

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

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Small PHA Plan Update  
Annual Plan for Fiscal Year: 2002

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

**PHA Plan  
Agency Identification**

**PHA Name: Melvindale Housing Commission**

**PHA Number: MI048**

**PHA Fiscal Year Beginning: 01/2002**

**PHA Plan Contact Information:**

Name: **Sandra L. Law**

Phone: **313-429-1095**

TDD:

Email (if available): **housing@melvindale.org**

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**PHA Programs Administered:**

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



Attachment 8: Goals not met by set time in 5 year Plan  
Attachment 9: Goals met early in 5 year Plan

## **ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

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

As the Melvindale Housing Commission approaches its 17<sup>th</sup>. Year of service, we continue to remain faithful in providing affordable and decent housing to our clients as an equal opportunity housing facility.

Because of the many caring individuals who embrace the mission of the Melvindale Housing Commission, we hope to retain our position for affordable independent living in a safe and secure environment through improved outdoor lighting, and continuing updating renovations necessary for competitive safe housing.

The prevision of having a quality preventive maintenance service helps retain a high standard of the property, which will contribute to the safe and secure environment necessary for the vulnerable population we serve and will continue to attract.

The varied culture, race, religion, ethnicity and individualized talents of the tenants motivate and empower the staff to be the best that they can be. In turn, this diversity strengthens our commitment to the residents we serve, as well as to the people of Melvindale.

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

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

### **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ **261,556.00**

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

D. Capital Fund Program Grant Submissions

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

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

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

The Capital Fund Program Annual Statement is provided as Attachment

**3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

#### **4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

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

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

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

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

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

[24 CFR Part 903.7 (m)]

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

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

B. What is the amount of the PHA’s estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_

- C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

## **6. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

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

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

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

The Melvindale Housing Commission operates a 199-unit senior/handicap public housing high-rise, as well as a small Section 8 program. The year 2002 and the years following offer new challenges for public housing. The Melvindale Housing Commission accepts these challenges through their commitment to provide safe, decent, affordable housing for low-income individuals and families.

The strength of our mission encourages forward movement supporting our position for affordable independent living. By remaining in compliance with applicable statutes and regulations, we will make our units more marketable to the community to become the housing of choice for the very low-income individuals and families of our community. We seek to achieve a level of customer satisfaction, which will give the agency the highest score possible in the Public Housing Assessment System by promoting a positive work environment and projecting a customer-friendly and fiscally prudent leadership. A quality preventive maintenance plan will assist in retaining a high standard of property and in turn will contribute to the safe and secure environment necessary for the low income and very low income residents we serve and will continue to attract.

Through appropriate improvement and beautification of landscaping and litter free properties, we strive to develop pride in the environment of our present and future residents, thus achieving the perception that low-income housing means safe, friendly, comfortable and affordable housing. We look to the future to expand the range and quality of housing choices available, and to reduce the turn around time for placement of our clients.

To reduce our dependency on federal funding by researching alternative funding sources to meet operational goals, and strive to operate so that income exceeds expenses. One way this can be achieved is to provide opportunities for the outside community to participate in in-house activities and functions. This effort will enhance the image of public housing in our community and will strengthen community marketability by allowing the general public to view the inside of a public housing facility.

The self-sufficiency of our participants is of great importance to us. By assisting them in achieving this goal, they become not only economically and financially strengthened, but also, will build confidence and the feeling of independence.

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

### **1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

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

#### **A. Substantial Deviation from the 5-year Plan:**

The Melvindale Housing Commission will consider a Substantial Deviation from our Five (5) Year Plan to be when we fail to obtain our set goals and objectives by plus or minus ten (10) percent.

#### **B. Significant Amendment or Modification to the Annual Plan:**

The Melvindale Housing Commission will consider a Significant Amendment or Modification to the Annual Plan when:

- A. Any financial matters regarding Capital Fund monies must be changed
- B. Addition of Non-Emergency work items not included in the Annual & Five (5) Year Plan
- C. Any changes in regards to demolition or disposition of properties, conversion activities.

