

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

Small PHA Plan Update
Annual Plan for Fiscal Year: 2003

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

PHA Plan

Agency Identification

PHA Name: **KINGSFORD HOUSING COMMISSION**

PHA Number: **MI091**

PHA Fiscal Year Beginning: (mm/yyyy) **04/2003**

PHA Plan Contact Information:

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Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

PHA Programs Administered:

Public Housing and Section 8 Section 8 Only Public Housing Only

Annual PHA Plan Fiscal Year 2003

[24 CFR Part 903.7]

i. Table of Contents

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

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ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

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

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.

A summary of policy and program changes for the upcoming year include:

?The Capital Fund Program for 2000 has been completed. The Capital Fund Programs for 2001 and 2002 together with the 5-Year Agency Plan have been reviewed and updated. The Capital Fund Program budget for 2003 has been added to this plan.

?Flat rents have been reviewed and adjusted.

?Utility Allowances have been reviewed and adjusted.

?Income Guidelines have been reviewed and adjusted.

?Revised the Public Housing Lease as follows: under Section 16. LEASE

TERMINATIONS BY LANDLORD, s, now reads “ failure to cut, trim and/or rake grass - counting from the first day of their occupancy, a Resident who is given five (5) notices to cut and/or rake their grass and Resident fails to comply with their notice causing maintenance to complete the task(s)”.

?Revised the Admission and Continued Occupancy Policy as follows: under Section 14. CONTINUED OCCUPANCY AND COMMUNITY SERVICE, 14.1 GENERAL,

suspended the 8-Hour Community Service Requirement; under Section 18. PET POLICY, 18.6 PET DEPOSIT, changed the pet security deposit to \$50 for caged pets such as a rodent, a turtle, one or two small birds in one cage, or fish in an aquarium; under Section 20 TERMINATION, 20.2 TERMINATION BY THE HOUSING COMMISSION, O. now reads: “failure to cut, trim and/or rake grass - counting from the first day of their occupancy, a Resident who is given five (5) notices to cut and/or rake their grass and Resident fails to comply with their notice causing maintenance to complete the task(s)”, and, under Section 8.2 C. Citizenship/Eligibility Status, 1. shall read: “To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 143a(a)), or a citizen of the Republic of Marshall Islands, the Federated States of Micronesia, or the Republic of Palau. However, people in the last category are not entitled to housing assistance in preference to any United States citizen or national resident within Guam.”

?Made and executed an Air Conditioner Policy/Agreement with all Kingswood Residents.

?Revised the Tenant Handbook for the Kingswood apartment building and the Tenant Handbook for the Family apartments.

?Revised Personnel Policies under Section 12. ABSENCE FROM WORK - LEAVE POLICIES, d. Vacations - to allow vacation time to carry over to 3/31 of the following year, and under Section 15. BENEFITS, c. to increase the MERS benefit to the B-3 program.

?Reviewed the Equal Housing Opportunity Policy, the Equal Employment Opportunity Policy, the Admission and Continued Occupancy Policy, the Public Housing Lease, and the Personnel Policy.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

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

B. What is the amount of the PHA’s estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 107,501 (estimated)

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 C**

(2) Capital Fund Program Annual Statement

The 2001 Capital Fund Program Annual Statement is provided as **Attachment B-1**

(3) Capital Fund Program Annual Statement

The 2002 Capital Fund Program Annual Statement is provided as **Attachment B-2**

(4) Capital Fund Program Annual Statement

The 2003 Capital Fund Program Annual Statement is provided as **Attachment B-3**

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

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

- | |
|--|
| <p>a. Actual or projected start date of activity:</p> <p>b. Actual or projected start date of relocation activities:</p> <p>c. Projected end date of activity:</p> |
|--|

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

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

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

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

- ? Establishing a minimum homeowner 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 X 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. X Yes? No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are listed below:

Suggested work items for the Kingswood (elderly) apartment building -

- ?? install outside light by side door going out to tenant parking lot
- ?? add additional light at tenant parking lot entrance
- ?? paint "one-way" arrows in guest parking lot
- ?? replace carpeting in apartments
- ?? move bathroom pull cord closer to shower

Suggested work items for the family apartments -

None Received

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

- X The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
X Yes? No: below or
? Yes? No: at the end of the RAB Comments in Attachment ____.

