

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

GRAND RAPIDS
HOUSING COMMISSION
5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2004
(FY beginning July 1, 2004)

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

**PHA Plan
Agency Identification**

PHA Name: Grand Rapids Housing Commission

PHA Number: MI-073

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
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:
The Grand Rapids Housing Commission provides housing assistance and affordable housing opportunities to lower-income families, the disabled and senior citizens in a manner that is fiscally sound and in ways that support families, neighborhoods and economic self-sufficiency.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (See "Other PHA Goals and Objectives," end of Section B)
- 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)
Staff training related to low-income public housing eligibility and rent calculation
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (See "Other PHA Goals and Objectives," end of Section B)
- 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: (See "Other PHA Goals and Objectives," end of Section B)

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: (See "Other PHA Goals and Objectives," end of Section B)

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: (See "Other PHA Goals and Objectives," end of Section B)

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: (See "Other PHA Goals and Objectives," end of Section B)

Other PHA Goals and Objectives:

MANAGEMENT

GRHC Goal: Manage the existing housing program in an efficient and effective manner to maintain a score of 90% or above under the U.S. Department of HUD Public Housing Assessment System.

Objectives:

- Achieve and sustain an occupancy rate of 97% by June 30, 2004. (progressing)
- Increase the percentage of rents collected from 96% to 98% by June 30, 2004. (progressing)
- Reduce tenant accounts receivable from 54% to 10% by June 30, 2004. (progressing)
- Maintain a waiting list of sufficient size to fill housing units within 30 days of them becoming vacant by June 30, 2004.

- Maintain a U.S. Department of HUD Real Estate Assessment Center score of 80% or above for the Ransom Tower facility by June 30, 2004. (completed and ongoing)
- Provide training opportunities that will enhance the knowledge and efficiency of all Housing Commission staff, empowering staff to operate as customer friendly and fiscally prudent leaders in the affordable housing industry. (completed and ongoing)
- Provide training opportunities to management employees to assure a strong, long-term management team. (completed and ongoing)
- Expand resident services to include case management services at Campau Commons and Creston Plaza housing developments. (completed and ongoing)
- Leverage community partnerships to gain social work interns and supportive community volunteers, and to maximize the accessibility and effectiveness of community resources available to participants in GRHC programs. (ongoing)

SAFETY & SECURITY

GRHC Goal: Ensure that GRHC housing developments provide a safe and secure environment.

Objectives:

- Support local law enforcement activities that enhance the City's ability to keep GRHC developments and surrounding neighborhood safe and secure. (ongoing)
- Collaborate with the City's Recreation Department to serve young housing development residents and neighborhood youth through the Recreation Reaps Rewards Program. (ongoing)
- Support community policing through the GRHC's family site Neighborhood Centers. (ongoing)
- Continue aggressive screening procedures to reduce evictions due to violations of criminal laws. (ongoing)
- Implement public housing security improvements and programs through the Public Housing Drug Elimination Program. (completed)

MARKETING & PUBLIC RELATIONS

GRHC Goal: Enhance the public image and marketability of the GRHC's housing units.

Objectives:

- Through staff training, regular facility/service evaluation and the development and implementation of resident services programs, achieve a level of customer satisfaction that gives the GRHC a "high performer" score under the Public Housing Assessment System. (completed and ongoing)
- Maintain proper curb appeal for all developments by improving landscaping, maintaining the grounds and maintaining properties litter-free. (ongoing)
- Remove all graffiti within 24 hours of discovering it. (ongoing)
- Partner with the City police department, neighborhood associations, residents and community groups to ensure that all GRHC housing developments offer a safe and secure environment. (ongoing)

GRHC Goal: Increase public awareness and understanding of GRHC programs and services.

Objectives:

- Market and promote the GRHC and its programs and services by developing and producing such publications as an annual report, quarterly newsletters and program/service brochures. (completed and ongoing)
- Expand current partnerships to maximize delivery of services and programs. (ongoing)
- Work with relevant community groups to enhance the GRHC's role in community planning and to improve access to programs and services among minority and non-English-speaking residents. (ongoing)
- Sponsor annual GRHC resident scholarship awards in conjunction with the GRHC Annual Luncheon event. (completed and ongoing)
- Keep the public apprised of newsworthy GRHC events, programs and services through the timely distribution of news releases to local media. (completed and ongoing)
- Promote public awareness and enhance access to programs and services by developing a GRHC web site. (completed and ongoing)

COMMUNITY PLANNING

GRHC Goal: Expand the role of the GRHC in community planning, particularly planning related to affordable housing opportunities.

Objectives:

- Continue to assume a leadership role in comprehensive community planning related to affordable housing programs and services, working with City and other local officials to meet not only current but emerging housing needs.
- Work with regional housing development and social service providers to secure affordable housing for people with disabilities, Temporary Assistance to Needy Family (TANF) recipients who are becoming employed, and those at risk for homelessness throughout the region.
- Seek and develop new avenues for providing affordable housing opportunities to our community's growing senior population, in particular programs and services that enhance senior citizens' ability to live independently and maintain quality of life.
- Support the "Great Neighborhoods" component of the City's Three-Year Strategic Plan (2003-2005) by exploring the establishment of a housing trust fund to develop mixed-use, mixed-income housing facilities.

FISCAL RESPONSIBILITY

GRHC Goal: Ensure full compliance with all applicable standards and regulations, including government generally accepted accounting practices.

Objectives:

- Maintain a strong and solvent year-end financial position and positive cash flow. (completed and ongoing)
- Maintain public housing operating reserves of at least \$300,000. (completed and ongoing)
- Operate the Section 8 tenant-based program and Public Housing program so that income exceeds expenses every year. (completed and ongoing)

- Continue to review the Quality Housing & Work Responsibility Act of 1998 as well as new legislation, policies and procedures to assure strict compliance with housing regulations. (completed and ongoing)
- Update the Housing Commission Policy & Procedures Manual. (completed)
- Enhance efficiency and customer service by increasing standardization of accounting procedures at housing developments. (ongoing)

DEVELOPMENT

GRHC Goal: Help our community address a need cited in the Grand Rapids Consolidated Plan by making affordable housing opportunities more available to low-income and very low-income families.

Objectives:

- Build or acquire 50 new rental affordable housing units for the residents of our community by June 30, 2004.
- Apply for additional rental vouchers, increasing the voucher program by 800 units by June 30, 2004.
- Build or acquire 50 units for conversion to homeownership by June 30, 2004.
- Leverage private or other public funds to create additional housing opportunities for very low-income or low-income families, including constructing one new affordable housing development for those who have special needs.
- Apply for a Hope VI Grant to revitalize the Campau Commons development that serves 112 low-income families.

SECTION 8 TENANT-BASED PROGRAM

GRHC Goal: Manage the tenant-based program in an efficient and effective manner, qualifying as a “high performer” under SEMAP.

Objectives:

- Maintain a utilization rate of 98%. (completed and ongoing)
- Perform annual certifications and inspection of 100% of Section 8 participants. (ongoing)
- Implement Section 8 Rent Reasonableness procedures. (ongoing)
- Maintain a U.S. Department of HUD Section 8 Management Assessment Program score of 90% or above by June 30, 2004. (completed and ongoing)
- Perform initial inspections within 14 days of request for lease approval. (in progress)

GRHC Goal: Expand the range and quality of housing choices available to participants in the tenant-based assistance program.

Objectives:

- Implement the Housing Choice Voucher Homeownership Program. (completed, ongoing)
- Lease up 190 Section 8 units for persons with disabilities. (completed)
- Collaborate with community partners to implement Welfare-to-Work Program, providing assistance to 269 families. (completed)
- Use the Regional Opportunity Counseling program to help voucher program participants move from areas of high poverty to areas of low poverty. (completed)
- Participate in Section 8 landlord training in collaboration with HUD and other local housing agencies. (completed)
- Enroll 50 families in the GRHC’s Family Self-Sufficiency program. (completed)
- Implement training regarding lead-based paint regulations, safe work practices and abatement testing.
- Offer case management and other supportive services to voucher program participants.

MAINTENANCE

GRHC Goal: Maintain the Housing Commission real estate in good condition.

