

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

PHA Plan

5-Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2004

MT. CLEMENS HOUSING COMMISSION

**PHA Plan
Agency Identification**

PHA Name: Mount Clemens Housing Commission

PHA Number: MI028

PHA Fiscal Year Beginning: 07/2004

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
**50 Church Street,
Mt. Clemens, Michigan, 48043**
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
One Crocker Blvd., Mount Clemens, Michigan 48043
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

- Main business office of the PHA
50 Church Street, Mount Clemens, Michigan 48043
- PHA development management offices
- Other (list below) **One Crocker Blvd., Mt. Clemens, Michigan 48043**

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

The mission of the Mount Clemens Housing Commission is to be the leader in making excellent affordable housing available for low and moderate-income persons through effective management and the wise stewardship of public funds. We also partner with our residents and others to enhance the quality of life in our communities.

B. Goals

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:**
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- Increase Customer satisfaction**
Renovate or modernize public housing units
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:

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

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
 - Objectives:
 - Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability:
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
 - Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

1. Monitor crime at Housing Authority properties.
2. Improve security as needed.
3. Establish preventative maintenance program.
4. Monitor resident comments and complaints for emerging customer trends.
5. Implement improvements in systems and practices as needed.
6. Establish a senior/elderly only building.

Annual PHA Plan
PHA Fiscal Year 2004

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

The Mount Clemens Housing Commission has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) 1998 and the ensuing HUD requirements.

The Mission Statement presented in this plan was developed by the Mt. Clemens Housing Commission and formerly adopted by its Board of Commissioners and is reflective of this Housing Commission's goals. Our Annual Plan is based on the premise that if we accomplish our goals and objectives, we will be working toward the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach toward our goals and objectives and are consistent with the Consolidated Plan. In summary, we are on course to maintain and improve the conditions of affordable housing in Mount Clemens, Michigan.

We have adopted the following mission statement to guide the activities of the Mount Clemens Housing Commission.

The mission of the Mount Clemens Housing Commission is to be the leader in making excellent affordable housing available for low and moderate-income persons through effective management and the wise stewardship of public funds. We also partner with our residents and others to enhance the quality of life in our communities.

The goals and objectives adopted by the Mount Clemens Housing Commission are as follows:

Goal One: Manage the Mount Clemens Housing Commission's existing public housing program in an efficient and effective manner thereby qualifying as a high performer under the Public housing Assessment System (PHAS).

Objectives

1. HUD shall recognize the Mount Clemens Housing Commission as a standard performer in its PHAS score by the fiscal year ending June 30,2006.
2. The Mount Clemens Housing Commission shall Clemens Towers high-rise units more marketable to the entire community by June 30, 2006.
3. The Mount Clemens Housing Commission shall achieve and sustain an occupancy rate of 95% by June 30, 2006.
4. The Mount Clemens Housing Commission shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

Goal Two: Make public housing the affordable housing of choice for the very Low-income residents of our community.

Objectives:

1. The Mount Clemens Housing Commission shall achieve enhanced curb appeal for its housing developments by improving its streetscape, maintaining it's landscaping, making its properties litter free and other actions by June 30, 2006.
2. The Mount Clemens Housing Commission shall achieve and maintain an average response time of 7 days in responding to routine work orders by June 30, 2006.
3. The Mount Clemens Housing Commission shall establish an aggressive preventative maintenance program and improve the physical condition of all its properties and increase its PHAS physical condition score to 90% by Fiscal Year June 30, 2006

Goal Three: Operate the Mount Clemens Housing Commission in full compliance with all Equal Opportunity laws and regulations.

Objectives:

1. The Mount Clemens Housing Commission shall mix its public housing development populations as much as possible with respect to ethnicity, race and income.
2. Ensure full compliance with applicable standards and regulations as well as generally accepted accounting principles.
3. Maintain all programs of the Mount Clemens Housing Commission in a fiscally responsible manner realizing that our survival is dependent upon continued HUD funding.
4. The Mount Clemens Housing Commission shall increase non-revenue income by a minimum of 5 percent per year. To reduce the need for Federal operating Subsidies by June 30, 2008.
5. The Mount Clemens Housing Commission shall continue to generate sufficient revenues to cover operating expenses and therefore not rely on the City of Mount Clemens for financial assistance.

Goal Five: Enhance the image of public Housing in the Mount Clemens Community.

1. The Mount Clemens Housing Commission shall speak to at least two (2) civic, religious or fraternal groups a year to explain how important these community groups are to the housing community by June 30, 2008.

Here are just a few highlights of our Annual Plan:

- We have adopted four local preferences: for victims of domestic violence, for individuals paying more than 50% of family income for rent, for individuals working at least 20 hours per week (seniors and people with disabilities automatically get this preference) and for individuals who live or work in Mount Clemens.
- Applicants will be selected from the waiting list by preference and in order of the date and time they applied.

- We have implemented a thorough screening policy for public housing applicants to ensure to the best of our ability that new admissions will be good neighbors. Our screening practices meet all fair-housing requirements.
- We have established a minimum rent of \$50.00
- We have established flat rents for all our developments based on 70% of fair market rents. Reduced from 80% to better facilitate Goal #3.
- In an attempt to encourage work and advancement in the workplace, we are not requiring re-certifications if a resident has an increase in income. The increase will be reported at the next regular re-certification.
- Our capital expenditure program for family housing will continue to use defensible space designs to reinforce the Public Housing Drug Elimination Program work that is being done within our neighborhoods.
- We will continue to work with other agencies such as the Macomb County Health Department and local law enforcement agencies to bring in essential services to our neighborhoods.
- The status of the waiting list changes from year to year and this year's adjustments reflect this.