The work item to paint "one-way" arrows in the guest parking lot will be accomplished by the maintenance personnel in the spring of 2003.

The work item to move the emergency pull cord in the bathrooms will not be completed at this time. The pull cords are currently located on the bathroom wall close to door. We will discuss the idea of moving the emergency pull cord with our architect in the near future.

All other items are in or will be added to future Capital Fund Programs.

- ? 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 ____.
- X Other: (list below)

Membership of the Resident Advisory Board is listed in **Attachment E**.

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: (provide name here)

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.

X 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)

#2) Improve and preserve the existing affordable housing stock and neighborhoods. We will continue to use Capital Funds to renovate and/or modernize our public housing apartments and grounds.

#5) Develop linkages between housing and service sectors to provide greater housing opportunities for households with special needs. We will continue to work with local supportive service agencies to assist our Residents with their individual needs.

? Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

? Yes X No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

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

* One goal of the Michigan State Housing Development Authority Consolidated Plan is to improve and preserve the existing affordable housing stock and neighborhood.

* Another goal of the Michigan State Housing Development Authority Consolidated Plan is to develop linkages between housing and service sectors to provide greater housing opportunities for households with special needs.

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 Kingsford Housing Commission’s definition of “substantial deviation” from the 5-year Plan are those things that make discretionary changes in the plans or policies of the housing commission that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

B. Significant Amendment or Modification to the Annual Plan:

The Kingsford Housing Commission’s definition of “significant amendment or modification” to the Annual Plan are those things that make discretionary changes in the plans or policies of the housing commission that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

Attachment A

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
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
N/A	Any policy governing occupancy of Police Officers in Public Housing ? check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	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 X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development ? check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies ? 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	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types ? check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ? check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures ? 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
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	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

N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: ·? Baseline law enforcement services for public housing developments assisted under the PHDEP plan; ·? Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); ·? Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; ·? Coordination with other law enforcement efforts; ·? Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and ·? All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) X 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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

Annual Statement/Performance and Evaluation Report Attachment B-1

PHA Name: KINGSFORD HOUSING COMMISSION		Grant Type and Number Capital Fund Program: MI33P09150101 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2001

Original Annual Statement ? Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 ? Performance and Evaluation Report for Period Ending: ? Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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	\$ 11,351.00		\$ 8,809.10	\$ 8,809.10
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 11,506.00		\$ 11,506.00	\$ 11,506.00
10	1460 Dwelling Structures	\$ 71,198.69		\$ 71,198.69	\$ 71,198.69
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 6,074.31		\$ 0	\$ 0
12	1470 Nondwelling Structures	\$ 12,800.00		\$ 0	\$ 0
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				

20	Amount of Annual Grant: (sum of lines 2-19)	\$ 112,930		\$ 93,569.99	\$ 91,513.79
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: KINGSFORD HOUSING COMMISSION		Grant Type and Number Capital Fund Program #: MI33P09150101 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001		
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed
Name/HA-Wide Activities				Original	Revised	Funds Obligated	Funds Expended	Work
				MI-091-1	Hire Engineer for electrical study - eld. bld.	1430	1	
MI-091-1	Hire Architect	1430	1	\$ 8,000.91		\$ 7,559.01	\$ 5,502.81	90%
MI-091-1	Environmental Review	1430	1	\$ 375.00		\$ 375.00	\$ 375.00	100%
MI-091-1	Advertisement for Bids	1430	1	\$ 1,000.00		\$ 956.20	\$ 956.20	100%
MI-091-1	Relocate flag pole - eld. bld. To add - retaining wall, railings and landscaping	1450	1	\$ 11,506.00		\$ 11,506.00	\$ 11,506.00	100%
MI-091-1	Replace she door/repair roofs at family 3 & 4 bedroom units	1450	18	\$ 0		\$ 0	\$ 0	0%

