact telephone numbers are located on each board for your convenience.

(3) CARE OF BUILDING AND GROUNDS

The building and grounds also will be taken care of by maintenance personnel. You, the tenant, should take part in your housing and the areas that surround it and to your part help.

The grounds should remain free of litter and be treated with respect. Remember, it is your lawn, your trees and your shrubs. Out-of-doors, especially in summer time, it a good place for recreation and socializing as well as being a benefit to physical and mental health

Driving or parking of automobiles and heavy vehicles on the lawn areas is not permitted.

All garbage and trash is to be placed in plastic bags before depositing in the receptacle (be especially careful with glass).

(4) CONTAGIOUS DISEASES

Consideration for you, family and community demands that any suspected or known cases of a contagious disease be reported to the office immediately. The proper agency will then be contacted for further evaluation.

(5) EMERGENCY & SAFETY NOTES

Burglary, vandalism and disturbance of peace are situations to be handled by the Police Department.

In the fire alarm system is activated, whether it be false and real, your responsibility is to vacate the building. Proper emergency exit procedures are located on the backside of your front door apartment. Please use the exit route designated for you. When leaving your apartment please hang the red door tag on your door outside your apartment. That tells the fire department that you have vacated the building.

The use of firearms, including air rifles, is strictly forbidden. Anyone violating this regulation will be reported to the police and terms of the dwelling lease will be enforced.

(6) GARBAGE & TRASH

Please dispose of your garbage in plastic trash liners. Liners can be purchased from the office at a reasonable rate. Please take care in throwing out glass or needles (let us know if you need to dispose of these type of items).

(7) INSECT CONTROL

If roaches or other insects are found in your apartment, please report it to the office. We employ the services of an exterminating company to spray our entire building, inside and out and urge you to contact us if you are having a problem.

(8) PARKING

Residents are asked not to use the lawn for parking, washing or repairing their cars. Specific parking area is designated for home health and handicap vehicles. You are asked not to park in these spots. In winter, for snow plowing purposes, all residents and your visitors with cars are asked to have their vehicles moved no later than 9AM. On the east and west ends an area has been designated for visitor parking, please encourage your visitors to use these areas.

(9) PETS

Pets are allowed; however, ask the office personnel to supply you with a copy of our pet policy.

(10) REFRIGERATORS & STOVES

The Housing Commission provides refrigerators and stoves. Cleaning is the responsibility of the resident; however, from time to time, maintenance will be required. If repairs are needed, a service representative will be contacted.

(11) UTILITIES

Utilities (heat and water) are included in your rent. The Village meters this utility monthly and any excessive amounts over and above normal use will be charged to you the tenant.

Residents may have telephones installed by making the necessary arrangements with the telephone company. Wall phones are permitted.

Likewise, base cable is available for those who would like it. The cable charge can be paid when you pay your monthly rent. If you desire additional stations, you must contact the cable company to do so.

(12) WASHER & DRYERS

Washers and dryers are available for your use on both floors. A dollar bill changer is located in the first floor laundry room. It is appreciated if you would leave the laundry room is clean condition for others to use.

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LUCE COUNTY HOUSING COMMISSION TRAVEL POLICY

Attendance at conferences, conventions, meetings or training sessions shall be limited to the number of persons necessary to cover the meeting adequately and the duties of such persons shall be related to the agenda.

1. Commissioners, employees or other authorized representatives of the commission may perform official travel upon prior authorization by the board.

2. Prior to each trip to a destination outside the jurisdiction of the commission (except to the commission office and near-by communities to carry out normal operating functions) such travel shall specifically be authorized by Resolution of the board approving the trip as essential to the conduct of the housing program or the development or operation of a particular housing project.

3. All transportation costs for persons so authorized to travel shall be paid by the commission. Automobile or airline if advantageous shall be the standard means of transportation.

4. All expenses incidental to official business such as taxi fares, telephone calls, telegrams, secretarial services, registration fees and other similar items, shall be considered as reimbursable expenses. Eligible cost shall not include bonuses or presents to the commission employees in any form, or expenses incurred for the provision of entertainment means, (except as authorized below) or incidental food and beverages.

5. Subsistence:
   A. In addition to the above eligible expenses actual subsistence expenses may be authorized or approved for amounts of more than $40.00 per calendar day or any fraction there of while in travel status. Reimbursement shall be limited to the amount of actual subsistence expense incurred. The reimbursement voucher must itemize the amounts spent daily for lodging, meals and all other items within the scope of subsistence expenses. Any amount in excess of $5.00 must be itemized separately and receipts shall be obtained for items costing more than $5.00. In all cases, receipts must be obtained for lodging.

