

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: 2002

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

## PHA Plan Agency Identification

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

**PHA Number:** Mi52-1

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2002

### PHA Plan Contact Information:

Name: Palmer Park Manor

Phone: 810 329-9141

TDD: 12/07/2001

Email (if available): bayer@firststep.net

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

### PHA Programs Administered:

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

**Annual PHA Plan  
Fiscal Year 2002**

[24 CFR Part 903.7]

**i. Table of Contents**

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

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**Attachments**

- Attachment \_\_: Supporting Documents Available for Review
- Attachment \_\_: Capital Fund Program Annual Statement mi052a02
- Attachment \_\_: Capital Fund Program 5 Year Action Plan mi052b02
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- Attachment \_\_: Public Housing Drug Elimination Program (PHDEP) Plan
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- Other (List below, providing each attachment name) Extension request for annual plan mi052co2 ,policy voucher plan mi052e02, mi052i02

**ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

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

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

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update. Voucher Policy The St. Clair Housing Commission changed the Section 8 Administration Plan to read the St. Clair Voucher Program to conform to regulation 7420.10g.

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ \$80,793

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

D. Capital Fund Program Grant Submissions

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

The Capital Fund Program 5-Year Action Plan is provided as Attachment mi052b03

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

The Capital Fund Program Annual Statement is provided as Attachment mi052a03

## **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

**4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

A.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

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

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

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

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

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

[24 CFR Part 903.7 (m)]

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

- A.  Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_
- C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

### **6. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are Attached at Attachment (File name)
3. In what manner did the PHA address those comments? (select all that apply)
- The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included  
 Yes  No: below or  
 Yes  No: at the end of the RAB Comments in Attachment \_\_\_\_\_.
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment \_\_\_\_\_.
- Other: (list below)

#### **B. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: (State of Michigan)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)
  - Other: (list below)
3. PHA Requests for support from the Consolidated Plan Agency
  - Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

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

#### 1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

**A. Substantial Deviation from the 5-year Plan: Policy for Section 8 program to Administration of Voucher program . We are no longer going to replace tubs with showers, update electrical receptacles in the bathroom or kitchen**

**B. Significant Amendment or Modification to the Annual Plan: Replaced the Administration plan for Section 8 to an Administration Plan for the Voucher Plan.**

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
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 (not required for this update)	5 Year and Annual Plans
x	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
x	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

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

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

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

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> St. Clair Housing Commission		<b>Grant Type and Number</b> Capital Fund Program: MI28PO5250101 Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 2000 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	80,793		80,793	80,793
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)	80,793		80,793	80,793
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				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> St. Clair Housing Commission		<b>Grant Type and Number</b> Capital Fund Program: MI28PO5250101 Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 2000 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
24	Amount of line 20 Related to Energy Conservation Measures				





### Capital Fund Program 5-Year Action Plan

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

<b>CFP 5-Year Action Plan</b>		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
Mi052	St. Clair Housing Commission	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Windows – 1 <sup>st</sup> floor	\$100,000	2003
Additional Parking	45,000	2006
Replace floor in community room	2,000	2002
Correct any deficiencies found in inspections	to be determined	
Windows – 2 <sup>nd</sup> floor	\$100,000	2005
Windows – 3 <sup>rd</sup> floor	\$100,000	2004
<b>Total estimated cost over next 5 years</b>	<b>\$347,000</b>	

## PHA Public Housing Drug Elimination Program Plan

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

### **Section 1: General Information/History**

**A. Amount of PHDEP Grant \$** \_\_\_\_\_

**B. Eligibility type (Indicate with an "x")**      **N1**\_\_\_\_\_ **N2**\_\_\_\_\_ **R**\_\_\_\_\_

**C. FFY in which funding is requested** \_\_\_\_\_

### **D. Executive Summary of Annual PHDEP Plan**

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

### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)

### **F. Duration of Program**

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

**12 Months**\_\_\_\_\_ **18 Months**\_\_\_\_\_ **24 Months**\_\_\_\_\_

**G. PHDEP Program History**

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

<b>Fiscal Year of Funding</b>	<b>PHDEP Funding Received</b>	<b>Grant #</b>	<b>Fund Balance as of Date of this Submission</b>	<b>Grant Extensions or Waivers</b>	<b>Grant Start Date</b>	<b>Grant Term End Date</b>
FY 1995						
FY 1996						
FY 1997						
FY1998						
FY 1999						

**Section 2: PHDEP Plan Goals and Budget**

**A. PHDEP Plan Summary**

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

**B. PHDEP Budget Summary**

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

<b>FFY _____ PHDEP Budget Summary</b>	
<b>Original statement</b>	
<b>Revised statement dated:</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	

**C. PHDEP Plan Goals and Activities**

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

<b>9110 – Reimbursement of Law Enforcement</b>	<b>Total PHDEP Funding: \$</b>
Goal(s)	
Objectives	

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

<b>9115 - Special Initiative</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

<b>9116 - Gun Buyback TA Match</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

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

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

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

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

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators

1.							
2.							
3.							