Objectives:

- Apply for a Capital Fund Grant and complete improvements under the Capital Fund 5-year plan—approximately \$3.3 million for public housing sites. (ongoing)
- Use residual receipts and replacement reserves to complete capital improvements at Ransom Tower housing development—\$500,000. (completed)
- Complete capital improvements at Leonard Terrace—\$171,000. (completed)
- Renovate the Adams Park housing development office and Community Room. (completed)
- Complete improvements made under the Public Housing Drug Elimination Grant. (completed)
- Complete need assessments at Leonard Terrace, Mt. Mercy and Scattered Sites, and update assessments of Ransom Tower and other Public Housing developments. (in progress)
- Bring all units in compliance with the City of Grand Rapids Housing Code by June 30, 2001. (completed, reevaluation of units is ongoing)
- Increase curb appeal of all housing developments by improving landscaping and grounds maintenance. (ongoing)

MAINTENANCE

GRHC Goal: Deliver timely and high-quality maintenance service to the residents of the GRHC.

Objectives:

- Implement a preventive maintenance plan by June 30, 2000. (completed)
- Respond to emergency work orders in less than 24 hours. (ongoing)

- Maintain an average response time of seven days when addressing routine work orders. (ongoing)
- Improve communication with residents regarding maintenance and construction activities. (ongoing)
- Improve maintenance staff skills through cross-training, seminars and vendor instruction. (ongoing)

SUPPORTIVE SERVICES

GRHC Goal: Improve GRHC housing residents' access to services that support economic opportunity and quality of life.

Objectives:

- Apply for continued funding for FSS coordinator to continue implementation of Family Self-Sufficiency Program. (completed)
- Support the continuation of the Family Neighborhood Centers that provide resident services. (ongoing)
- Apply for Resident Service model to provide coordination of services for the elderly and disabled. (completed and ongoing)
- Support the Resident Advisory Board to ensure commission-wide representation. (ongoing)
- Provide or attract supportive services to increase independence for the elderly and families with disabilities. (ongoing)
- Provide or attract supportive services to improve assistance recipients' employability through the Welfare-to-Work Program. (ongoing)
- Refine and enhance educational and social programs at GRHC housing developments. (ongoing)

EQUAL OPPORTUNITY

GRHC Goal: Operate the GRHC in full compliance with Equal Opportunity laws and regulations, and affirmatively further fair housing.

Objectives:

- Revise and update our Equal Opportunity Policy by June 30, 2003.
- Mix GRHC public housing development populations as much as possible with respect to ethnicity, race and income. (ongoing)
- Help recipients of tenant-based vouchers seek housing opportunities beyond areas of traditional low-income and minority concentration through the Regional Opportunity Counseling Program. (program completed)
- Continue staff participation in annual fair housing activities sponsored by the City's EEO Department and the Fair Housing Center. (completed and ongoing)

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

[24 CFR Part 903.7 9 (r)]

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

BACKGROUND

The Grand Rapids Housing Commission (GRHC) is the local public housing agency (PHA) created in 1966 by Grand Rapids City Ordinance under State of Michigan enabling legislation. The GRHC is authorized to “purchase, acquire, construct, maintain, operate, improve, repair or extend housing facilities and eliminate adverse housing conditions.” The Housing Commission is composed of five (5) members who are representative of the City’s citizens and knowledgeable regarding real estate and/or property management. At least one member of the Commission is a tenant of public or subsidized housing. Members are appointed by the City Manager and confirmed by the City Commission.

The Grand Rapids Housing Commission appoints a Director who serves as Secretary. The Grand Rapids Housing Commission prescribes the duties of its subordinate officers and employees and has sole authority to fix their compensation and the terms and conditions of employment. The GRHC is responsible for its own contracting and procurements for its housing developments, including construction, maintenance and operations. The GRHC must submit an annual accounting of financial activity to the City Commission.

The GRHC’s management is organized under the executive office and six main areas. Housing Management is responsible for the day-to-day operation of the agency’s owned-rental housing developments, i.e., conventional public housing, low-income housing tax credit, transitional housing, Section 8 new construction and project-based developments, including programs, services and activities. Program Management is responsible for the agency’s leased-housing program and associated activities, i.e., Housing Choice Vouchers,

Section 8 Moderate Rehabilitation, Substantial Rehabilitation, and Family Self-Sufficiency, Section 8 Homeownership, Welfare-to-Work and Mainstream programs. Construction and Rehabilitation is responsible for the management of the agency's capital and rehabilitation programs, and activities of housing maintenance. Financial is responsible for management of all accounting, MIS, budgets and auditing. Personnel & Benefits is responsible for personnel, EEO/Affirmative Action and employee benefits. Communications is responsible for developing and implementing communication and public relations activities in support of the Commission's mission. The GRHC directly employs 61 staff and contracts for 34 employees for a total staff of 95.

The Grand Rapids Housing Commission has five primary sources of funding; these include Operating, Capital Fund and Section 8 grants, a Transitional Housing Grant and "other." The GRHC combined FY 2004 budget is \$21.9 million, with HUD providing \$15.6 million of the budget in subsidy and grants. For planning purposes, the GRHC has assumed that the funding for existing programs will remain essentially the same each year. The funding for the public housing and voucher programs is subject to annual HUD appropriations.

The 1998 Quality Housing & Work Responsibility Act (QHWRA) requires that all public housing authorities (PHAs) prepare a five-year agency plan for their Public Housing and Section 8 existing programs. The Grand Rapids Housing Commission has prepared its five-year Agency Plan for fiscal years 2000–2004. One of the critical elements of the five-year plan is the development of a mission statement. The Grand Rapids Housing Commission has updated and adopted on December 7, 1999, the following mission statement:

“The Grand Rapids Housing Commission provides housing assistance and affordable housing opportunities to lower-income families, the disabled and senior citizens in a manner that is fiscally sound and in ways that support families, neighborhoods and economic self-sufficiency.”

In addition to the mission statement, the Grand Rapids Housing Commission has adopted a number of goals and objectives to support its mission and to comply with the requirements of QHWRA. These are reviewed and updated annually. The remainder of the Executive Summary places the 2004 strategies, goals and objectives outlined in this Annual Plan into the broader context of the programs and services the GRHC provides.

PUBLIC & ASSISTED HOUSING

Starting in 1969 with 188 elderly units (Adams Park) and 40 family units (Campau Commons I) of conventional public housing funded by the U.S. Department of Housing and Urban Development, the GRHC has expanded to provide 3,719 units of affordable

housing in fiscal year 2004 through a diverse portfolio of housing programs. In the past five years, the GRHC has assumed a key role in meeting the housing needs of the City of Grand Rapids, successfully leveraging public and private resources to forge partnerships that have benefited its housing developments and the Grand Rapids community.

The Grand Rapids Housing Commission will continue to take a leadership role in addressing the housing and supportive needs identified by the City in its Consolidated Plan. This is consistent with our Mission Statement, which extends beyond simply providing housing assistance, specifying that the assistance provided or offered must support families, neighborhoods and economic self-sufficiency. The GRHC presently operates several housing programs:

Conventional Public Housing. The Grand Rapids Housing Commission owns and manages 570 units of conventional public housing also known as low-income public housing. Under this program, the U.S. Department of Housing & Urban Development (HUD) pays to construct the housing developments, and operating costs are funded through rental income and operating subsidies provided by the federal government according to a formula known as the Performance Funding System. The GRHC receives approximately \$700,000 annually in operating subsidy in order to serve very-low-income families under federal regulations. In addition to the operating subsidy we receive to operate the conventional public housing program, the GRHC is also eligible to pursue support of its developments through participation in the following HUD-funded programs:

- *Capital Fund Program.* Housing Commissions of more than 250 units receive funding under the Capital Fund Program in support of capital improvements, modernization and management improvements. The Grand Rapids Housing Commission must submit both an annual statement and a rolling five-year plan on the use of these funds. The amount each agency receives is based on a formula and annual congressional appropriations.
- *Family Self-Sufficiency Program.* The Housing Commission provides monetary incentives and supportive services that encourage participants to seek and maintain employment. As a household's income increases, the family pays a higher portion of its rent. From the savings the Housing Commission realizes, an escrow account is established to benefit the family. After completing contract requirements and being free of welfare assistance for one year, the family can receive escrow funds. The Housing Commission will continue to nurture the relationships we have developed with local social service and educational agencies that assist families as they journey toward self-sufficiency; these agencies include the Area Community Service Employment and Training Agency (ACSET), Head Start, Grand Rapids Community College and the Kent County Family Independence Agency. The

FSS program is also available to participants in the GRHC's Section 8 Housing Choice Voucher Program.

