

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

Small PHA Plan Update
Annual Plan for Fiscal Year: **2002**

Niles Housing Commission
mi076v04

**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: **Niles Housing Commission**
PHA Number: MI076
PHA Fiscal Year Beginning: 01/2002

PHA Plan Contact Information:

Name: **Sharon E. Derrick, Executive Director**

Phone: **616-683-2783**

TDD:

Email (if available): Nileshousi@aol.com

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the City of Niles Development Office
- Public library
- PHA website
- Other (list below)

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

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

PHA Programs Administered:

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

Annual PHA Plan
Fiscal Year 2001
 [24 CFR Part 903.7]

i. Table of Contents

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

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

The Niles Housing Commission's current focus is primarily on upgrading its facilities which have become outdated and thus less marketable, particularly with the influx of other (Section 8, and private) housing options in the area over recent years. We have a viable and stable multi-family building which is sorely in need of upgrades in order to be competitive in the housing market.

The same is true of our 50 single family homes, with the exception that the homes are still in great demand and their waiting list, though shorter than it has been in the past, is still substantial. However, the available population of potential tenants, though they sincerely desire to have a home, have no concept of its care and maintenance, and, we do not have the resources to train them in home management skills. We have no plan for this at the present time.

Though this is a major aspect of public housing that is not addressed in the Annual Plan Template, I believe that our second highest concern is the psycho/social management of our combined population of elderly / physically handicapped / terminally ill / illiterate / antisocial / mentally ill / socially deprived / health care deprived / and criminal tenants.

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.

The Niles Housing Commission has made only one policy change for the coming year, in the form of a lease addendum requiring that any intentional or negligent damage to one of our 50 offsite homes will result in eviction, no second chances.

The offsite homes present a major cost burden in maintenance and repairs. Our difficulty of the moment stems from the fact that the cable and telephone companies subcontract their installations to individual "subcontractors" who are low income individuals being paid under a piece-work system. The faster the job gets done, the more they earn.

To the Housing Commission this means that these workers will drill, hammer or poke holes several inches in diameter in the roof, fascia and soffit, walls, brick, basement walls, doors, door or window frames or anywhere else they can, in order to finish fast. Additionally they leave behind, a trail of long strands and coils of wire hanging from our roofs, antennas, walls, strung through the trees or anywhere else.

The utilities have immunized themselves from liability for these damages through their system of subcontracting. Thus, our attorney has drafted and the Board adopted a lease addendum requiring eviction of any tenant/household permitting intentional or negligent damage to our properties from these workers.

2. Capital Improvement Needs Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

- A. **X 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? Estimate **\$ 275,000**
- e. **X 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

Capital Fund Program 5-Year Action Plan is provided as **Attachment C**

(2) Capital Fund Program Annual Statement

Capital Fund Program Annual Statement is provided as **Attachment B**

3. Demolition and Disposition CFR Part 903.7 9 (h)]

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

- 1. Yes **X** No:
- 2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
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 **X** 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 down-payment requirement of at least 3 percent and requiring that at least 1 percent of the down-payment 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. Voluntary Conversion Required Initial Assessments

[24 CFR Part 972.200(b)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

Voluntary Conversion of Developments from Public Housing Stock: Required Initial Assessments:

- a. How many of the PHA’s developments are subject to the Required Initial Assessments?

One: MI076-02, consisting of 50 scattered site, single family homes.
- e. How many of the PHA’s developments are not subject to the Required initial Assessments based on exemptions (e.g., elderly and /or disabled developments, not general occupancy projects)?

One: MI076-01, consisting of 130 apartments.
- f. How many Assessments were conducted for the PHA’s covered developments?

One.
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

MI076-02 50 units
- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

The Director has discussed with the Board of Directors, the problems inherent in the management of the off-site homes. The cost of maintaining

the homes is high. Some are in a poor locations; some are in, or near, wet areas; some are on lots that are far too large for just one structure, thus sitting in a virtual field rather than surrounded by a lawn. Most of our tenants lack the skills and resources to do the required lawn and shrub maintenance, much to the annoyance of the neighbors as well as the City Code Department.