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

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

9190 - Other Program Costs					Total PHDEP Funds: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							



**Required Attachment mi052eo3: Resident Member on the PHA Governing Board**

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

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

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

- Elected
- Appointed

C. The term of appointment is (include the date term expires): 2005

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

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

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

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Mayor William Cedar, Jr.

**Required Attachment mi052f03 \_\_\_\_\_: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.) Marjorie Howie, Apt. 103, Alice Filmore, Apt. 210, Dorothy Morrison Apt. 311

mi052a02

Capital Fund Program Annual Statement

After meeting with the Tenant Advisory Group, it was determined that the following items would be addressed with our Capital Funding for FY2001

Repair to driveway - resurface or whatever it is determined by contractor

Replace only those windows that are in very bad condition (we do not have enough funds to replace all windows at one time

Painting and caulking under apartment windows

Sewer separation required by the City of St. Clair

Replace remaining 2nd and 3rd floor apartments with new vanities in bath

Determine if handicap apartments can have larger bathroom sinks

New panels for canopy on 3rd street entrance

New fans in laundry room - we only have one at the present time - need three speed fans

new medicine cabinets in bathrooms in all units but handicap

New washers & dryers

Total \$79,503 - windows will be addressed with funds remaining from \$79,503.00

Capital Fund Program 5 year Action Plan  
mi052b02

Estimated use of FY 2003-2005 capital funds.

Windows - to date the estimated cost for the total building has been in excess of \$250,000.00  
We will have to replace one floor at a time or those that are inoperable.

Replace flooring in the community room

Additional parking if possible - may have to involve the City in our plans

Correct any deficiencies found through inspections which we have done to date

Replace washers

Resurface parking lot if possible

mi052c02

October 8, 2001

Department of Housing and Urban Development  
477 Michigan  
Detroit, Mi 48226

Re: Mi 52-1

Attn: Joann Adams, Chief

Dear Ms. Adams:

Inasmuch as the St. Clair Housing Commission has not had version 2 of our Agency Plan approved, we respectfully request an extension on Version 3 which is due for submission October 14, 2001.

If you have any questions in this matter, please do not hesitate to contact the undersigned.

Very truly yours,

Beverly E. Ayer, PHM  
Executive Director

St. Clair Housing Commission

Voucher Program

ADMINISTRATION PLAN

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ADMINISTRATION PLAN  
OF THE  
ST. CLAIR HOUSING COMMISSION

I. ELIGIBILITY FOR ADMISSION/PARTICIPATION

There are five eligibility requirements for admission: Qualifies as a family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the screening criteria of the St. Clair Housing Commission in order to be deemed eligible.

A. Family status

1. A family with or without children. Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.
  - a. Children temporarily absent from the home due to placement in foster care are considered family members.
  - b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.
2. An elderly family, which is:
  - a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;
  - b. two or more persons who are at least 62 years of age living together; or
  - c. One or more persons who are at least 62 years of age living with one or more live-in aides.
3. A near-elderly family, which is:
  - a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;
  - b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or
  - c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in-aides.
4. A disabled family, which is:
  - a. A family whose head, spouse, or sole member is a person with disabilities;
  - b. Two or more persons with disabilities living together, or
  - c. One or more persons with disabilities living with one or more live-in aides
5. A displaced family, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a

disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

6. A remaining member of a tenant family
7. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.
8. "Lower-Income Families" whose incomes do not exceed 80% of the median income of the area, as determined by the Secretary with adjustments for smaller and larger families.
9. "Very Low-Income Families": means Families whose incomes do not exceed 50% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.
10. A family will be considered continuously assisted during which time a participant's subsidy is zero, for a period not to exceed six months. Assistance will terminate automatically 180 days after the last assistance payment.

A family will be considered continuously assisted during which time a participant family is absent from the assisted unit for a period of time, not to exceed 180 (consecutive) calendar days. Assistance will terminate 180 days from last date of occupancy.

A family will be considered continuously assisted during which time a participant family is searching for a unit under a current voucher with an unexpired term..

A handicapped person is one who has a physical impairment which:

- a. is expected to be of long-continued and indefinite duration.
- b. substantially impedes his ability to live independently, and
- c. is of such a nature that such ability could be improved by more suitable housing conditions.

A disabled person is one that has in inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or which can be expected to last for a continuous period of not less than 12 months.

- B. Gross income for admission shall not exceed the income limits established by the Department of Housing and Urban Development.

