

# PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007  
Annual Plan for Fiscal Year 2003

**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:** Pontiac Housing Commission

**PHA Number:** MI005

**PHA Fiscal Year Beginning: (04/03)**

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2003 - 2007**  
[24 CFR Part 903.5]

**A. Mission**

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

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

The PHA's mission is: (state mission here)  
The PHC is a business committed to excellence through an effective and efficient process in providing quality housing and creating an environment which will provide our customers opportunity, access to resources, and the expectation that our communities will be safe, secure places to live and for residents realize their full potential and new beginnings.

**B. Goals**

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

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

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

PHA Goal: Improve the quality of assisted housing  
Objectives:  
 Improve public housing management: (PHAS score) 82  
 Improve voucher management: (SEMAP score) 77  
 Increase customer satisfaction:  
 Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)  
 Renovate or modernize public housing units:  
 Provide replacement public housing:

Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)
  1. Increase the number of assisted families participating in economic uplift opportunities
  2. Work with City of Pontiac in providing programming that promotes self-sufficiency in city's community center/small business development center

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

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

**Other PHA Goals and Objectives: (list below)**

**GOAL #1 – IMPROVE PHC’S OVERALL OPERATIONAL PERFORMANCE BY:**

1. **Achievement of high performer status on PHAS score (85.0%) and SEMAP score (85.0%)**
2. **Increase occupancy levels at senior high rises to 98% by March 2005**
3. **Decrease turnaround time for rehabbed units to 15 days**
4. **Aggressively market units for senior high rise building**

**GOAL #2 – SUPPLY QUALITY LOW-INCOME AND AFFORDABLE HOUSING TO THE PHC COMMUNITY**

1. **Lease up of all Section 8 vouchers**
2. **Create partnerships with landlords to increase interest in participation of the Section 8 program**
3. **Provide for ongoing maintenance and modernization needs to maintain and enhance marketability**
4. **Improve site management by implementing measures that will more aggressively market units for senior/disabled and senior only mid rise buildings**

**GOAL #3 – PROVIDE AND MAXIMIZE PROGRAM OPPORTUNITIES FOR ECONOMIC DEVELOPMENT**

1. **Implement flat rents**
2. **Continued implementation of economic opportunities according to the QWHRA**

**GOAL #4 – IMPROVE OPPORTUNITIES STAFF DEVELOPMENT**

1. **Assessment of operations to identify administrative obstacles that may interfere with attaining a high quality delivery of services to residents**
2. **Implementation of business practices that will enhance work efficiency, productiveness, and improve morale**
3. **Create opportunities for staff development and training**

**GOAL #5 –IMPROVE HUMAN SERVICE ACTIVITIES DELIVERY**

1. **Develop a schedule of activities to include, arts and crafts and weight and fitness training.**

- 2. Increase the numbers of participants in the computer learning training.**
- 3. Increase on-site staff presence for interaction with residents.**
- 4. Provide additional on-site training opportunities related to public housing governance.**

**Annual PHA Plan**  
**PHA Fiscal Year 2003**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 @]

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

**The Housing Commission of the City of Pontiac Michigan has prepared this Annual Plan in compliance with Section 511 of the QWHRA of 1998 and the ensuing HUD requirements. The PHC is submitting this update to be acted upon after appropriate comment from the public.**

**Goal #1 – To Improve Overall Operational Performance**

**Goal #2 – Supply Quality Low Income and Affordable Housing to the PHC Community**

**Goal #3 – Provide and Maximize Program Opportunities for Economic Development for PHC Residents**

**Goal #4 – Improve Opportunities for Staff Development**

**Goal #5 –Improve Human Service Activities Delivery**

**Annual Plan**

The PHC's Annual Plan is based on the premise that if we accomplish our goals and objectives, we will be taking concrete steps toward the accomplishment of our 5 Year Agency Plan and the implementation and achievement of our mission.

### Annual Plan Highlights

- The PHC has now adopted a Section 8 Homeownership Plan and is in the process of implementing the program to assist in meeting the housing needs identified in the City of Pontiac Consolidated Plan.
- The PHC continues to implement new QHWRA requirements in the Admissions and Continued Occupancy Policy, Section 8 Administrative Plan, Public Housing Lease, and related documents.
- The PHC will continue to provide its basic services to its low income and Section 8 residents with the goal of achieving the designation as a HUD high performing Commission.
- The PHC is in the final stages of the implementation of its HOPE VI Demolition Grant of its family development, Lakeside Homes, a 364-unit complex, in that these units have been determined severely distressed and are no longer viable. The PHC has successfully relocated its family residents through alternative options through the use of a Section 8 voucher or in its elderly units, for eligible families, or in the broader community. The program close-out date is March 31, 2003. Lakeside is totally demolished.
- The PHC is in the process of recruiting landlords to participate in its Section 8 rental assistance program. The PHC will host an informational session during the month of January, giving specific information to local landlord on how to become a Section 8 landlord and Section 8 program operation. This forum is part of the PHC's effort to promote Section 8 so as to meet HUD's lease up requirements of Section 8 vouchers.