The Mount Clemens Housing Commission is committed to improving the condition of our housing and thus improving the lives of the residents we serve.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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ATTACHMENTS

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

Required Attachments:

- Admissions Policy for Deconcentration (**See Page 18**)
- FY 2004 Capital Fund Program Annual Statement (**See page 37**)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled **ONLY**)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
Pet Policy (See Page 60)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable 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	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to	Annual Plan: Housing Needs

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	support statement of housing needs in the jurisdiction	
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), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input 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 type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	any active CIAP grant	
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	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	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3851	5	2	3	NA	2	1
Income >30% but <=50% of AMI	3261	4	2	2	NA	2	1
Income >50% but <80% of AMI	4387	3	2	2	NA	2	1
Elderly	3543	3	2	2	3	2	1
Families with Disabilities	3700	3	2	2	3	2	1
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						
Race/Ethnicity	NA						

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

Consolidated Plan of the Jurisdiction/s

Indicate year: **2000-2005 Macomb County**

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input checked="" type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	186		60
Extremely low income <=30% AMI	165	89.0	
Very low income (>30% but <=50% AMI)	15	8.0	
Low income (>50% but <80% AMI)	6	3.0	
Families with children	125	67.2	
Elderly families	34	18.2	
Families with Disabilities	29	15.6	
Race/ethnicity	NA		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	62		
2 BR	62		
3 BR	42		
4 BR	16		
5 BR	5		
5+ BR	NA		

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 10 months

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	\$621,281	Operations
b) Public Housing Capital Fund	\$504,063	Capital Improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unbigoted funds only) (list below)		
FY2003	\$348,091	Capital Improvements
3. Public Housing Dwelling Rental Income	\$696,000	Operations
4. Other income (list below)		
Roof Top Rental		Operations
Laundry/ Late Fees	\$12,000	Operations
4. Non-federal sources (list below)		
Investment Income	\$12,000	Operations
Total resources	\$2,234,435	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (Select all that apply)
- When families are within a certain number of being offered a unit: **(3-5 days)**
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
- Rental history
- Housekeeping
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
- PHA development site management office
Clemens Manor
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year? **(1) One**

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists? (1) One
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists? (2) Two
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused
 - Medical justification

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

1. Date and Time

Former Federal preferences:

2. Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- 3. Victims of domestic violence
- 4. Substandard housing
- 5. Homelessness
- 6. High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site based waiting lists
If selected, list targeted developments below:
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
Preference for Working Families
Establishing Flat Rents

**MOUNT CLEMENS HOUSING COMMISSION
POLICY ON DECONCENTRATION
PROJECT MI 28-1, 28-2, 28-3**

Pursuant to the Quality Housing and Work Responsibility Act of 1998 (QHWRA) Section 513-Public Housing and Section 8 Targeting contains certain provisions relative to the deconcentration of public housing communities. The Mt. Clemens Housing Commission hereby provides the following information and police statement relative to deconcentration of Clemens Towers (elderly/disable) and scattered sites (family) single-family homes.

MICHIGAN 28-1 and 28-2, CLEMENS HOMES, SCATTERED SITE HOMES (160)

The Housing Commission has several one, two, three, four and five bedroom units located in various communities in Mt. Clemens. The final deconcentration rule exempts Housing Agencies with only one general family housing development.

MICHIGAN 28-3, CLEMENS TOWERS (94)

The final deconcentration rule exempts elderly/disabled housing developments from the analysis.

The above information is submitted pursuant to:

- A.) 24 CFR 903, Rule to Deconcentrate Poverty and Promote Integration in Public Housing; final rule dated December 22, 2000 and;
- B.) 24 CFR 903, Public Housing Agency Plans: Deconcentration -Amendments to Establish Income Range Definition; Proposed Rule dated August 15, 2001.

DECONCENTRATION POLICY

It is Mount Clemens Housing Commission's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward "this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Mount Clemens Housing Commission will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list.

Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

DECONCENTRATION INCENTIVES

The Mount Clemens Housing Commission may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

OFFER OF A UNIT

When the Mount Clemens Housing Commission discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the de-concentration goal and/or the income targeting goal.

The Mount Clemens Housing Commission will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Mount Clemens Housing Commission regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the writ, the Mount Clemens Housing Commission will send the family a letter documenting the offer and the rejection.

REJECTION OF UNIT

If in making the offer to the family the Mount Clemens Housing Commission skipped over other families on the waiting list in order to meet their de-concentration goal or offered the family any other de-concentration incentive and the family reject the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Mount Clemens Housing Commission did not skip over other families on the waiting list to reach this family, did not offer any other de-concentration incentive, and the family rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the unit was rejected.

If the family rejects with good cause any unit offered, they would not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work,

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

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

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

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

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

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

- Criminal or drug-related activity
 Other (describe below)

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Other (list below)

(3) Search Time

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

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

b. Minimum Rent

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

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

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

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

- A. When the family has lost eligibility for or is waiting an eligibility determination for a federal, state or local assistance programs.**
- B. When the family would be evicted as a result of the imposition of the minimum rent.**
- C. When the income of the family has decreased because of changed circumstances, including loss of employment.**
- D. When the family has an increase in expenses because of changed circumstances for medical costs, child care, transportation, education or similar items.**
- E. When a death has occurred in the family.**

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

Fair market rents (FMR)

95th percentile rents

- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:
Executive Director (1), Public Housing Manager (1), Administrative assistant (1), Bookkeeper (1), (4) Maintenance positions and (1) Modernization Consultant (Part time)

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	288	60
Section 8 Vouchers	NA	
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

- Admissions and Continued Occupancy Policy
- Drug Free Workplace Policy
- Equal Opportunity Policies
- Maintenance Policy
- Personnel Policies
- Procurement Policy
- Travel Policy

(2) Section 8 Management: (list below)

NA

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

**CAPITAL FUND PROGRAM ANNUAL STATEMENT
PARTS I, II, AND II**

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number MI28P0285028503 FFY of Grant Approval: 022003

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	10,000
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	10,000
10	1460 Dwelling Structures	42,897
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 NoN dwelling Structures	25,000
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)	87,897
21	Amount of line 20 Related to LBP Activities	0
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	0

ANNUAL STATEMENT

CAPITAL FUND PROGRAM (CFP) PART II: SUPPORTING TABLE

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-WIDE	<u>Management Improvements</u> Staff and Commissioners Training	1408	\$10,000
	<u>Nondwelling Equipment-Automotive</u> <u>Snow Removal Tractor(Blade and</u> <u>Brush)</u>	1475.5	\$ 25,000
	<u>Site Improvements</u> Landscaping- Fill sod and add shrubbery as needed	1450	\$ 5,000
Clemens Homes Project MI 28-1	<u>Dwelling Structures</u> Install Thru –wall sleeves and add air conditioning units in 8 senior apartments. Subtotal Project MI 28-1	1460	\$3,200 \$8,200
Clemens Homes Project MI 28-2	<u>Site Improvements</u> Landscaping- Fill sod and add shrubbery as needed <u>Dwelling Structures</u> Install Thru –wall sleeves and add air conditioning units in 8 senior apartments. Subtotal Project MI 28-2	1450 1460	\$5,000 \$16,187 \$ 21,187
Clemens Towers Project MI 28-3	<u>Dwelling Structures</u> Replace Vinyl Tile in First floor Hallway Interior Window Improvement Subtotal Project MI 28-3 GRAND TOTAL	1460	\$3,600 \$20,000 \$23,6000 \$87,987