In determining income for eligibility, actual income received from assets of \$5,000 or less shall be included. If assets are in excess of \$5,000 income for eligibility shall include the greater of:

1. actual income from assets, or
2. a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.

The Commission shall consider assets disposed of for less than fair market value during the two years preceding a family's certification or rectification. The difference between the market value and the amount received is considered as an asset for two years.

## II. Preference in the Selection of Participants

### A. Waiting lists shall be maintained in the following manner:

1. Applications shall be listed according to Housing Program requested (i.e.) Section 8, Public Housing). Where applicants are eligible for more than one program, it will be listed for each program with appropriate cross-referencing provided.

Within the divisions above, applications shall be arranged in accordance with preference factors established by the St. Clair Housing Commission. In selecting eligible applicants to fill vacancies, preference shall be given to the applicants with the highest rating. In the case where all other conditions are equal, the applicant with the earliest date and time of application shall be given preference.

The preference factors of the Housing Commission will be consistent with the objectives of Title VI of the Civil Rights Act of 1964, and Title VIII of the Civil Rights of 1968, and may not impede the Housing Commission's attainment of its' goals related to housing low-income and very low income Families as established by the Department of Housing and Urban Development.

### B. In selecting eligible applicants to fill vacant units, preference shall be given to applicants with the highest priority factor. Preference factors shall be given the following ranking order:

1. Displaced Families (with/without children and elderly/disabled families).
2. Families with/without children and elderly/disabled families.
3. Near-Elderly Family
4. Single Person

### C. The Housing Commission shall not deny any family the opportunity to apply for admission, nor deny an eligible applicant the opportunity to lease a dwelling unit suitable to its needs on the basis of race, religion, sex, color, national origin age, disability, and familiar status.

## III. Participant Selection and issuance of Certificates

### A. Each applicant shall be assigned his/her appropriate place on a community wide basis in sequence based upon factors affecting preference or priority established by the Public Housing Agency regulations.

When a family is issued its Certificate of Family Participation, a full explanation of the following shall be provided to assist the family in finding a suitable unit and to apprise the family of its responsibilities and the responsibilities of the owner. Information covered at this and briefing will be in accordance with HUD's most requirements.

The family shall also be given an Information Packet to assist him/her in her in finding an acceptable unit and processing the Request for Lease approval. The packet will provide participants with a list of landlords and a map of local jurisdiction showing a full range of areas where they may look for housing/families of a wide range of housing choices.

#### IV. Expiration and Extension of Voucher

The Voucher shall expire at the end of 60 days unless with that time the Family submits a Request for Lease Approval.

The Commission may extend the Voucher for a period to time not to exceed 60 days. Approval is submitted as these requests will be acted upon immediately. Extensions of term will be granted where it has been determined that the family has been actively seeking housing and could benefit by having more time. The amount of extension time granted will be issued in 30-day increments not to exceed 60 days.

#### V. Unit Selection

The holder of a Voucher shall be responsible for finding a unit suitable to the holder's needs and desires in any area with the PHA's jurisdiction. The holder of a Voucher may select the dwelling unit which they already occupy if the unit qualifies. The Commission may provide assistance in finding units for those Families who, because of age, handicap, or other reasons are unable to locate approvable units and shall provide such assistance where the family alleges that discrimination is preventing it from finding a suitable unit. Any such assistance shall be in accordance with the Commission's approved equal opportunity housing plan.

In cases where a family claims illegal discrimination has prevented them from leasing a suitable unit, assistance will be provided in a unit search if needed as well as the issuance of the HUD published discrimination booklet and complaint form. Assistance will be provided in understanding the booklet and completing the complaint form if needed.

The Commission maintains a policy of encouragement for owner participation in areas outside low income and/or minority concentrated areas. This is accomplished through the distribution of additional information in the Briefing Packet. The Commission provides each Voucher holder with a list of interested owners with rental properties outside low income/minority concentrated areas. Also provided in information on portability and the full range of housing opportunities available under its use.

To assist a family in locating to a new neighborhood, helpful information (i.e.) transportation, child care, social services, etc.) is maintained for dissemination upon request. The Commission delineates areas from its jurisdiction with extreme levels of poverty and/or minority concentration.

Neither in the provision of assistance to any family in finding units nor by any other action shall the Commission directly or indirectly reduce the family's opportunity to choose amount the available units in the housing market.

#### VI. Execution of Lease and Housing Assistance Payment Contract

##### A. Request for Lease Approval

When a family has found a unit it wants and the Owner is willing to lease; the family shall submit to the PHA a Request for Lease Approval signed by the Owner of the unit and the family. At the same time, the family shall submit a

copy of the proposed lease, which shall contain all required provisions and shall be complete except for execution and entry of the portion of monthly rental which the family shall be obligated to pay to the Owner.

#### B. Commission Screening

When a family wants to lease a dwelling unit, the Commission will not offer the owner any additional information about the family other than what is required by HUD regulations.

