

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2002

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

## PHA Plan Agency Identification

**PHAName:** BayCityHousingCommission

**PHANumber:** MI024

**PHAFiscalYearBeginning:(mm/yyyy)** 10/2002

### 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**  
**PHAF ISCAL YEARS 2000 -2004**  
[24CFRPart903.5]

**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)

It is the mission of the Bay City Housing Commission to create, maintain and improve decent, safe, high -quality affordable housing and enhance program opportunities for the community we serve.

**B.Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA 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 EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS**. (Quantifiable measures would include targetss such as: numbers of families served or PHAS scores achieved.) PHA should identify these measures in the space to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:

- Concentrateoneffortstoimprovespecificmanagementfunctions:  
(list;e.g.,publichousingfinance;voucherunitinspections)
  - Renovateormodernizepublichousingunits:
  - Demolishordisposeofobsoletepublichousing:
  - Providereplacementpublichousing:
  - Providereplacementvouchers:
  - Other:(listbelow)
- PHAGoal :Increaseassistedhousingchoices
- Objectives:
- Providevoucher mobilitycounseling:
  - Conductoutreacheffortstopotentialvoucherlandlords
  - Increasevoucherpaymentstandards
  - Implementvoucherhomeownershipprogram:
  - Implementpublichousingorotherhomeownershipprograms:
  - Implementpublichousing site -basedwaitinglists:
  - Convertpublichousingtovouchers:
  - Other:(listbelow)

**HUDStrategicGoal:Improvecommunityqualityoflifeandeconomicvitality**

- PHAGoal:Provideanimprovedlivingenvironment
- Objectives:
- Implementmeasurestodeconcentratepovertybybringinghigherincome publichousinghouseholdsin tolowerincomedevelopments:
  - Implementmeasurestopromoteincomemixinginpublichousingby assuringaccessforlowerincomefamiliesinto higherincome developments:
  - Implement publichousingsecurityimprovements:
  - Designateddevelopmentsorbuildingsforparticularresidentgroups (elderly, personswith disabilities)
  - Other:(listbelow)

**HUDStrategicGoal:Promoteself -sufficiencyandassetdevelopmentoffamilies and individuals**

- PHAGoal:Promoteself -sufficiencyandassetdevelopmentofassisted households
- Objectives:
- Increasethenumberandpercentageofemployedpersonsinassisted families:
  - Provideor attractsupportiveservicestoimproveassistancerecipients' employability:

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

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

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

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

**GOAL: Manage the Bay City Housing Commission's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.**

**Objectives: The Bay City Housing Commission shall maintain its status as a high performer under HUD's PHAS, achieving not less than 90% for the Management Component.**

**The Bay City Housing Commission shall achieve and sustain an occupancy rate of 95% by September 30, 2004.**

**The Bay City Housing Commission shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer -friendly and fiscally prudent leader in the affordable housing industry.**

**GOAL: Adapt the Bay City Housing Commission's housing stock and program resources to more closely meet the housing needs and markets identified in our housing needs assessment.**

**Objectives: The Bay City Housing Commission shall assist 10 family's move from renting to homeownership by September 30, 2004.**

**The Bay City Housing Commission shall construct at least one new affordable housing rental unit without public housing development funds by September 30, 2004.**

**Locate at least two partners, non-profit or for-profit, locally or nationally-based. These partners will work with us on the acquisition, improvement and/or development of additional housing opportunities for this target group.**

**GOAL: Enhance the marketability of the Bay City Housing Commission's public housing units.**

**Objective: The Bay City Housing Commission may convert 9 one-bedroom units to 6 two-bedroom units by September 30, 2004, in order to increase the marketability of four public housing units and otherwise address unresolved vacancy problems.**

**The Bay City Housing Commission shall achieve a level of customer satisfaction that gives the agency at least a 90% score in this element of the Public Housing Assessment System.**

**The Bay City Housing Commission shall achieve proper curb appeal for its public housing developments by improving its landscaping, keeping its grass cut, making the properties litter-free and other actions by September 30, 2004, achieving and maintaining a PHAS Physical Component score of at least 90% for each of its properties.**

**GOAL: Improve resident and community perception of safety and security in the Bay City Housing Commission's public housing developments.**

**Objectives: The Bay City Housing Commission shall refine its memorandum of understanding with the Bay City Police Department to better define the "edge problem" of crime that occurs near our developments and develop strategies for identifying and reducing this problem.**

**The Bay City Housing Commission shall attract 3 police officers to live in its developments by September 30, 2004.**

**GOAL: Expand the range and quality of housing choices available to participants through a Bay City Housing Commission tenant-based assistance program.**

**Objective: The Bay City Housing Commission will consider establishing a program to help people use a tenant-based program for rental assistance or to become homeowners by September 30, 2004.**

**GOAL:Delivertimelyandhighqualitymaintenanceservicetotheresidentsofthe BayCityHousingCommission.**

**Objectives: TheBayCityHousingCommissionshallcreateandimplementa preventativemaintenanceplanbySeptember30,2004.**

**TheBayCityHousingCommissionshallcreateanappealing,up -to-  
dateenvironmentinitsdevelopmentsbySeptember30,2004by  
continuingtoobligateandexpendCapitalFundsinatimelymanne r  
forapprovedenhancements,maintainingatleasta90%PHAS  
Physicalconditionscoreforeachofitsproperties.**

**GOAL:OperatetheBayCityHousingCommissioninfullcompliancewithall EqualOpportunityandFairHousinglawsandregulations.**

**Objective: TheBayCityHousingCommissionshallmixitspublichousing  
developmentpopulationsethnicallly,racially,andincome -wisetothe  
greatestextentfeasibletoreflectthosesamedemographicsoftheCity  
ofBayCity.**

**GOAL:Ensurefullcompliancewithall applicablestandardsandregulations includinggovernmentgenerallyacceptedaccountingprincipals.**

**Objectives: TheBayCityHousingCommissionshalloperatesothatitachievesa scoreofatleast90%undertheFinancialAssessmentcomponentof thePublicHousingAssessmentSystem.**

**GOAL:Improveaccessofpublichousingresidentstoservicesthatsupport economicopportunityandqualityoflife.**

**Objectives: TheBayCityHousingCommissionwillconductaneedsassessmentof residentsinordertoidenti fyservicesneededbyourresidentsby September30,2004.**

**TheBayCityHousingCommissionshallhaveresidentorganizations ineveryassistedhousingdevelopmentbySeptember30,2004.**

**TheBayCityHousingCommissionshallassistitsresident organizationsinstrengtheningtheirorganizationsandhelpingthem developtheirrownmissionstatement,goals,andobjectivesby September30,2004.**

**AnnualPHAPlan**  
**PHAFiscalYear2001**  
 [24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthe PHAwillsubmit.

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,inclodinghighlightsofmajorinitiativesand discretionary policiesthePHAhasincludedintheAnnualPlan.

Referto attachmentmi024k01

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupportingdocuments availableforpublicinspection .

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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 filename in parentheses in the space to the right of the title.

**Required Attachments:**

- Statement of progress in meeting goals and objectives (mi024a01)
- Deconcentration of Poverty and Income Mixing in Public Housing, Notice 2001 (HA) (mi024b01) -4
- FY2002 Capital Fund Program Annual Statement (mi024c01)
- FY2001 Capital Fund Program Performance and Evaluation Report (mi024e01)
- FY2000 Comprehensive Grant Program Performance and Evaluation Report (mi024f01)
- Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Membership of Resident Advisory Board (mi024g01)
- Resident Member of PHA Board (mi024h01)
- Statement of Compliance with Community Service requirements (mi024i01)
- Pet Policy adopted in conformance with 7/10/00 Final Rule (mi024j01)

**Optional Attachments:**

- Executive Summary (mi024k01)
- PHA Management Organizational Chart (mi024l01)
- FY2002 Capital Fund Program Revised 5 Year Action Plan (mi024d01)
- 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)  
Asset Management Table (mi024m01)

**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
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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.	
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
	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

<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	The HUD -approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPEVI applications or, if more recent, approved or submitted HOPEVI revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self -Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self -Sufficiency
	Most recent self -sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self -Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) 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 result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24CFR Part 903.79(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>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income ≤ 30% of AMI	1610	5	2	3	1	2	1
Income > 30% but ≤ 50% of AMI	667	5	2	3	1	2	1
Income > 50% but < 80% of AMI	128	4	1	3	1	2	1
Elderly	367	3	1	1	3	1	1
Families with Disabilities (1)	378	5	4	3	4	4	1
African American	51	4	1	3	1	2	1
Hispanic	175	4	1	3	1	2	1
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2001
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset – 2002 Projection Data @ 1990 housing problem %’s.
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

National Low Income Housing Coalition (LIHIS), “Out of Reach”, Michigan, 2001.