6. In substantiation of reimbursement of any of the above items, receipts obtained whenever possible, shall be attached to a signed <u>Statement or Travel Expense</u> and submitted to the commission.

7. Travel by Private Conveyance: Reimbursement for use of a privately owned automobile for authorized out-of-town travel shall be made at a rate of $.3175 per mile**. When travel is performed in an automobile owned by the commission, necessary car expense shall be paid. Whenever automobile travel is involved, signed records of car expenditures and mileage, or of mileage only on the case of a privately owned automobile, shall be submitted and approved before payment. If two or more persons travel in the same automobile, only one of these persons shall be reimbursed for mileage (if travel) is by private car) or for car expenditure (if travel is by commission owned car).

   **Note: the reimbursement rate used for mileage is adopted from the State Travel Policy

8. The Executive Director and Chief Custodian shall be authorized to receive a flat monthly fee of $20.00 for in-town travel in a privately owned automobile.

9. Advances for travel may be authorized by the Executive Director. Such advances shall not exceed the amount reasonably computed as reimbursable from the trip and shall be deducted from the reimbursement due the traveler.

In the event the advances do exceed the reimbursement due, the excess shall be promptly paid to the commission.

Within three (3) working days of the Formal Grievance Hearing, the Hearing Panel shall render its decision in a written report, which shall outline its findings of fact and conclusions in support of its decision. The decision shall be final and binding under this grievance procedure.

The Hearing Panel will consider all of the circumstances in each case, including the seriousness of the offense. The extent of participation by family members and the effects that denial or termination would have on family members not involve din the proscribed activity. In appropriate cases the Hearing Panel may permit family members not involved in the proscribed activities to continue receiving assistance on the condition that family member to have engaged in the proscribed activities will not reside in the unit.

If the Hearing Panel's decision favors the Grievant, the Executive Director shall take steps necessary to remedy the situation as soon as possible. However, if the Hearing Panel determines that the Hearing Officer acted arbitrarily or exceeded its authority, it may continue with further factual hearing.

A person does not have to have been arrested or convicted, but there must be a preponderance of evidence to terminate assistance or deny participation for the following:

OFFENSE	TERM
Violation of Family Responsibilities	1 year
Drug Use, or Drug Possession	1 1/2 years
Program Abuse	2 years
Engage in any Drug Related Criminal Activity	3 years
Criminal Activity Involving Crimes of Physical Violence	3 years
Fraud	4 years

Waiver of Rights Prohibited

The Grievant's use of this Participation/Applicant Grievant Procedure, in whole or in part, shall not constitute a waiver by the Grievant to any other available legal proceedings and remedies.

DISPOSITION POLICY

The Luce County Housing Commission for the sale of excess personal property has duly adopted the following disposition policy.

Personal property shall not be sold or exchanged for less than its fair value. Personal property of the value of $1,000 or more, which is to be sold to other than a public body for a public use, shall be sold at public sale.

Sales of excess personal property shall be made in the following manner:

1. If the estimated sales value of the personal property offered for sale is less than $2000, the Executive Director may negotiate a sale in the open market after such informal inquiry, as he considers necessary to ensure a fair return to the housing commission. The sale shall be documented by an appropriate bill of sale.

2. For sales from $200 to $1,000, the Executive Director shall solicit informal bids orally, by telephone or in writing from all known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent record. The sale shall be documented by an appropriate bill of sale.

3. Sales of $1,000 or more and the award of such contract shall be made only after advertising for formal bids. Such advertising shall be at least 15 days prior to the award of the sales contract and shall be by advertisement in newspapers or circular letters to all prospective purchasers. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as a part of the permanent record. The award shall be made to the highest bidder as to price.

4. The sale of personal property to a public body for public use may be negotiated at its fair value subject to prior approval of the board. The transfer shall be documented by an appropriate bill of sale.

Personal property shall not be destroyed, abandoned or donated without the prior approval of the board. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no sale or salvage value and a purchaser cannot be found, a statement shall be prepared by the Executive Director listing the prospective bidders solicited and all other efforts made to sell the property, together with recommendations as to the matter of disposition. This statement shall be referred to the board for their approval. A copy of the board approval, together with the complete documentation in support of the destruction, abandonment or donation shall be retained as part of the permanent records.