The owner maintains full responsibility for screening (i.e. credit history, landlord reference, rental history, etc.). This practice is to be consistent among all owners and all the tenants.

#### C. Approval of Lease

If the Commission determines, after its own inspection, that a unit which an eligible family wishes to lease is in a decent, safe and sanitary condition, that the rent is approvable, and that the proposed lease complies with the HUD established lease requirements, the PHA shall approve the lease, and shall notify the owner and the family of its determination. The Contract and Lease shall thereafter be executed by the appropriate parties.

If the Commission determines that the Lease cannot be approved for any reason including the condition of the unit, the Commission shall so notify the owner and the family. A copy of this notice shall be maintained in the Commission's files.

#### D. Ineligible Owners

The Commission will not approve a unit if it has been informed by HUD (or otherwise) that the owner is debarred, suspended, or subject to a limited denial of participation under the federal regulations.

The Commission will not approve a unit when directed by HUD for reasons including but not limited to, violation of the Fair Housing Act, or other equal opportunity requirements.

The Commission will not approve a unit for the following reasons:

- a. The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act;
- b. The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing programs;
- c. The owner has engaged in drug-trafficking;
- d. The owner has a history or practice of non-compliance with HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program;
- e. The owner has a history or practice of renting units that fail to meet State or local housing codes; or
- f. The owner has not paid State or local real estate taxes, fines or assessments.

Nothing in this part is intended to give any owner any right to participate in the program. For purposes of this section, "owner" includes a principal or other interested party.

## VII. Re-examination (annual)

Reexamination of family income, composition, and medical/handicap expenses incurred by the family shall be made by the Commission annually, and appropriate redeterminations shall be made by the Commission of the amount of gross family contribution and the amount of the Housing Assistance Payment, all in accordance with schedules and criteria established by HUD.

## VIII. Rent Review

Rents will be reviewed at the time the scheduled reexamination of income is made. If upon such income review, it is found that the Total Tenant Payment being charges no longer conforms to the established schedule of rents, the tenant's portion shall be adjusted accordingly.

Once rent is established, such rental rate shall remain in effect until the next scheduled reexamination or until circumstances occur that warrant a special rent and income review. Any time any of the following circumstances occur, rent and income will be reviewed and the Total Tenant Payment adjusted in accordance with HUD rules.

1. Receipt or discontinuance of welfare funds;
2. An increase or decrease in income or an increase or decrease in medical or handicap expenses which would raise or lower the rent by \$10.00 or more;
3. A change in family composition.

Tenants are to be notified in writing of any change in the Total Tenant Payment resulting from a rent review.

If tenant misrepresentation at the time of admission, regular reexamination, or in interim rent review caused a family to pay lower rent such tenant will be required to pay to the Commission the difference between the rent he paid and what he should have paid.

Interim changes in the rent resulting in a decrease are to be effective the first of the month following verification/recertification. Increases will be effective the first of the following month.

## IX. Ineligible Families

Applicants who at the time of admission, are determined by the Commission to be ineligible on the basis of income or family composition, or for any other reason shall be notified promptly, in writing, of the determination and reasons therefore, and the letter shall state that the applicant has the right within a reasonable specified time to request an informal hearing. The applicant shall be notified, in writing, of the hearing determination.

The participant family may be absent from the unit for a period not to exceed 180 consecutive calendar days in any circumstance and for any reason. Resumption of assistance may be granted to the family under circumstances beyond the family's control. Resumption requests will be reviewed and approved/denied by the Director in accordance with HUD regulations.

X. Verification of Applicants' Statements and Income

- A. Applicants and tenants shall be required to furnish proof of all claims made when required by the Commission to reasonably assure accuracy.
- B. Certification by signing the application for continued participation will be considered sufficient verification of family composition at reexamination.
- C. All earned income shall be verified at the time of admission or annual reexamination through letter from (third party) from employer, social security, pension, ADC, general assistance, alimony, child support, etc. to assure accuracy. Increase in income must be reported between reexamination as well as all decreases in income.
- D. Enearned income shall be verified by letter from (third party verification) or other means to assure accuracy.
- E. For those claiming disability as defined in the Social Security Act, but who are not receiving Social Security benefits, Doctor's Certification as to degree and possible length of such disability shall be required.
- F. All determination shall be full documented in the files.
- G. Assets disposed of for less than fair market value will be considered an asset for two years following discovery, in accordance with HUD regulations. Verification of asset disposal totaling \$5,000.00 or more will be required.

XI. Definition of Income

Annual Income - The annual income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family household who is not a minor, including all net income derived from assets, for the 12 month period following the effective date of initial determination or reexamination of income, exclusive of income that is temporary, nonrecurring or sporadic.