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

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

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

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

<b>PHA Name</b> <b>Melvindale Housing Commission:</b>	<b>Grant Type and Number</b> Capital Fund Program: 2002 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2002</b>
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Original Annual Statement     
 Reserve for Disasters/ Emergencies   
 Revised Annual Statement (revision no: 1)  
 Performance and Evaluation Report for Period Ending:     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	66,000.00			
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable	177,000.00			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	18,556.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	261,556.00			
21	Amount of line 20 Related to LBP Activities	-0-			

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

<b>PHA Name</b> <b>Melvindale Housing Commission:</b>	<b>Grant Type and Number</b> Capital Fund Program: 2002 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2002</b>
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Original Annual Statement     
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<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
22	Amount of line 20 Related to Section 504 Compliance	-0-			
23	Amount of line 20 Related to Security	26,000.00			
24	Amount of line 20 Related to Energy Conservation Measures	-0-			





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

<b>PHA Name</b> <b>Melvindale Housing Commission:</b>	<b>Grant Type and Number</b> Capital Fund Program: 2000 Capital Fund Program Replacement Housing Factor Grant No:	<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: 1)  
 Performance and Evaluation Report for Period Ending:     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	27,574.00	27,574.00		
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	125,000.00	153,120.00		
10	1460 Dwelling Structures	53,899.00	53,899.00		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	50,000.00	21,880.00		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	256,473.00	256,473.00		
21	Amount of line 20 Related to LBP Activities	-0-	-0-		

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

<b>PHA Name</b> <b>Melvindale Housing Commission:</b>		<b>Grant Type and Number</b> Capital Fund Program: 2000 Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> <b>2000</b>	
<input type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>		<input checked="" type="checkbox"/> <b>Revised Annual Statement (revision no: 1)</b>	
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
22	Amount of line 20 Related to Section 504 Compliance	-0-			
23	Amount of line 20 Related to Security	-0-	30,000.00		
24	Amount of line 20 Related to Energy Conservation Measures	-0-			

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

PHA Name: <b>Melvindale Housing Commission</b>		Grant Type and Number Capital Fund Program #: <b>2000</b> Capital Fund Program Replacement Housing Factor #:				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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MI048	Parking Area, Curb, road repair & Replacement	1450		50,000	78,120			
MI048	Landscaping/sidewalk	1450		20,000	20,000			
MI048	Replacement/upgrade of outdoor lighting	1450		30,000	30,000			
MI048	Tuck Point & Water Proofing	1450		25,000	25,000			
MI048	Wall/Floor Upgrades-Laundry areas & Public Restrooms	1460	10	13,899	13,899			
MI048	Plumbing Upgrades	1460		20,000	20,000			
MI048	Painting of Occ. Units	1460	30	20,000	20,000			
MI048	Computer Equipment Upgrade	1475		15,000	15,000			
MI048	Office Furnishings	1475		35,000	6,880			
MI048	Operations	1406		27,574	27,574			

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

PHA Name: <b>Melvindale Housing Commission</b>	Grant Type and Number Capital Fund Program #: 2000 Capital Fund Program Replacement Housing Factor #:	Federal FY of Grant: 2000
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/02			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			

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 Revised Annual Statement (revision no:    )
  
 Performance and Evaluation Report for Period Ending: 6/30/01     
 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	27,574.00		-0-	-0-
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	153,120.00		872.57	872.57
10	1460 Dwelling Structures	53,899.00		13,899.00	13,899.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	21,880.00		19,594.68	19,594.68
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	256,473.00			
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**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name</b> <b>Melvindale Housing Commission:</b>	<b>Grant Type and Number</b> Capital Fund Program: 2000 Capital Fund Program Replacement Housing Factor Grant No:	<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:    )

Performance and Evaluation Report for Period Ending: 6/30/01     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
22	Amount of line 20 Related to Section 504 Compliance	-0-			
23	Amount of line 20 Related to Security	-0-			
24	Amount of line 20 Related to Energy Conservation Measures	30,000.00		-0-	-0-

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

PHA Name: <b>Melvindale Housing Commission</b>		Grant Type and Number Capital Fund Program #: <b>2000</b> Capital Fund Program Replacement Housing Factor #:			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 Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
MI048	Parking Area, Curb, Road Repair & Replacement	1450		78,120		-0-	-0-	
MI048	Landscaping/Sidewalk	1450		20,000		415.41	415.41	
MI048	Replacement/Upgrades of Outdoor Lighting	1450		30,000		-0-	-0-	
MI048	Tuck Point & Water Proofing	1450		25,000		149.51	149.51	
MI048	Wall/Floor Upgrades-Laundry Rooms & Public Restrooms	1460		13,899		13,899	13,899	
MI048	Plumbing Upgrades	1460		20,000		-0-	-0-	
MI048	Painting of Occ. Units	1460	30	20,000		-0-	-0-	
MI048	Computer Equipment Upgrade	1475		15,000		13,699.47	13,699.47	
MI048	Office Furnishings	1475		6,880		3,882.96	3,882.96	
MI048	Operations	1406		27,574		-0-	-0-	