**ANNUAL STATEMENT CAPITAL FUND PROGRAM (CFP) PART III:
IMPLEMENTATION SCHEDULE**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA Wide	06/30/05	12/31/06
MI 28-1- Clemens Homes	06/30/05	12/31/06
MI 28-2- Clemens Homes	06/30/05	12/31/06
MI 28-3- Clemens Towers	06/30/05	12/31/06

**COMPONENT 7
CAPITAL FUND PROGRAM ANNUAL STATEMENT
PARTS I, II, AND II**

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number MI28P02850101 FFY of Grant Approval: 2004

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	28,000
4	1410 Administration	56,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	45,000
8	1440 Site Acquisition	
9	1450 Site Improvement	31,000
10	1460 Dwelling Structures	346,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 No dwelling Structures	44,000
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)	560,000
21	Amount of line 20 Related to LBP Activities	0
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	0

**ANNUAL STATEMENT
CAPITAL FUND PROGRAM (CFP) PART II: SUPPORTING TABLE**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Clemens Homes Project MI 28-1	Site Improvements		
	Parking Lot Resurfacing/Walks Upgrade		\$ 10,500
	Subtotal	1450	\$ 10,500
	Dwelling Structures		
	Repair and Caulk Soffits and Fascias		\$ 18,000
	Replace Vinyl Floor Tile		\$ 50,000
	Paint Unit Interiors		\$ 10,000
	Repair Closed Doors		\$ 22,000
	Replace Bathtubs with shower stalls in Senior Units		
	Subtotal	1460	\$ 133,000
Total Project MI 28-1		\$ 143,500	

**ANNUAL STATEMENT
CAPITAL FUND PROGRAM (CFP) PART II: SUPPORTING TABLE**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Clemens Homes Project MI 28-2	Site Improvements		
			\$ 3,500
			\$ 3,000
	Subtotal	1450	\$ 6,500
	Dwelling Structures		
			\$ 12,000
			\$ 30,000
			\$ 20,000
			\$ 5,000
			\$ 15,000
Subtotal	1460	\$ 82,000	
Total Project MI 28-2		\$ 88,500	

**ANNUAL STATEMENT
CAPITAL FUND PROGRAM (CFP) PART II: SUPPORTING TABLE**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Clemens Towers Project MI 28-3	Site Improvements	1450	
	Parking Lot Resurfacing/Walks Upgrade		\$ 10,200
	Subtotal		\$ 10,200
	Dwelling Structures	1460	
	Replace Windows on Selected Basis		\$ 35,000
	Upgrade Hot Water Delivery System		\$ 25,000
	Upgrade Entrance Level Doors		\$ 25,000
	Subtotal		\$85,000
	Nondwelling Structures	1430	
	Vehicle Garage		\$44,000
Total Project MI 28-3		\$139,200	

**ANNUAL STATEMENT
CAPITAL FUND PROGRAM (CFP) PART II: SUPPORTING TABLE**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Clemens Manor Project MI 28-4	Site Improvements		
	Parking Lot Resurfacing/Walks Upgrade		\$ 3,800
	Subtotal	1450	\$ 3,800
	Dwelling Structures		
	Replace Unit Carpeting		\$ 26,000
	Replace Kitchen Cabinets		\$ 20,000
	Subtotal	1460	\$ 46,000
	Total Project MI 28-4		\$49,800

**ANNUAL STATEMENT CAPITAL FUND PROGRAM (CFP) PART III:
IMPLEMENTATION SCHEDULE**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA Wide	06/30/05	12/31/06
MI 28-1- Clemens Homes	06/30/05	12/31/06
MI 28-2- Clemens Homes	06/30/05	12/31/06
MI 28-3- Clemens Towers	06/30/05	12/31/06
MI 28-4- Clemens Manor	06/30/05	12/31/06

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

5 YEAR ACTION PLAN

DEVELOPMENT NUMBER

DEVELOPMENT NAME

PHA WIDE

MOUNT CLEMENS HOUSING AUTHORITY

Fiscal Year Commencing July 1, 2005 through June 30, 2009

Description of Needed Improvement	Units Involved	Estimated Costs	Planned Year of Implementation
Management Improvement	288	16,700	2005
Administration	288	62,700	2005
A/E Fees & Costs	288	60,600	2005
Management Improvement	288	16,700	2006
Administration	288	62,700	2006
A/E Fees & Costs	288	60,600	2006
Management Improvement	288	16,700	2007
Administration	288	62,700	2007
A/E Fees & Costs	288	60,600	2007
Management Improvement	288	16,700	2008
Administration	288	62,700	2008
A/E Fees & Costs	288	60,600	2008
Management Improvement	288	16,700	2009
Administration	288	62,700	2009
A/E Fees & Costs	288	60,600	2009
SUMMARY			
Management Improvement	288	83,500	
Administration	288	313,500	
A/E Fees & Costs	288	303,000	
TOTAL		\$700,000	

TABLE FOR 5-YEAR ACTION PLAN FOR CAPITAL FUND PROGRAM

Development Number	Development Name	Number Vacant Units	% Vacancies in Development		
MI 28-1	Clemens Homes	4	4%		
Description of Needed Physical Improvements or Management Improvements				Estimated Costs	Planned Start Date (Fiscal Year)
Paint Unit Interior as Needed				5,400	2005
Repair Closet Doors				20,000	2005
Repair Floor Tiles				40,000	2005
Install Door Bells				13,300	2005
Paint Building Exteriors				4,000	2005
Replace Senior Bathtub with Shower Stalls				12,700	2005
Site Work				13,300	2005
Replace Water Heaters				40,000	2005
Paint Unit Interior as Needed					
Repair Closet Doors				5,400	2006
Repair Floor Tiles				20,000	2006
Repair Cantilevered Closets				33,300	2006
Paint Building Exteriors				10,000	2006
Stabilize Buildings' Foundation				6,000	2006
Replace Senior Bathtub with Shower Stalls				10,000	2006
Upgrade Electrical System				21,300	2006
Bathroom Upgrades				2,700	2006
				3,300	2006
Paint Unit Interior as Needed					
Repair & Caulk Soffits and Fascias				5,400	2007
Replace Furnaces				53,300	2007
Repair Cantilevered Closets				40,000	2007
Paint Building Exteriors				13,300	2007
Window Replacement				8,000	2007
Site Work				13,300	2007
Replace Water Heaters				8,300	2007
Electrical Upgrades to 100 AMP Service				13,300	2007
				8,000	2007
Paint Unit Interior as Needed					
Repair & Caulk Soffits and Fascias				5,400	2008
Replace Furnaces				53,300	2008
Repair Cantilevered Closets				53,300	2008
Paint Building Exteriors				40,000	2008
Window Replacement				4,000	2008
Site Work				13,300	2008
Electrical Upgrades to 100 AMP Service				8,000	2008
Bathroom Upgrades				6,700	2008
				9,300	2008
Paint Unit Interior as Needed					
Replace Furnaces				5,400	2009
Repair Cantilevered Closets				24,000	2009
Site Work				20,000	2009
Electrical Upgrades to 100 AMP Service				4,300	2009
Purchase Utility Vehicle				13,300	2009
				33,300	2009
Total estimated cost over next 5 years				\$ 716,000.00	