Income shall include, but not be limited to the following.

1. The gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses.
2. The net income from the operation of a business or profession; or from rental of real or personal property. Net income equals gross income minus expenses. (For this purpose, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine the net income from a business.)
3. Interest and dividends
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, including lump sum payments for delayed start of periodic payments.
5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay.
6. Periodic and determinable allowances, such as alimony and child support payments and regular contributions or gifts received from persons not residing

in the unit.

7. All regular pay, special pay, and allowances of a member of the Armed Forces.
  8. Public assistance: the amount determined as income from public assistance is the maximum that the family size is eligible to receive from the Public Assistance Agency.
  9. Any earned income tax credit to the extent that it exceeds income tax liability.
  10. Assets - imputed income: When family assets are less than \$5,000, use actual income from the assets. When family assets are more than \$5,000 use the greater of 1) actual income of assets or, 2) the current passbook rate as established by HUD. Excluded from net family assets are the costs that would be incurred in disposing of an asset and the value of a cooperative unit or manufactured home in which the family resides.
- B. Annual Income after allowances - The net income on which the 30% maximum rent shall be charged, equal to the Annual Income Less:
1. \$480 for each dependent
  2. \$400 for an elderly, disabled or handicapped family
  3. Medical expenses in excess of 3% of annual income, not covered by medical insurance, or elderly, disabled or handicapped families only.
  4. Child care expenses anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his/her education. The amount deducted, shall reflect reasonable charges for childcare and in the case of childcare expenses necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.
  5. Allowances for Utilities and Other Services - An amount determined by the Housing Commission as an allowance for the cost of utilities (except telephone) and charges for other services payable directly by the family. Where the family pays directly for one or more utility or service, the amount of the allowance is deducted from the gross rent in determining the contract rent and is included in the total tenant payment.
- C. Minimum rent. The St. Clair Housing Commission has set the minimum rent of \$25.00. However, if the family requests a hardship exemption, the Housing Commission will immediately suspend the minimum rent for the family until the Commission can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.
1. A hardship exists in the following circumstances:
    - a. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
    - b. When the family would be evicted as a result of the imposition of the the minimum rent requirement;
    - c. When the income of the family has decreased because of changes circumstances, including loss of employment;
    - d. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;

- e. When a death has occurred in the immediate family/household.
2. No hardship. If the Housing Commission determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
3. Temporary hardship. If the Housing Commission reasonably determines that there is qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90 day period, the minimum rent will be imposed retroactively to the time of suspension. During the suspension period the Housing Commission will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
4. Long-term hardship. If the Housing Commission determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
5. Appeals. The family may use the grievance procedure to appeal the Housing Commission determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

#### D. Exclusions

1. Income from employment of children (including foster children under age 18 years).
2. Payments received for the care of Foster Children.
3. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the 1937 Act. The following types of income are subject to such exclusion:
  - a. Relocation payments made under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (43 U.S.C. 4621-4638);
  - b. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2011-2929);
  - c. Payments to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 4951-4993); eligible programs are VISTA, RSVP, Foster Grandparent Program, and Senior Companions.
  - d. Payments received under the Alaska Native Claims Settlement Act (42 U.S.C. 1626 (a));
  - e. Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 259e);
  - f. Payments or allowances made under the Department of Health and Human Services' Low Income Home Energy assistance program (42 U.S.C. 8621-8629);
  - g. Payments received from the Job Training Partnership Act (29 U.S.C. 1552 (b));
  - h. Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (PUB. L. 94-540, 90 STAT. 2503-2504);
  - i. The first \$2,000 of per capita shares received from judgment funds awarded

by the Indian Claims Commission or the Court of Claims (25U.S.C. 1407-1408) or from funds held in trust for an Indian tribe by the Secretary of Interior (U.S.C.

1407-1408) or from funds held in trust for an Indian tribe by the Secretary of Interior (U.S.C. 117);

- j. Programs funded under Title V of the Older Americans Act;
  - k. Payments received after January 1, 1989 from the Agent Orange Settlement fund or other fund established pursuant to the Settlement in the In Re Agent orange product liability litigation.
4. Casual sporadic or irregular gifts;
  5. Amounts that are specifically for or in reimbursement of the cost of medical expenses;
  6. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under Health and Accident Insurance and Worker's Compensation capital gains and settlement for personal or property losses;
  7. 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 costs of tuition, fees, books and equipment. Any amounts of such scholarships or payments to veterans, not used for the above purposes that are available for subsistence are to be included in income;
  8. The hazardous duty pay to a family member in the Armed Forces away from home and exposed to hostile fire.
  9. Payments received for the care of foster children;
  10. Income of a live-in aide;
  11. Amounts received under training programs funded by HUD;
  12. Amounts specifically excluded by any other Federal statute from consideration as income for purposed of determining eligibility or benefits under a category of assistance programs that includes assistance under Section 101 of the Housing and Urban Development Act of 1965, as updated periodically in the Federal Register.