Pet Policy

1. Your lease with the Luce County Housing Commission contains a No-Pet clause. Pets in public housing as of June 17, 1985, are exempt provided the Luce County Housing Commission has been notified and issued written approval in accordance with the pet screening procedure.

2. Only (1) pet may be kept in any one apartment. Heads of household shall be responsible for their pet. <u>There will be a $100.00 security deposit per pet.</u> The Tenant must obtain liability insurance in the minimum amount of $50,000.00 providing to the Housing Commission a Certificate of Insurance naming the Luce County Housing Commission as an additional insured. The Certificate of Insurance must state that the Housing Commission will be notified if said insurance is discontinued. <u>NO GUEST MAY BRING PETS ONTO THE PREMISES WITHOUT NOTIFYING THE OFFICE.</u>

3. The Luce County Housing Commission will allow only domesticated dogs, cats, birds and fish in aquariums in units. Only one (1) pet per unit. Aquariums may not exceed 40 gallons.

4. While outside the apartment, every dog or cat must be kept on a leash. A person who is able to control it at all times must accompany the animal.

5. Every dog and cat must wear a county animal license, a valid rabies tag and a tag bearing the owners name, address and phone number. All county animal licenses expire December 31 each and every year.

6. Female dogs and cats over six months must be spayed and males over eight months neutered unless a letter is received from a licensed veterinarian giving medical reasons why such is detrimental to the pet' health.

7. Every pet must be registered annually at the Executive Director' office at the time of annual re-examination and every year to comply. Registering inoculations identification tag and

verification that your pet has been sprayed/neutered or a letter from a veterinarian giving a medical reason. A current photograph in color must be kept at the office for identification purposes.

8. The owner of every pet will be responsible for picking the waste left by the pet on Luce County Housing Commission property and disposing of it in a proper receptacle.

9. No pet may have excessive noise that disrupts the peace of the complex.

10. Pet owners are liable for any damage caused by their pet.

11. No pet that bites or attacks may be in Parkview Manor.

12. Any tenant who received three (3) letters on violations and a letter "of intent" from the Executive Director, may be required after the private conference to obtain a signed letter stating the dog or cat is no longer on the premises to stop any further legal action by the Luce County Housing Commission.

13. Violation of this pet policy three (3) times within a twelve (12) month period will be grounds for eviction. However, if the third (3rd) violation was for item 4 and/or 6 above and you comply your violation revert back to two (2).

14. This policy will be enforced by the Luce County Housing Commission. It is important that you read this pet policy carefully; it explains your rights and obligations as a pet owner.

15. Before acquiring a pet, the owner must have on file with the Housing Commission a Pet Data Sheet identifying the person, home and work address and telephone numbers of the person accepting the responsibility for the care of the pet in case of the owners illness, hospitalization or other items when the owner is absent.

ORGANIZATION CHART

LUCE COUNTY HOUSING COMMISSION

Lloyd Roach	Chairperson
John Wendt	Vice Chairperson
Richard Ditto	
Steve Wolfgang	
Aloma Dismuke (Resident)	

EXECUTIVE DIRECTOR

Erin A. Teske

ADMINISTRATIVE SECRETARY	CHIEF CUSTODIAN
Ramona Marks	Ken Swanson

DRUG-FREE WORKPLACE POLICY STATEMENT

It is the policy of the Luce County Housing Commission to maintain a drug-free workplace and to support federal and state laws which prohibit the manufacture, distribution, dispensing, possession or use of controlled substances in the workplace by employees of the Housing Commission or participants under various programs such as CWEP or JTPA.

Any employee or program participant found to be in violation of these laws and of the Housing Commission policy dispensing in the workplace will be subject to disciplinary procedures, or mandatory rehabilitation programs and/or may be subject to immediate discharge.

Any employee or program participant in need of drug counseling, rehabilitation or other employee assistance related to drug abuse should first contact the substance abuse center at Helen Newberry Joy Hospital.

Any employee or program participant convicted of a criminal drug statute conviction for a violation occurring five (5) days after the conviction. The Luce County Housing Commission must then notify the Regional Office of the U.S. Department of Housing & Urban Development or other appropriate governmental agency within ten (10) days. The Housing Commission will then take appropriate disciplinary personnel action against the employee or program participant within thirty (30) days of receiving notice from the employee or program participant including termination of employment, or shall require the employee or program participant to participate satisfactorily in a drug abuse assistance or rehabilitation program.

If you wish to learn more about the harmful and dangerous impact of drug abuse in the workplace, an informational brochure is available from Helen Newberry Joy Hospital.