Bay City Housing Commission, PIC 50058 Reports, March, 2002.

(1) Based on Bay City Housing Commission residents/applicants data, April, 2002.

## **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-widewaiting list administered by the PHA.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>
--

### 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: **Family**

	# of families	% of total families	Annual Turnover
Waiting list total	217		39
Extremely low income <= 30% AMI	176	81	
Very low income (>30% but <=50% AMI)	36	17	
Low income (>50% but <80% AMI)	5	2	
Families with children	185	85	
Elderly families	2	1	
Families with Disabilities	31	14	
White	200	92	
Black	16	7	
Asian	1	.5	
Hispanic	14	6	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	21	10	5
2BR	71	33	9
3BR	78	36	14
4BR	33	15	6
5BR	14	6	5
5+BR	0	0	0

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

If yes:

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

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

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

**HousingNeeds 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: **Elderly**

	# of families	% of total families	Annual Turnover
Waiting list total	61		107
Extremely low income <= 30% AMI	42	69	
Very low income (>30% but <=50% AMI)	18	30	
Low income (>50% but <80% AMI)	1	2	
Families with children	0	0	
Elderly families	7	11	
Families with Disabilities	35	57	
White	61	100	
Black	0	0	
Hispanic	1	2	
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)			
1BR	61	100	107
2BR	N/a		
3BR	N/a		
4BR	n/a		
5BR	n/a		
5+BR	n/a		

## Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed financed development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates 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 -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed -finance housing

- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other:(list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Other:(listbelow)

**Need:SpecificFamilyTypes:Racesorethnicitieswithdisproportionatehousing needs**

**Strategy1:IncreaseawarenessofPHAresourcesamongfamiliesofracesand ethnicitieswithdisproportionateneeds:**

Selectifapplicable

- Affirmativelymar kettoraces/ethnicitiesshowntohavedisproportionatehousing needs
- Other:(listbelow)

**Strategy2:Conductactivitiestoaffirmativelyfurtherfairhousing**

Selectallthatapply

- Counselsection8tenantsastolocationofunitsoutsideofareasofpovertyor minorityconcentrationandassistthemtolocatethoseunits
- Marketthesection8programtoownersoutsideofareasofpoverty/minority concentrations
- Other:(listbelow)

**OtherHousingNeeds&Strategies:(listneedsandstrategiesbelow)**

**(2)ReasonsforSelectingStrategies**

Ofthefactorslistedbelow,selectallthatinfluencedthePHA'sselectionofthestrategies itwillpursue:

- Fundingconstraints
- Staffingconstraints
- Limitedavailabilityofsitesforassistedhousing
- Extenttowhichparticularhousingneedsaremetbyotherorganizationsinthe community
- EvidenceofhousingneedsasdemonstratedintheConsolidatedPlanandother informationavailabletothePHA
- InfluenceofthehousingmarketonPHAprograms
- Communityprioritiesregardinghousingassistance
- Resultsofconsultationwithlocalorstategovernment
- ResultsofconsultationwithresidentsandtheResidentAdvisoryBoard
- Resultsofconsultationwithadvocacygroups
- Other:(listbelow)

**2. StatementofFinancialRe sources**

[24CFRPart903.79(b)]

ListthefinancialresourcesthatareanticipatedtobeavailabletothePHAforthesupportofFederalpublic housingandtenant -basedSection8assistanceprogramsadministeredbythePHAduringthePlanyear.

Note:thetableassumes thatFederalpublichousingortenantbasedSection8assistancegrantfundsare expendedoneligiblepurposes;therefore,usesofthesefundsneednotbestated.Forothersfunds,indicate theseforthosfundsasoneofthefollowingc ategories:publichousingoperations,publichousingcapital

<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	1,001,288	
b) Public Housing Capital Fund	978,388	
c) HOPEVI Revitalization	0	
d) HOPEVI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	0	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
RHF funds, 2002	4,680	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
a) 2000 CGP funds (as of 3/31/02)	0	Capital Improvements
b) 2001 CFP funds (as of 3/31/02)	692,972	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
a) Rent (based on FY 2002 budget)	1,177,640	PH Operations
<b>4. Other income (list below)</b>		
a) Non-dwelling rental income	1,010	PH Operations
b) Sales/service to tenants	29,200	PH Operations
<b>4. Non-federal sources (list below)</b>		
a) PH investment income	26,230	PH Operations
<b>Total resources</b>	<b>3,911,818</b>	

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

[24CFR Part 903.79(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: 90 days  
 Other: (describe)

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

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

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

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

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

### (2) Waiting List Organization

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

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

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

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

c. If the PHA plan 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 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 admission to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer 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
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisal or hate crimes
- Other preference(s) (list below)

Age (62+), for elderly - designated development

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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 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
- 1 Residents who live and/or work in the jurisdiction
- 3 Those enrolled currently in educational, training, or upward mobility programs
- Household that contribute to meeting income goals (broad range of incomes)
- Household that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference, elderly families (62+) for elderly designated project

4. Relationship of preference to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

Refer to attachment mmi024b01 in compliance with HUD Notice PIH2001 -4(HA)

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

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

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

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

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and development targeted below)

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

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

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

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

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

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

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

## **B. Section 8 (N/A)**

Exemptions: PHA that do not administer section 8 are not required to complete sub -component 3B.  
**Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program ( vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

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

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation

More general screening than criminal and drug -related activity (list factors below)

Other (list below)

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

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

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

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

Criminal or drug -related activity

Other (describe below)

### **(2) Waiting List Organization**

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

None

Federal public housing

Federal moderate rehabilitation

Federal project -based certificate program

Other federal or local program (list below)

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

PHA main administrative office

Other (list below)

### **(3) Search Time**

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

If yes, state circumstances below:

### **(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
- Household that contribute to meeting income goals (broad range of incomes)
- Household 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 admission 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 points 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 the 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 preference 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 admission to any special \_\_\_\_\_-purpose section 8 program administered by the PHA contained? (select all that apply)

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

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

- Through published notices
- Other (list below)

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

[24CFR Part 903.79(d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

1.  Yes  No: Does the PHA place a charge on 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 re-examinations, 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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below):

Anytimefamilycompositionchangesasaresultoftheadditionofafamily memberthroughbirthoradoptionorasaresultofafamilymemberleavingorhas leftthedwellingunit.

Anytimefamilyincomedecreases.

- g.  Yes  No: DoesthePHAplantoimplementindividua Isavingsaccountsfor residents(ISAs)asanalternativetotherequired12month disallowanceofearnedincomeandphasinginofrentincreasesin thenextyear?

## **(2) Flat Rents**

1. Insettingthemarket -basedflatrents,whatsourcesofinformationdidthePHAuseto establishcomparability?(selectallthatapply.)

- Thesection8rentreasonablenessstudyofcomparablehousing
- Surveyofrentslistedinlocalnewspaper
- Surveyofsimilarunassisted unitsintheneighborhood
- Other(list/describelow)

Section8ExistingFairMarketRents

## **B. Section 8 Tenant -Based Assistance (N/A)**

Exemptions: PHAthatdonotadministerSection8tenant -basedassistancearenotrequiredtocomplete sub-component4B. **Unlessotherwise 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. WhatisthePHA'spaymentstandard?(selectthecategorythatbestdescribesyour standard)

- Atorabove90%butbelow100%ofFMR
- 100%ofFMR
- Above100%butatorbelow110%ofFMR
- Above110%ofFMR(ifHUDapproved;describecircumstancesbelow)

b. IfthepaymentstandardislowerthanFMR,whyhasthePHAselectedthisstandard? (selectallthatapply)

- FMRsareadequate toensuresuccessamongassistedfamiliesinthePHA's segmentoftheFMRarea
- ThePHAhaschosentoserveadditionalfamiliesbyloweringthepayment standard
- Reflectsmarketorsubmarket
- Other(listbelow)

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 repayment 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**

[24CFR Part 903.79(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 (mi024101).
- 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	Expected
--------------	-------------------	----------

	<b>Served at Year Beginning</b>	<b>Turnover</b>
Public Housing	534	150
Section 8 Vouchers	NA	
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs (list individually)		
Section 8 New Const.	153	25

**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)

- Maintenance Policy
- Capitalization Policy
- Disposition Policy
- Drug Free Policy
- Ethics Policy
- Hazardous Materials Policy
- Investment Policy
- Pest Control Policy
- Public Housing Lease
- Credit Card Policy
- Admissions and Continued Occupancy Policy
- Blood Borne Disease Policy
- Check Signing Policy
- Criminal Records Management Policy
- Equal Housing Opportunities Policy
- Facilities Use Policy
- Funds Transfer Policy
- Natural Disaster Policy
- Procurement Policy
- Key Policy
- Personnel Policy

(2) Section 8 Management: (list below)

NA

**6. PHA Grievance Procedures**

[24CFR Part 903.79(f)]

### 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 addition to federal requirements below:

2. Which PHA offices 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 (NA)

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 addition to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## 7. Capital Improvement Needs

[24 CFR Part 903.79(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: PHA 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 mi024c01

-or-

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

**(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 Act ion 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 mi024d01

-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 there)

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

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

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

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development
- Revitalization Plans 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 -financed 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:

The Bay City Housing Commission will be utilizing RHF funds and the proceeds from the sale of 2 single family dwelling units from the MI24 -4 Development approved in a prior Demolition/Disposition application for development costs associated with the construction of at least 2 replacement dwelling units when sufficient funds have been accumulated.