The plans, statements, budget summary, policies, and administrative plans set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach that is consistent with the Consolidated Plan.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement (mi003A01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- FY 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable 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	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued)	Annual Plan: Eligibility,

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> x check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	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
X	Section 8 rent determination (payment standard) policies <input type="checkbox"/> x check here if included in Section 8	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Administrative Plan	
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> x check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> x check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable 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	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> x check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Affordability</b>	<b>Supply</b>	<b>Quality</b>	<b>Accessibility</b>	<b>Size</b>	<b>Location</b>
Income <= 30% of AMI	4008	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	1524	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	709	N/A	N/A	N/A	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overa ll	Affor d- abilit y	Suppl y	Quali ty	Acce ss- ibility	Size	Loca- tion
Elderly	688	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	3532	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity B	2768	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity W	3672	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity H	415	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity NA	74	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	823		
Extremely low income <=30% AMI	617	74%	
Very low income (>30% but <=50% AMI)	193	23%	
Low income (>50% but <80% AMI)	13	3%	
Families with children	635	86%	
Elderly families	35	1%	
Families with Disabilities	125	12%	
Race/ethnicity	770	94%	
Race/ethnicity	46	5%	
Race/ethnicity	2	.05%	
Race/ethnicity	5	.05%	
Characteristics by Bedroom Size (Public Housing Only)	11		
1BR	72		

Housing Needs of Families on the Waiting List			
2 BR	259		
3 BR	169		
4 BR	27		
5 BR	2		
5+ BR	0		
Is the waiting list closed (select one)? <input type="checkbox"/> xNo <input type="checkbox"/> Yes Public Housing If yes: How long has it been closed (# of months)? 8-18 months Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> x No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> x No <input type="checkbox"/> Yes			

**C. Strategy for Addressing Needs**

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

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- x Employ effective maintenance and management policies to minimize the number of public housing units off-line
- x Reduce turnover time for vacated public housing units
- x Reduce time to renovate public housing units
- x Seek replacement of public housing units lost to the inventory through mixed finance development
- x Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- x Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working

- x Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	\$2,485,032	General Fund
b) Public Housing Capital Fund	\$1,053,891	Renovation salaries
c) HOPE VI Revitalization		
d) HOPE VI Demolition	\$2,153,000	Demo Lakeside Homes
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,289,954	Sec 8
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	NONE	Salaries - Security
g) Resident Opportunity and Self- Sufficiency Grants	NONE	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below) Capitol Fund 2001</b>	\$793,531	Renovations –salaries
<b>3. Public Housing Dwelling Rental Income</b>	\$523,250	Public Housing Operations
<b>4. Other income (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Non-federal sources</b> (list below)		
<b>Interest</b>	\$30,000	Public Housing Operations
Non-dwelling rental	\$45,000	Public housing Operations
<b>Total resources</b>	\$10,373,658	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe) **At time of application**

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

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

- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source) **If an FBI # shows up**

**(2)Waiting List Organization**

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

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

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

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

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

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

- 2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies

- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

**(5) Occupancy)**

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list) **flyers, commission meetings, informational meetings, council meetings, rules and regulations, newsletters**

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

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

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

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

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

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

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

**B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity **Potential applicant has passed police clearance**
- Other (describe below)

**Previous address**

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**Upon request. Extensions given up to 120 days if Section 8 participant can document search efforts by use of search log provided at the beginning and is still unable to secure housing after the 60 day period.**

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent)

**(5) Special purpose section 8 assistance programs)**

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence  
 Substandard housing  
 Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices

x Other (list below)

**Cable**

**Minority newspaper**

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

\$0

x \$1-\$25

\$26-\$50

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

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

**(2) Flat Rents**

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

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

**B. Section 8 Tenant-Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	431 units	2
Section 8 Vouchers	368	0
Section 8 Certificates		

Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	Family Unific – 50 FSS – 25 Relocation – 124	0
Public Housing Drug Elimination Program (PHDEP)	431	0
Other Federal Programs(list individually)	Public Housing FSS - 03	0

### C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
  - Admission/Occupancy Policy
  - “One Strike”
  - Rent Collection Policy
  - Tenant Charge List
  - Screening Procedure
  - Grievance Procedure
  - Deconcentration Policy
  - SOP – Operations
  - SOP – Maintenance/Modernization
  - PHC Collection Policies

Internal Audit Policy  
Pet Policy  
Captilization Policy  
Code of Ethics Policy  
Community Space Policy  
Check Signing Policy  
Lease  
Disposition Policy  
Equal Oppourtunity Housing Plan  
Investment Policy  
Lead Based Paint Policy  
Natural Disaster Policy  
Procurement Policy  
Resident Initiatives Policy  
Drug Free Workplace Policy

- (2) Section 8 Management: (list below)
- (3) Section 8 Administrative Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

**B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below) On site management office (residents Only)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

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

-or-

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

## **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development  
 Revitalization Plan submitted, pending approval  
 Revitalization Plan approved  
 Activities pursuant to an approved Revitalization Plan underway

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

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

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below: We plan to develop 20 units of scattered site homes with two & three bedrooms using Replacement Housing funds.