This Policy was developed in conformance with Notice PIH 89-18 from the U. S. Department of Housing & Urban Development and 24 CRF Part 630, the interim final rule published January 31, 1989 in the Federal Register Volume 54, No. 19, Pages 4951, 2, effective March 18, 1989.

PEST EXTERMINATION POLICY

PURPOSE:

The Pest Extermination Policy is as follows:

1) The Luce County Housing Commission will contract the services of an extermination company to provide monthly inspections of apartments and common areas as needed for control of such pest as mice, cockroaches, ants and other various rodents and bugs. Tenants who indicate or request pest extermination services will have their apartment numbers posted in the maintenance office. Notice will be given to tenants as to the time of extermination services.

2) Interim extermination services will be performed by maintenance personnel as needed by tenants.

Adopted: September 20, 1999

NOTICE OF PUBLIC REVIEW

As of October 1, 2000, the Luce County Housing Commission has available a draft of its agency's one and five year plan, as required by HUD's Quality Housing and Work Responsibility Act of 1998. These plans will consist of current policy statements for this agency and its implementation.

Any interested person may review these plans at the Luce County Housing Commission's office at 550 West Victory between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Friday.

Any interested person may submit comments by sending said comments to the Luce County Housing Commission, P.O. Box 54, Newberry, Michigan 49868. The Commission must receive the comments no later than November 15, 2000.

PUBLIC MEETING
November 15, 2000

A public meeting was conducted on November 15, 2000, for the sole purpose of reviewing comment (s) and/or suggestions to the Luce County Housing Commission's agency plan.

There were no persons in attendance at the meeting except for the office staff of the housing commission.

EQUAL OPPORTUNITY HOUSING PLAN

A. COMMUNITY-WIDE EFFORTS

Luce County's local media consists of a weekly newspaper *The Newberry News* and a radio station (WNBY). The Housing Commission will publish a notice to lower income families, each week, in *The Newberry News* and daily on WNBY, until they receive enough qualified applicants for the program and an adequate waiting list to fill vacancies as they occur. The advertising will also encourage participation by owners in the program. The Housing Commission will institute advertising, as needed, to replenish the waiting list, as vacancies are filled. The establishment of a waiting list for Vouchers will be as prescribed by the Regulations. Outreach to encourage participation by owners and others will also be in conformance with the Regulations. All advertisement will include prominent use of the Equal Housing Opportunity Logo, Slogan or Statement and will conform to HUD's proposed Advertising Guidelines for Fair Housing.

The County's federal legislator's office has had a press release on the local radio station. The Housing Commission will send a press release to *The Newberry News* and to the local radio station announcing the program and inviting applicants and rental property owner participation. Additional press releases will be issued, as needed, to spur interest in the program and to announce any major changes in the program.

The Housing Commission has a brochure explaining the program to both participants and to rental property owners. The brochure was designed similar to HUD's brochure, "A Good Place to Live". It will include the prominate use of the Equal Housing Opportunity Logo, Slogan or Statement will conform to HUD's proposed Advertising Guidelines for Fair Housing. Copies of the brochure will be provided to HUD when they are completed.

The Luce County Housing Commission has developed contracts with the Luce County Family Independence Agency, The Chippewa, Luce and Mackinaw Community Action Agency and with the local Indian tribes for their Community Development Block Grant Programs. These contacts have proved useful in reaching lower income families in need of housing assistance. The Family Independence Agency has contacts with large variety of lower income persons including minorities, elderly and handicapped, as does the Chippewa, Luce Mackinaw Community

Action Agency. The County's largest minority group, American Indian, will also be informed through the local tribes. The Housing Commission through a letter will inform these groups of this program and a supply of brochures will be provided to them for distribution to the group's clientele or membership. Follow-up contacts will be made by telephone or visit to insure these groups understand the program and are distributing the information.

In order to insure participation from rental property owners, the Housing Commission will contact local real estate agents and apartment owners. The Commission will send them letter and copies of the brochure to spur their interest. This contact will be followed up by telephone calls and visits to keep their interest renewed.

B. SPECIAL EFFORTS TO ATTRACT FAMILIES

The Housing Commission's past experience with their Community Development Block Grant Housing Rehabilitation programs has shown that their existing outreach efforts have been sufficient to encourage groups to seek available housing assistance. For instance, the County's 1980 CDBG Housing Rehabilitation program assisted 79 low- to moderate-income households in Luce County. Of those households, 10% were minority families, 47% were elderly or handicapped, 13% were large households and 52% were low income (family income below 50% of the County's median). When looking at the County's population as a whole, four percent are minorities, 13.7% are elderly 15.5% are handicapped ("non-institutionalized persons with a work disability"), 13.8% have five or more persons per household and 19.7 percent are low-income households. Because the Housing Commission has been so successful in reaching these "special groups" they plan on continuing the kinds of outreach efforts they established for their housing rehabilitation program into the voucher program.