Additionally, having few opportunities for oversight, the properties can suffer a large amount of damage in the time between the annual inspections. At the present time we are looking into the cost of installing steel reinforced screens to prevent tenants from cutting through them for their own convenience.

The Board concurs that there are large problems in maintaining the homes.

We have mentioned the possibility of building a different type of structure on some of our oversized lots, perhaps a duplex or fourplex.

No solutions to these problems have been explored, as yet. The Board would be agreeable to consider the implications of converting the public housing to tenant-based assistance. It is unknown at this time whether the conversion would be appropriate or inappropriate.

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

7. Other Information

[24 CFR Part 903.7 9 ®]

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?

The NHC Resident Council has not met for 6 months, but the Resident Board Member has assumed the task of revitalizing the RC and hopes to restart its functioning.

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 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 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®

The 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: For purposes of this statutory requirement, the Standard Deviation Policy observed by the Niles Housing Commission will be as follows: Policies 5% deviation; Activities 15% deviation, and Construction at 25% deviation from the 5 Year Plan. The only standard of Substantial Deviation with which I have experience is human behavior research probabilities which defines “significant” at the level of 3% deviation from the norm, based on the past history of a specific activity.**
- B. Significant Amendment or Modification to the Annual Plan: Policies 5% deviation; Activities 15% deviation; and Construction 25%.**

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.

List of Supporting Documents Available for Review		
X	Supporting Documents Available and on display	Related 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 (not required for this update)	5 Year and Annual Plans
	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
	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support stmt 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 (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
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, Admissions, Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
X	Supporting Documents Available and on display	Related Plan Component
	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 Admin. 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 Admin. 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
	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

List of Supporting Documents Available for Review		
X	Supporting Documents Available and on display	Related Plan Component
	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: Baseline law enforcement services for public housing developments assisted under the PHDEP plan; 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); Partnership agreements (indicating specific leveraged support) with agencies/ organizations providing funding, services or other in-kind resources for PHDEP-funded activities; Coordination with other law enforcement efforts; Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and 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.	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
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)

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Niles Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P07650100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	10,000				
3	1408 Management Improvements					
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	30,000				
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	188,462				
11	1465.1 Dwelling Equipment—Nonexpendable	51,500				
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Niles Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P07650100 Replacement Housing Factor Grant No:		Federal FY of Grant: 2000	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	279,962			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	15,000			
26	Amount of line 21 Related to Energy Conservation Measures	115,000			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Niles Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI33P07650100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA Wide	Operations	1406		10,000		10,000		In Progress
HA Wide	Project Management	1430		25,000		20,000		In Progress
MI-76-01	Engineering ,HVAC controls	1430		5,000		5,000		In Progress
MI-76-01	Replace HVAC makeup air controls	1465	1	10,000				Dec. 2001
MI-76-01	Replace Ceiling Grid & Tile, main floor	1460		15,000		15,000		Nov. 2001
MI-76-01	Replace Fintube enclosures in vestibule	1465	1	600				Nov. 2001
MI-76-01	Replace elevator disconnect	1465	1	900		900		Nov. 2001
MI-76-01	Install driveway for Fire Truck	1465	1	25,000				Spring, 2002
MI-76-01	Asbestos Removal on main level	1460		3,000				Spring, 2002
MI-76-01	Replace flooring on 1st floor commons	1460		12,000				Spring, 2002
MI-76-02	Replace roofs, siding, fascia, soffit and gutters on 10 offsite homes	1460		158,462				Spring, 2002
MI-76-01	Install Security Cameras in lobby	1465	1	15,000		15,000		Nov. 2001

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Niles Housing Commission		Grant Type and Number Capital Fund Program No: MI33P07650100 Replacement Housing Factor No:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-wide	6/30/02						
MI-76-01	03/31/02						
MI-76-02	03/31/02						