- *Section 5(h) Public Housing Homeownership Program.* This program enables the Grand Rapids Housing Commission to renovate or build homes and lease them as part of its public housing program, offering qualified leaseholders the option to purchase the property they occupy. To date, the GRHC has acquired 150 units of this "scattered-site" public housing; a total of 125 leaseholders have exercised their option to purchase their home and have closed with local lending institutions. The GRHC is using proceeds from the sale of these homes to address identified housing needs and support additional affordable housing opportunities within the Grand Rapids community.

Section 8 Housing Choice Voucher Program. The Housing Choice Voucher Program provides a rental subsidy to low-income households that rent privately owned, existing units. The Grand Rapids Housing Commission pays the subsidy directly to the unit's owner to make up the difference between the fair market rent and the amount the tenant can afford. The GRHC currently administers 2,690 housing vouchers as well as these related HUD-funded programs:

- *Family Self-Sufficiency Program.* See program description on preceding page.
- *Welfare-to-Work Voucher Program.* In 1999, the GRHC received 250 Section 8 Vouchers in support of the Welfare-to-Work Program; in 2002, the Commission was awarded an additional 19 vouchers, for a total of 269. Working closely with the Kent County Family Independence Agency (FIA) and the Area Community Service Employment and Training Agency (ASCET), the GRHC provides Section 8 Welfare-to-Work Vouchers to low-income families that meet the following specific eligibility requirements:
 - Recipients of Temporary Assistance for Needy Families (TANF) who are seeking employment, or...
 - Households in which family members are recently employed.

The GRHC uses Welfare-to-Work Vouchers to enable families to relocate closer to employment opportunities and to cope with the increased expenses new employment responsibilities can bring. As employed families earn more money, they will eventually have incomes that can support their rental expenses. The vouchers these families have used will then become available to other families in need of assistance. Because of the wide array of support services offered by the Kent County FIA, ASCET and the Housing Commission, the community's goal that all families have employment income can be realized.

- *Mainstream Program.* The Mainstream Program provides 190 vouchers to families whose head of household or spouse has disabilities. The GRHC works with the local social service agency Disability Advocates to identify the need for affordable housing among disabled residents of Kent County. Disability Advocates uses city and county funds to provide wheelchair access ramps and similar modifications for families who need them. The local social service agency Home Repair Services has contracted to install the ramps and make other needed modifications.
- *Homeownership Program.* In 2002, the Grand Rapids Housing Commission launched a Homeownership Program to help low-income families who wish to apply Housing Choice Voucher funds toward the purchase of their own home. Under this program, a low-income family identifies the property it wishes to purchase and arranges for a mortgage. The GRHC requires the family to obtain a certified inspection and to attend classes designed specifically for new homeowners. The GRHC pays a portion of the mortgage payment directly to the lending institution from Housing Assistance Payment funds. The program has celebrated a total of seven client closings as of March 2004. Our goal in the coming year is to increase both the number and success rate of participants in this exciting new program.
- *The Regional Opportunity Counseling (ROC) Program* was a five-year program that coordinated local efforts to help low-income families move from areas of high poverty to areas of low poverty; the program's funding expired in 2003. The Grand Rapids Housing Commission worked with the Kent County Housing Commission, the Wyoming Housing Commission and the Michigan State Housing Development Authority to lessen barriers for Housing Choice Voucher Program participants and empower them to move freely within the region. The GRHC contracted the Grand Rapids Urban League to assist families with everything from counseling regarding tenant rights and responsibilities to credit counseling/budget management to changing school systems and adapting to a new home environment. Fifty-six percent of the minority families that participated in this program successfully located rental units in areas of low poverty.
- *Project-Based Program.* This program enables the GRHC to assign housing vouchers to specific housing sites targeted toward low-income senior citizens and the disabled. The GRHC administers a total of 325 units under this program.
- For FY 2004, the Housing Commission has designated a total of 200 vouchers to the GRHC's Mt. Mercy housing development and Oroquois Apartments and Emerald Creek Apartments in Grand Rapids.

In 1991, the Grand Rapids Housing Commission formed the Leonard Terrace Housing Corporation for the purpose of owning and operating an elderly apartment development located in the City of Grand Rapids. The Housing Commission manages the development and is the sole member of the Leonard Terrace Housing Corporation. This development is designated 125 project-based vouchers.

Section 8 Moderate Rehabilitation. The Grand Rapids Housing Commission administers a Section 8 Moderate Rehabilitation Program that includes a total of 132 units. Rehabilitated by private developers, these units are subsidized with Section 8 rental assistance funds and rented to low-income tenants. The GRHC makes monthly Section 8 subsidy payments to these properties and is responsible for conducting annual physical reviews. The majority of these Mod Rehab contracts are being renewed annually.

Section 8 Substantial Rehabilitation. The Grand Rapids Housing Commission is the contract administrator for 190 units under a Section 8 Substantial Rehabilitation Program that provides housing assistance to the families and elderly residents of Weston Apartments in the City of Grand Rapids. The GRHC makes monthly subsidy payments and is responsible for conducting annual reviews and inspections. The Housing Commission authorized the issuance of Section 11(b) tax-exempt bonds to finance the development.

The 20-year Housing Assistance Payment contract on Weston Apartments was renewed in September 2003; the building's owners continue to make progress toward a market-to-market contract. The GRHC will make every effort to retain low-income housing assistance to the affected families.

Section 8 New Construction. The Ransom Avenue Development Corporation was formed for the purpose of constructing and owning a 153-unit elderly apartment development located in downtown Grand Rapids. The development was financed with the proceeds of a mortgage issued under Section 231 of the National Housing Act, with a termination date of June 2005. In addition, the Grand Rapids Housing Commission authorized the issuance of Section 11(b) tax-exempt bonds to help finance the development. These units are subsidized through a Section 8 New Construction contract with the Department of Housing and Urban Development.

Low-Income Housing Tax Credit. The Grand Rapids Housing Commission has developed several projects under the Federal Low-Income Housing Tax Credit Program administered through the Michigan State Housing Development Authority (MSHDA).

- *Mount Mercy Development.* In 1990, the Grand Rapids Housing Commission purchased the Mount Mercy Academy property on Grand Rapids' northwest side

for the purpose of renovating and constructing a 125-unit development to house the low-income elderly. Mt. Mercy Limited Partnership and the Mt. Mercy Housing Corporation were formed to own and operate these housing facilities. The development is financed with the proceeds of the federal low-income tax credit and a mortgage issued by the Grand Rapids Housing Commission. The facility is managed by the GRHC, which is also the sole member of the Mt. Mercy Housing Corporation. The Mt. Mercy Limited Partnership has the right to sell the property and the Grand Rapids Housing Commission is obligated to purchase it in 2008.

In February 2003, Mt. Mercy development was converted to 117 Section 8 Project-Based units for the elderly. The GRHC is currently implementing a \$1.5 million renovation to the building's north wing to modernize the existing facility and develop additional community space for residents. This renovation, the first phase of a two-part renovation and expansion project, is scheduled to be completed in fall 2004. The GRHC was recently awarded \$465,000 in low-income tax credits through the Michigan State Housing Development Authority and has secured additional financing to develop a \$6.3 million addition at Mt. Mercy that will provide 55 assisted-living units, with the goal of helping low-income seniors who have special health needs maintain their independence. This second phase of the Mt. Mercy project is scheduled to be completed in winter 2004.

- *Hope Community Development.* The Grand Rapids Hope Limited Partnership I & II and Hope Community Housing Corporation were formed for the purpose of owning and operating housing facilities for homeless women with children. The Greater Grand Rapids Home Builders Association and Hope Community, Inc., raised funds for the development and construction of a complex that consists of a 12-unit main service center and 12 satellite units of detached duplexes. The housing facilities are financed with the proceeds of the federal low-income tax credit and a mortgage issued by the Grand Rapids Housing Commission. The facilities are managed by the GRHC, which is also the sole member of the Hope Community Housing Corporation. The Hope Limited Partnership has the right to sell the properties and the GRHC is obligated to purchase them starting in 2007.

Transitional Housing Program. The Grand Rapids Housing Commission uses a Transitional Housing Grant from the Department of HUD to fund job training and other supportive services for residents of its Hope Community transitional housing shelter for women and children. The GRHC also receives funds from the Michigan State Housing Development Authority Emergency Shelter Grant for purposes of providing case management at Hope Community. All adult residents of this facility are required to participate in training programs that will eventually lead to meaningful employment, and the program provides full-time on-site child care to make this participation possible. The goal of Hope Community is to offer not only shelter but also opportunities for residents to develop life and job skills that will help them regain and maintain self-sufficiency.