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

PHA Name: <b>Melvindale Housing Commission</b>		Grant Type and Number Capital Fund Program #: 2000 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2000	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			
MI048	9/30/02			9/30/03			

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

<b>PHA Name</b> <b>Melvindale Housing Commission:</b>	<b>Grant Type and Number</b> Capital Fund Program: 2001 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2001</b>
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Original Annual Statement     
 Reserve for Disasters/ Emergencies     
 Revised Annual Statement (revision no:    )

Performance and Evaluation Report for Period Ending: 6/30/01     
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	9,083.00			
10	1460 Dwelling Structures	212,473.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	40,000.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	261,556.00			
21	Amount of line 20 Related to LBP Activities	-0-			
22	Amount of line 20 Related to Section 504 Compliance	-0-			

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

<b>PHA Name</b> <b>Melvindale Housing Commission:</b>	<b>Grant Type and Number</b> Capital Fund Program: 2001 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> <b>2001</b>
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Original Annual Statement     
  Reserve for Disasters/ Emergencies     
  Revised Annual Statement (revision no:    )

Performance and Evaluation Report for Period Ending: 6/30/01     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
23	Amount of line 20 Related to Security	-0-			
24	Amount of line 20 Related to Energy Conservation Measures	-0-			







## Capital Fund Program 5-Year Action Plan

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input checked="" type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
<b>MI048</b>	<b>COOGAN TERRACE</b>	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Upgrade of Elevators	261,556.00	2003
Build Garage	41,556.00	2004
Replace Kitchen Flooring in units	150,000.00	2004
Bathroom Renovations in units	55,000.00	2004
Computer Hardware/Software Upgrades	4,000.00	2004
Replacement of X-Mas Decorations	11,000.00	2004
Replace Counter Tops/Cabinets in units	196,000.00	2005
Painting of Occ. Units	80,000.00	2005
Community Room/Lobby Furniture Replacement	40,000.00	2006
Window Replacements	82,000.00	2006
Carpet Replacement in Occ. Units	40,000.00	2006
Renovation of Heat Units in Apartments.	44,000.00	2006
Painting of Occ. Units	80,000.00	2006
Replacement of Window Blinds in Building	50,000.00	2007
Replacement of Blower Motors for Heat/Cool units in Apartments	22,000.00	2007
Carpet Replacement in Occ. Units	40,000.00	2007
Kitchen Renovations Community Room	25,000.00	2007
Boiler Upgrads	40,000.00	2007
Build Area for Smokers	20,000.00	2007
<b>Total estimated cost over next 5 years</b>	<b>1,282,112.00</b>	

## PHA Public Housing Drug Elimination Program Plan

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

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

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

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

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

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

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

### **E. Target Areas**

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

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

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

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

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

### G. PHDEP Program History

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

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

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

### **A. PHDEP Plan Summary**

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

**B. PHDEP Budget Summary**

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

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

**C. PHDEP Plan Goals and Activities**

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

<b>9110 – Reimbursement of Law Enforcement</b>	<b>Total PHDEP Funding: \$</b>
--	--------------------------------

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

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

<b>9116 - Gun Buyback TA Match</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							

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

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

<b>9130 – Employment of Investigators</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							

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

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

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							

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

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							

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

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

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$</b>		
Goal(s)							
Objectives							

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

**Required Attachment 1 : Resident Member on the PHA Governing Board**

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

A. Name of resident member(s) on the governing board:  
Margaret Boyle

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

C. The term of appointment is (include the date term expires): Terms are (5) five years. Ms. Boyle was a replacement term to expire 11/20/02

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?  
 the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain):