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Niles Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P07650101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	6,310			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	88,200			
11	1465.1 Dwelling Equipment—Nonexpendable	140,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Niles Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P07650101 Replacement Housing Factor Grant No:		Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	284,510			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	85,000			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Niles Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI33P07650101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide	Operations	1406		6,310				03/31/2002
HA-Wide	Architect/North Entry, Spandrels	1430		15,000				06/30/2002
HA-Wide	Project Management	1430		25,000				03/31/2002
HA-Wide	Capital Needs Assessment	1430		10,000				06/30/2002
MI-76-01	Replace Windows in 6 lobbies	1460	1	55,000				09/30/2002
MI-76-01	Wash and seal brick exterior of building	1460	1	55,000				09/30/2002
MI-76-01	Replace Spandrels under windows	1460		30,000				09/30/2002
MI-76-01	Revisions to North Entry	1460	1	30,000				09/30/2002
MI-76-01	Replace roofs, siding, fascia, soffet and gutters on 3-5 BR remote units	1460		58,200				09/30/2002

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Niles Housing Commission		Grant Type and Number Capital Fund Program No: MI33P07650101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	06/31/2002						
MI-76-01	09/30/2002						
MI-76-02	09/30/2002						

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Niles Housing Commission		Grant Type and Number			Federal FY of Grant:
		Capital Fund Program Grant No: MI33PO7650102			2002
		Replacement Housing Factor Grant No:			
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	10,500			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	249,500			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Niles Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33PO7650102 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	285,000			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	78,000			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Niles Housing Commission		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Operations	12/31/02			12/31/03			
Fees and Costs	12/31/02			12/31/03			
MI 76-01	12/31/02			12/31/03			
MI 76-02	12/31/02			12/31/03			

Attachment C

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Niles Housing Comm.					Original 5-Year Plan Revision No: 1	
Development Number/Name/HA-Wide	Year 1 2002	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2006	
	Annual Statement					
HA-Wide		\$35,000	\$25,000	\$10,000	\$10,000	
MI-76-01		\$260,000	\$250,000	\$150,000	\$150,000	
MI-76-02		\$235,000	\$10,000	\$121,000	\$121,000	
CFP Funds Listed for 5-year planning						
Replacement Housing Factor Funds						

Attachment D

Resident Member on the PHA Governing Board

1. **X** 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: **Patricia Klemm**

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

Elected

X Appointed

C. The term of appointment is **1/01/99** through **12/31/03**

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: **12/31/02**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): **Terry E. Eull, City Administrator**

Attachment E

Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Board

Wanda Seekell, President & Secretary

Pauline Richmond, Vice President

Ruth Gouldman, Treasurer

Attachment F

NILES HOUSING COMMISSION

**Minutes of the Public Hearing on the
One Year and Five Year Comprehensive Agency Plan**

October 29, 2001

The meeting convened at 4:00 p.m. on Monday, October 29, 2001 in the Niles Housing Commission dining room. Patricia Klemm, Commissioner, was present. The Executive Director convened the meeting.

Residents present: Patricia Klemm, Wanda Seekell, Charlotte Cantrell, Pauline Richmond, Mac Williams, Lynn Schweinzger, Pearl Arobine, and Clyde Proctor.

The issue presented for public comment was the Annual and Five Year Comprehensive Plan including the budget for capital improvements.

Wanda raised the issue of cars speeding down the decline on Cass Street in front of Gateway Plaza between 2d and 3rd streets. Others concurred. Wanda asked about the possibility of the City installing a speed bump in that area.

Wanda also complained (joined by others) about the unruly neighborhood children and teens who set off fire crackers on the Fourth of July, even throwing some into the Housing Commission's parking lot.

The attendees expressed appreciation for the new security lighting on the outside of the building.

Pearl Arobine complained that a security light from the Standard Federal Bank building (2 blocks south) shines into her bedroom window, around the edge of her window shade. She believes that the light burns holes in the leaves of her plants. She also suspects that she has eye injury from it.

The attendees suggested that we issue parking stickers for all of the staff and for the security guards as an additional precaution.

The last request was that we put a notice in the December Newsletter that the tenants should remind their visitors to obey the parking lot regulations and park outside of the main lot.

We also discussed some of the physical improvements that are included in the Five Year Plan Template. The most immediate, major improvement after the new entry doors will be the thermopane windows in the six elevator lobbies. The residents expressed hope that the new windows will prevent certain tenants from opening the hallway (lobby) windows in the cold weather.

Sharon E. Derrick, Ex. Dir.