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Lakeside Homes 1b. Development (project) number: MICH5-1
2. Activity type: Demolition <input checked="" type="checkbox"/> X Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> x Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (8/16/98)
5. Number of units affected: 364 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> x Total development
7. Timeline for activity: a. Actual or projected start date of activity: 8/22/99 b. Projected end date of activity: 3/2003

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**  
[24 CFR Part 903.7 9 (i)]

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

1.  Yes  X No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with

disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: Woodland Heights (current)
1b. Development (project) number: Mich 5-3 (current)
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/> Woodland Heights (Fiscal Year 2004)
4. Date this designation approved, submitted, or planned for submission:
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan (Woodland Heights) <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 187 Woodland Heights (current)
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	

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

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete

questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

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

The PHC operates an FSS program for both Section 8 and public housing. FSS participants work with the PHC's FSS Coordinator to assist families in determining desired goals and objectives through and individual training and service plan that provides case management services. The Program Coordinating Committee (PCC) and other community agencies assist the FSS staff and families in securing commitments of public and private resources for the operation of the FSS program.

In May 2001, The PHC Board passed a resolution to expand the Section 8 FSS program from 25 participants to 75 participants based upon our waiting list and residents desire to become part of the program and interest in the PHC's Section 8 Homeownership program currently in the process of being implemented, in an effort to assist residents in increasing their economic self-sufficiency opportunities.

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>FSS</i>	<i>50</i>	<i>Application process</i>	<i>PHC Main Office</i>	<i>Sec 8</i>
FSS	25	Application process	PHC Main Office	Public Housing
Family Unification	50	Application process	PHC Main Office	Section 8


**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2003 Estimate)</b>	<b>Actual Number of Participants (As of: DD/MM/YY)</b>
Public Housing	25	03
Section 8	50	62

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? Section 8 – Minimum program size to be maintained; recruitment involves information mailing to Sec 8 residents. Public Housing – presentations/recruitment at senior buildings, resident councils and resident council trainings, general mailings/recruitment to public housing residents, flyers.  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

The PHC no longer a family development, but currently administers 2 senior citizen complexes – Woodland Heights and Carriage Circle.

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year. Continuation of PHDEP activities, implementation of an on-site Narcotics Anonymous Program.**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below) implementation of a resident identification card program.

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

**C. Coordination between PHA and the police**

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

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

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

**Woodland Heights, Carriage Circle**

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

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

Yes  No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

The PHC no longer operates general occupancy housing (families) due to the relocation of families living at Lakeside Homes development and its demolition, which is currently in progress. The PHC follows its Pet Policy for its 2 senior developments, which is incorporated into the Lease Agreement. Policy requirements include but are not limited to the following: elderly, disabled, handicapped residents owning and keeping one common household pet (cat, dog, fish, bird, rabbit, excluding exotic pets, such as snakes, monkeys, etc) in their apartments, with prior written permission of the PHC; “damage deposit” paid in advance to be used to pay reasonable expenses directly attributable to the presence of the pet in the apartment, i.e. cost of any repairs or replacements, and fumigation, with the unused portion being refunded after resident moves, or no longer keeps a pet. The policy includes registration of pets, size and weight requirements, inoculation; requirements (following PHC’s common health and safety rules relative to Pet Policy) in regard to a “companion animal” for a medically documented disability.

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? 4
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)? 1/27/2003

5(h)(2) of the U.S. Housing Act of 1937

### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
 Not applicable  
 Private management  
 Development-based accounting  
 Comprehensive stock assessment  
 Other: (list below) Capitol Fund Activities
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

### **18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Recommendations**

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

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

Attached at Attachment (File name)

Provided below: Information will be provided at a later date.