Resident Services Program. The GRHC's Housing Management staff and Resident Services Manager are using the results of resident surveys conducted in 2001 and 2002 to develop and enhance resident service programs and to make programs more accessible.

The intent of the GRHC's resident services plan is two-fold:

- To build a comprehensive on-site case management program that provides families with referrals to appropriate community services, including educational/training and employment programs.
- To provide a dedicated liaison that facilitates our collaborative efforts with our public, nonprofit and faith-based service partners.

During 2003, the Housing Commission hired four permanent, full-time Resident Services Specialists to make the case management services offered through the Hope Community Transitional Housing Program and at Adams Park Apartments more responsive to resident needs and to staff a new on-site case management office at Ransom Tower Apartments. The GRHC also offers case management services at our Campau Commons and Creston Plaza family housing developments.

Partnerships with educational, health, social service and faith-based organizations continue to be a major source of support to our Resident Services program. The following list includes a few of the many programs and services GRHC Resident Services now offers or facilitates with the help of these community partners:

- Food pantries at Adams Park, Leonard Terrace and Campau Commons housing developments
- Acquisition of donated furniture and other home furnishings for Adams Park residents
- Pro bono legal services for Adams Park residents
- On-site "Neighborhood Centers" at Campau Commons and Creston Plaza, providing after-school tutoring services in conjunction with Grand Rapids Public Schools, as well as job search services, clothing and food bank deliveries, and social opportunities
- "Head Start" and "Recreation Reaps Rewards" children's and youth programs at Campau Commons and Creston Plaza
- Literacy and computer classes
- Social and recreational clubs and special events
- Van service to transport elderly and disabled residents to health care appointments and to provide access to shopping and recreational opportunities
- Health education programs and health services, including eye exams, blood pressure and other health screenings and assessments, and exercise classes
- A collaboration between Adams Park Apartments, a local hospital/health center and area churches that is helping to facilitate residents' access to health care services
- Meals on Wheels for elderly and disabled residents
- Church and bible study activities sponsored by faith-based community partners

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 (Attachment A)
- FY 2001-2004 Capital Fund Program Annual Statement (Attachment B thru J)
- 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 (Attachment L)
- FY 2004 Capital Fund Program 5-Year Action Plan (Attachment B)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Attachment M)
- Other (List below, providing each attachment name)
 - Component 3 (6) Deconcentration and Income Mixing (Attachment N)
 - Component 10 (B) Voluntary Conversion Initial Assessments (Attachment O)
 - Certification by Local Official of PHA Plan Consistent with Consolidated Plan (Attachment P)
 - PHA Certification of Compliance (Attachment Q)
 - Form HUD-50070, Certification for a Drug-Free Workplace (Attachment R)
 - Form HUD-50071, Certification of Payments to Influence Federal Transaction (Attachment S)
 - Standard Form SF-LLL and SF-LLL, Disclosure of Lobbying Activities (Attachment T)
 - GRHC – 2003 Accomplishments (Attachment U)
 - Follow-Up Plan for 2003 Resident Assessment Survey (Attachment V)

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 support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" 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
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5-Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	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
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (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
N/A	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.

The housing needs assessment of families in the Grand Rapids jurisdiction was based on information contained in the City of Grand Rapids Consolidated Housing & Community Development Plan FY 2001-2005. The Grand Rapids Housing Commission will continue to participate in the development of the Consolidated Plan. The Consolidated Plan and the Comprehensive Housing Affordability Strategy (CHAS) Databook for Michigan provided by the Department of HUD were utilized to complete the table on the following page, "Housing Needs of Families in the Jurisdiction by Family Type."

The ratings for the following factors shown in the table are on a 1 to 5 scale; 1 signifies "no impact" and 5 signifies "severe impact."

- Affordability: problems with rent burden (rent comprising greater than 30% of income) and/or severe rent burden (rent comprising greater than 50% of income)
- Supply: shortage of units available for occupancy
- Quality: prevalence of units in substandard physical condition
- Accessibility: lack of units that are accessible to persons with disabilities
- Size: mismatches between units available and family sizes
- Location: extent to which the supply of units available limits housing choices for families to particular locations, notably areas of poverty/minority concentration

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	11,048	5	5	4	1	1	5
Income >30% but <=50% of AMI	9,194	5	5	4	1	1	5
Income >50% but <80% of AMI	13,959	5	3	4	1	1	5
Elderly	4,258	5	2	2	2	2	2
Families with Disabilities	2,100	5	5	4	5	2	2
African American	7,501	5	5	4	1	1	5
Hispanic	1,374	5	5	4	1	1	5

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: FY 2001-2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List	
Waiting list type: (select one)	
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance
<input type="checkbox"/>	Public Housing
<input type="checkbox"/>	Combined Section 8 and Public Housing
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:	

Housing Needs of Families on the Waiting List			
	# of families	% of total families	Annual Turnover
Waiting list total	7,011	100%	
Extremely low income <=30% AMI	5,759	82%	
Very low income (>30% but <=50% AMI)	1,252	18%	
Low income (>50% but <80% AMI)			
Families with children	4,197	60%	
Elderly families	392	6%	
Families with Disabilities	1,703	24%	
White	3,050	43%	
Black	3,790	54%	
Indian or Alaskan	116	2%	
Asian	55	1%	
Hispanic	456	7%	
Non-Hispanic	6,555	93%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

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 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	1,788		
Extremely low income <=30% AMI	To be determined	To be determined	
Very low income (>30% but <=50% AMI)	To be determined	To be determined	
Low income (>50% but <80% AMI)	To be determined	To be determined	
Families with children	1,038	58%	
Elderly families	37	2%	
Families with disabilities	271	15%	
White	857	48%	
Black	886	50%	
Indian or Alaskan	25	1%	
Asian	20	1%	
Hispanic	129	7%	
Non-Hispanic	1,659	93%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	648	36%	
2 BR	766	43%	
3 BR	365	20%	
4 BR	16	.8%	
5 BR	5	.2%	
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- 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
- Seek replacement of public housing units lost to the inventory through Section 8 replacement housing resources
- Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- 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)
 - Continue to develop Resident Services for the elderly
 - Develop assisted-living facility for the low-income elderly
 - Outreach to community partners that serve the low-income elderly

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
Develop resident services for the disabled

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)

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	945,000	
b) Public Housing Capital Fund	808,000	
c) HOPE VI Revitalization	13,860,000	
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	12,900,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	200,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Section 8 New Construction	720,000	
Section 8 Sub. Rehabilitation	1,265,000	
Section 8 Mod. Rehabilitation	555,000	
Transitional Housing Grant	120,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2003 Capital Fund	450,000	Pub. Hsg. Capital Imp.
3. Public Housing Dwelling Rental Income	980,000	Pub. Hsg. Operations
4. Other income (list below)		
Interest	5,000	Pub. Hsg. Operations
Other Tenant Charges	15,000	Pub. Hsg. Operations
4. Non-federal sources (list below)		
Total resources	32,823,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state #) 90 days
- When families are within a certain time of being offered a unit: (state time) 90 days
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- Credit history
- Threatening/abusive behavior toward staff and/or residents

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

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

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)

Information and application forms available online at www.grhousing.org

(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)
To assist in meeting deconcentration goals

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.

5 Date and Time

Former Federal preferences:

- 1 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
- 3 Veterans and veterans’ families
- 2 Residents who live and/or work in the jurisdiction
- 4 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)
Pet Policy
Rent Collection Policy

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)

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) Not applicable

- 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:

Serious medical situation or death in family, saturation of rental market.

(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)
 - Disability
 - Moderate Rehab Development
 - Graduates of transitional housing programs for the homeless
 - Targeted programs such as the Welfare-to-Work and Mainstream programs

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.