Earned Income Disregard and Exemptions. The St. Clair Housing Commission will follow all regulatory and statutory requirements with regard to earned income disregards and income exemptions as published and in accordance with the most current U.S. Department of Housing and Urban Development regulations.

Income Targeting - The St. Clair Housing Commission will follow all regulatory and statutory requirements for newly admitted families in any fiscal year by families whose annual income is at or below 30% of the area median income (extremely low-income) in accordance with the published and most current U.S. Department of Housing and Urban Development regulations.

To insure this requirement is met we shall periodically monitor the incomes of newly admitted families and the incomes of the families on the waiting list.

If it appears that the requirement to house extremely low-income families will not be met, we shall increase outreach efforts on a non-discriminatory basis to attract extremely low-income families and reexamine policies with regard to preferences offered to reach

required goals.

E. Other Definitions

1. Utility Allowance - Allowance for Utilities and other services - an amount determined by the Housing Commission as an allowance for the cost of utilities (except telephone) and charges for other services payable directly by the family. Where the family pays directly for one or more utility or service, the amount of the Allowance is deducted from the Gross Rent in determining the Contract Rent.
2. Fair Market Rent/Payment Standard - The rent, including utilities (except telephone), ranges and refrigerators, and all maintenance, management, and other services, which would be required to be paid in order to obtain privately owned existing, decent, safe and sanitary rental housing of modest nature with suitable amenities. Separate Fair Market Rents/Payment Standards shall be established for dwelling units of varying sizes and types in accordance with HUD regulations.

Payment standards are maintained so as to reflect current market rates at all times in all fair market rent areas as required by HUD regulations. The standard shall never fall below 80% of the fair market rent for any area. Payment standards are reviewed annually for needed adjustments (affordability adjustments) and made accordingly.

3. Housing Assistance Payment (HAP) - The amount of housing assistance payment to the owner on behalf of the eligible family.
4. Jurisdiction - Area of operation and administration by the Commission City of St. Clair, St. Clair Township and surrounding townships, Marine City and Algonac.
5. Lower Income Family - Families whose incomes do not exceed 80% of the median income as determined by HUD for the Detroit SMSA.
6. Minor- any member of an applicant or participant family, who is under the age of eighteen years; excluding head or spouse.
7. Monthly Income - One twelfth (1 1/2) of the annual income.
8. Monthly Income after Allowances - One twelfth (1/12) of the Annual Income after Allowances as determined in accordance with part B above.
9. Tenant Rent - The portion of the contract rent payable by the family to the owner. This amount is equal to the Total Tenant Payment minus any allowances.
10. Total Tenant Payment - Gross rent before deducting utility allowance.
11. Very Low Income Family - Families whose income do not exceed 50% of the median income as determined by HUD for the Detroit SMSA.
12. Working Head of Household - Means the head of Household as stated on the application is working no less than an average of twenty (20) hours per week.
13. Stable Family Relationship - is self-certified by applicant head of household and verified where possible. Self-Certification must include disclosure as to family break-up, sanctions for fraud, understanding, and accuracy of statement.

XII. Allowance for Utilities and Other Services

Schedule of allowances to be determined and updated by the Commission in accordance with HUD regulations.

XIII. Leasing

- A. If the Commission determines that unit in which an eligible family wishes to lease is in decent, safe and sanitary condition, that the rent is reasonable, and that the proposed lease complies with the requirements established by HUD, the Commission will approve the lease, and shall notify the owner and the family of its determination. The Housing Assistance Payments Contract and the lease shall thereafter, be executed by the appropriate parties.
- B. The lease term shall be for one year renewable in accordance with HUD regulations.
- C. If a family continues in occupancy after the expiration of the term on the same terms and conditions as the original lease (or changes thereto which have been approved by the PHA and incorporated in the Contract where appropriate), the Contract shall continue in effect for the duration of such tenancy.
- D. A notice of adjustment of the Tenant Rent paid by the tenant to the owner need only to be signed by the PHA.
- E. In case of any conflict between a PHA addendum to the lease and any other provisions of the Lease between the owner and the family, the addendum provisions shall prevail. All other provisions of the Lease shall be binding on the tenant.
- F. Informal reviews for applicants, and informal hearings for participants shall be fair, fully documented in participant file, held promptly and conducted in full compliance with HUD regulations.
- G. In the absence of court order, continued assistance with regard to Family Break-up will continue for the adult head of household with legal/full (50+) custody of minor children . In the event both adult heads of household have legal/full (50+) custody of minor children, rental assistance will continue for both households. In the absence of minor children, rental assistance will continue for both adult heads of households as remaining members of tenant family.