TABLE FOR 5-YEAR ACTION PLAN FOR CAPITAL FUND PROGRAM

Development Number	Development Name	Number Vacant Units	% Vacancies in Development		
MI 28-2	Clemens Homes	0	0		
Description of Needed Physical Improvements or Management Improvements				Estimated Costs	Planned Start Date (Fiscal Year)
Paint Unit Interior as Needed				2,700	2005
Replace Cantilevered Closets				26,600	2005
Repair Floor Tiles				8,000	2005
Replace Closet Doors				20,000	2005
Replace Furnaces in Family Units				26,700	2005
Stabilize Building Foundations				10,700	2005
Site Work				10,700	2005
Replace Senior Bathtub with Shower Stalls				5,300	2005
Site Work				13,300	2005
Replace Water Heaters				5,300	2005
Bathroom Upgrades				16,000	2005
Electrical Upgrades to 100 AMP Service				10,700	2005
Paint Unit Interior as Needed				2,700	2006
Repair Cantilevered Closets				8,000	2006
Replace Floor Tiles				5,000	2006
Install Door Bells				8,000	2006
Repair Closet Doors				8,000	2006
Replace Furnaces in Family Units				20,000	2006
Paint Building Exteriors				10,000	2006
Stabilize Buildings' Foundation				8,600	2006
Replace Senior Bathtub with Shower Stalls				10,300	2006
Purchase Utility Vehicle				25,000	2006
Paint Unit Interior as Needed				2,700	2007
Repair & Caulk Soffits and Fascias				10,000	2007
Replace Furnaces				20,000	2007
Repair Cantilevered Closets				16,000	2007
Replace Floor Tiles				8,000	2007
Paint Building Exteriors				5,200	2007
Window Replacement				50,000	2007
Replace Senior Bathtub with Shower Stalls				10,700	2007
Site Work				6,700	2007
Replace Water Heaters				8,000	2007
Electrical Upgrades to 100 AMP Service				6,700	2007
Bathroom Upgrades				6,000	2007
Paint Unit Interior as Needed				2,700	2008
Repair Cantilevered Closets				26,700	2008
Replace Floor Tiles				5,300	2008
Repair & Caulk Soffits and Fascias				5,300	2008
Replace Furnaces				13,300	2008
Window Replacement				20,000	2008
Site Work				2,700	2008
Kitchen Upgrades				14,000	2008
Electrical Upgrades to 100 AMP Service				5,300	2008
Paint Unit Interior as Needed				2,700	2009
Repair Cantilevered Closets				10,600	2009
Replace Floor Tiles				2,700	2009
Replace Windows				5,300	2009
Paint Building Exteriors				6,700	2009
Foundation Stabilization				5,300	2009

Total Estimated Costs Over Next 5 Years	\$549,300	

TABLE FOR 5-YEAR ACTION PLAN FOR CAPITAL FUND PROGRAM

Development Number	Development Name	Number Vacant Units	% Vacancies in Development		
MI 28-3	Clemens Towers	0	0		
Description of Needed Physical Improvements or Management Improvements				Estimated Costs	Planned Start Date (Fiscal Year)
Paint Unit Interior as Needed				4,000	2005
Replace Carpet in Selected Units				5,400	2005
Boiler Upgrade/Replacement				26,700	2005
Convert Unit to "Handicapped" Status				13,300	2005
Kitchen Upgrade				16,000	2005
Replace Bathtub with "Handicapped" Showers Stalls				21,300	2005
Paint Unit Interior as Needed				4,600	2006
Repair Hall Carpeting				30,500	2006
Replace Windows in Selected Units				30,500	2006
Site Work				7,700	2006
Convert Unit to "Handicapped" Status				15,000	2006
Replace Outmoded Entrance System				30,600	2006
Replace Kitchen Floor Tile as Needed				7,600	2006
Paint Unit Interior as Needed				7,400	2007
Replace Carpet in Selected Units				9,900	2007
Bathroom Upgrade				9,700	2007
Replace Kitchen Tiles As Needed				7,400	2007
Replace Lobby, Halls and Common Area Furniture				12,300	2007
Paint Unit Interior as Needed				4,000	2008
Replace Windows in Selected Units				26,700	2008
Emergency Generator Upgrade				40,000	2008
Replace Kitchen Tiles As Needed				2,700	2008
Bathroom Upgrades				10,700	2008
Upgrade Water delivery System				2,600	2008
Paint Unit Interior as Needed				4,000	2009
Replace Carpet in Selected Units				5,300	2009
Replace Windows in Selected Units				26,700	2009
Site work (Landscaping)				6,700	2009
Emergency Generator Upgrade				113,000	2009
Replace Kitchen Tiles As Needed				6,700	2009
Upgrade Elevators				46,500	2009
Kitchen Upgrade				2,700	2009
Purchase Utility Vehicle				26,700	2009
Total estimated cost over next 5 years				585,500.00	