B. Date of next term expiration of a governing board member:  
11/21/01

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Mayor James M. Kinard

**Required Attachment   2  : Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

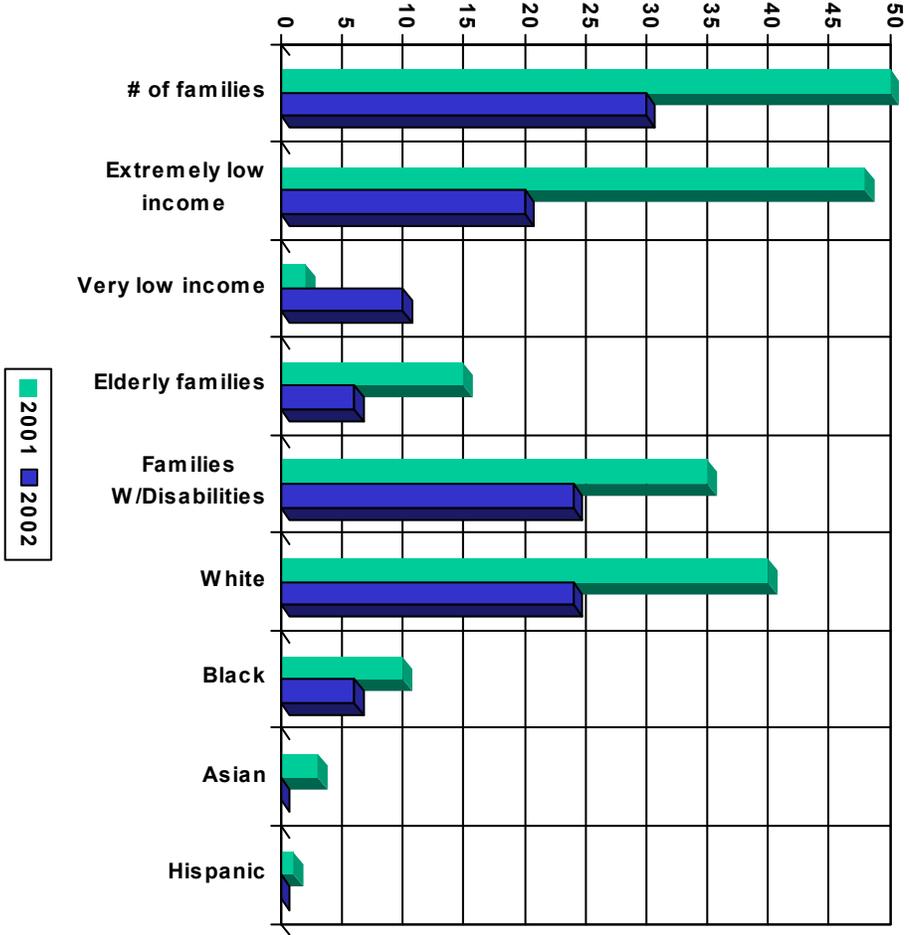
RESIDENT ADVISORY BOARD MEMBERS

LEOLA HAMBY  
EMILY KING  
CATHLEEN SAUCEDA  
MARY KONOFALSKI  
MARGARET BOYLE

ATTACHMENT #5

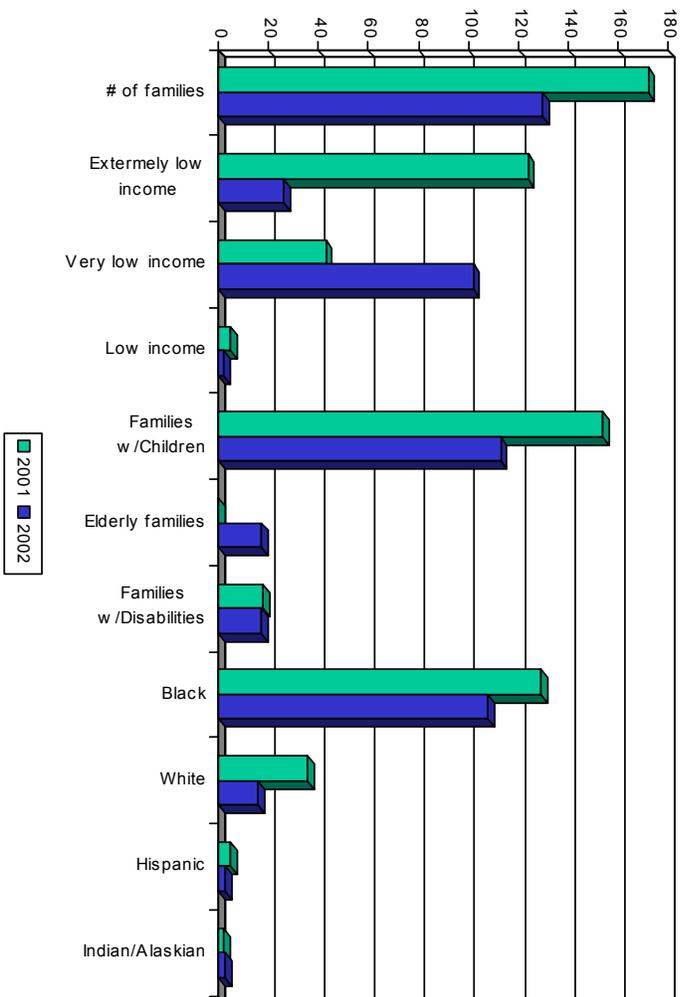
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# LOW INCOME PUBLIC HOUSING WAITING LIST INFORMATION