## 8. Demolition and Disposition

[24CFR Part 903.79(h)]

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

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

### 2. Activity Description

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

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

7. Timeline for activity:

a. Actual or projected start date of activity:

b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24CFR Part 903.79(i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

- Part of the development  
 Total development

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

[24CFR Part 903.79(j)]

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

### **A. Assessment 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 202a re being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:

<input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved:      ) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI revitalization plan (date submitted or approved:      ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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**

[24CFR Part 903.79(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"/> HOPEI
<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 (NA)

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 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 903.79(l)]

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

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

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 14/07/00

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programsto 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 home ownership option participation
- Preference/eligibility for section 8 home ownership 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**

ProgramName&Description (includinglocation,ifappropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (developmentoffice/ PHAmainoffice/ otherprovidername)	Eligibility (publichousingor section8 participantsor both)

**(2)FamilySelfSufficiencyprogram/s (NA)**

a.ParticipationDescription

FamilySelfSufficiency(FSS)Participation		
Program	RequiredNumberofParticipants (startofFY2000Estimate)	ActualNumberofParticipants (Asof:DD/MM/YY)
PublicHousing		
Section8		

b.  Yes  No: IfthePHAisnotmaintainingtheminimumprogramsizerequired byHUD,doesthemostrecentFSSActionPlanaddressthesteps thePHAplantotaketoachieveatleasttheminimumprogram size? Ifno,liststepsthePHAwilltakebelow:

**C.WelfareBenefitReductions**

1.ThePHAiscomplyingwiththestatutoryrequirementssection12(d)oftheU.S. HousingActof1937(relatingtothetreatmentofincomechangesresultingfrom welfareprogramrequirements)by:(selectallthatapply)

- AdoptingappropriatechangestothePHA’spublichousingrentdetermination policiesandtrainstafftocarryoutthosepolicies
- Informingresidentsofnewpolicyonadmissionandreevaluation
- Activelynotifyingresidentsofnewpolicyattimesinadditiontoadmissionand reevaluation.
- EstablishingorpursuingacooperativeagreementwithallappropriateTANF agenciesregardingtheexchangeofinformationandcoordinationofservices
- EstablishingaprotofofexchangeofinformationwithallappropriateTANF agencies
- Other:(listbelow)

Seeattachmentmi024b0 2

### **13.PHASafetyandCrimePreventionMeasures**

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand  
Section8OnlyPHAsmayskiptocomponent15.HighPerformingandsmallPHAs thatareparticipatingin  
PHDEPandaresentsubmittingaPHDEPPlanwiththisPHAPlanmayskiptosub -componentD.

#### **A.Needformeasurestoensurethesafetyofpublichousingresidents**

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents(select  
allthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorall ofthePHA's  
developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor  
adjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormore developmentsdueto  
perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describebelow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactionsto  
improvesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround”  
publichousingauthority
- Analysisofcosttrendsovertimeforrepaio fvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/antidrug  
programs
- Other(describebelow)

1. Whichdevelopmentsaremostaffected?(listbelow)

SmithManor(MI024 -002)andMaloneyManor(MI024 -003)

#### **B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear**

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake:  
(selectallthatapply)

- Contracting without side and/or resident organizations for the provision of crime and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)  
Resident Police Officers in Smith Manor, Maloney Manor & Pine Towers

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

Smith Manor (MI024 -002) and Maloney Manor (MI024 -003)

### 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)

Smith Manor (MI024 -002) and Maloney Manor (MI024 -003)

### D. Additional information as required by PHDEP/PHDEP Plan (NA)

PHA eligible for FY2000 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 FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## 14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

See attachment mi024j01

## 15. Civil Rights Certifications

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliancewith thePHAPlansandRelatedRegulations.

**16.FiscalAudit**

[24CFRPart903.79(p)]

- 1.  Yes  No: IsthePHArequiredtohaveanauditconductedundersection 5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))? (Ifno,skiptocomponent17.)
- 2.  Yes  No: WasthemostrecentfiscalauditsubmittedtoHUD?
- 3.  Yes  No: Werethereanyfindingsastheresultofthataudit?
- 4.  Yes  No: Iftherewereanyfindings,doany remainunresolved? Ifyes,howmanyunresolvedfindingsremain?\_\_\_\_\_
- 5.  Yes  No: Haveresponsestoanyunresolvedfindingsbeensubmittedto HUD? Ifnot,whenaretheydue(statebelow)?

**17.PHAAssetManagement**

[24CFRPart903.79(q)]

Exemptionsfromcomponent17:Section8OnlyPHAsarenotrequiredto completethiscomponent.High performingandsmallPHAsarenotrequiredto completethiscomponent.

- 1.  Yes  No: IsthePHA engaginginanyactivities thatwillcontribute tothelong termassetmanagementofitspublichousingstock,includinghow theAgencywillplanforlong termoperating,capitalinvestment, rehabilitation,modernization,disposition,andotherneedsthat have **not**beenaddressedelsewhereinthisPHAPlan?
- 2. WhattypesofassetmanagementactivitieswillthePHAundertake?(selectallthat apply)
  - Notapplicable
  - Privatemanagement
  - Development-basedaccounting
  - Comprehensivestockassessment
  - Other:(listbelow)
- 3.  Yes  No: HasthePHAincludeddescriptions ofassetmanagementactivitiesin the **optional**PublicHousingAssetManagementTable?

Seeattachmentmi024m01

**18.OtherInformation**

[24CFRPart903.79(r)]

**A.ResidentAdvisoryBoardRecommendations**

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 as Attachment  
 Provided below:

In the process of the review and revision of Admissions and Continued Occupancy policy of the Bay City Housing Commission to insure compliance with terms of the lease regarding rent payments, the RAB suggested that late fees not be assessed for rents not paid on time after the first two consecutive late payments. The Board of the Bay City Housing Commission adopted this recommendation as suggested.

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)

Policy change as recommended by the RAB was adopted by the Board on June 26, 2002.

### **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. Nominations 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 assistance) -based
- Representatives of all PHA resident and assisted family organizations
- Other (list)

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

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

1. Consolidated Plan jurisdiction: City of Bay City, 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)

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

The Consolidated Plan reiterates of the needs, goal and objectives, and capital expenditures planned by the Bay City Housing Commission during the 5-year period of the Agency Plan within the body of the jurisdiction's Consolidated Plan. Additionally, \$50,000 in FFY 2001 HOME funding administered by the City of Bay City was previously awarded to the Bay City Housing Commission upon its request in support of a capital improvements projects and the City has indicated willingness to consider future requests.

**D. Other Information Required by HUD**

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

1. New Section 19, Definition of "Substantial Deviation" and "Significant Amendment or Modification" required by HUD Notice PIH99-51 (HA), issued 12/14/99, implementing 24CFR 903.7(r):

The Bay City Housing Commission will, on a periodic basis, amend this Agency Plan as a result of changing needs and goals of the agency. Should a substantial deviation and/or significant amendment or modification occur, the Bay City Housing Commission shall reconvene the Resident Advisory Board, publish for comment the amendments and, in addition, conduct a public hearing on the proposed amendments.

Substantial Deviation is defined as 1) a significant change of more than 25% in any financial fund, either Operating, Capital or Reserve, that materially affects the ability of the Bay City Housing Commission to implement the provisions of the Annual Plan or the 5-Year Plan, either allowing items to be completed ahead of schedule or causing the delay in the implementation of those planned items; or 2) actions of the Bay City Housing Commission that are in response to and in an effort to mitigate the results of emergencies or natural disasters causing widespread damage to its properties and facilities.

Significant Amendment or Modification is defined as 1) changes to rent or admissions policies or organization of the waiting list; 2) additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; 3) additions of new activities not included in current or future PHDEP Plans, should they be approved; 4) any change with regard to demolition or disposition, designation, home ownership programs or conversion activities; and 5) and other action requiring formal action by the Board of the Bay City Housing Commission. If any of the above are adopted to reflect changes in HUD regulatory requirements, such changes will not be considered significant amendments.

2. Performance and Evaluation Reports for FY2001 CFP and FY2000 CGP funds are provided as attachments hereto, FY2001 CFP as [mi024e01](#) and FY2000 CGP as [mi024f01](#).