Because Luce County is largely rural in nature and has a population of 6,659 persons, there are only two local sources for paid advertising. The County's only media consists of the weekly paper, *The Newberry News* and the local radio stations (WNBY). The County as an outreach mechanism to reach special groups in the County, as described in Section A, will use these two sources.

C. SPECIAL EFFORTS TO ENCOURAGE OWNER AND BROKER PARTICIPATION

As indicated previously, Luce County is a small, rural county. The population is concentrated in the Village of Newberry and southward into McMillan Township and Pentland Township with the rest of the

County being very sparsely populated. Accordingly most of the rental properties are found within the more populated areas. There are only two apartment buildings, one privately owned and located in Pentland Township and the other being the senior citizen apartment complex in Newberry. All other rental properties are privately owned houses; houses divided into apartments or house trailers and most of these are located in Newberrry or just below Newberry in McMillan and Pentland Townships. A look at the 1980 Census figures shows that concentrations of low to moderate-income persons are found in northern and northeastern McMillan Township and in Columbus and Lakefield Townships (from 68% to 54% of the population). The areas of the County that have the greatest concentration of rental units have some of the lowest concentration of low to moderate-income persons. The apartment complex in Pentland Township, for example, is in Enumeration District 139, which has the second lowest percentage of low to moderate-income persons in the County (27.7%). Newberry's ED 126 has the lowest percentage of low to moderate-income person of 21.9% with the remainder of Newberry and southern McMillan Township's figures ranging around 40%.

Census figures are not available by Enumeration District showing percentage of minorities in Luce County. However, data at the township level shows that most of the County's minority families live in the County's more populated areas of Newberry, McMillan and Pentland Townships. In spite of this, however, concentrations of minorities in these areas are not very high.

For example, Newberry has a 4.1% minority population, and McMillan and Pentland Townships each have 4.5% minorities, all of which are very close to the County's overall percentage of our percent minority population.

Columbus and Lakefield Townships, on the other hand, have very low minority populations of 1.57% and 1.2% respectively.

In conclusion, the data shows that Luce County's rental housing stock, while scattered throughout a fairly concentrated area, is not located in areas of high concentrations of low-income persons or minorities. The Housing Commission feels that any rental properties in the County which meet building code requirements, will also meet the HUD requirement of being outside areas of concentrations of minorities and low-income persons. They, therefore, feel that there is not special need in Luce County to encourage participation o rental property owners in areas other than low-income or minority concentrated areas.

They do however, plan on advertising to encourage owner participation, as outlined in Section A.

D. ESTABLISHMENT OF WAITING LIST AND ISSUANCE OF VOUCHERS

(See Administrative Plan)

The Housing Commission will:

A. prepare a written summary sheet of vital program information to give to all Voucher Holders. Housing Commission staff will review this information with each voucher holder when they first enter the program, to insure that they full understand the provisions. The informational summary sheet will be conformance with Section 8 - Housing Assistance Payment Program.

B. attach a list of persons who will conduct any briefing sessions and a statement of the training each has received or will receive regarding implementation of local, State or federal fair housing laws.

C. The Luce County Housing Commission Executive Director is G. Jean Foley. Ms Foley will administer the Luce County Community Development Block Grant Housing Rehabilitation program and manages the 40-unit elderly apartment in Newberry, along with 92 Voucher and 18 Certificates Section 8 Programs.

   Ms Foley and staff will conduct briefing sessions with voucher holders. She and the staff are cognizant of local, State and federal fair housing laws.

D. allow the Section 8 Rental Program complainant(s) a hearing under their "Grievance Policy" policy. In all cases, if individuals are not satisfied with actions taken at the local level, they will be advised to seek assistance from the appropriate State or Federal agency and those they may seek the advice of a private attorney.

E. STAFFING

As mentioned previously, Luce County does not have a very socially or ethically varied population. The 1980 Census figures showed Luce County to have 4% minorities, of which .01% were black, 3.8% American Indian and .2% Asian. The County had only .2% Spanish origin population. In spite of this, the Housing Commission is sensitive

to the needs of its minority population and encourages their participation in its housing assistance program. In the County's 1980 CDBG program for example, 10% of those households served were minority families.