XIV. Subsidy Standards

The following standards will determine the number of bedrooms required to accommodate a family of a given size:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	3
2	2	5
3	4	7
4	6	9
5	8	11

The above standards are to be maintained insofar as possible, and shall be used to determine the unit size state on the Voucher. However, the following relaxation from such standards will be permitted.

- l. Vouchers till be so issued that persons of opposite sex and generations other than the husband and wife, will not occupy the same bedroom, except for minors

under the age of 4 years at admission and school age for continued occupancy.

2. Vouchers shall be issued so as not to require the use of the living room for sleeping purposes.
3. Every family member, regardless of age, is to be counted as a person.
4. Three small children of the same sex may share the same bedroom, in the larger size units.

However, no otherwise acceptable unit shall be disapproved on round that is too large or too small for the family, provided that the rents to owner plus the allowance does not exceed the Fair Market Rent for the size unit as stated in the family's voucher.

If the PHA determines that a dwelling unit is not decent, safe, and sanitary by reason of increase in family size, the family and the Commission shall try to find an acceptable unit as soon as possible. If an acceptable unit is found that is available for occupancy by the family and the Lease with the first owner can be terminated and housing assistance payments shall be made available to the family for occupancy in the acceptable unit. Housing assistance payment will not be terminated unless the family rejects without good reason the offer of a unit which the PHA judges to be acceptable.

When a family break-up occurs the rental assistance shall be awarded in accordance with court order. In the absence of court order, assistance shall be awarded to the parent with primary custody. In the event of an equal custody situation, rental assistance will be awarded to both participant parents.

## XV. One Strike Provisions

### A. Ineligibility if Evicted for Drug-Related Activity

Drug related criminal activity is illegal manufacture, sale distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance.

Persons evicted from public housing, Indian housing, Section 23, or any Section 8 program because of drug related criminal activity are ineligible for admission to Section 8 programs for a three year period beginning on the date of such eviction.

The Commission may waive this requirement if:

the person demonstrates successful completion of a rehabilitation program approved by the HA, or

the circumstances leading to the eviction no longer exist. For example, the individual involved in drugs is no longer in the household because the person is incarcerated.

### B. Screening our Illegal Drug Users and Alcohol Abusers

The Commission prohibits the admission to Section 8 programs of any person who the Commission determines is illegally using a controlled substance.

The Commission prohibits admission of any person to the Section 8 program in cases where the Commission determines that there is reasonable cause to believe that the person abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

The Commission prohibits admission of any person to the Section 8 program in

cases where the Commission determines that there is reasonable cause to believe that the person's pattern of illegal use of a controlled substance or pattern of abuse of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises of other residents.

The Commission may waive the policies prohibiting admission in these circumstances if the person demonstrates to the HA's satisfaction that the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol and:

has successfully completed a supervised drug or alcohol rehabilitation program;

has otherwise been rehabilitated successfully; or

is participating in a supervised drug or alcohol rehabilitation program.

#### C. Terminating Assistance to Illegal Drug Users and Alcohol Abusers

The Commission will terminate the Section 8 assistance of any person who the Commission determines is illegally using a controlled substance.

The Commission may terminate the Section 8 assistance for any person where the Commission determines that the person's abuse of alcohol interferes with the health, safety or right to peaceful enjoyment of the premises by other residents.

#### XVI. Misrepresentations

The Tenant is to be notified in writing of any misrepresentations or lease violations revealed through the annual reexamination, rent reviews or other occurrences and any other corrective action required by the Authority.

In the event where a participant family owes the Commission an amount of money that cannot be repaid immediately, a repayment agreement may be entered into. Amounts owed must be repaid within a twelve month period as stipulated with the agreement. Failure to uphold obligations under the repayment agreement is cause for termination of rental assistance. Extensions of time may be granted where caused by reasons beyond participant's family's control. Such requests will be reviewed, and approved/denied by the Director.

Loss of a Certificate - In the event that a Voucher holder causes the St. Clair Housing Commission liability, the voucher will be terminated at the discretion of the Commission.

#### XVII. Overall Approach and Objectives

- A. The program shall be administered by a Director and Secretary. The Commission, upon the recommendation of the Director, will hire additional staff as necessary, depending on the size and needs of the program at various times and availability of funding.
- B. Outreach to Eligible Families - In order to inform eligible families about the Section 8 program, The Commission will use various public media to advertise the program and inform the low income on the availability of housing subsidies. The details of the outreach activities are outlined in the Commission's Equal Opportunity Housing Plan.