## Attachments

Use this section to provide any additional attachments referenced in the Plan

mi024a01 -Statement of Progress in meeting goals and objectives  
mi024b01 -Deconcentration of Income  
mi024c01 -FY2002 CFP Annual Statement  
mi024d01 -FY2002 CFP Revised 5-Year Action Plan  
mi024e01 -FY2001 CFP P&ER Report  
mi024f01 -FY2000 CFP P&ER Report  
mi024g01 -Membership of Resident Advisory Board  
mi024h01 -Resident Member of PHA Board  
mi024i01 -Statement of Compliance with Community Service requirements  
mi024j01 -Pet Policy  
mi024k01 -Executive Summary  
mi024l01 -PHA Management Organization Chart  
mi024m01 -Asset Management Table

## STATEMENT OF PROGRESS IN MEETING GOALS AND OBJECTIVES

FY2002 Update

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### Goal - Management Issues

#### Objectives:

1. PHAS score for FYE9/30/01 was 88%.
2. Occupancy rate for FYE9/30/01 was 93.7%.
3. Employee training opportunities in management and maintenance functions were offered and conducted for staff. Vacancies in the Maintenance Dept. personnel complement were filled as of December 2001.

Comments: None

### Goal - Expansion of Housing Stock

#### Objectives:

1. While not actively assisting families in moving to homeownership, since October 2000, five (5) families residing in Housing Commission units were able to purchase homes through the programs of the Bay Area Housing Development Corporation, a 501(c)(3) nonprofit agency originally formed with financial assistance of the Housing Commission.
2. No new units have been constructed to date.
3. No housing development partners have been identified.

Comments: None

### Goal - Marketability

#### Objectives:

1. No unit conversions have been undertaken.
2. RASS (Resident Survey) score of 93% was achieved for the FYE9/30/01.
3. PASS (Physical Condition) score of 83% was achieved for the FYE9/30/01, composed of the following individual property scores:
  - a. Smith Manor, 24 -2: 88%
  - b. Maloney Manor, 24 -3: 80%
  - c. Scattered Sites, 24 -4: 72%
  - d. Scattered Sites, 24 -5: 73%
  - e. Pine Towers, 24 -6: 91%
  - f. Scattered Sites, 24 -7: 79%

Comments: PASS scores are those achieved for FYE9/30/00 as no inspections were conducted by REAC in FYE9/30/01.

### Goal 4 - Security

#### Objectives:

1. "Memorandum of Cooperation" negotiations with the Bay City Police Department have been initiated but were not finalized as of 9/30/01.
2. Three (3) apartments, one each in each of the high-rise "elderly" developments, have been made available and are occupied by BCPD officers.

Comments:None

Goal5 –Tenant -BasedHousing

Objectives:

1. 50Section8Housingvouchers(tenantbased)insupportoftheCommission’sDesignated HousingPlanwereawardedtotheCommissioninSeptember2001.

Comments:None

Goal6 –Maintenance

Objectives:

1. PreventativeMaintenanceprogr amwasadoptedaspartoftheCommission’s MaintenancePlanadoptedonMarch22,2000.
2. PASSPhysicalConditionscoreof83%wasachievedforFYE9/30/01.

Comments:None

Goal7 –EqualOpportunityinHousing

Objectives:

1. De-concentrationofincomeanalys isofresidentsthroughApril2002doesnotrequire furthereffortonthepartoftheCommission.Ethnicandracialmixingcontinuestomatch orexceedlocaldemographicsoftheCityofBayCity.

Comments:None

Goal8 –FiscalResponsibility

Objectives:

1. FASSscoreof99%wasachievedforFYE9/30/01.

Comments:None

Goal9 –SupportiveServices

Objectives:

1. Aresidentneedsassessmenthasnotyetbeenconducted.
2. ResidentCouncilsexistin3of6developments.
3. OpportunitiesforResidentLeadershiptrainingthroughMSU’sCenterforUrbanAffairs weremadeavailabletoResidentCouncilandResidentAdvisoryBoardmembersduring FY2001andwillbecontinuedincurrentFY.

Comments:None

**Component 3,(6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

<b>Deconcentration Policy for Covered Developments</b>			
<b>Development Name :</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]</b>	<b>Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]</b>

**FY2002CAPITALFUNDPROGRAMTABLESSTARTHERE**

<b>AnnualStatement/PerformanceandEvaluationReport</b>					
<b>CapitalFundProgramandCapitalFundProgramReplacementHousingFactor(CFP/CFPRHF)Part1:Summary</b>					
<b>PHAName:</b> <b>BAYCITYHOUSINGCOMMISSION</b>		<b>GrantTypeandNumber:</b> CapitalFundProgramGrantNo: <b>MI28PO2450102</b>			<b>FederalFYofGrant :</b> <b>2002</b>
<input checked="" type="checkbox"/> OriginalAnnualStatement		<input type="checkbox"/> ReserveforDisasters/Emergencies		<input type="checkbox"/> RevisedAnnualStatement (revisionno:)	
<input type="checkbox"/> PerformanceandEva luationReportforPeriodEnding:		<input type="checkbox"/> FinalPerformanceandEvaluationReport			
Line No.	SummarybyDevelopmentAccount	TotalEstimatedCost		TotalActualCost	
		Original	Revised	Obligated	Expended
1	Totalnon -CFPFunds				
2	1406Operati ons				
3	1408ManagementImprovements	\$100,000			
4	1410Administration	60,000			
5	1411Audit				
6	1415LiquidatedDamages				
7	1430FeesandCosts	66,388			
8	1440SiteAcquisition				
9	1450SiteImprovement				
10	1460DwellingStructures	710,000			
11	1465.1DwellingEquipment —Nonexpendable				
12	1470NondwellingStructures				
13	1475NondwellingEquipment				
14	1485Demolition				
15	1490ReplacementReserve				
16	1492Movingto WorkDemonstration				
17	1495.1RelocationCosts				
18	1499DevelopmentActivities				
19	1501CollaterizationorDebtService	42,000			
20	1502Contingency				
21	<b>AmountofAnnualGrant:(sumoflines2 -20)</b>	<b>978,388</b>			
22	Amountofline21RelatedtoLBPActivities	0			
23	Amountofline21RelatedtoSection504compliance	0			
24	Amountofline21RelatedtoSecurity --SoftCosts	0			
25	Amountofline21RelatedtoSecurity --HardCosts	35,000			
26	Amountofline21Relat edtoEnergyConservationMeasures	80,000			

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

PHAName: <b>BAYCITYHOUSINGCOMMISSION</b>		GrantTypeandNumber CapitalFundProgramGrantNo: <b>MI28PO2450102</b>			FederalFYofGrant: <b>2002</b>			
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWorkCategories	Dev.Acct No.	Quantity	TotalEstim atedCost		TotalActualCost		StatusofWork
				Original	Revised	FundsFunds Obligated	Expended	
PHA-Wide	<b>ManagementImprovements</b> *SocialServicesCoordinat ionfor ElderlyandDisabled	1408	LumpSum	\$100,000				
PHA -Wide	<b>Administration</b> *StaffSalaryandBenefits	1410	LumpSum	60,000				
PHA-Wide	<b>MaintenanceFacilityRenovations</b> *DebtServiceonpurchaseand renovationsloan.	1501	LumpSum	42,000				
MI24 -6 PineTowers	<b>UpdateEmergencyGenerator</b> *NewPowerTransferSwitch	1460	LumSum	3,000				
MI24 -2 SmithManor	<b>MechanicalandElectrical Improvements</b> *EmergencyHallwayLighting	1460	LumpSum	13,000				
	* NewTrashCompactor							
	*D/UElectricalConversion	1460	LumpSum	130,000				
	<b>ElevatorRehabilitation</b> *Newmotors,controls,finishes	1460	LumpSum	40,000				
	<b>ReplaceCommonAreaTileFlooring</b> <b>ProfessionalFees/Costs</b> *A/EServices	1430	LumpSum	<u>17,000</u>				
	<b>Subtotal</b>			<b>\$201,000</b>				
MI24 -3 Maloney Manor	<b>MechanicalandElectrical Improvements</b> *EmergencyHallwayLighting	1460	LumpSum	13,000				
	*InteriorLighting							
	<b>ElevatorRehabilitation</b> *Newmotors,controls,finishes	1460	LumpSum	130,000				
	<b>ProfessionalFees/Costs</b> *A/EServices	1430	LumpSum	<u>22,000</u>				
	<b>Subtotal</b>			<b>\$166,000</b>				