The staff to be used for this program consists of the Executive Director and full-time secretarial help. White females currently hold both positions. The Housing Commission however abides by Luce County's hiring practices. All advertisements for employment state, "all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin".

The Housing Commission abides by the Luce County Affirmative Action Statement, which is attached.

INTRODUCTION

LUCE COUNTY HOUSING COMMISSION

EXECUTIVE SUMMARY

All policies included in the Annual Plan reflect the administrating of the Section 8 Rental Assistance Programs (New Construction- Parkview Manor and the Voucher Program), which are to provide housing assistance and to assist in locating suitable housing within the applicant's income ranges and needs.

MISSION STATEMENT (GOALS)

It is the mission of the Luce County Housing Commission to assist in the provision of decent, safe, and sanitary housing in Luce County, to provide affordable housing to persons with low to moderate incomes and to assist with supportive services for families, the elderly and disabled.

This statement is included in the Admissions & Occupancy Policy

FINANCIAL RESOURCES

Financial resources available for the support of the Luce County Housing Commission are Section 8 Rental Assistance Programs that we administer. There are two programs that we currently operate through HUD, the Section 8 New Construction (previously was regarded as Section 202) and the Section 8 Voucher Program. Both are Federally funded tenant-based assistance programs which are administered and budgeted yearly by the Housing Commission to equal 100% subsidy by Section 8 Administrative Fees, Rental Income and other non-regular or sporadic income.

Budgets for Section 8 Supplemental Program and Voucher Program can be viewed at the Administrative Office during office hours.

CAPITAL IMPROVEMENT STATEMENT

At this point and time, there are no planned capital improvements anticipated. However, we do maintain a reserve schedule for Parkview Manor for repair/replacement. A Comprehensive Needs Assessment (CNA) was conducted and accepted by HUD on August of 1997 and we are awaiting further development or comment.

COMMUNITY SERVICE & SELF-SUFFICIENCY

Types of community service available to the Luce County Housing Commission are Community School for the Elderly, Meals-On-Wheels, and Home Health Services provided by Family Independence Agency, LMAS Health Department, Community Action and Mental Health.

SAFETY & CRIME PREVENTION

The Luce County Housing Commission has met with local law and fire safety personnel regarding the safety and well being of our residents regarding crime and fire prevention. Upon the chief's inspection and recommendations we have initiated an Emergency Action Plan, as well as, adhering to suggestions and requests of these local departments.

CIVIL RIGHTS COMPLIANCE STATEMENT

The Luce County Housing Commission will comply with all applicable civil rights requirements regarding fair housing (Nondiscrimination in Federally Assisted Programs of the Department of Housing and Urban Development; effectuation of Title VI of the Civil Rights Act of 1964). This Commission will monitor and investigate complaints regarding business transactions and the Civil laws in which they pertain. This Commission will monitor and identify any obstructions with programs we administer to or propose to administer, address these obstructions and continue to document the results.

ELIGIBLILTY, SELECTION & ADMISSION

Refer to the Admission & Occupancy Policy, Administrative Policy, Waiting List and Deconcentration Policy.

OPERATIONAL POLICIES

Refer to the following policies:

Activity Room Policy
Capitalization Policy
Drug Free Work Place
Equal Opportunity Plan
Job Descriptions
Personnel Policy
Rent Collection Policy
Travel Policy
Pet Policy
Affirmative Action Statement & Policy
Deconcentration Policy
Emergency Action Guidelines
Harassment Policy
Parking Policy
Procurement Policy
Resident Guide
Pest Policy
Disposition Policy

WAITING LISTS

The Luce County Housing Commission maintains a waiting list for the Section 8 New Construction – Parkview Manor and the Section 8 Voucher Program. Both lists are kept separate and confidential. Prospective tenants are contacted in the order in which their application was received.

RENT DETERMINATION

Rent determination information can be found in the Admissions & Occupancy Policy and the Administrative Policy.

ASSET MANAGEMENT

The Luce County Housing Commission utilizes the following policies in the area of asset management: Capitalization Policy, Investment Plan, Procurement Policy, and Disposition Policy.

STATEMENT RELATING TO OTHER PROGRAMS

The Luce County Housing Commission does not participate in Designated Housing or Conversion of Public Housing Programs. The Commission has not previously approved or proposed any home ownership programs to be administered under the Section 8 Program.

ANNUAL AUDIT

The results of our most current audit, year ending December 31, 1999, can be viewed at our office during open hours.