TABLE FOR 5-YEAR ACTION PLAN FOR CAPITAL FUND PROGRAM

Development Number	Development Name	Number Vacant Units	% Vacancies in Development		
MI 28-4	Clemens Manor	0	0		
Description of Needed Physical Improvements or Management Improvements				Estimated Costs	Planned Start Date (Fiscal Year)
Paint Unit Interior as Needed				1,300	2005
Repair and Caulk Soffits and Fascias				4,000	2005
Replace Outmoded Entry System				13,400	2005
Replace Kitchens Cabinets in Selected Units				6,000	2005
Upgrade Heating and Plumbing				4,000	2005
Replace Windows in Selected Units				8,000	2006
Paint Unit Interior as Needed				1,300	2006
Paint Exterior Trim				2,000	2006
Repair Hall Carpeting and Common Area				16,600	2006
Replace Floor Tile in Selected Units				4,700	2006
Replace Carpeting in selected units				3,000	2006
Continue Work on Entrance System				13,200	2006
Bathroom Upgrade (medicine cabinets)				4,000	2006
Replace Bathtubs with Showers Stalls				16,600	2006
Site Work				5,300	2006
Paint Unit Interiors				1,300	2007
Repair and Caulk Soffits and Fascias				4,000	2007
Replace Floor Tile in Selected Units				4,700	2007
Replace Carpet in Selected Units				2,000	2007
Bathroom Upgrade (medicine cabinets)				4,000	2007
Replace Bathtubs with Showers Stalls				16,700	2007
Replace Kitchens Cabinets in Selected Units				6,000	2007
Upgrade Heating/Plumbing System				16,600	2007
Site work				5,300	2007
Replace Windows in Selected Units				8,000	2008
Paint Unit Interiors				1,300	2008
Paint Exterior Trim				2,000	2008
Repair Hall Carpeting and Common Area				16,700	2008
Replace Floor Tile in Selected Units				4,700	2008
Replace Carpet in Selected Units				2,700	2008
Replace Kitchens Cabinets in Selected Units				1,300	2008
Paint Unit Interiors				1,300	2009
Repair and Caulk Soffits and Fascias				4,000	2009
Replace Carpet in Selected Units				2,700	2009
Bathroom Upgrade (medicine cabinets)				4,000	2009
Replace Bathtubs with Showers Stalls (handicap accessible)				13,000	2009
Replace Kitchens Cabinets				8,000	2009
Upgrade Heating/Plumbing System				13,300	2009
Site work (landscaping)				1,300	2009
Total estimated cost over next 5 years				\$248,800	

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

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

Yes No: a) has the PHA received a HOPE VI revitalization grant? (If no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

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

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

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Clemens Towers 1b. Development (project) number: MI028-4
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(04/15/04)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected: 94 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if

“yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description NA

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval

<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR parts 982? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Landscape/grounds Maintenance	4	Specific criteria	Main office	Public housing
Health Information Office	1455	Open to all	169 North Walnut	Open
Nutrition Program	50	Open to all	Main Office	Open
Interior Cleaning/ Custodian	4	Specific Criteria	Man Office	Public Housing

(2) Family Self Sufficiency Program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	NA	
Section 8	NA	

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

COMMUNITY SERVICE AND SELF-SUFFICIENCY POLICY

In order to be eligible for continued occupancy, each adult family member must contribute eight (8) hours per month of volunteer community service / self-sufficiency activities (not including employment or political activities) within the community in which the public housing development is located, unless they are exempt from this requirement. The community service/self-sufficiency requirement allows residents an opportunity to “give something back” to their communities and facilitates upward mobility.

EXEMPTIONS:

The following adult family members of tenant families are exempt from this requirement:

- a. Family members who are 62 and older.
- b. Some family members who are blind or disabled as defined under Section 216 (I) or 1614 of the Social Security Act and who are unable to comply with the requirement.
- c. Family members who are the primary care giver for someone who is blind or disabled.
- d. Family members engaged in work activity as defined under Section 407 (d) of the Social Security Act (a minimum of 30 hours per week).
- e. Family members who are exempt from work activity under a State program funded under part A Title IV of the Social Security Act or under any other State welfare program, including welfare to work programs.
- f. Family members in a family receiving assistance under a State program funded under part A Title IV of the Social Security Act or under any State welfare program, including a welfare to work program and who are in compliance with that program.

NOTIFICATION

At least 60 days before lease term expires, the MCHC shall identify all adult family members who are not exempt from the community service requirement/self-sufficiency requirement. The MCHC will notify all such family members of the community service/self-sufficiency requirement and provide them with opportunity to present compliance documentation or to claim exemption status. **The MCHC will verify all claims of compliance and/or exemption.**

The notification will advise family member(s) that failure to comply with the community service/self-sufficiency requirement could result in ineligibility of the family for continued occupancy at the end of their lease.

VOLUNTEER COMMUNITY SERVICE/SELF-SUFFICIENCY ACTIVITIES

Volunteer community service / self-sufficiency activities includes performing work or duties in the public that serves to improve the quality of life and/or enhance resident's self-sufficiency, and/or increase the self-responsibility of the resident within the community.

The MCHC residents may consult with social service agencies, local schools, the hospital and other organizations to help identify volunteer community service / self –sufficiency activities. The MCHC must approve all volunteer community service/self-sufficiency activities in order for residents to satisfy the requirement.

NOTIFICATION OF NON-COMPLIANCE

The MCHC will notify any family member found to be in non-compliance as follows:

- a. Identify the family member(s) whom as been determined to be in noncompliance;
- b. The determination is subject to the Grievance Procedure; and
- c. MCHC will describe the noncompliance; the lease may not be renewed at the end of the lease term and family eviction pursued;
- d. MCHC will offer the tenant the opportunity to comply with a written agreement to cure the noncompliance.

OPPORTUNITY FOR CURE

The MCHC will offer the family member(s) the opportunity to enter into a written agreement with the MCHC to cure the noncompliance with the community service/self-sufficiency requirements prior to the current lease expiration. The agreement shall include:

- a. The family member(s) to perform the additional number of hours of community service to satisfy the current lease;
- b. Along with the number of hours needed to comply with the community service requirement for the next 12 month term of the new lease;
- c. Assurance that all members of the family who are subject to these requirements are in compliance with the requirements;
- d. Written assurances that satisfies the MCHC that any noncompliant resident no longer resides in the unit.

If any applicable family member does not accept the terms of the written agreement to perform volunteer community service/self-sufficiency, or falls behind in the obligation under the agreement by more than four (4) hours, except for good cause as determined by the Executive Director, the MCHC shall take action to terminate the lease.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

Clemens Homes-MI28P028001 and MI28P028002;
Clemens Manor-MI28P028004

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

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

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

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

**Clemens Homes-MI28P028001 and MI28P028002;
Clemens Manor-MI28P028004**

C. Coordination between PHA and the police

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

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

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

**Clemens Homes-MI28P028001 and MI28P028002;
Clemens Manor-MI28P028004**

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

I. The Mount Clemens Housing Commission Pet Policy

In compliance with the Quality Housing and Work Responsibility Act of 1998 (Public Housing Reform Act), and 24 CFR part 960 final rule for pet ownership in public housing affective August 9, 2001 the Mount Clemens Housing Commission will permit residents of public housing to own and keep common household pets in their apartment. This policy sets for the conditions and guidelines under which pets will be permitted. This policy is to be adhered to at all times. Common Household pets are defined as follows:

Birds: Including canaries, parakeets, finch and other species that are normally kept caged birds of prey are not permitted.