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

PHAN Name: <b>BAY CITY HOUSING COMMISSION</b>		Grant Type and Number Capital Fund Program Grant No: <b>MI28PO2450102</b>			Federal FY of Grant: <b>2002</b>			
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	
MI-24-4 Scattered Sites	<b>Exterior Renovations, including:</b> *Windows, Doors, Locks, Siding, Roofs, Porches, Exterior lighting, Sheds	1460	9d.u.	315,000				
	Professional Fees/Costs *A/E Fees	1430	Lump Sum	<u>21,188</u>				
	<b>Subtotal</b>			<b>\$336,188</b>				
MI-24-5 Scattered Sites	<b>Exterior Renovations, including:</b> *Windows, Doors, Locks, Siding, Roofs, Porches, Exterior lighting, Sheds	1460	2d.u.	66,000				
	Professional Fees/Costs *A/E Fees	1430	Lump Sum	<u>6,200</u>				
	<b>Subtotal</b>			<b>\$72,200</b>				
<b><u>PROJECT 501 -02 GRAND TOTAL</u></b>				<b><u>\$978,388</u></b>				

**Annual Statement/Performance and Evaluation Report**

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

**Part III: Supporting Pages**

PHAName: <b>BAYCITYHOUSINGCOMMISSION</b>			GrantTypeandNumber CapitalFundProgramGrantNo : <b>MI28PO2450102</b>			FederalFYofGrant: <b>2002</b>	
Development Number Name/HA-Wide Activities	AllFundObligated (QuarterEndingDate)			AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates
	Original	Revised	Actual	Original	Revised	Actual	
PHA -Wide	6/30/04			6/30/06			
MI24 -2 SmithManor	6/30/04			6/30/06			
MI24 -4 ScatteredSites	6/30/04			6/30/06			
MI25 -5 ScatteredSites	6/30/04			6/30/06			
MI-24 -6 PineTowers	6/30/04			6/30/06			

# CapitalFundProgramFive -YearActionPlan

## PartI:Summary

PHAName: BAYCITYHOUSINGCOMMISSION		GrantTypeandNumber CapitalFundProgramGrantNo: MI28PO2450102		<input type="checkbox"/> Original5 -YearPlan <input checked="" type="checkbox"/> RevisionNo:Three(3)	
Development Number/Name/HA-Wide	Year1	WorkStatementforYear2 FFYGrant:2003 PHAFY:2003	WorkStatementforYear3 FFYGrant:2004 PHAFY:2004	WorkStatementforYear4 FFYGrant:2005 PHAFY:2005	WorkStatementforYear5 FFYGrant:2006 PHAFY:2006
MI24 -2,SmithManor	See Annual Statement	\$23,000	\$0	40,000	\$103,000
MI24 -3,MaloneyManor		25,000	20,000	83,000	170,000
MI24 -4,ScatteredSites		560,000	560,000	66,000	107,000
MI24 -5,ScatteredSites		66,000	99,000	0	23,000
MI24 -6, PineTowers		25,000	20,000	40,000	85,000
MI24 -7,ScatteredSites		0	0	350,000	90,000
<b>PHA-WIDE</b>					
*Management Improvements		100,000	100,000	100,000	130,000
*Administration		60,000	60,000	60,000	40,000
*Vehicles		20,000	20,000	22,000	22,000
*A/EFees&Costs		57,388	57,388	50,388	46,388
*FamilyInvestment Center		0	0	125,000	120,000
*DebtService		42,000	42,000	42,000	42,000
<b>TotalCFPFunds(Est.)</b>		<b>\$978,388</b>	<b>\$978,388</b>	<b>\$978,388</b>	<b>\$978,388</b>
TotalReplacementHousing FactorFunds		\$4,680	\$4,680	\$4,680	\$4,680

**CapitalFundProgramFive -YearActionPlan**  
**PartII:SupportingPages —WorkActivities**

Activitiesfor Year1 2002	ActivitiesforYear:2 FFYGrant:2003 PHAFY:2003			ActivitiesforYear:3 FFYGrant:2004 PHAFY: 2004		
See Annual Statement	GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost	GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost
		<u>MI24 -4,ScatteredSites</u> *ExteriorRenovations *A/EFees&Costs	16d.u . LumpSum	560,000 40,388	<u>MI24 -4,ScatteredSites</u> *ExteriorRenovations *A/EFees&Costs	16d.u. LumpSum
	<u>MI24 -5,ScatteredSites</u> *ExteriorRenovations *A/EFees&Costs	2d.u. LumpSum	66,000 6,000	<u>MI24 -5,ScatteredSites</u> *ExteriorRenovations *A/EFees&Costs	3d.u. LumpSum	99,000 6,000
	<u>24-2,SmithManor</u> *D/UElectricalImprovements *A/EFees&Costs	140d.u. LumpSum	23,000 5,000	<u>24-3,MaloneyMan or</u> *ParkingLotImprovements *A/EFees&Costs	LumpSum LumpSum	20,000 5,500
	<u>24-3,MaloneyManor</u> *CommonAreaFloorReplacement *A/EFees&Costs	LumpSum LumpSum	25,000 3,000	<u>24-6,PineTowers</u> *Parking LotImprovements *A/EFees&Costs	LumpSum LumpSum	20,000 5,500
	<u>24-6,PineTowers</u> *CommonAreaFloorReplacement *A/EFees&Costs	LumpSum LumpSum	25,000 3,000			
	<u>PHA –Wide</u> *SocialServicesCoordinationfor Elderly/Disabledresidents *Administration *MaintenanceVehicle *MaintenanceBuildingDebtService	LumpSum LumpSum LumpSum LumpSum	100,000 60,000 20,000 42,000	<u>PHA –Wide</u> *SocialServicesCoordinationfor Elderl y/Disabledresidents *Administration *MaintenanceVehicle *MaintenanceBuildingDebtService	LumpSum LumpSum LumpSum LumpSum	100,000 60,000 20,000 42,000
	<b>SubtotalofEstimatedCosts</b>		<b>\$978,388</b>	<b>SubtotalofEstimatedCosts</b>		<b>\$978,388</b>

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

Activities for Year: 4 FFY Grant: 2005 PHAFY: 2005			Activities for Year: 5 FFY Grant: 2006 PHAFY: 2006		
General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
<u>MI24 -4, Scattered Sites</u> *Exterior Renovations *A/E Fees & Costs	4d.u. Lump Sum	66,000 7,000	<u>MI24 -4, Scattered Sites</u> *Electric Smoke Detectors *A/E Fees & Costs	125d.u. Lump Sum	107,000 7,000
<u>MI24 -7, Scattered Sites</u> *Exterior Renovations *A/E Fees & Costs	40d.u. Lump Sum	350,000 32,388	<u>MI24 -5, Scattered Sites</u> *Electric Smoke Detectors *A/E Fees & Costs	23d.u. Lump Sum	23,000 2,000
<u>24-2, Smith Manor</u> *D/U Refrigerators	140d.u.	40,000	<u>MI24 -7, Scattered Sites</u> *Exterior Renovations *A/E Fees & Costs	5d.u. Lump Sum	90,000 6,000
<u>24-3, Maloney Manor</u> *New EPDM Roof *D/U Refrigerators *A/E Fees & Costs	Lump Sum 112d.u. Lump Sum	45,000 38,000 3,000	<u>24-2, Smith Manor</u> *Common Areas Improvements *Bathroom Improvements *Makeup Fresh Air System *A/E Fees & Costs	Lump Sum 140D.U. Lump Sum Lump Sum	35,000 18,000 50,000 9,000
<u>24-6, Pine Towers</u> *New EPDM Roof *A/E Fees & Costs	Lump Sum. Lump Sum	40,000 8,000	<u>24-3, Maloney Manor</u> *Common Areas Improvements *Emergency Call System *Bathroom Improvements *Makeup Fresh Air System *Temperature Control Improvements *Emergency Power Generator *A/E Fees & Costs	Lump Sum 112D.U. 112D.U. Lump Sum Lump Sum Lump Sum Lump Sum	35,000 25,000 10,000 50,000 20,000 30,000 14,388
			<u>24-3, Pine Towers</u> *Emergency Power Generator *Emergency Call System *Bathroom Improvements *Temperature Control Improvements *A/E Fees & Costs	Lump Sum 112D.U. 112D.U. Lump Sum Lump Sum	30,000 25,000 10,000 20,000 8,000
<u>PHA –Wide</u> *Social Services Coordination for Elderly/Disabled residents *Administration *Maintenance Vehicle *Maintenance Building Debt Service *Family Investment Center	Lump Sum Lump Sum Lump Sum Lump Sum Lump Sum	100,000 60,000 22,000 42,000 125,000	<u>PHA –Wide</u> *Social Services Coordination for Elderly/Disabled residents *Administration *Maintenance Vehicle *Maintenance Building Debt Service *Family Investment Center *Marketing	Lump Sum Lump Sum Lump Sum Lump Sum Lump Sum Lump Sum	110,000 40,000 22,000 42,000 120,000 20,000
<b>Subtotal of Estimated Costs</b>		<b>\$978,388</b>	<b>Subtotal of Estimated Costs</b>		<b>\$978,388</b>