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: - Pontiac, 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 the initiatives contained in the Consolidated Plan. (list below)
  
- Other: (list below)

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

**D. Other Information Required by HUD**

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

RESIDENT ADVISORY BOARD MEMBERS

CARRIAGE CIRCLE

Don Griffin  
David House  
Mindy Lightman  
Deloros Simmons  
Alma Shelton  
Quietta Davis

WOODLAND HEIGHTS

Rev. Foster  
Willie Lane  
William Mayfield  
Willia Bea Carter  
Curley Lane  
Willie Mae Brown  
Verna Finch  
Rev David Lewis

Attachments

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

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28P005501-03 Replacement Housing Factor Grant No:		10/01/2003	
Original Annual Statement <input checked="" 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	\$ 109,900			
3	1408 Management Improvements	107,774			
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	22,680			
8	1440 Site Acquisition				
9	1450 Site Improvement	40,000			
10	1460 Dwelling Structures	180,414			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	13,820			
13	1475 Nondwelling Equipment	32,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod used Development				
19	1501 Collaterization or Debt Service				

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

PHA Name: Pontiac Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI28P005501-03 Replacement Housing Factor Grant No:	10/01/2003
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$506,588			
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				

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28P005501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/1/2003			
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								
Management Improvements	Operations	1406		109,900				
	Computer user training	1408		6,000				
	Accountant	1408		44,000				
	Supply Clerk	1408		36,000				
	Mixed Finance Consultant	1408		21,774				
	<b>Sub Total</b>			107,774				
Fees & Costs	Architectural & Engineering	1430		22,680				
Woodland Heights Mich 5-3	Refurbish elevators interiors	1460		61,000				
	Install security system upgrade to include 5 Cameras & Digital Recording System	1460		17,432				
	<b>Sub Total</b>			78,432				
	Upgrade landscaping, problem incline	1450		35,000				
Carriage Circle Mich 5-2	Upgrade Landscaping	1450		5,000				
	Refurbish elevators	1460		61,000				

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28P005501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/1/2003			
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	
	Install security system upgrade to include 6 Cameras & Digital Recording System	1460		10,982				
	Refurbish stairwells	1460		30,000				
	<b>Sub Total</b>			101,982				
Central Office	Install 4 camera surveillance system	1470		3,320				
	Install power operated office entrance door	1470		1,000				
	Paint exterior	1470		5,000				
	Clean heating system ducts	1470		1,500				
	Replace tile second floor	1470		2,000				
	Repair gutters	1470		1,000				
	<b>Sub Total</b>			13,820				
Equipment	Replace Community Room Stove, Carriage	1475		1,000				
	Replace copiers Carriage & Woodland	1475	2	15,000				
	Replace buffers	1475	2	2,000				
	Replace ladders	1475	3	1,000				
	Replace computer system printers	1475	17	13,000				
	<b>Sub Total</b>			32,000				

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

PHA Name: Pontiac Housing Commission	Grant Type and Number Capital Fund Program No: MI28P005501-03 Replacement Housing Factor No:	Federal FY of Grant: 10/01/2003
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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	09/16/2005			09/16/2007			
Fees & Costs	09/16/2005			09/16/2007			
Woodland Heights	09/16/2005			09/16/2007			
Carriage Circle	09/16/2005			09/16/2007			
Central Office	09/16/2005			09/16/2007			
Equipment	09/16/2005			09/16/2007			

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name Pontiac Housing Commision		Original 5-Year Plan <input type="checkbox"/>			
Development Number/N ame/HA- Wide	Yea	Work Statement for Year 2 FFY Grant: 10/01/2004 PHA FY: 3/31/2005	Work Statement for Year 3 FFY Grant: 10/01/2005 PHA FY: 3/31/2006	Work Statement for Year 4 FFY Grant: 10/01/2006 PHA FY: 3/31/2007	Work Statement for Year 5 FFY Grant: 10/01/2007 PHA FY: 3/31/2008
Carriage Circle		\$276,807	\$352,349	\$236,000	\$239,909
Woodland Heights		\$205,233	\$112,479	\$270,588	\$230,000
Central Office		\$ 6,810	\$1,500	\$-0-	\$31,819
Misc. Equip.		\$17,738	\$40,260		\$4,860
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds		\$1,106,494	\$1,635,020	\$2,254,154	\$2,254,154

Capital Fund Program Five-Year Action Plan

**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 10/01/2003 PHA FY: 3/31/2004			Activities for Year: <u>3</u> FFY Grant 10/01/2004: PHA FY: 3/31/2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	Lakeside Homes Mich 5-1	Redevelop site	\$1,106,494	Lakeside Homes Mich 5-1	Redevelop site	\$1,635,320
	Carriage Circle Apts Mich 5-2	Convert 3 efficiencies into 2 one-bedroom	\$265,307	Carriage Circle Apts Mich 5-2	Convert 3 efficiencies into 2 one-bedroom	\$129,082
		Construct office in shop	\$1,500		Upgrade landscaping	\$8,600
		Replace stoves & Refrigerators	\$10,000		Upgrade Security System	\$100,000
	Central Office	Upgrade phone system	\$3,810		Misc. items (see attached)	\$23,677
		Repair Gutters	\$1,000		Upgrade elevators	\$61,000
		Replace tile 2 <sup>nd</sup> floor	\$2,000		Refurbish stairwells	\$30,000
	Woodland Heights Apts Mich 5-3	Replace 6 unit Entrance doors	\$3,800	Woodland Heights Apts Mich 5-3	Replace hot water	
		Pole Barn	\$22,435		Heat radiation	\$23,497
		Repair Canopy	\$4,443		Misc. items (see attached)	\$21,482
					Upgrade elevators	\$61,000
		Install Security Bars, shop	\$3,230		Purchase storage cabinets for Pole Barn	\$2,500
		Install heat in Pole Barn	\$3,500		Install lift gate on dump truck	\$4,000
		Replace Stoves & Refrigerators	\$28,000	Central Office	Clean duct work	\$1,500
		Purchase range hood fans	\$1,325		Misc. equipment (see attachment)	\$40,260
		Replace roof	\$138,500			
	Misc. equipment	Misc. equipment (see attachment)	\$17,738			