MI-091-1	Replace 1/4 of the windows in the Kingswood (elderly building)	1460	27	\$ 34,530.64		\$ 34,530.64	\$ 34,530.64	100%
MI-091-1	Install mini blinds & traverse rods in eld. bld.	1460	54	\$ 2,058.05		\$ 2,058.05	\$ 2,058.05	100%
MI-091-1	Paint Kingswood apartments	1460	0	\$ 0		\$ 0	\$ 0	0%
MI-091-1	Paint family apartments	1460	0	\$ 0		\$ 0	\$ 0	0%
MI-091-1	Install Window Air Conditions in 1/4 of the Kingswood apartments (elderly building)	1460	9	\$ 1,726.00		\$ 1,726.00	\$ 1,726.00	100%
MI-091-1	Clean ducts/replace registers	1460	69	\$ 0		\$ 0	\$ 0	0%
MI-091-1	Inspect duct work with camera at 2-bedroom family units	1460	10	\$ 0		\$ 0	\$ 0	0%
MI-091-1	Upgrade electrical wiring, replace main fusible panel board in eld. bld. Common areas and apartments	1460	41	\$ 32,884.00		\$ 32,884.00	\$ 32,884.00	100%
MI-091-1	Replaces ranges in eld. bld.	1465.1	19	\$ 6,074.31		\$ 0	\$ 0	0%
MI-091-1	Replace hallway handrails/add handrails - eld bld.	1470	1	\$ 12,800.00		\$ 0	\$ 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: KINGSFORD HOUSING COMMISSION		Grant Type and Number Capital Fund Program #: MI33PO9150101 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2001	
Development Number	All Fund Obligated			All Funds Expended			Reasons for Revised Target Dates
Name/HA-Wide Activities	(Quart Ending Date)			(Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	
MI091-1	9/30/03			12/31/04			

2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	\$ 12,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 1,700			
10	1460 Dwelling Structures	\$ 58,301			
11	1465.1 Dwelling Equipment—Nonexpendable	\$ 14,000			
12	1470 Nondwelling Structures	\$ 21,500			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				

19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$ 107,501			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

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

PHA Name: KINGSFORD HOUSING COMMISSION	Grant Type and Number Capital Fund Program #: MI33P09150102 Capital Fund Program Replacement Housing Factor #:	Federal FY of Grant: 2002
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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	
MI091-1	Hire Architect	1430	1	\$ 11,000				
MI091-1	Environmental Review	1430	1	\$ 400				
MI091-1	Advertisement for Bids	1430	1	\$ 600				
MI091-1	Correct tipping light pole - eld.bld	1450	1	\$ 1,700				
MI-091-1	Replace medicine cabinets - eld. bld.	1460	41	\$ 5,500				
MI091-1	Install phone jacks in livingroom - eld. bld.	1460	41	\$ 2,200				
MI091-1	Clean bathroom exhaust duct work - eld. bld.	1460	41	\$ 9,500				
MI091-1	Replace mailboxes - family apts.	1460	28	\$ 1,120				
MI091-1	Replace medicine cabinets - family apts.	1460	28	\$ 3,300				
MI091-1	clean ducts/replace registers - family apts.	1460	28	\$ 23 ,000				
MI091-1	Install kemlite on bottom half of bathroom walls -family apts.	1460	28	\$ 9,500				
MI091-1	Inspect duct work with camera at 2-bedroom family apts.	1460	28	\$ 1,800				

MI091-1	Correct ice buildup at 205 Roseland - family apt.	1460	1	\$ 2,381				
MI091-1	Replace ranges - eld. bld.	1465.1	41	\$ 14,000				
MI091-1	Replace gas shut offs for dryers - eld. bld (laundry room)	1470	1	\$ 500				
MI091-1	Install automatic door/1st floor - eld. bld.	1470	1	\$ 7,700				
MI091-1	Replace elevator car lighting - eld. bld.	1470	1	\$ 2,500				
MI091-1	Replace shed doors/repair roofs - family apts.	1470	18	\$ 8,500				
MI091-1	Sand blast/paint clothes posts and handicapped railings - family apts.	1470	28	\$ 2,300				