2 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 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
- 2 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)
- 2 Disability
- 1 Moderate Rehab Developments
- 1 Graduates of Transitional Housing for Homeless
- 1 Targeted Programs

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

---or---

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

b. Minimum Rent

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

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

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

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

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:

Flat and ceiling rents

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)
Any time family composition changes

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)
Any time family composition changes

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)
Fair market rents

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Starting in 1969 with 188 elderly units (Adams Park) and 40 family units (Campau Commons I) of conventional public housing funded by the U.S. Department of Housing and Urban Development, the Housing Commission has expanded to provide affordable housing to more than 3,600 households in fiscal year 2004 through a diverse portfolio of housing programs. In the past five years, the Housing Commission has assumed a strong role in meeting the housing needs of the City of Grand Rapids, successfully leveraging public and private resources to forge partnerships that have benefited its housing developments and the Grand Rapids community. One example of these partnerships in action is a \$6.3 million, 55-unit addition that is currently under construction at one of our elderly housing developments. Scheduled for completion in late 2004, this new facility will help to meet an emerging community need for assisted-living options for low-income senior citizens. After extensive consultation with city officials, community leaders and affected tenants, we also recently applied for a Hope VI grant that will help us revitalize a distressed family housing development. The Grand Rapids Housing Commission will

continue to take a leadership role in addressing the housing and supportive needs identified by the City in its Consolidated Plan.

In adopting the Grand Rapids Housing Commission mission, goals and objectives, the Housing Commission Board envisioned the various roles and methods through which the GRHC could provide housing assistance and affordable housing opportunities. The GRHC mission extends beyond simply providing housing assistance, specifying that the assistance provided or offered must support families, neighborhoods and economic self-sufficiency. To further these goals, the Grand Rapids Housing Commission presently operates several housing programs as described in the Table below:

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	446	150
Section 8 Vouchers	2,690	300
Section 8 Certificates	0	0
Section 8 Mod Rehab	132	22
Special Purpose Section 8 Certificates/Vouchers (list individually)	Mainstream 190 Welfare-to-Work 269	20
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually) Public Hsng. Homeownership	125	0
Section 8 New Const.	153	26
Section 8 Sub. Rehab	190	40
Non-Federal: Low-Income Tax Credit	149	57

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.

The Grand Rapids Housing Commission has updated its management and maintenance policy for Public Housing and Section 8 programs in compliance with the 1998 Quality Housing & Work Responsibility Act. The following is a list of policies governing the

maintenance and management of the GRHC and its Public Housing developments and programs. Copies of these rules, standards and policies are maintained and may be reviewed at the GRHC's main administrative office.

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

a. GENERAL MANAGEMENT POLICIES/PROCEDURES

Computer, Internet and E-Mail Policy

Criminal Drug Treatment and Registered Sex Offender Classification

Management Policy

Economic Uplift-Self Improvement Program

Equal Housing Opportunity Policy

FSS/CDBG Complaint Procedures

Hazardous Materials Policy

Minority & Women Business Enterprise Policy and Plan

Resident Initiative Policies and Procedures

Resident Participation Management

Economic Development/Self-Sufficiency

Anti-Drug Strategy and Security

Homeownership Opportunities

Resident Representation Resolution

Risk Control Policy

Tracking and Reporting of Crime

Travel Policy

Freedom of Information Policy

Blood-Borne Pathogens Policy

Medical Emergency Policy

Jean McKee Resident Scholarship Program

Vehicle Use Policy

Computer Security Policy

Weapons Policy

b. SITE MANAGEMENT POLICIES

Deceased Tenant Policy

Facilities Use Policy

Grievance Procedures

Maintenance Policy

Pest Control Policy

Pet Policy

Rent Collection Policy

Utility Allowances and Surcharges

Maintenance/Excess Charges Policy

c. ACCOUNTING POLICIES

Accounting Procedures
Capitalization Policy
Check Signing Authorization Policy
Cost Allocation Plan
Disposition Policy
Investment Policy
Petty Cash Procedures
Procurement Policy

d. PERSONNEL POLICIES

Personnel Manual
Administrative Procedures
Affirmative Action Plan
Family Medical Leave Notice (FMLA)
Rules of Conduct
Drug-Free Work Place Policy

e. ADMISSIONS POLICIES

Public Housing Admission and Continued Occupancy Policy
Dwelling Lease
Grievance Procedures
Homeownership Lease
Public Housing Income Guidelines
Section 5(h) Homeownership Plan

(2) Section 8 Management: (list below)

Section 8 Administrative Plan
Claim Procedures
Family Self-Sufficiency Action Plan
SMR/Utilities Payment Standard
Grievance Procedures (Policy)
Homeownership Program
Occupancy Standards
One Strike Policy
Section 8 Repayment Agreement
Shelter Plus Care Addendum
Single Room Occupancy Addendum

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.

Housing Commissions of more than 250 units receive funding under the Comprehensive Grant Program (CGP) for capital improvements, modernization and management improvements. The Grand Rapids Housing Commission must submit both an annual

statement and a rolling five-year plan on the use of these funds for FFY 2004-2008. The amount each agency receives is based on formula and annual congressional appropriations.

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachments B & C

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachments B & C.

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

If yes, list development name/s below:

Campau Commons

- 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:

Campau Commons

- 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: Campau Commons 1b. Development (project) number: MI73-1 & -3
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (01/16/04)
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 06/30/04 b. Projected end date of activity: 06/30/05

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Scattered Site II	
1b. Development (project) number: P073-010	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (07/08/1991)	
5. Number of units affected: 50	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Scattered Site III	
1b. Development (project) number: P073-012	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (10/27/1994)	
5. Number of units affected: 25	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Scattered Site IV	
1b. Development (project) number: P073-013	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (10/27/1994)	
5. Number of units affected: 25	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Scattered Site V	
1b. Development (project) number: P073-014	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (10/01/1997)	
5. Number of units affected: 25	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development	

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)
2. Program Description: The GRHC’s full-time Homeownership Program Manager facilitates eligible Section 8 voucher holders’ participation in the program, which enables families to apply their Section 8 rental subsidy toward home mortgage payments. Participants are required to complete homeownership classes, locate a home and GRHC-approved lender and obtain required inspections prior to purchase.
- 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. *Family Self-Sufficiency Program.* In 1993, the Housing Commission implemented the Section 8 Family Self-Sufficiency program. In 1999, it expanded its Family Self-Sufficiency program to include GRHC public housing sites. The GRHC provides monetary incentives and support services to encourage client families to seek and maintain employment. As a household’s income increases, the family pays a higher portion of its rent. From the savings the GRHC realizes, an escrow account is established to benefit the family. After completing contract

requirements and being free of welfare assistance for one year, the family can receive escrow funds. The GRHC has developed relationships with the Area Community Service Employment and Training Agency (ACSET), Head Start, Goodwill Industries, Grand Rapids Community College and the Kent County Family Independence Agency to provide the support families need as they make the transition to self-sufficiency.

- B. *Welfare-to-Work Voucher Program.* In 1999, the GRHC received 250 Section 8 Vouchers in support of the Welfare-to-Work Program; in 2002, the Commission was awarded an additional 19 vouchers for a total of 269. Working closely with the Kent County Family Independence Agency (FIA) and the Area Community Service Employment and Training Agency (ASCET), the GRHC provides Section 8 Welfare-to-Work Vouchers to low-income families that meet the following specific eligibility requirements:
- Recipients of Temporary Assistance for Needy Families (TANF) who are seeking employment, or
 - Households in which family members are recently employed

Welfare-to-Work Vouchers enable families to relocate closer to employment opportunities and to cope with the increased expenses new employment responsibilities can bring. As employed families earn more money, they will eventually have incomes that can support their rental expenses. The vouchers these families have used will then become available to other families in need of assistance. Because of the wide array of support services offered by the Kent County FIA, ASCET and the Housing Commission, the community's goal that all families have employment income can be realized.

- C. *Community Service Requirements.* The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt public housing adult residents (18 or older) contribute eight hours per month of community service or participate in eight hours of training, counseling, classes or other activities designed to help the individual achieve self-sufficiency.

Beginning October 1, 2003, as required by HUD, the GRHC has worked with affected residents to ensure compliance with this community service requirement. Residents attend informational meetings facilitated by the GRHC's Family Self-Sufficiency Manager. Every public housing resident over the age of 18 is required to sign a "Community Service Compliance Certification" or a "Community Service Exemption Certification" that lists the specific exemption(s) for which the resident qualifies. In addition, non-exempt residents are required to complete and return to the GRHC a monthly "Community Service Time Sheet" that documents and verifies the community service activities they have undertaken. Approved activities include volunteer work at schools, churches or local social service

agencies, job readiness programs, GED or English-as-a-second-language classes, substance abuse or mental health counseling, and full-time school attendance. Residents who fail to comply with the community service requirement are notified 90 days before their annual recertification that they must meet the requirement or their lease will not be renewed.