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

PHAName: <b>BAY CITY HOUSING COMMISSION</b>		Grant Type and Number: Capital Fund Program Grant No: <b>MI28PO2450101</b>			Federal FY of Grant: <b>2001</b>	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Statement		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: March 31, 2002		<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	\$119,000	\$119,000	0	0	
4	1410 Administration					
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	54,285	70,753	63,697	0	
8	1440 Site Acquisition		66,000	0	0	
9	1450 Site Improvement					
10	1460 Dwelling Structures	791,968	775,500	296,584	0	
11	1465.1 Dwelling Equipment — Nonexpendable					
12	1470 Non dwelling Structures	66,000	-0-	0	0	
13	1475 Non dwelling Equipment	22,000	22,000	0	0	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	<b>Amount of Annual Grant: (sum of lines 2 -20)</b>	<b>1,053,253</b>	<b>1,053,253</b>	<b>360,281</b>	<b>0</b>	
22	Amount of line 21 Related to LBP Activities	16,468	16,468	0	0	
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0	
24	Amount of line 21 Related to Security --Soft Costs	0	0	0	0	
25	Amount of line 21 Related to Security --Hard Costs	35,000	35,000	28,000	0	
26	Amount of line 21 Related to Energy Conservation Measures	80,000	80,000	64,000	0	

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

PHAN Name: <b>BAY CITY HOUSING COMMISSION</b>		Grant Type and Number Capital Fund Program Grant No: <b>MI28PO2450101</b>				Federal FY of Grant: <b>2001</b>		
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	
PHA-Wide	<b>Management Improvements</b> *Social Services Coordination for Elderly and Disabled *Inventory Control Computer System	1408	Lump Sum	\$94,000	\$94,000	0	0	Bid for contract services expected in June, 2002
				<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	
		<b>Subtotal</b>		<b>\$119,000</b>	<b>\$119,000</b>	<b>\$0</b>	<b>-0-</b>	
PHA-Wide	<b>Maintenance Vehicle</b>	1475	Lump Sum	22,000	22,000	0	0	
PHA-Wide	<b>Maintenance Facility Acquisition</b>	1440	Lump Sum	66,000	66,000	0	0	Approved under 2001 plan amendment
MI24 -4 Scattered Sites	<b>Lead-Based Paint Testing</b>	1430	125d.u.	13,909	13,909	0	0	Bid for contract expected in summer 2002
MI24 -5 Scattered Sites	<b>Lead-Based Paint Testing</b>	1430	23d.u.	2,559	2,559	0	0	Bid for contract expected in summer 2002
MI24 -2 Smith Manor	<b>Exterior Brick Repair</b> *Removed damaged bricks, repair flashing & replace bricks	1460	113d.u.	100,000	100,000	0	0	Bid for contract expected July, 2002
	Professional Fees/Costs *A/E Services	1430	Lump Sum	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>0</u>	A/E contract awarded 12/01
		<b>Subtotal</b>		<b>\$107,000</b>	<b>\$107,000</b>	<b>\$7,000</b>	<b>-0-</b>	
MI24 -6 Pine Towers	<b>Caulking, Tuckpoint, Waterproofing Building Exterior</b>	1460	115d.u.	165,500	165,500	0	0	Bid for contract expected July, 2002
	Professional Fees/Costs *A/E Services	1430	Lump Sum	<u>11,585</u>	<u>11,585</u>	<u>16,200</u>	<u>0</u>	A/E contract awarded 12/01
		<b>Subtotal</b>		<b>\$177,085</b>	<b>\$177,085</b>	<b>\$16,200</b>	<b>-0-</b>	

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

PHAN Name: <b>BAY CITY HOUSING COMMISSION</b>		Grant Type and Number Capital Fund Program Grant No: <b>MI28PO2450101</b>				Federal FY of Grant: <b>2001</b>		
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	
MI-24-4 Scattered Sites	<b>Exterior Renovations, including:</b> *Windows, Doors, Locks, Siding, Roofs, Porches, Exterior lighting, Sheds	1460	15	450,000	450,000	236,584	0	Contract awarded, Mar. 2002
	Professional Fees/Costs *A/E Fees	1430	Lump Sum	<u>31,500</u>	<u>31,500</u>	<u>36,297</u>	<u>0</u>	A/E contract awarded 12/01
	<b>Subtotal</b>			<b>\$481,500</b>	<b>\$481,500</b>	<b>\$272,681</b>	<b>-0-</b>	
MI-24-5 Scattered Sites	<b>Exterior Renovations, including:</b> *Windows, Doors, Locks, Siding, Roofs, Porches, Exterior lighting, Sheds	1460	2	60,000	60,000	60,000	0	Contract awarded, Mar. 2002
	Professional Fees/Costs *A/E Fees	1430	Lump Sum	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>	<u>0</u>	A/E contract awarded 12/01
	<b>Subtotal</b>			<b>\$64,200</b>	<b>\$64,200</b>	<b>\$64,200</b>	<b>-0-</b>	
<b><u>PROJECT 501 -01 GRAND TOTAL</u></b>				<b><u>\$1,053,253</u></b>	<b><u>\$1,053,253</u></b>	<b><u>\$360,281</u></b>	<b><u>-0-</u></b>	

**Annual Statement/Performance and Evaluation Report**

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

**Part III: Supporting Pages**

PHAName: <b>BAYCITYHOUSINGCOMMISSION</b>			GrantTypeandNumber CapitalFundProgramGrantNo : <b>MI28PO2450101</b>			FederalFYofGrant: <b>2001</b>	
Development Number Name/HA-Wide Activities	AllFundObligated (QuarterEndingDate)		AllFundsExpended (QuarterEndingDate)			ReasonsforRevisedTargetDates	
	Original	Revised	Actual	Original	Revised	Actual	
PHA -Wide	3/31/03	3/31/03		9/30/04			
MI24 -2 SmithManor	3/31/03	3/31/03		9/30/04			
MI24 -4 ScatteredSites	9/30/03	9/30/03		9/30/04			
MI25 -5 ScatteredSites	9/30/03	9/30/03	3/31/02	9/30/04			
MI-24 -6 PineTowers	3/31/03	3/31/03		9/30/04			

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

<b>PHAName:</b> <b>BA Y CITY HOUSING COMMISSION</b>	<b>Grant Type and Number:</b> Capital Fund Program Grant No : <b>MI28PO2450100</b>	<b>Federal FY of Grant:</b> <b>2000</b>
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Original Annual Statement     Reserve for Disasters/Emergencies     Revised Annual Statement (revision no: 2(two))  
 Performance and Evaluation Report for Period Ending: March, 2002     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		50,000	50,000	13,500
2	1406 Operations				
3	1408 Management Improvements	\$100,000	94,546	94,546	67,616
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	83,000	69,859	69,859	63,028
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	594,000	813,747	813,747	684,016
11	1465.1 Dwelling Equipment — Nonexpendable				
12	1470 Non dwelling Structures	230,000	2,850	2,850	2,850
13	1475 Non dwelling Equipment	23,009	49,007	49,007	20,421
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	<b>Amount of Annual Grant: (sum of lines 2 -20)</b>	<b>1,030,009</b>	<b>1,030,009</b>	<b>1,030,009</b>	<b>837,931</b>
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security --Soft Costs	0	0	0	0
25	Amount of line 21 Related to Security --Hard Costs	0	66,000	66,000	55,000
26	Amount of line 21 Related to Energy Conservation Measures	0	170,000	170,000	150,000

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

**Part II: Supporting Pages**

PHAName: <b>BAY CITY HOUSING COMMISSION</b>		Grant Type and Number Capital Fund Program Grant No: <b>MI28PO2450100</b>				Federal FY of Grant: <b>2000</b>		Status of Work
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	
PHA-Wide	<b>Management Improvements</b> *Social Services Coordination for Elderly and Disabled	1408	Lump Sum	\$100,000	\$94,546	\$94,546	\$67,616	Contract awarded 7/1/00
PHA-Wide	<b>Maintenance Vehicle</b>	1475	Lump Sum	23,009	20,421	20,421	20,421	Purchase completed 2/15/01
PHA-Wide	<b>Maintenance Facility Renovations</b> *New roof, windows, doors, lighting, office space, breakroom, barrier free modifications Professional Fees/Costs *A/E Services	1470	Lump Sum	230,000	2,850	2,850	2,850	Contract delayed
		1430	Lump Sum	<u>21,420</u>	<u>8,854</u>	<u>8,854</u>	<u>8,854</u>	
	<b>Subtotal</b>			<b>\$251,420</b>	<b>\$11,704</b>	<b>\$11,704</b>	<b>\$11,704</b>	
MI24 -3 Maloney Manor	<b>Structural Study of Stair Towers</b>	1430	Lump Sum	20,000	15,425	15,425	12,595	Study Completed 6/1/02
MI24 -3 Maloney Manor	<b>Fire Alarm System Replacement</b> Professional Fees/Costs *A/E Services	1460	113 d.u.	50,000	115,183	115,183	114,674	Contract awarded Apr. 2001
		1430	Lump Sum	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	Contract awarded 12/29/99
	<b>Subtotal</b>			<b>\$53,500</b>	<b>\$118,683</b>	<b>\$118,683</b>	<b>\$118,683</b>	
MI24 -6 Pine Towers	<b>Fire Alarm System Replacement</b> Professional Fees/Costs *A/E Services	1460	115 d.u.	50,000	115,183	115,183	115,183	Contract awarded Apr. 2001
		1430	Lump Sum	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	Contract awarded 12/29/99
	<b>Subtotal</b>			<b>\$53,500</b>	<b>\$118,683</b>	<b>\$118,683</b>	<b>\$118,683</b>	