ATTACHMENT #5

# SECTION 8 WAITING LIST INFORMATION



ATTACHMENT # 3

COMMENTS OF RESIDENT ADVISORY BOARD

NO COMMENTS OR CHANGES WERE MADE BY THE RESIDENT ADVISORY  
BOARD

## STATEMENT OF PROGRESS

For almost two decades, the Melvindale Housing Commission has provided quality housing to hundreds of older persons, handicapped and disabled. The Melvindale Housing Commission continues to extend and expand these services to people in need of housing as we move forward in the 21<sup>st</sup> century by addressing management, marketability, security, tenant based housing, maintenance, equal opportunity, fiscal responsibility and supportive services issues.

The Melvindale Housing Commission continues to promote a positive work environment by using the diverse roles performed by an efficient team of employees committed to excellence in strengthening its management.

The Melvindale Housing Commission has made every effort to provide a safe and secure environment through, improved lighting, in addition to security cameras inside and outside of the property. The resident perception of safety and security has improved the public housing development through monthly presentations to the residents given by the Melvindale Fire and The Melvindale Police Departments. The Melvindale Housing Commission purchased videos on safety and security for public viewing or on individual loan.

The Melvindale Housing Commission has implemented a preventative maintenance plan by computerizing work orders and use data to check appropriate and necessary replacement and/or repair in a cost saving turn around time.

The Melvindale Housing Commission is fiscally responsible and carefully monitors that expenditures do not exceed budget allocations. Through our initiatives, the installation of high frequency antennae will assist in generating additional funding to supplement HUD funding.

In an effort to enhance the public image of public housing. The Melvindale Housing Commission continues to provide opportunities for the outside community to participate in in-house activities and functions. The Wayne County Health Fair at Coogan Terrace is an initiative of city and county governments to allow health services and information on pertinent issues to be available to the tenants, and to the people in the community.

The supportive services opportunities for all residents has been made available through monthly sponsored activities that deal with health, social services, financial and security issues. Having the Building Manager attend the monthly meetings with the tenants has strengthened the Tenant Council.

In this time of uncertainty in our country, our residents have pitched in to help ease the pain and sorrow for those effected directly from the September 11, 2001 attacks. They took it upon themselves to start not one but two fund raising drives for those families in need. Through their efforts, a total of \$1,000.00 was collected for the American Red Cross and the New York Fire Fighters Fund. The pride they take in themselves as individuals and as a group is overwhelming. Not only have they rekindled old friendships, but have found many new ones.

ACHIEVED GOALS

- 1) The Melvindale Housing Commission continues to push for more curb appeal for its Public Housing Development. Our goal of 12-31-01 has been reached with the hiring of a lawn service. With the use of Capital Funds, more improvements on the landscaping will be done.
- 2) The Melvindale Housing Commission has reached its goal of attracting a Police Officer to reside in our Public Housing Development. As officers move from our development, we will continue to search for other officers.
- 3) The Melvindale Housing Commission has implemented a preventative maintenance program and will reach the full implementation of this program as planned in our goal of 12-31-04.
- 4) The Melvindale Housing Commission has achieved, and will continue to do so in keeping our average response time of 24 hours or less in responding to, and fixing all emergency work order items.
- 5) The Melvindale Housing Commission has achieved an average response time of routine work orders to be 14 days or less.
- 6) The Melvindale Housing Commission has achieved its goal in assisting the Tenant Organization in developing its own mission statement as well as setting goals and objectives for themselves.
- 7) The Melvindale Housing Commission has applied for a ROSS grant in order to allow us to build off of the EDSS grant that has expired as of 10/29/01.

SET GOALS NOT MET

1) The Melvindale Housing Commission had set a goal of 12/31/01 to have a 14 day unit turn around. Hoping to build our waiting list to a sufficiently larger size. In as much as our waiting list has not increased to the size we had hoped, it has not allowed us to reach our goal. A more realistic goal would be to achieve this by 12-31-04.

GOALS MET EARLY

1.) The Melvindale Housing Commission has not only achieved its goal of inspecting new Section 8 units within 7 days, it has surpassed this goal and we have now reached an average of 5 days to conduct an inspection for new units.

The Melvindale Housing Commission has become a more customer-oriented organization. We continue to maintain an open door policy with our residents as well as the general public.