Fish: Tanks or aquariums are not to exceed 20 gallons in capacity. Poisonous or dangerous fish are not permitted. Only one tank or aquarium is permitted per Apartment.

Dogs: Are not to exceed the size of a standard poodle. All dogs must be neutered or spayed (male and female).

Cats All cats must be neutered, spayed and declared. At no time will the Mount Clemens Housing Commission approve of exotic pets such as snakes, monkeys, rodents or any other dangerous animals.

II. Registration

Every pet must be registered with the Mount Clemens Housing Commission's management prior to moving that pet into the building and updated annual thereafter. Registration requires the following:

- A. A certificate signed by a licensed veterinarian, state and local authority
Stating that the pet has received all inoculations required by the state and
Local law.
- B. Proof of current license.
- C. Identification tags bearing the owner's name, address and phone number for
Both dogs and cats.
- D. Proof of neutering or spaying and or declawing for both dogs and cats.
- E. Photograph no larger than 4x6 of pet or aquarium.

F. The name, address and phone number of a responsible party that will care For the pet if the owner is incapacitated, expires or is otherwise unable to Care for the pet.

G. Fish. Size of tank or aquarium.

III. Density of Pets

Only one four legged warm blooded pet will be allowed per apartment. Only two birds will be allowed per apartment and only one aquarium will be allowed per apartment. The Mount Clemens Housing Commission only will give final approval on types and density of pets.

IV. General Rules.

The resident agrees to comply with the following rules imposed by the Mount Clemens Housing Commission:

A. No pet shall be tied up anywhere on Housing Commission property and left unattended for any amount of time.

B. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization of tenant.

C. Doghouses are not allowed on Housing Commission property.

D. Pet owners must comply with all applicable state and local public health, animal control and anti cruelty laws and regulations.

V. No Pet Areas

At no time will pets be allowed in any public area such as common space, playground areas, laundry rooms, sitting rooms, etc. Pets shall be maintained in the resident's apartment and taken out in the area specifically around the tenants unit (front/back/side of resident's yard only). Tenant is responsible for pick up and disposal of animal waste.

VI. Pet Rule Violation and Pet Removal.

A. If it is determined on the basis of objective facts supported by written statement that a pet owner has violated a rule governing the pet policy, the Mount Clemens Housing Commission shall serve a Notice of Pet Rule Violation on the pet owner. Serious or repeated violations may result in pet removal or termination of the pet owner's tendency or both.

- B. If a pet poses a nuisance, such as excessive barking, noise or whining which disrupts the peaceful enjoyment of other residents, owners will remove the pet from the premises upon request of management within 48 hours. Nuisance complaints regarding pets are subject to immediate inspection.
- C. If a pet owner becomes unable, either through hospitalization or illness to care for the pet, and the person so designated to care for the pet in the pet owner's absence, refuses or is unable physically to care for the pet after a 24 hour limitation, the Mount Clemens Housing Commission can officially remove the pet.

VII. Damage Deposit (Pet)

A pet damage deposit will be required for dogs and cats only. However, all pet owners must comply with registration rules for all other pets. The pet damage deposit will be paid in advance and is to be used to pay reasonable expenses directly attributable to the presence of the pet in the project including but not limited to the cost of repairs and replacements to and fumigation of the tenants dwelling unit. The amount of the pet damage deposit will be the maximum amount allowable under the state law. The deposit for a pet dog or cat shall be \$250.00. The deposit is refundable when pet or family vacates the unit, less any amount owed due to damages.

VIII. Exceptions

Animals that are used to assist persons with disabilities are excluded from the requirements of this policy.

IX. Types of Pets

Any animal deemed to be potentially harmful to the health and safety of others including attack or fight trained dogs are prohibited and are not allowed as pets: Pit bulls Terriers, Hoteliers, Dobermans, German Shepherds, Chows, Collies, Dalmatians, Boxers, any mixed breeds that include these and mixed with wolf. No pregnant animals allowed. No animal shall exceed 25 pounds in weight projected to full adult size.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes No: Was the most recent fiscal audit submitted to HUD?
3. Yes No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

Attached at Attachment (File name)

Provided below:

The Public Hearing and Resident meetings for the fiscal year 2004 was held on January 27, 2004 with 45 residents in attendance. A Staff presentation on the proposed Five Year plan was provided to the 45 attendees. The questions comments and recommendations emerging from this meeting are as follows:

- A. Shower/Bathtub
Some residents don't like idea of shower- some would like to be able to sit and shower.
- B. Blinds replacements- scheduled for CFP FY 2004
- C. Other Suggestions
 - 1. Expand parking lots.
 - 2. Exterior Lighting behind building lights under walkway- need to be cleaned.
 - 3. Handicap incline in back of building- up sidewalk.
 - 4. Coin Machine in Laundry rooms.
- D. I'm OK Program
 - 1. Develop Document to "not participate in this program (Establish waiver process).
 - 2. Place sign out sheet next to Office window.
 - 3. What will be the notification process?
 - 4. What about the weekend? What will floor captains do?
- E. Floor Captains
 - 1. Schedule Meetings
 - 2. Ask for Volunteers
- F. Vial of Life
 - 1. Mandatory (provide for those who don't have it).

G. Miscellaneous Resident Concerns

1. Barbecues
2. What does cleaning lady do- does she do hallways
3. Need to inform dispatch that we have a vial of life
4. Knobs in the Shower are difficult to pull.
5. Shuffle Board courts need to be completed.
6. Horse shoes/ stakes for summer
7. Second floor stairway lock from inside
8. Front door on right (North door) does not close tightly.

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Any adult recipient of PHA assistance could nominate candidates
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: 2000-2005 Macomb County Consolidated Plan
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

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

Macomb County Consolidated Plan states

The Mount Clemens Housing Commission Needs Assessment. This section identifies the number of households within the Macomb County urban area in need of housing assistance. The information comes directly from Macomb County's Consolidated Plan and from Mount Clemens Housing Commission records.

Housing Needs

According to information maintained by the Michigan State Housing Development Authority there are a total of 9,881 assisted housing units located within Macomb County. Sixty-one separate developments are scattered throughout 15 local developments. Of these developments, 26 have reserved 2,795 living units for elderly citizens. This figure represents 28.2 percent of the total available assisted housing units.