PHA Name: KINGSFORD HOUSING COMMISSION	Grant Type and Number Capital Fund Program: MI33P09150103 Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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	\$ 11,100			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 7,450			
10	1460 Dwelling Structures	\$ 41,530			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	\$ 47,421			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$ 107,501			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: KINGSFORD HOUSING COMMISSION		Grant Type and Number Capital Fund Program #: MI33P09150103 Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2003			
Development Number		General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Proposed Work
Name/HA-Wide Activities						Original	Revised	Funds Obligated	
MI-091-1		Hire Architect		1430	1	\$ 10,050			
MI-091-1		Environmental Review		1430	1	\$ 400			
MI-091-1		Advertisement for Bids		1430	1	\$ 650			
MI-091-1		Add Lamp post to tenant parking lot entrance - eld. bld.		1450	1	\$ 3,450			
MI-091-1		Add light by side entrance door - eld. bld.		1450	1	\$ 1,000			
MI-091-1		Landscape work at family units		1450	7	\$ 3,000			

MI-091-1	Replace kitchen sink and toilet shut offs	1460	85	\$ 5,530				
MI-091-1	Replace tub and controls in apt. 101 - eld. bld.	1460	1	\$ 2,000				
MI-091-1	Refinish kitchen cabinets/replace counter tops - family units	1460	90	\$ 15,000				
MI-091-1	Replace shut offs at each fixture - family units	1460	90	\$ 11,000				
MI-091-1	Replace exterior door trim - family units	1460	28	\$ 8,000				
MI-091-1	Replace stairwell door closers, locks, add lever handles, kickplates and pushplates - eld. bld	1470	8	\$ 3,600				
MI-091-1	Add electrical outlets in maintenance garage - eld. bld.	1470	3	\$ 750				
MI-091-1	Add timer to hallway lighting - eld. bld.	1470	1	\$ 1,500				
MI-091-1	Replace stairwell and community room lighting - eld. bld.	1470	20	\$ 5,000				
MI-091-1	Replace main shut off valve for boiler system - eld. bld.	1470	1	\$ 1,000				
MI-091-1	Replace check valves by circulation pump - eld. bld.	1470	2	\$ 1,000				
MI-091-1	Replace elevator underground piston	1470	1	\$ 34,571				

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

Capital Fund Program 5-Year Action Plan Attachment C

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

CFP 5-Year Action Plan		
Original statement X Revised statement		
Development Number	Development Name (or indicate PHA wide)	
MI091	KINGSFORD HOUSING COMMISSION	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
In Kingswood : install ceiling paddle light/fan; install cupboard over refrigerator and range; adjust apartment door frames; install suspended corridor ceiling; replace corridor light fixtures; and upgrade office computer and software. In family units : re-do landscaping at approximately 7 duplexes; and, soundproof walls between duplexes.	\$ 99,800	2004
In family units : replace tubs and surrounds and replace furnaces.	\$ 99,571	2005
In family units : remove or cover asbestos flooring/install new VCT tile; replace water heaters; and, replace bathroom subfloor.	\$ 98,501	2006
In Kingswood : replace asbestos flooring in corridors and apartments, and, replace carpeting and vinyl flooring. In family units : replace interior doors.	\$ 99,800	2007
Architect Fees, Environmental Reviews, Advertisement for bids, etc.	\$ 32,332	2004, 2005, 2006, & 2007
Total estimated cost over next 5 years	\$430,004	

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	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.

	PHDEP Funding Received		Fund Balance as of Date of this Submission			Grant Term End Date
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.

FFY ____ PHDEP Budget Summary	
Original statement	
Revised statement dated:	
Budget Line Item	Total Funding
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	
TOTAL PHDEP FUNDING	

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.