Total CFP Estimated Cost

\$1,613,082

(

\$2,141,918

Capital Fund Program Five-Year Action Plan  
**Part II: Supporting Pages—Work Activities**

Activities for Year: 4__ FFY Grant: 10/01/2005 PHA FY: 3/31/2006			Activities for Year: _5__ FFY Grant: 10/01/2006 PHA FY: 3/31/2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Lakeside Homes Mich 5-1	Redevelop site	\$2,254,154	Lakeside Homes Mich 5-1	Redevelop site	\$2,872,988
Carriage Circle Mich 5-2	Paint 50% of the units Build Screened in sun porch	\$136,000 \$100,000	Carriage Circle Mich 5-2	Paint 50% of units & Community areas	\$239,909
Woodland Heights Apts Mich 5-3	Paint 50% of units Replace hot water heat radiation Build screened in sun porch	\$70,588 \$100,000 \$100,000	Woodland Heights Apts Mich 5-3	Paint 50% of units & Community areas	\$230,000
			Authority wide	Paint Central Office	\$31,819
				Re-key Central Office	\$3,860
				Install automatic door Opener at main door	\$1,000
Total CFP Estimated Cost		\$2,760,742			\$3,379,576

**YEAR 2 MISC EQUIPMENT**

<b>EQUIPMENT</b>	<b>AMOUNT</b>
CELL PHONES AND ACCESSORIES (5)	\$ 1,594.97
BACK PACK BLOWERS (3)	\$ 947.85
STRING TRIMMERS (3)	\$ 473.85
LAWN MOWERS (4)	\$ 1,898.98
HEDGE TRIMMER	\$ 239.96
STEAM CLEANERS (2)	\$ 2,349.76
COPIER (MAINTENANCE)	\$ 2,193.00
TV ANTENNA SYSTEM, TV MOUNTS CARRIAGE & WOODLAND	\$ 3,246.00
DUMPSTERS (2) CENTRAL OFFICE	\$ 860.00
TV & MINI STERO – CENTRAL OFFICE	\$ 401.78
LAPTOP COMPUTER	\$ 2,359.45
STORAGE CABINET	\$ 250.00
OFFICE CHAIRS (5)CENTRAL	\$ 922.40
	<u>\$ 17,738.00</u>

**MISC. ITEMS CARRIAGE CIRCLE YEAR 3**

Repair sidewalks	\$3,500
Replace window screens	2,500
Purchase 2 digital cameras	952
Security bars for maintenance office	1,500
Cage for materials storage	1,500
Desk for maintenance office	750
Stair well treads	5,000
Trash shoot deodorizers	4,000
Fly trap devices for compactor rooms	3,000
Replace trash cans at elevators	<u>975</u>
<b>Total</b>	<b>\$23,677</b>

**MISC. ITEMS WOODLAND HEIGHTS YEAR 3**

Purchase storage racks maintenance	\$2,000
Replace trash cans at elevators	900
Install security camera back of building	2,000
Repair sidewalks	3,500
Install exhaust fans in smoking rooms	1,300
Replace window screens	3,282
Install stair well treads	3,000
Install trash shoot deodorizers	4,000
Replace fencing at property line	<u>1,500</u>
<b>Total</b>	<b>\$21,482</b>

**YEAR 3 MISC. EQUIPMENT**

Replace community room stove	\$1,000
Replace copiers, Woodland & Carriage	15,000
Replace two buffers	2,000
Replace mattress's for new residents	8,260
Replace computer system printers	13,000
Replace ladders	<u>1,000</u>
	<b>\$40,260</b>

**Table Library**

**Table Library**

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28R005501-01			Federal FY of Grant: 10/1/2001
<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: 9/30/02 <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				
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	1499 Development Activities	602,512		602,512	
19	1501 Collateralization or Debt Service				

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

PHA Name: Pontiac Housing Commission	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28R005501-01	Federal FY of Grant: 10/1/2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	602,512		602,512	
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				

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28R0055501-01				Federal FY of Grant: 10/1/2001		
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	
Lakeside Homes Mich 5-1	Development, Replacement housing	1499		602,512		602,512		Not Started