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

**Part II: Supporting Pages**

PHAName: <b>BAY CITY HOUSING COMMISSION</b>		Grant Type and Number Capital Fund Program Grant No: <b>MI28PO2450100</b>			Federal FY of Grant: <b>2000</b>			
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	
MI24 -4 Scattered Sites	<b>Exterior Renovations, including:</b>	1460	15 18	390,000	479,381	479,381	350,185	Contract awarded Apr. 2001
	*Windows, Doors, Locks, Siding, Roofs, Porches, Exterior lighting, Sheds							
	Professional Fees/Costs	1430	Lump Sum	<u>27,300</u>	<u>27,300</u>	<u>27,300</u>	<u>27,300</u>	Contract awarded 12/29/99
	*A/E Fees	<b>Subtotal</b>		<b>\$417,300</b>	<b>\$506,681</b>	<b>\$506,681</b>	<b>\$377,485</b>	
MI-24-5 Scattered Sites	<b>Exterior Renovations, including:</b>	1460	4	104,000	104,000	104,000	104,000	Contract awarded Apr. 2001
	*Windows, Doors, Locks, Siding, Roofs, Porches, Exterior lighting, Sheds							
	Professional Fees/Costs	1430	Lump Sum	<u>7,280</u>	<u>7,280</u>	<u>7,280</u>	<u>7,280</u>	Contract awarded 12/29/99
	*A/E Fees	<b>Subtotal</b>		<b>\$111,280</b>	<b>\$111,280</b>	<b>\$111,280</b>	<b>\$111,280</b>	
MI24 -2 Smith Manor	<b>Emergency Power Generator</b>	1475	140 d.u.	0	28,586	28,586	0	Contract amended 3/15/02
	* Replace generator and transfer switch	1430	Lump sum	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	Contract amended 3/15/02
	Professional Fees/Costs							
	*A/E Services	<b>Subtotal</b>		<b>\$0</b>	<b>\$32,586</b>	<b>\$32,586</b>	<b>\$0</b>	
<b>PROJECT 501 -00 GRAND TOTAL</b>				<b>\$1,030,009</b>	<b>\$1,030,009</b>	<b>\$1,030,009</b>	<b>\$837,931</b>	

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

**Part III: Supporting Pages**

PHAName: <b>BAYCITYHOUSINGCOMMISSION</b>			Grant Type and Number Capital Fund Program Grant No : <b>MI28PO2450100</b>			Federal FY of Grant: <b>2000</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	
PHA -Wide	3/31/02		3/31/02	9/30/03			
MI24 -3 Maloney Manor	3/31/02		3/31/02	9/30/03			Stairwell study completed; fire alarm modernization completed in March 2002.
MI24 -4 Scattered Sites	3/31/02		3/31/02	9/30/03			Original scopes should be completed in June, 2002. Surplus funds will be used to complete additional units in 2002
MI25 -5 Scattered Sites	3/31/02		3/31/02	9/30/03		3/31/02	Original scope was completed by March, 2002
MI-24 -6 Pine Towers	3/31/02		3/31/02	9/30/03		3/31/02	Fire Alarm modernization completed in March, 2002

# Resident Advisory Board Listing

<b>Name</b>	<b>Address</b>	<b>Phone#</b>
Virginia Blossey	Smith Manor, 600 N. Van Buren, Apt. 320 Bay City, MI 48708	892-8169
Kevin Douglas	Maloney Manor, 210 Fitzhugh, Apt. 211 Bay City, MI 48708	892-1121
Charline Bentley	Pine Towers, 306 S. Walnut, Apt. 909 Bay City, MI 48706	895-5763
Maryann Rolfe	Maplewood Manor, 1200 N. Madison, Apt. 217 Bay City, MI 48708	892-5269
Ricarda Facundo	2007 16th Bay City, MI 48708	893-1140
Claudette Lunney	2052 1st Street Bay City, MI 48708	
John Mateos	1200 15th Street Bay City, MI 48708	893-3492
Janice Sater	113 Polk Bay City, MI 48708	892-1470(h) 684-8358(w)
Joyce Wells	604 Germania Bay City, MI 48706	892-7370
Ron Millard	113 Marsac Street Bay City, MI 48708	892-0261

**BayCityHousingCommission**  
**ResidentMemberofBoard**  
FY2001

<b>Name</b>	<b>Address</b>	<b>Phone#</b>
AliceRentjos	MaplewoodManor, 1200N.Madison, Apt.918 BayCity, Michigan48708	895-8482

Appointed: July, 1999, to 5 -year term expiring July, 2004

Revised as of 04/09/01

**COMPONENT#12**  
**COMMUNITYSERVICEANDSELF -SUFFICIENCY**

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A description of -

(A) any programs relating to services and amenities provided or offered to assist families;

(B) any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families;

(C) how the PHA will comply with the requirements of subsection (c) and (d) of section 12 (relating to community service and treatment of income changes resulting from welfare program requirements) (*Section 512*).

▶ Not required streamlined Plan element. However, to address recent regulations implementing the Community Service requirements of the Quality Housing and Work Responsibility Act of 1998, the Bay City Housing Commission has opened a dialogue with the State of Michigan's Family Independence Agency (FIA) to establish a cooperative agreement addressing those issues related to community service, welfare-to-work, and other issues of common interest to both agencies. Such agreement will be incorporated into the Agency Plan upon its execution. Additionally, revisions needed in the Bay City Housing Commission's Admissions and Continued Occupancy Policy and Lease Agreement are being evaluated and will be incorporated to address these regulatory changes.

FY2001 Update – Section 14 of the Bay City Housing Commission's ACOP has been adopted reflecting the requirements placed on residents under QHWRA. Additionally, the Bay City Housing Commission and the Bay County FIA have entered into a Cooperation Agreement, which is contained herein. Finally, the Bay City Housing Commission implemented the Community Service provisions of QHWRA with residents with new leases effective October 1, 2000 through lease addendums and has finished revising its Rental Lease Agreement with this language incorporated that will be used for all families beginning with lease renewal effective October 1, 2001.

FY2002 Update – The HUD appropriations act of 2002 placed a prohibition on the implementation or enforcement of community service by PHA's utilizing FY2002 funds. Beginning October 1, 2002, the Bay City Housing Commission will suspend the enforcement of its Community Service requirements until otherwise notified by HUD.

**COMPONENT#14**  
**PETS**

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The requirements of the agency, pursuant to section 31, relating to pet ownership in public housing (*Section 526*).

▶ Deferred until issuance of final HUD regulations. Current policy related to authorized pet ownership by elderly tenants is included herewith.

FY2001 Update - The Final Rule regarding Pet Ownership in Public Housing was issued by HUD on July 10, 2000. After consultation with Resident Advisory Board members, the Pet Policy in Section 18 of the Bay City Housing Commission's ACOP was revised to incorporate this regulation and was adopted upon the approval of the 2001 Annual Plan by HUD.

FY2002 Update - No change has been made.

## EXECUTIVE SUMMARY

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Under Section 511 of the *Quality Housing and Work Responsibility Act of 1998*, Public Housing Agencies (PHA) are required to advise HUD, its residents and members of the public of the PHA's mission for serving the needs of low -income and very low -income families, and the PHA's strategy and progress for addressing those needs through an Agency Plan, containing a 5-Year Plan and Annual Plan updated each year.

The Executive Summary of the Bay City Housing Commission's Annual Plan is an optional narrative of the information contained in the Annual Plan, including highlights of major initiatives and discretionary policies the Bay City Housing Commission has included in its Annual Plan, additionally relating the activities in the Annual Plan to the Mission and Goals of the 5 -Year Plan, explaining any deviations of these activities from the 5 -Year Plan.