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? 03/01/00

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and 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)
Security Deposit Program that provides low-income families with the security deposit funds they need in order to participate in the Section 8 program.

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)
Welfare-to-Work	269	Waiting list	Section 8/Main Office	Section 8
Family Self-Sufficiency, Sec. 8	340	Self-referral	Homeownership Center	Section 8
Family Self-Sufficiency, Pub. Hsg	68	Self-referral	Homeownership Center	Public Housing
Security Deposit	86	As needed	Section 8/Main Office	Section 8/FIA
Sec. 8 Homeownership Program	25+	Specific criteria	Homeownership Center	Section 8
5(h) Homeownership Program	150	Specific criteria	Homeownership Center	Public Housing
Case Management Services	398	Self-referral	Housing Site Offices	Public Housing
Transitional Housing Program	23	Specific criteria	Hope Community	LIHTC/Section 8

(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	N/A	68
Section 8	305	333

- 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:
 Minimum size requirement has been met.

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
--

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 used 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 anti-crime/anti-drug programs
- Other (describe below)

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

- Adams Park
- Campau Commons
- Creston Plaza
- Ransom Tower

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
- Recreation Reaps Rewards.** The Grand Rapids Housing Commission intends to continue its existing partnership with the Grand Rapids Parks and Recreation Department through its “Recreation Reaps Rewards” program. This innovative program provides a targeted, flexible and wholesome program of educational, life skills and recreational services in partnership with area schools, neighborhoods, social service agencies and departments of the City of Grand Rapids. The purpose of the program is to provide positive alternative activities for youth and families that are “at risk” for drug use and related activities. Funding will be provided through a Comprehensive Grant from the Department of Housing and Urban Development. The Grand Rapids Housing Commission’s Comprehensive Family Training program and Learning Center programs have been coordinated through the Recreation Reaps Rewards program at its family housing development Neighborhood Centers.
- Volunteer Resident Patrol/Block Watchers Program
 - Other (describe below)
- Increased security lighting, security cameras, limiting access points

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

- Adams Park
- Campau Commons
- Creston Plaza

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)

- Adams Park
- Campau Commons
- Creston Plaza

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)]

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 M
 Provided below:

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

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Grand Rapids

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

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

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

The City's Consolidated Plan supports the PHA Plan through the inclusion of the following specific objectives:

- Objective #1: Increase home ownership within the city, particularly in areas with low home ownership rates.
- Objective #2: Maintain the safety, livability and affordability of existing owner-occupied housing.
- Objective #3: Provide financial incentives for the rehabilitation and development of decent, safe and affordable rental housing.
- Objective #4: Promote the development of permanent supportive housing for people with disabilities and those at risk for homelessness, where community partnerships provide suitable supportive services.
- Objective #5: Provide an array of housing-related services, for both renters and homeowners, that support family and neighborhood stability.

D. Other Information Required by HUD

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

1. Definition of “Substantial Deviation” and “Significant Amendments or Modification”

The Grand Rapids Housing Commission may change or modify its plans or policies described in the plans; however, any “Substantial Deviation” or “Significant Amendment or Modification” to the plan would require the Grand Rapids Housing Commission to submit a revised Plan with full public process and Resident Advisory Board review. The Grand Rapids Housing Commission defines “Substantial Deviation” as a change to the Grand Rapids Housing Commission mission and/or additions and deletions of the Grand Rapids Housing Commission goals. The addition or deletion of objectives to meet existing goals would not be considered a substantial deviation unless it relates to demolition or disposition, designation or conversion activities.

The Grand Rapids Housing Commission defines “significant amendment or modification” to the Annual Plan as a change to rent or admission policies or organization of the waiting list; and any change with regard to demolition or disposition designation, or conversion activities, unless the relevant changes have been adopted to reflect changes to HUD regulatory requirements.

2. **Section 8 Homeownership Program - Capacity Statement**

Under the Section 8 Homeownership Program, the Grand Rapids Housing Commission provides tenant-based assistance that’s empowering qualified low-income families to apply their Section 8 Housing Choice Voucher Program assistance toward the purchase of a home. The funding for this key homeownership program is provided under the GRHC’s Annual Contributions Contract with the Department of Housing and Urban Development.

The Grand Rapids Housing Commission has established the Section 8 Homeownership Program in accordance with Federal Register Final Rule published September 12, 2000. The Grand Rapids Housing Commission has satisfied the requirements of the final rule section 982.625 by requiring that the underwriting procedures used by the lender comply with the basic mortgage insurance credit underwriting requirements for an FHA-insured single-family mortgage loan. As a result, the Grand Rapids Housing Commission has demonstrated its capacity to administer the program in accordance with section 982.625.

3. **Pet Policy**

In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1998, the Grand Rapids Housing Commission has established a pet policy permitting residents of Public Housing developments to own and keep common household pets in their apartments. The GRHC has limited pets to birds, fish, small dogs and cats. At no

time will the GRHC approve exotic pets such as snakes, monkeys, game pets, ferrets, etc. Every pet must be registered annually with the GRHC, and the owner must identify the person who accepts responsibility for the care of a pet in his or her absence. Each pet owner is liable for damages by their pet, and the tenant will be required to exempt the GRHC from any and all responsibility for injury or illness caused by tenant-owned pets. Owners of pet dogs and cats will agree to pay a “damage deposit” to the Commission in advance, in compliance with Michigan Security Deposit Law.

4. Statement of Progress Meeting 5-Year Plan Mission and Goals

The Grand Rapids Housing Commission continues to make significant progress toward accomplishing its stated mission of providing housing assistance and affordable housing opportunities to lower income families, disabled and senior citizens in a manner that is fiscally sound and in a way that supports families, neighborhoods and economic self-sufficiency.

Attachment (U) is a list of staff accomplishments toward attaining the Grand Rapids Housing Commission’s established goals and objectives. Some of the most significant accomplishments include the establishment of a dedicated Homeownership Center to support the self-sufficiency and home ownership goals of Section 8 and public housing clients; securing the funding required to implement a \$7.7 million renovation and expansion at one of our elderly housing developments, and the completion of a \$250,000 renovation at another elderly development; the launch of a web site that makes our programs and services more accessible to our clients and includes links to local emergency housing services; and the successful application for significant grants that are helping us expand Resident Services and accomplish a number of other important program and service goals. These accomplishments were completed with an improved year-end financial position, a positive cash flow and no reportable audit finding for the fiscal year ended 6/30/03.

5. Resident Members to Grand Rapids Housing Commission

The resident seat on the Grand Rapids Housing Commission is vacant as of 2/12/04; we anticipate filling this vacancy by March 31, 2004. All eligible residents have been invited to apply for the vacant seat, with a final appointment to be made by the Grand Rapids City Manager, under the direction of the City Commission.

6. Membership of the Resident Advisory Board

Angela Bunn
RuSonja Frank
Sharon Hill
Louise Jackson
Earl Kasper
Tammy Robertson

Attachments

- A. Admission Policy for Deconcentration
- B. Estimated FFY 2004 Capital Fund Program (CFP) Annual Statement & 5-Year Action Plan
- C. Estimated FFY 2004 CFP Replacement Housing Factor – Annual Statement & 5-Year Action Plan
- D. FFY 2003 CFP Supplemental (502)
- E. FFY 2003 CFP – Performance and Evaluation Report, 12/31/02
- F. FFY 2003 CFP Replacement Housing Factor – Performance & Evaluation Report, 12/31/03
- G. FFY 2002 CFP – Performance & Evaluation Report, 12/31/03
- H. FFY 2002 CFP Replacement Housing Factor – Performance & Evaluation Report, 12/31/03
- I. FFY 2001 CFP – Final Performance & Evaluation Report
- J. FFY 2001 CFP Replacement Housing Factor –Performance & Evaluation Report
- K. Grand Rapids Housing Commission Board Approved Operating Budget
- L. Management Organizational Chart
- M. Comments of Resident Advisory Board
- N. Component 3 (6) Deconcentration and Income Mixing
- O. Component 10 (B) Voluntary Conversion Initial Assessments
- P. Certification by Local Official PHA Plan Consistent with Consolidated Plan
- Q. PHA Certification of Compliance
- R. Form HUD-50070, Certification for a Drug-Free Workplace
- S. Form HUD-50071, Certification of Payments to Influence Federal Transaction
- T. Standard Form SF-LLL and Disclosure of Lobbying Activities
- U. FY 2003 Accomplishments
- V. Follow-Up Plan for 2002 Resident Assessment Survey

ATTACHMENT A

10.4 DECONCENTRATION POLICY

It is the Grand Rapids 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 that have a lower or higher income. We will accomplish this in a uniform and non-discriminatory manner.