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

PHA Name: Pontiac Housing Commission		<b>Grant Type and Number</b> Capital Fund Program No: Replacement Housing Factor No: MI28R005501-01					<b>Federal FY of Grant: 10/1/2001</b>	
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		
Lakeside Homes								
Mich 5-1	7/11/02			6/30/05				

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name: Pontiac Housing Commission</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: X MI28P005501-01 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 10/1/2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2)					
<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				
3	1408 Management Improvements	80,000.00	80,000.00	80,000.00	80,000.00
4	1410 Administration	182,230.00	69,000.00	69,000.00	69,000.00
5	1411 Audit	115,500.00	64,179.67	64,179.67	64,179.67
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000.00	77,000.00	77,000.00	77,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement		8,563.00	8,563.00	8,563.00
10	1460 Dwelling Structures	377,394.00	314,506.18	314,506.18	314,506.18
11	1465.1 Dwelling Equipment—Nonexpendable		33,324.15	33,324.15	33,324.15
12	1470 Nondwelling Structures		29,228.00	29,228.00	29,228.00
13	1475 Nondwelling Equipment		129,323.00	129,323.00	129,323.00
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				
21	Amount of Annual Grant: (sum of lines 2 – 20)	805,124.00	805,124.00	805,124.00	805,124.00
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				

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: X MI28P00551-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 10/1/2001		
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		80,000.00	80,000.00	80,000.00	80,000.00	Complete
Management	Marketing	1408		25,000.00	25,000.00	25,000.00	25,000.00	Complete
Improvements	Capitol Fund Clerk	1408		44,000.00	44,000.00	44,000.00	44,000.00	Complete
	Hope VI Consultant	1408		113,230.00				
Administration	Director of Modernization	1410		82,000.00	30,679.67	30,679.67	30,679.67	Complete
	Modernization Secretary	1410		33,500.00	33,500.00	33,500.00	33,500.00	Complete
Fees & Costs	Architectural & Engineering	1430		50,000.00	77,000.00	77,000.00	77,000.00	Complete
Site improvements	Upgrade Landscaping – Central Office	1450			8,563.00	8,563.00	8,563.00	Complete
Woodland Heights Mich 5-3	Convert efficiency units to one bedroom units	1460		377,394.00	270,348.64	270,348.64	270,348.64	Complete
	Replace roof	1460			41,688.04	41,688.04	41,688.04	Complete
	Refurbish Hallways	1460			2,469.50	2,469.50	2,469.50	Complete
Dwelling Equip.	Replace stoves & refrigerators	1465			32,524.15	32,524.15	32,524.15	Complete
	Replace range hoods	1465			800.00	800.00	800.00	Complete
Non-dwelling Structures	Repair Canopy	1470			4,443.00	4,443.00	4,443.00	Complete
	Install security bars	1470			2,350.00	2,350.00	2,350.00	Complete
	Construct maintenance storage building	1470			22,435.00	22,435.00	22,435.00	Complete
Equipment	Miscellaneous (see 2003 Annual plan)	1475			17,728.45	17,728.45	17,728.45	Complete
	Purchase four trucks (transferred from 2002 CFP)	1475			111,594.55	111,594.55	111,594.55	Complete

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program No: MI28P005501-01 Replacement Housing Factor No:					Federal FY of Grant: 10/1/2001
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							
Marketing	6/30/2003			6/30/2005			
Capitol Fund Clerk	6/30/2003			6/30/2005			
Supply Clerk	6/30/2003			6/30/2005			
Hope VI Consultant	6/30/2003			6/30/2005			
Administration							
Director of Modernization	6/30/2003			6/30/2005			
Modernization Secretary	6/30/2003			6/30/2005			
Fees & Costs	6/30/2003			6/30/2005			
Woodland Heights							
Mich 5-3							
Convert Efficiency units	6/30/2003			6/30/2005			
Replace roof	6/30/2003			6/30/2003			
Refurbish Hallways	6/30/2003			6/30/2003			
Replace stoves & refrigerators	6/30/2003			6/30/2003			
Replace range hoods	6/30/2003			6/30/2003			
Repair Canopy	6/30/2003			6/30/2003			
Install security bars	6/30/2003			6/30/2003			
Construct maintenance storage building	6/30/2003			6/30/2003			
Miscellaneous (see 2003 Annual plan)	6/30/2003			6/30/2003			
Purchase four trucks (transferred from 2002 CFP)	6/30/2003			6/30/2003			
Equipment	6/30/2003			6/30/2005			

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28P0055010-0 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/1/2000
<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: 9/30/02 <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	275,883.00	275,883.00	275,883.00	275,883.00
3	1408 Management Improvements	255,591.00	201,348.56	155,646.15	144,352.65
4	1410 Administration	115,000.00	115,000.00	115,000.00	115,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	137,941.00	89,107.02	89,107.02	89,107.02
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	390,460.00	678,026.47	723,728.88	376,128.18
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	170,000.00	2,311.96	2,311.96	0
13	1475 Nondwelling Equipment	34,540.00	17,737.99	17,737.99	17,737.99
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: Pontiac Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI28P0055010-0 Replacement Housing Factor Grant No:	Federal FY of Grant: 10/1/2000
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/02  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)	1,379,415.00	1,379,415.00	1,379,415.00	1,018,208.84
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				