Since 1991, the County of Macomb has estimated the housing assistance needs of low and moderate-income households and presented this data in the federally approved Comprehensive Housing Affordability Plan. The most recent and comprehensive available data on households by type, income and housing problems is contained in the 1990 Census. The accompanying presents the housing needs of the Macomb Urban County for Fiscal Year 1995 through Fiscal Year 1999.

Extremely Low-Income (0-30% MFI)

According to the Census, there are 7,487 households or 8.3% of all households within the Urban County, whose income is 30% or less of the Median Family Income. Owners make up 48.6% of this grouping and renters constitute 51.4% of the total. Renter-occupied households (3,851) are divided among the elderly, 1,754 (45.6%), small related, 1,041 (27.0%), large related, 158 (4.1%), and other households, 989 (23.3%). 72% of all renters who are classified as extremely low-income have cost burdens greater than 30%. There are 72% who have housing burdens greater than 50%. Owner-occupied households (3,636) are divided among elderly, 2,097 (57.7%), and all others, 1,539 (42.3%). 81% of all owners have a reported cost burden greater than 30% of their incomes. 55% of the owner-occupied have housing burdens greater than 50%.

Low-Income (31-50% MFI)

There are 8,210 households or 9.1% of all households with the Urban County whose income is from 31-50% of the Median Family Income. Renters make up 35.7% of this grouping and Owners comprise the balance or 60.3% of the total. Renter occupied households ((3,261) are divided among elderly, 1,153 (35.4%), small related, 1,084 (33.2%). 71% of this group declares problems with housing. 73% experience cost burdens greater than 30%. Only 30% (1 42% drop over the Extremely Low Income Category) have cost burdens greater than 50%. Owner-occupied households (4,949) are made up of 3,025 elderly households (61.1%) and 1,924 in an All Others Category (38.9%). On average, 61% in this grouping experience housing problems and 60% are cost burdens greater than 30%. Only 20% declare a cost burden greater than 50%.

Moderate-Income (51-80% MFI)

There are 14,359 households or 15.9 % of all Urban Country households that earn incomes that are considered Moderate by federal standards. In this designation, renters make up 4,387 or 30.6% and owners constitute 9,972 households or 59.4%. Moderate-income rentals have 1,782 small-related households, and 1,631 all other households, contrasted with 637 elderly and 337 large families. 33% of this group is cost burdened more than 30% and only 1% is burdened greater than 50%. 4,058 owner occupants have incomes that are moderate and 12% are cost burdened greater than 30%. Only 2% have cost burdens that exceed 50%. In the

All Others Category, 5,914 households fall into designation and 39% are cost burdened greater than 30% and 6% have burdens, which exceed 50%.

Middle-Income (81-95% MFI)

There are 8,025 households or 8.9% of all households within the Urban County that Earn between 81-95% of the Media Family Income. Renters total 2,039 or 25.4 % and Owners total 5,986 or 74.6%. Renter households in the middle-income category have 176 (8.6%), elderly, 826 (40.5%), small related 169 (8.3%), large related and 868 all other households (42.6%). 10% of the elderly are experiencing rent cost burdens greater than 30%. Owner-occupants with middle-income ranges have 1,265 elderly (21.1%) and 4,721 in an all other Owners (78.9%). The elderly state that 9% are cost burdened greater than 30% of their income. In the All Other Category, this percentage increases to 21%. Among the 90,136 households located in the Urban County, 22% have housing problems. This equates to 19,829 households. Of the 20,516 rental households, approximately 1 in every 3 units experiences housing problems. If you are an elderly residing in rental property, the chances of experiencing housing problems raise to 54 %. Of the 69,620 owner-occupants, 18% (1 in 5) experience housing problems. For the elderly, 25% (1 in 4) is experiencing housing difficulties.

Meeting Housing Needs

Finally, we are required to state how we intend to address our community's housing needs to the extent practical. While we wish we could meet the needs in our jurisdiction, we are not optimistic about achieving this objective. The problem is that we lack the resources to fully address the housing needs here in this community. There are two steps we can take in order meet additional housing needs. We can apply for additional grant opportunities made available by the U.S. Department of Housing and Urban Development. We may also be able to work with the Mount Clemens Housing Corporation to utilize bond-refunding proceeds that organization accumulates under the provisions of the McKinney Act.

D. Other Information Required by HUD

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

1. Deviations From and Modifications to the Agency Plan

The Agency Plan is a living document, which shall serve to guide Mount Clemens Housing Commission operations and resource management. In the event that circumstances or priorities necessitate actions, which would represent a substantial departure from the goals, objectives, timetables or policies as set forth in the plan, the Mount Clemens Housing Commission will invite resident review and input prior to taking actions that would implement such substantial changes. Developments of subsequent Annual Plans shall be a vehicle through which updates and minor or routine modifications

to the Agency Plan are made. On an annual basis MCHC will review its progress toward the achievement of its goals and objectives and the existing policies and procedures, adequately address the needs of its constituents, stakeholders and the Agency. To the extent that those needs are not met by the elements of the existing agency Plan the subsequent Annual Plan shall be written to reflect changes to goals, objectives, policies and procedures to address those needs. In the event that the elements of the subsequent annual plan represent a significant departure from those of the existing Agency Plan a significant amendment or modification to the Agency Plan will be undertaken. Under these circumstances, a full and participatory planning process will be used to obtain resident and stakeholder input. A draft of the substantially modified Agency Plan will be subject to the public review, comment and hearing process. The MCHC will honor the current HUD definition of Substantial Deviation and Significant Amendment.

- Changes to rent or admissions policies or organization of the waiting list
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- And any change with regard to demolition or disposition, designation, Homeownership programs or conversion activities.

2. Challenge Statement

- The MCHC has a recent history of having the distinction of being a standard performing agency. Unfortunately, due to legal problems and personal problems faced by the past Executive Director, this agency could be described at best as dysfunctional from the time period of July 1999 through December 2000. The current Executive Director was appointed on May 4, 2001. From 2001 to date the MCHC has demonstrated consistent improvement through visionary leadership, guidance and direction.

Attachments

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

Required Attached A : 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:

Marcia Boswell

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

- Elected
- Appointed

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

2009

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.