9110 – Reimbursement of Law Enforcement						Total PHDEP Funding: \$	
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

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

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

2.							
3.							

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

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

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

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

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

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

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

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

Required Attachment D : 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:

Judith Thompson

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

- ? Elected
- X Appointed

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

4/23/02 - 3/14/07

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:

3/14/03

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

Darryl Wickman, City Manager

Required Attachment E : 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.)

Helmi McLaughlin
Elizabeth VanGyseghem
Ruby Sexton
Ethel Mattson
Rita Sanders
Marie Burns
Erlaine Johnston
Bernice Miller
John Lahti
Elizabeth Cory
Mary Recore
Alma Miller
Bertha Matson

REQUIRED ATTACHMENT F : BRIEF STATEMENT OF PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS

The mission of the Kingsford Housing Commission is to provide and maintain safe, affordable, quality housing in a cost effective manner to extremely low, very low, and low income people. By working with others, we offer rental assistance and other related services to our community in a non-discriminatory manner.

The goals set forth in Kingsford Housing Commission's 5-Year Plan for Fiscal Years 2000-2004 are listed below. Following each goal is a progress report for that goal.

?? **IMPROVE THE QUALITY OF ASSISTED HOUSING:** Throughout the years Kingsford Housing Commission has been successful at securing funding to renovate and modernize our public housing units. Our apartments are in very good condition. During the past fiscal year we completed many work items at both the Kingswood apartment building and our family apartments. We will continue to spend our modernization funding wisely so we can continue to maintain safe, affordable, quality housing for the lower income people in our community.

?? **PROVIDE AN IMPROVED LIVING ENVIRONMENT:** For deconcentration purposes, we try our best to mix higher and lower income households. We offer a local preference point for admission to working families. For security purposes in the Kingswood apartment building, we conduct monthly fire alarm tests, monthly checks of our fire extinguishers, and every third month we test each apartment's emergency call system. We have also installed a security camera at the front entrance of the Kingswood apartment building. We continue to aggressively screen all applicants prior to admission. We have a "Neighborhood Watch Program".

?? PROMOTE SELF-SUFFICIENCY AND ASSIST DEVELOPMENT OF

ASSISTED HOUSEHOLDS: At every opportunity we encourage non-working families to seek employment. We post the local newspaper classified job ads on the office bulletin board. We talk with families about available jobs. We encourage family members to further their education. We have executed a Memorandum of Agreement with our local Family Independence Agency. We work with local supportive service agencies such as home health care providers, senior citizen centers, the University of Michigan Extension Office, etc. Examples of services we help provide through these agencies include: home health care providers working with Residents in their home, hold flu shot clinics, noon meals delivered to Resident's home, and transportation is available. We also pick up and deliver surplus foods, file home heating and prescription drug credit claims, arrange entertainment etc.

?? ENSURE EQUAL OPPORTUNITY AND AFFIRMATIVELY FURTHER FAIR

HOUSING. We continually offer assisted housing to families regardless of race, color, religion, national origin, sex, familial status and disability. We provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex familial status, and disability. We offer accessible housing to persons with disabilities. We have two 1-bedroom and one 2-bedroom units that meet the 504 requirement.

REQUIRED ATTACHMENT G : VOLUNTARY CONVERSATION REQUIRED INITIAL ASSESSMENT

Kingsford Housing Commission has one development which consists of a total of 68 rental units. The bedroom size breakdown is as follows:

40	1-bedroom apartments
10	2-bedroom apartments
12	3-bedroom apartments
6	4-bedroom apartments

After reviewing the operations of the public housing rental units for Kingsford Housing Commission, and, after considering the implications of converting these public housing units to tenant-based assistance, we have concluded that it would be inappropriate to convert these public housing units to tenant-based assistance. The reason for this conclusion is because we feel that removal of these public housing units would not meet the necessary conditions for voluntary conversion. We feel people would have a hard time finding suitable housing in our area if no public housing is available.