1. special outreach to minority and special interest groups;
  2. Letters sent to community centers and churches located in or near minority neighborhoods and at senior citizen centers;
  3. Media used is through local area newspapers, Community newspapers, Newsletters to senior citizen clubs and organizations, City Calendar, local Social Services and Council on Aging.
- C. All applicants must complete a preapplication form. The applicant will be informed of the eligibility criteria including family status requirements, income limits, etc. As assessment of the applicants' eligibility will be based on the information furnished by the applicant family. The applicant will be placed on the waiting list according to the date and time of application.

The Commission does not currently participate in programs involving special housing types(e.g. shared housing). In an effort to meet the needs of the community, the Commission will develop such a program/policy if/when the need arises.

If at any time the Commission's waiting list becomes very great, the Commission will advertise in local papers of the closing date of taking applications and again the opening date that applications will be taken.

- D. Based on the needs of the community, the Commission will seek additional funding as needed and as available. The special needs of the community will be monitored (very-low income families, desegregation, hopelessness, etc.) and federal (rental assistance) funding will be sought to assist. Any "targeted" funding awarded would be administered within the applicable HUD program regulations.
- E. The program will utilize the HUD Quality Standards when conducting housing inspections. Inspections will be made of all units before the program executes contracts with the owner and at least annually thereafter, prior to the anniversary date of the contracts. Staff personnel will conduct inspections prior to occupancy and at renewing of leases. Interim inspections will be conducted as needed.

The Director will periodically monitor the effectiveness and quality of initial inspections by the staff by making spot checks (quality control inspections) as required by HUD regulations.

#### XVIII. Rent Reasonableness Determination

The HA will determine whether the rent to owner is reasonable in comparison to rent for other comparable unassisted units at:

- a. At initial lease up;
- b. before any increase in rent to owner, if there is a five percent decrease in the published FMR in effect 60 days before the contract anniversary for unit size rented by the family) as compared with the FMR in effect one year before the contract anniversary;
- c. If directed by HUD

Rent Reasonableness will be determined considering the following:

1. Location of the unit in the community
2. Unit type, size, and age
3. Any amenities, housing services, maintenance and utilities to be provided by the owner in accordance with lease;
4. Quality to which the unit meets or exceeds the Housing Quality standards.
5. Gross rent amount (including utilities charged by the owner) or amount charged by the owner plus estimates of utility allowances for tenant paid utility expenses.
6. Market rent information obtained from city real estate agents, etc.
7. Rent from similar units in the same complex.

XIX. Nondiscrimination

Nothing in this notice relieves the Commission from complying with Federal requirements prohibiting unlawful discrimination. In particular, in implementing the provisions described in this Notice, the Commission must abide by Federal laws prohibiting discrimination on the basis of race, religion, sex, color, national origin, age, disability, and familial status.

The Commission will apply their procedures objectively in dealing with both applicants and participants. Only an individual's particular behavior may be considered, not traits that might be attributed to a specific group or category of persons. The Commission will carefully document the rationale for their decisions.

- XX. The foregoing policies are subject to review and amendment by the Commissioners of the St. Clair Housing Commission. If the U.S. Department of Housing and Urban Development imposes any changes in legislation, regulations, guidelines, etc., upon the Section 8 Voucher program, these changes may supersede those outlined in this Administrative Plan, if applicable.

- XXI. The St. Clair Housing Commission has established the threshold of \$1,000 as the amount of expenditure which may be made from the Operating Reserve for other housing purposes without prior approval of the Board.

For Operating Reserve expenditures that exceed the Board threshold, the St. Clair Housing Commission, as part of its approval, will make an affirmative determination that the expenditures are necessary and reasonable for other purposes consistent with the PHA's authorities under State and local law.

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Resident Member of the Board - Marvena Barringer - Apt. 225

Appointed by the City Council at a meeting held Monday, September 20, 1999

Members of the Advisory Board

Alice Filmore - Apt. 210

Marjorie Howie - Apt. 103

Helen Rosse - Apt. 317

mi052h02

December 7, 2001

Minutes of the Resident Advisory Board

Present: M. Howie  
D. Morrison

Absent: A. Filmore

After conferring with the tenants at the tenants meeting of October 15, 2001, the following will be included in our agency plan for capital funding for the year 2002:

- (1) medicine cabinets
- (2) Resurface driveway
- (3) Address security - 24 hour lockup required
- (4) replace washers
- (5) windows

No additional ideas have been relayed to the advisory board.

Beverly E. Ayer, PHM  
Executive Director

mi052i02

THE ST. CLAIR HOUSING COMMISSION AGREES TO APPROVE ANY IMPROVEMENTS OR DEVIATIONS TO THE ORIGINAL AGENCY PLAN MADE BY THE ADVISORY BOARD OR PUBLIC AND SUBJECT TO APPROVAL OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT. ANY CHANGES MUST BE APPROVED BY THE ST. CLAIR HOUSING COMMISSION PRIOR TO SUBMISSION OF THE ANNUAL PLAN TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.