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: X MI28P005510-0			Federal FY of Grant: 10/1/2000			
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		275,883.00	275,883.00	275,883.00	275,883.00	Complete
Management	Marketing	1408		25,000.00	13,360.96	13,360.96	13,360.96	Complete
Improvements	Capitol Fund Clerk	1408		44,000.00	44,000.00	44,000.00	44,000.00	Complete
	Hope VI Consultant	1408		135,591.00	92,987.60	47,285.19	47,285.19	Complete
	Supply Clerk	1408		36,000.00	36,000.00	36,000.00	30,547.00	In process
	Extermination	1408		15,000.00	15,000.00	15,000.00	9,159.50	In process
Administration	Director of Modernization	1410		77,000.00	77,000.00	77,000.00	77,000.00	Complete
	Modernization Secretary	1410		38,000.00	38,000.00	38,000.00	38,000.00	Complete
Fees & Costs	Architectural & Engineering	1430		137,941.00	89,107.02	89,107.02	89,107.02	Complete
Woodland Heights	Convert efficiency units to	1460		300,460.00	572,089.00	617,791.41	281,628.18	In process
Mich 5-3	one bedroom units							
	Replace Roof	1460		90,000.00	94,500.00	94,500.00	94,500.00	Complete
	Replace Locksets	1460		0	11,437.47	11,437.47	0	In process
	Install Carports	1470		75,000.00	0			
	Replace C. Wing exterior panels	1470		20,000.00	2,311.96	2,311.96	0	Complete
	Refurbish Central Office	1470		34,540.00	17,737.99	17,737.99	17,737.99	Complete
Carriage Circle Mich 5-2	Install Car Ports	1470		75,000.00	0			

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

PHA Name: Pontiac Housing Commission		<b>Grant Type and Number</b> Capital Fund Program No: X MI28P 0055010-0 Replacement Housing Factor No:				Federal FY of Grant: 10/1/2000	
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							
Operations	9/30/2002			9/30/2004			
Marketing	9/30/2002			9/30/2004			
Capitol Fund Clerk	9/30/2002			9/30/2004			
Supply Clerk	9/30/2002			9/30/2004			
Hope VI Consultant	9/30/2002			9/30/2004			
Extermination	9/30/2002			9/30/2004			
Director of Mod.	9/30/2002			9/30/2004			
Modernization Secretary	9/30/2002			9/30/2004			
Fees & Costs	9/30/2002			9/30/2004			
Install Core key locks	9/30/2002			9/30/2004			
Refurbish Central Office	9/30/2002			9/30/2004			
Replace Roof	9/30/2002			9/30/2004			
Convert Efficiency units	9/30/2002			9/30/2004			
Replace C Wing Panels	9/30/2002			9/30/2004			

## CAPITAL FUND PROGRAM TABLES START HERE

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28R005501-02			Federal FY of Grant: 10/1/2002
<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: 9/30/02 <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				
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	1499 Development Activities	503,982		503,982	
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: Pontiac Housing Commission	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28R005501-02	Federal FY of Grant: 10/1/2002
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 9/30/02  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)	503,982		503,982	
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				



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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No: MI28R005501-02					Federal FY of Grant: 10/1/2002
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	
Lakeside Homes							
Mich 5-1							
Development, Replacement Housing	7/11/2002			6/30/2005			

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28P005501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/1/2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <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				
3	1408 Management Improvements	108,000.00	108,000.00	108,000.00	108,000.00
4	1410 Administration	96,824.00	96,824.00	90,825.71	86,958.06
5	1411 Audit	33,500.00	33,500.00	33,500.00	9,955.00
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000.00	19,000.00	19,000.00	2,969.75
8	1440 Site Acquisition				
9	1450 Site Improvement		8,500.00	1,010.00	1,010.00
10	1460 Dwelling Structures		31,769.92	12,969.92	12,969.92
11	1465.1 Dwelling Equipment—Nonexpendable		34,780.00	6,391.78	6,391.78
12	1470 Nondwelling Structures	100,000.00	119,148.18	1,500.00	1,500.00
13	1475 Nondwelling Equipment	196,585.00	98,386.90	73,096.85	73,096.85
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				
21	Amount of Annual Grant: (sum of lines 2 – 20)	549,909.00	549,909.00	346,294.26	302,851.36
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				