The Grand Rapids Housing Commission will affirmatively market our housing to all eligible income groups. Lower-income residents will not be steered toward housing developments in which the average family income is below the median income in our community, and higher-income residents will not be steered toward developments in which the average family income is higher than the median income. 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 marketing strategies and deconcentration incentives to implement.

10.5 DECONCENTRATION INCENTIVES

The Grand Rapids 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.

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07350104 ESTIMATED Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2004
--	---	--

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	161,000			
3	1408 Management Improvements Soft Costs	135,000			
	Management Improvements Hard Costs				
4	1410 Administration	60,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	73,000			
10	1460 Dwelling Structures	259,700			
11	1465.1 Dwelling Equipment—Nonexpendable	21,000			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	48,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	Collaterization or Debt Service				
20	Contingency	15,981			
21	Amount of Annual Grant: (sum of lines....)	808,681			
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 Related to Security-- Hard Costs	45,000			
	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350104 EST Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Original	Revised	
MI 73-1	Window Wall Replacemet	1460	20 spaces	58,200				
Adams Park	Irrigation System	1450		23,000				
	Compactor Upgrade	1460	5 floor	22,000				
	Unit Carpeting	1460	10 units	9,000				
	Appliance Replacement	1465	15 units	6,000				
	Sub-Total			118,200				
MI 73-1 & 3	Security Upgrade - Division Ave.	1450		45,000				
Campau	Plumbing, Sewer Replacement	1460	As Needed	28,000				
Commons	Furnace Replacemnt	1460	6 units	12,000				
	Exterior Doors	1460		8,000				
	Appliances	1465		4,000				
	Sub-Total			97,000				

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

Part II: Supporting Pages

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350104 EST Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Original	Revised	
MI 73-2	Water Heaters		1,460	10	3,000				
Creston Park	Heating System Upgrade		1,460		40,000				
	Unit Retiling		1460	5 units	20,000				
	Cabinet Replacement		1,460	5 units	15,000				
	Accordion Doors		1,460	5 units	5,000				
	Exterior Doors		1,460	10	6,000				
	Tub Enclosures		1,460	15	8,500				
	Appliances		1,465	10 Units	8,500				
	Subtotal				106,000				
MI 73-8/14	Appliance Replacement		1465		2,500				
Scattered Site	Water Heaters		1460		2,500				
	Floor Replacement		1460		2,500				
	Siding Repairs		1460		2,500				
	Roofs		1460		2,500				
	Windows		1460		2,500				
	Furnaces		1460		2,500				
	Plumbing		1460		2,500				
	Electrical		1460		2,500				
	Cabinets		1460		2,500				
	Concrete Repairs		1450		2,500				
	Tree Removal/Landscaping		1450		2,500				
	Doors		1460		2,500				
	Subtotal				32,500				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350104 EST Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Original	Revised	
PHA-Wide	Operations		1406		161,000				
	Support Services Coordinator		1408		55,000				
	Recreation Reaps Rewards Program		1408		80,000				
	Administrative, Partial Salaries for Program Administrators		1410		60,000				
	A & E Services, Other Fees & Costs		1430		35,000				
	Computer Equipment		1475		40,000				
	Maintenance Tools, Equipment		1475		8,000				
	Contingency		1502		15,981				
	Sub-Total				454,981				

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

PHA Name: GRAND RAPIDS HOUSING COMMISS		Grant Type and Number Capital Fund Program No: MI33P07350104 ESTIMATED Replacement Housing Factor No:				Federal FY of Grant: FFY 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI 73-1 Adams Park	6/30/06			6/30/08			
MI 73-1 & 3 Campau Commons	6/30/06			6/30/08			
MI 73-2 Creston Park	6/30/06			6/30/08			
MI 73-8/14 Scattered Site	6/30/06			6/30/08			
PHA-Wide	6/30/06			6/30/08			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name GRAND RAPIDS HOUSING COMMISS		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:				
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2009	
Adams Park MI 73-1	2009 2008 2007 2006 2005	92,200	65,000	170,000	105,000	
Campau Commons MI 73-1&3		84,000	123,100	69,500	93,500	
Creston Park MI 73-2		197,900	189,400	93,700	163,500	
Scattered Sites MI 73-8/14		0	0	43,800	0	
PHA-Wide					25,000	
Physical Improvements Subtotal			374,100	377,500	377,000	387,000
Management Improvements			135,000	135,000	135,000	135,000
HA Wide Nondwelling Equip			38,000	38,000	38,000	28,000
Administration			60,000	60,000	60,000	60,000
A & E Services			30,000	30,000	30,000	30,000
Other Fees, Contingency, Etc.		10,581	7,181	7,681	7,681	
Operations		161,000	161,000	161,000	161,000	
Total CFP Funds (Est.)	808,681	808,681	808,681	808,681	808,681	
Total Replacement Housing Factor Funds						

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

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2007 PHA FY: 2008			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY: 2009		
FFY 2004	Description of Activity	Quantity	Estimated Cost	Description of Activity	Quantity	Estimated Cost
See	Creston Park MI 73-2			Creston Park MI 73-2		
Annual	Roof Replacements	6 bldgs.	41,200	Roof Replacements	6 bldgs.	36,000
Statement	Appliance Replacements	9 Units	7,500	Appliance Replacements	9 Units	7,500
	Landscaping		15,000	Framing Replacement		30,000
	Framing Replacement		10,000	Kitchen Cabinets	10 units	40,000
	Asphalt Repairs		10,000	Floor Tile	10 units	40,000
	Concrete Repairs		10,000	Concrete Repairs		10,000
	Sub-Total		93,700			163,500
	Scattered Sites					
	Siding Replacement	6 bldgs.	40,000			
	Appliance Replacements	10 Units	3,800			
			43,800			
	PHA-WIDE			PHA-WIDE		
	Resident Services Coordinator		55,000	Resident Services Coordinator		55,000
	Recreation Reaps Rewards Program		80,000	Recreation Reaps Rewards Program		80,000
	Computer Equipment		30,000	Carpeting - Main Office		25,000
	Maintenance Equipment, Tools		8,000	Computer Equipment		20,000
	Administration		60,000	Maintenance Tools, Equipment		8,000
	A & E Services		30,000	Administration		60,000
	Other Fees, Contingency, Etc.		7,681	A & E Services		30,000
	Operations		161,000	Operations		161,000
	Sub-Total		451,884	Contingency		7,681
						446,681

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350104 ESTIMATED	Federal FY of Grant: FFY 2004
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Original Annual Statement & Five Year Plan
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	32,902			
19	Collateralization Expenses or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines.....)	32,902			
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 related to Security-- Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name GRAND RAPIDS HOUSING COMMISSION		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
PHA - WIDE	Annual Funding	32,902 Start of 2nd Five Year Increment of Replacement Housing Funds	32,902 Yr. 2 of 2nd Five Year Increment of Replacement Housing Funds	32,902 Yr. 3 of 2nd Five Year Increment of Replacement Housing Funds	32,902 Yr. 4 of 2nd Five Year Increment of Replacement Housing Funds
Total CFP Funds (Est.)					
Total Replacement Housing Factor Funds	32,902	32,902	32,902	32,902	32,902

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

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2007 PHA FY: 2008			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY: 2009		
	Description of Activity	Quantity	Estimated Cost	Description of Activity	Quantity	Estimated Cost
See Annual Statement	Replacement Housing	100%	32,902	Replacement Housing	100%	32,902
	Debt Service on 10			Debt Service on 10		
	Units of Replacement Housing			Units of Replacement Housing		

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07350203 (Supplemental) Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2003
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Original Annual Statement & Five Year Plan Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	27,852			
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000			
10	1460 Dwelling Structures	87,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	20,000			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	Collateralization Expenses or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines.....)	139,852			
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 related to Security-- Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350203 (Supplemental) Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
MI 73-1	Exterior Doors		1460		5,000				
Adams Park					0				
	Subtotal				5,000				
MI 73-1 &3	Railings		1460	4 Bldgs.	15,000				
Campau	Sidewalks		1450	35 Units	5,000				
Commons	Fire Alarm System - Gym		1470	5 Units	10,000				
	Subtotal				30,000				
MI 73-2	Heat Covers & Fin Tubes		1460	As needed	25,000				
Creston Park	Exterior Lights		1460	10 Units	5,000				
	Fire Alarm System - Gym		1470	3 Bldgs.	10,000				
	Windows, Screens Sills		1460	As needed	37,000				
	Subtotal				77,000				
PHA Wide	Operations				27,852				
					27,852				