FY2001 Update –Major highlights of the current fiscal year include:

- Change in the Plan Type from “streamlined” to “standard”, discussed in the following section.
- Update of the Financial Resources section (component #2) to reflect current year funding.
- Addition of a new Pet Policy (component #14) and an analysis of income deconcentration requirements in the Admissions and Continued Occupancy Policy (component #3).
- Addition of FY2001 Capital Fund allocations and FY's 1999 and 2000 Performance and Evaluation Reports (component #7).
- Inclusion of the Bay City Housing Commission's Annual Audit for the fiscal year ending September 30, 2000 (component #16).
- Inclusion of the Optional Public Housing Asset Management Table (component #17).

FY2001 Amendment –Description of change

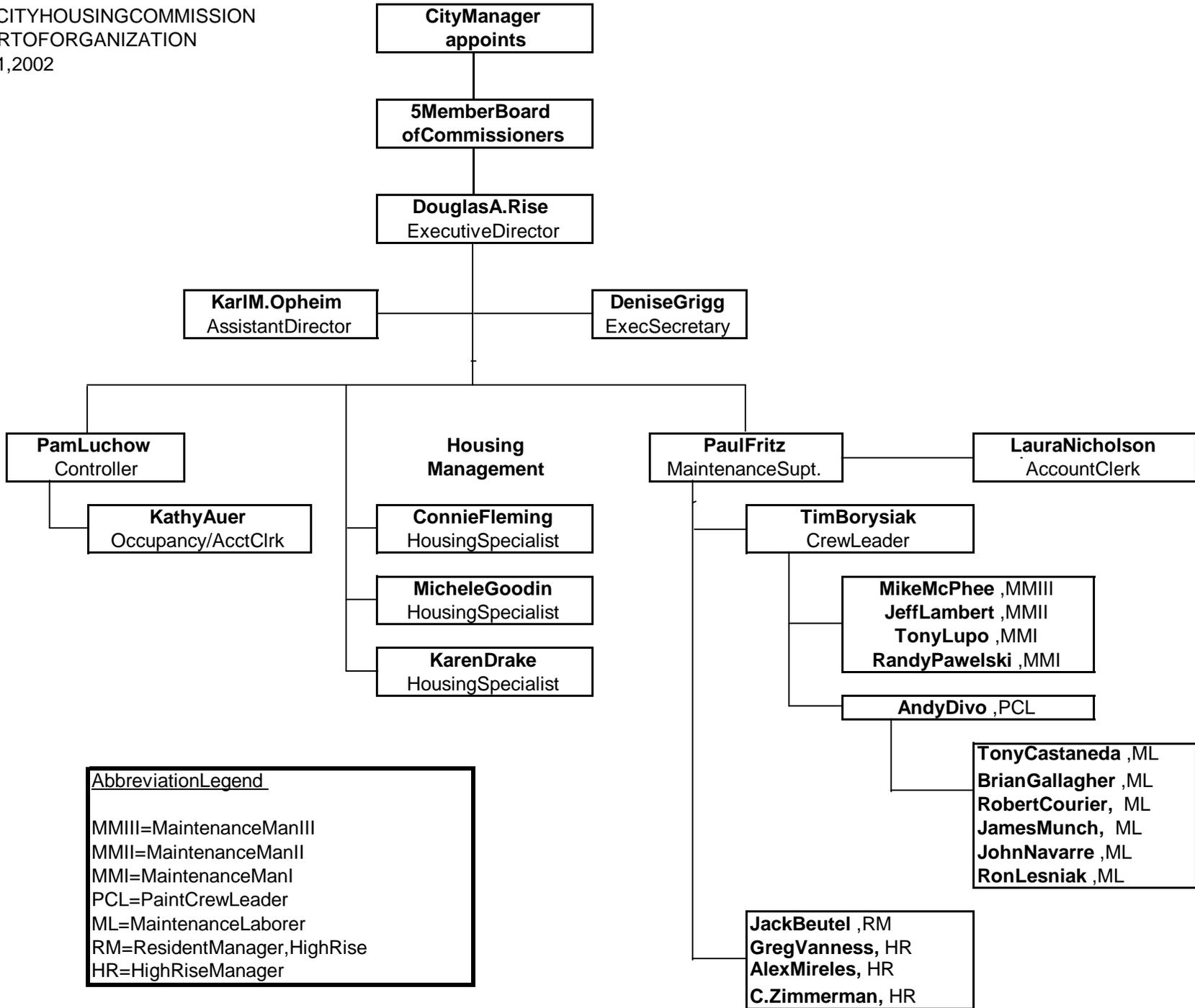
- The Initial Assessment of the Voluntary Conversion of Developments From Public Housing Stock required by the 6/22/01 Final Rule to 24 CFR 972 (Component #10) was completed on 9/17/01 for the applicable family developments of the Bay City Housing Commission (MI24 -004, MI24 -005 and MI24 -007). Conversion was found to not be appropriated due to the increased cost of tenant -based assistance over Public Housing.

- Capital Fund Program has been modified to add new line items not previously included in the Annual Statement or in the 5 -year Plan. The first new line item, "Acquisition/Rehab of New Maintenance Facility", replaces the previous line item providing for the renovation of the existing Maintenance Facility. This change has been necessitated by the opportunity to acquire an existing vacant commercial structure located in close proximity to the current Administrative Offices of the Housing Commission which is better configured for use as a Maintenance Facility than the present structure which was originally constructed for office and day -care use. This will be a financed project using CFP funding as the repayment source over a ten -year period. The second new line item, "Resident Investment Center", added in FY2005 of the 5 -Year Plan, will provide funding for the renovation of the current Maintenance Facility to return it to use as resident-oriented space for programs in support of resident initiatives, entrepreneurial activities and resident participation activities.

Other modifications to dollar amounts projected in the 5 -year plan have been made to reflect current pricing information and to accelerate work items into earlier years, taking advantage of funding being freed up by the financing of the new Maintenance Facility as opposed to lump sum payment in one year.

**FY2002 Update** - Major highlights of the current fiscal year include:

- Changes in the Capital Fund Program (Component #7) to reflect actual annual allocations as provided by HUD and the Congress, including a new Replacement Housing Fund amount not previously awarded the Bay City Housing Commission.
- Change in the Admissions and Continued Occupancy Policy (Component #3) to reflect a modification to Section 13.8 Paying Rent, to allow for the charging of a late fee for rents not paid on time
- Change in the Rent Determination Policy (Component #4) to modify the Flat Rent Schedule to reflect changes in the local rental market .



Abbreviation Legend

MMIII=Maintenance Man III  
 MMII=Maintenance Man II  
 MMI=Maintenance Man I  
 PCL=Paint Crew Leader  
 ML=Maintenance Laborer  
 RM=Resident Manager, High Rise  
 HR=High Rise Manager



## Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition/disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
Smith Manor	141 d.u. Elderly	► Renovations to 2 existing hydraulic elevators @ \$130,000	na	na	na	na	na	na
M24-2		► Replace floor tile @ \$40,000						
Bay City		► A&E services @ \$17,000						
Maloney Manor	113 d.u. Elderly	► Renovations to 2 existing hydraulic elevators @ \$130,000	na	na	na	na	na	na
M24-3		► Mechanical and electrical system improvements @ \$13,000						
Bay City		► A&E services @ \$22,000						
Scattered Sites	125 d.u. Family	► Exterior renovations @ 9 d.u.'s @ \$315,000	na	na	na	na	5(h) Program	na
M24-4		► A&E services @ \$21,188					planned	
Bay City								
Scattered Sites	23 d.u. Family	► Exterior renovations @ 2 d.u.'s @ \$66,000	na	na	na	na	5(h) Program	na
M24-5		► A&E services @ \$6,200					planned	
Bay City								
Pine Towers	115 d.u. Elderly	► Emergency Power Control Improvements @ \$3,000	na	na	Designated "Elderly"	na	na	na
M24-6					in 2002, for			
Bay City					2 year term			

**PublicHousingAssetManagement(continued)**

<b>Development Identification</b>		<b>ActivityDescription</b>						
Name, Number, and Location	Numberand Typeofunits	CapitalFundProgram PartsIIandIII <i>Component7a</i>	Development Activities <i>Component7b</i>	Demolition/ disposition <i>Component8</i>	Designated housing <i>Component9</i>	Conversion <i>Component 10</i>	Home- ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
Scattered Sites M24-7 BayCity	45d.u. Family	Na	na	na	na	na	5(h) Program planned	na
PHA- Wide MI024 BayCity	na	► SocialServicesCoordinatorfor “elderly”properties@\$100,000 ► Maintenancefacilityrenovations, debtservice@\$42,000 ► CFPAdministration@\$60,000	Development plannedas unitsaresold underthe 5(h)plan when approved	na	na	na	na	na