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: X MI28P005501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/1/2002			
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		108,000.00	108,000.00	108,000.00	108,000.00	Complete
Management Improvements	Marketing	1408		9,624.00	9,624.00	3,625.71	3,625.71	In process
	Capitol Fund Clerk	1408		44,000.00	44,000.00	44,000.00	44,000.00	Complete
	Supply Clerk	1408		36,000.00	36,000.00	36,000.00	36,000.00	Complete
	Extermination	1408		7,200.00	7,200.00	7,200.00	3,332.35	In process
Administration	Modernization Secretary	1410		33,500.00	33,500.00	33,500.00	9,955.00	In process
Fees & Costs	Architectural & Engineering	1430		15,000.00	19,000.00	19,000.00	2,969.75	In process
Woodland Heights Mich 5-3	Resurface parking lot	1450		50,000.00	50,000.00			Not started
	Repair Sidewalks	1450			3,500.00			Not started
	Replace fencing	1450			1,500.00	1,010.00	1,010.00	In process
	Convert efficiency units to one bedroom	1460			5,887.50	5,887.50	5,887.50	Complete
	Replace window screens	1460			2,891.20	2,891.20	2,891.20	Complete
	Install new stairwell treads	1460			4,000.00			Not started
	Replace entrance doors, six units	1460			3,800.00			Not started
	Install fly trap devices in compactor rooms	1460			1,500.00			Not started
	Install exhaust fan in smoking room	1460			1300.02	1300.02	1300.02	Complete
Carriage Circle Mich 5-2	Resurface parking lot	1450		50,000.00	50,000.00			Not started
	Repair Sidewalks	1450			3,500.00			Not started
	Replace window screens	1460			2,891.20	2,891.20	2,891.20	Complete
	Install new stairwell treads	1460			4,000.00			Not started
	Install fly trap devices in compactor rooms	1460			1,500.00			Not started
	Dwelling equipment							
	Replace mattress's for new move-ins	1465	40		8,260.00	5,858.14	5,858.14	In process
	Replace stoves & refrig. for new move-ins	1465	40		26,520.00	533.64	533.64	In process



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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program No: MI28P005501-02 Replacement Housing Factor No:			Federal FY of Grant: 10/1/2002		
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	
HA-Wide							
Marketing	5/30/2004			5/30/2006			
Capitol Fund Clerk	5/30/2004			5/30/2006			
Supply Clerk	5/30/2004			5/30/2006			
Extermination	5/30/2004			5/30/2006			
Administration	5/30/2004			5/30/2006			
Modernization Secretary	5/30/2004			5/30/2006			
Fees & Costs	5/30/2004			5/30/2006			
Woodland Heights							
Mich 5-3				5/30/2006			
Resurface parking lot	5/30/2004			5/30/2006			
Repair Sidewalks	5/30/2004			5/30/2006			
Replace fencing	5/30/2004			5/30/2006			
Convert efficiency units to one bedroom	5/30/2004			5/30/2006			
Replace window screens	5/30/2004			5/30/2006			
Install new stairwell treads	5/30/2004			5/30/2006			
Replace entrance doors, six units	5/30/2004			5/30/2006			
Install fly trap devices in compactor rooms	5/30/2004			5/30/2006			
Install exhaust fan in smoking room	5/30/2004			5/30/2006			

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**Part III: Implementation Schedule**

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program No: MI28P005501-02 Replacement Housing Factor No:				Federal FY of Grant: 10/1/2002	
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	
Carriage Circle							
Mich 5-2							
Resurface parking lot	5/30/2004			5/30/2006			
Repair Sidewalks	5/30/2004			5/30/2006			
Replace window screens	5/30/2004			5/30/2006			
Install new stairwell treads	5/30/2004			5/30/2006			
Install fly trap devices in compactor rooms	5/30/2004			5/30/2006			
Dwelling equipment							
Replace mattress's for new move-ins	5/30/2004			5/30/2006			
Replace stoves & refrig. for new move-ins	5/30/2004			5/30/2006			
Non-dwelling structures							
Reconfigure Security Office for new panel	5/30/2004			5/30/2006			
Build office in shop for Maintenance foreman	5/30/2004			5/30/2006			
Rekey Central Office	5/30/2004			5/30/2006			
Install heat in Maintenance storage facility	5/30/2004			5/30/2006			
Install security bars in maintenance office	5/30/2004			5/30/2006			
Install cage for materials storage	5/30/2004			5/30/2006			

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**Part III: Implementation Schedule**

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program No: MI28P005501-02 Replacement Housing Factor No:				Federal FY of Grant: 10/1/2002	
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	
Equipment							
Replace trucks (transferred to 2001 CFP)	5/30/2004			5/30/2006			
Replace computer system hardware	5/30/2004			5/30/2006			
Purchase storage racks for maintenance	5/30/2004			5/30/2006			
Upgrade phone system for auto attendant	5/30/2004			5/30/2006			
Purchase desk for maintenance office	5/30/2004			5/30/2006			
Purchase digital cameras for Maintenance	5/30/2004			5/30/2006			