2009

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

Mayor Quinne Cody

Resident Advisory Board Members

Marcia Boswell	William Earle
Joan Lake	Janice Moore
Zellan Ferguson	

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

PHA Name: MT. CLEMENS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 03 Replacement Housing Factor Grant No.:					Federal FY of Grant: 2003 AS OF 12/31/03	
Development Number/Name HA - Wide Activities	All Funds Obligated (QE Date)			All Funds Expended (QE Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
	9/16/05			9/16/07				

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

PHA Name: MT. CLEMENS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 03 Replacement Housing Factor Grant No.:					Federal FY of Grant: 2003 AS OF 12/31/03	
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	<u>MANAGEMENT IMPROVEMENTS</u>							
	A. Unspecified in Original Annual Statement			<u>10,500</u>		<u>0</u>	<u>0</u>	
	SUB TOTAL	1408		10,500		0	0	
HA-WIDE	<u>ADMINISTRATION</u>							
	A. Modernization Co-Ordinator			35,000		35,000	0	
	B. Portion of Staff salaries			<u>12,000</u>		<u>12,000</u>	<u>6,000</u>	
	SUB TOTAL	1410		47,000		47,000	6,000	
HA-WIDE	<u>FEES AND COSTS</u>							
	A. A & E Fees and costs			<u>35,000</u>		<u>0</u>	<u>0</u>	
	SUB TOTAL	1430		35,000		0	0	
HA-WIDE	<u>NON-DWELLING EQUIPMENT</u>							
	A. Unspecified in Original Annual Statement			<u>25,000</u>		<u>0</u>	<u>0</u>	
	SUB TOTAL	1475		25,000		0	0	
HA-WIDE	<u>RELOCATION COSTS</u>							
	A. Relocation costs			<u>4,000</u>		<u>0</u>	<u>0</u>	
	SUB TOTAL	1495		4,000		0	0	

Part II: Supporting Pages

PHA Name: MT. CLEMENS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 03 Replacement Housing Factor Grant No.:						Federal FY of Grant: 2003 AS OF 12/31/03
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MI 28-3	<u>SITE IMPROVEMENTS</u> A. Repair/Replace Parking lot			<u>15,700</u>		<u>0</u>	<u>0</u>	
	SUB TOTAL	1450		15,700		0	0	
MI 28-1,2	<u>DWELLING STRUCTURES</u> A. Roofing Replacements, Phase III		18 bldgs	<u>278,966</u>		<u>0</u>	<u>0</u>	
	SUB TOTAL	1460		278,966		0	0	
	GRAND TOTAL			416,166		47,000	6,000	

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

HA Name: MT. CLEMENS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No.: Replacement Housing Factor Grant No.:	MI28 P028 501 03	Federal FY of Grant 2003
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number
 Final Performance and Evaluation Report **X Performance & Evaluation Report for Program Year Ending 12/31/03**

Line #	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$10,500		\$0	\$0
	Management Improvements Hard Costs				
4	1410 Administration	\$47,000		\$47,000	\$6,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	\$35,000		\$0	\$0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$15,700		\$0	\$0
10	1460 Dwelling Structure	\$278,966		\$0	\$0
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$25,000		\$0	\$0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$4,000		\$0	\$0
18	1498 Mod used for Development				
19	1502 Contingency				
20	Amount of Annual Grant (Sum of lines 2-19)	\$416,166		\$47,000	\$6,000
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 - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
24	Amount of Line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: MT. CLEMENS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 02 Replacement Housing Factor Grant No.:					Federal FY of Grant: 2002 AS OF 12/31/03	
Development Number/Name HA - Wide Activities	All Funds Obligated (QE Date)			All Funds Expended (QE Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
	6/30/04			9/30/06				

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

PHA Name: MT. CLEMENS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 02 Replacement Housing Factor Grant No.:					Federal FY of Grant: 2002 AS OF 12/31/03	
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	<u>MANAGEMENT IMPROVEMENTS</u>							
	A. Commissioner & Staff Training			5,000		0	0	
	B. Software upgrades			<u>0</u>		<u>3,549</u>	<u>3,549</u>	
	SUB TOTAL	1408		5,000		3,549	3,549	
HA-WIDE	<u>ADMINISTRATION</u>							
	A. Modernization Co-Ordinator			35,000		35,000	9,112	
	B. Portion of Staff salaries			<u>12,000</u>		<u>12,000</u>	<u>12,000</u>	
	SUB TOTAL	1410		47,000		47,000	21,112	
HA-WIDE	<u>FEES AND COSTS</u>							
	A. A & E Fees and costs			<u>18,147</u>		<u>39,950</u>	<u>833</u>	
	SUB TOTAL	1430		18,147		39,950	833	
MI 28-3	<u>SITE IMPROVEMENT</u>							
MI 28-4	A. Fence Construction			2,001		2,001	2,001	
	B. Repl. Entrance walks, stoops, and steps		3 bldgs	<u>0</u>		<u>11,900</u>	<u>11,900</u>	
	SUB TOTAL	1450		2,001		13,901	13,901	

Part II: Supporting Pages

PHA Name: MT. CLEMENS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No.: MI28 P028 501 02 Replacement Housing Factor Grant No.:						Federal FY of Grant: 2002 AS OF 12/31/03	
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
MI 28-1,2	<u>DWELLING STRUCTURES</u> A. Roofing Replacements, Phase II B. Begin furnace replacements with A/C for seniors		8 bldgs 40 units	198,162 <u>150,000</u>		<u>197,050</u>	<u>197,050</u>		
	SUB TOTAL	1460		348,162		197,050	197,050		
MI 28-4	<u>DWELLING STRUCTURES</u> A. Carpet 3 halls & stairs A. Electrical Upgrade B. Room A/Cs for 36 units C. New roofs on 2 buildings			0 39,600 17,900 <u>58,226</u>					
	SUB TOTAL	1460		115,726		0	0		
	GRAND TOTAL			536,036		301,450	236,445		

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

HA Name: MT. CLEMENS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No.: Replacement Housing Factor Grant No.:	MI28 P028 501 02	Federal FY of Grant 2002
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement/Revision Number
 Final Performance and Evaluation Report **X Performance & Evaluation Report for Program Year Ending 12/31/03**

Line #	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$5,000		\$3,549	\$3,549
	Management Improvements Hard Costs				
4	1410 Administration	\$47,000		\$47,000	\$21,112
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	\$18,147		\$39,950	\$833
8	1440 Site Acquisition				
9	1450 Site Improvement	\$2,001		\$13,901	\$13,901
10	1460 Dwelling Structure	\$463,888		\$197,050	\$197,050
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod used for Development				
19	1502 Contingency				
20	Amount of Annual Grant (Sum of lines 2-19)	\$536,036		\$301,450	\$236,445
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 - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
24	Amount of Line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				