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

PHA Name: GRAND RAPIDS HOUSING COMMISS		Grant Type and Number Capital Fund Program No: MI33P07350203 (Supplemental) Replacement Housing Factor No:				Federal FY of Grant: FFY 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI 73-1	2/13/06			2/13/08			
Adams Park							
MI 73-1 & 3	2/13/06			2/13/08			
Campau Commons							
MI 73-2	2/13/06			2/13/08			
Creston Park							
PHA-Wide	2/13/06			2/13/08			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name GRAND RAPIDS HOUSING COMMISSION		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
Adams Park MI 73-1	REPLACEMENT HOUSING	15,000	22,000	29,000	50,000
Campau Commons MI 73-1&3		30,000	35,000	43,000	32,000
Creston Park MI 73-2		62,000	55,000	15,000	30,000
Scattered Sites MI 73-8/14		0	0	0	0
PHA-Wide		5,000	0	25,000	0
Physical Improvements Subtotal		112,000	112,000	112,000	112,000
Management Improvements		0			
HA Wide Nondwelling Equip		0			
Administration		0			
A & E Services		0			
Other Fees, Contingency, Etc.		0			
Operations		27,852	27,852	27,852	27,852
Total CFP Funds (Est.)	139,852	139,852	139,852	139,852	139,852
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2004 PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: 2005 PHA FY: 2006		
	Description of Activity	Quantity	Estimated Cost	Description of Activity	Quantity	Estimated Cost
	Adams Park MI 73-1			Adams Park MI 73-1		
See Annual Statement	Door Entry System		5,000	Generator Repairs		5,000
	Concrete Work		5,000	Fire Alarm System		10,000
	Asphalt Work		5,000	Security System		7,000
	Subtotal		15,000			22,000
	Campau Commons MI 73-1 &3			Campau Commons MI 73-1 &3		
	Landscape/Erosion	As needed	10,000	Smoke Detector Upgrade	As needed	10,000
	Landscape Walls	As needed	5,000	Site Lighting	As needed	25,000
	Parking Lots, Curbs	As needed	10,000	Subtotal		35,000
	Fencing		5,000			
	Subtotal		30,000			
	Creston Park MI 73-2			Creston Park MI 73-2		
	Landscape/Erosion	As needed	10,000	Mailboxes	100	10,000
	Sidewalks	35 Units	5,000	Site Lighting	As needed	25,000
	Parking Lots, Curbs	As needed	10,000	Smoke Detector Upgrade	As needed	10,000
	Crawl Space Ventilation	As needed	32,000	Playground Equipment	As needed	10,000
	Gym Wall Repair	As needed	5,000	Subtotal		55,000
	Subtotal		62,000			
	PHA-WIDE			PHA-WIDE		
	Operations		27,852	Operations		27,852
	Main Office Parking Lot		5,000	Subtotal		27,852
	Subtotal		32,852			

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

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2006 PHA FY: 2007			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY: 2008		
	Description of Activity	Quantity	Estimated Cost	Description of Activity	Quantity	Estimated Cost
	Adams Park MI 73-1			Adams Park MI 73-1		
See Annual Statement	Laundry Room Upgrade		5,000	Boiler Repair/Replacement		50,000
	Make-Up Air/Exhaust Fans		20,000	Subtotal		50,000
	Unit Carpet/Tile Replacement		4,000			
	Subtotal		29,000			
	Campau Commons MI 73-1 &3			Campau Commons MI 73-1 &3		
	Repair Dev. Signs	As needed	3,000	Laundry Hookups/Vents	As needed	7,000
	HVAC -Office Building	As needed	15,000	Playground Equipment	As needed	10,000
	Windows, Screens	As needed	25,000	City 4Yr Mech. Inspections	As needed	15,000
	Subtotal		43,000	Subtotal		32,000
	Creston Park MI 73-2			Creston Park MI 73-2		
	HVAC -Office Building	As needed	15,000	HVAC -Office Building	As needed	15,000
	Subtotal		15,000	City 4YR Mech. Inspections	As needed	15,000
				Subtotal		30,000
	PHA-WIDE			PHA-WIDE		
	Operations		27,852	Operations		27,852
	Repair Development Signs		5,000	Subtotal		27,852
	Carpet Main Office	2000 sq. yds	20,000			
	Subtotal		52,852			

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07350103 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	128,000		128,000	0
3	1408 Management Improvements Soft Costs	130,000		130,000	9,556
	Management Improvements Hard Costs				
4	1410 Administration	60,000		60,000	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000		35,000	273
8	1440 Site Acquisition				
9	1450 Site Improvement	50,000			
10	1460 Dwelling Structures	177,000			
11	1465.1 Dwelling Equipment—Nonexpendable	36,500		1,102	1,102
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	38,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	Collateralization or Debt Service				
20	Contingency	14,329			
21	Amount of Annual Grant: (sum of lines.....)	668,829		354,102	10,931
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 Related to Security-- Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350103 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Original	Revised	
MI 73-2	Water Heaters	1460	10	3,000				
Creston Park	Unit Retiling	1460	5 units	20,000				
	Cabinet Replacement	1460	5 units	15,000				
	Accordion Doors	1460	5 units	5,000				
	Exterior Doors	1460	10	6,000				
	Exterior Painting	1460	7 bldgs.	9,000				
	Appliances	1465		4,000				
	Subtotal			62,000				
MI 73-8/14	Appliance Replacement	1465		2,500				
Scattered Site	Water Heaters	1460		2,500				
	Floor Replacement	1460		2,500				
	Siding Repairs	1460		2,500				
	Roofs	1460		2,500				
	Windows	1460		2,500				
	Furnaces	1460		2,500				
	Plumbing	1460		2,500				
	Electrical	1460		2,500				
	Cabinets	1460		2,500				
	Concrete Repairs	1450		2,500				
	Tree Removal/Landscaping	1450		2,500				
	Doors	1460		2,500				
	Subtotal			32,500				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350103 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Original	Revised	
PHA-Wide	Operations	1406		128,000				
	Support Services Coordinator	1408		50,000				
	Recreation Reaps Rewards Program	1408		80,000				
	Administrative, Partial Salaries for Program Administrators	1410		60,000				
	A & E Services, Other Fees & Costs	1430		35,000				
	Computer Equipment	1475		30,000				
	Maintenance Tools, Equipment	1475		8,000				
	Contingency	1502		14,329				
	Sub-Total			405,329				

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

PHA Name: GRAND RAPIDS HOUSING COMMISS		Grant Type and Number Capital Fund Program No: MI33P07350103 Replacement Housing Factor No:				Federal FY of Grant: FFY 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI 73-1 Adams Park	9/16/05			9/16/07			
MI 73-1 & 3 Campau Commons	9/16/05			9/16/07			
MI 73-2 Creston Park	9/16/05			9/16/07			
MI 73-8/14 Scattered Site	9/16/05			9/16/07			
PHA-Wide	9/16/05			9/16/07			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name GRAND RAPIDS HOUSING COMMISS		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2008
Adams Park MI 73-1	REPLACEMENT HOUSING FUNDS	112,800	92,200	95,000	170,000
Campau Commons MI 73-1&3		154,400	108,900	123,100	91,500
Creston Park MI 73-2		131,800	197,900	180,900	93,700
Scattered Sites MI 73-8/14		0	0	0	43,800
Physical Improvements Subtotal			399,000	399,000	399,000
Management Improvements		130,000	130,000	130,000	130,000
HA Wide Nondwelling Equip		34,000	34,000	34,000	34,000
Administration		60,000	60,000	60,000	60,000
A & E Services		35,000	35,000	35,000	35,000
Other Fees, Contingency, Etc.		26,884	26,884	26,884	26,884
Operations		128,000	128,000	128,000	128,000
Total CFP Funds (Est.)	812,884	812,884	812,884	812,884	812,884
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u>4</u> FFY Grant: 2006 PHA FY: 2007			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY: 2008		
FFY 2002	Description of Activity	Quantity	Estimated Cost	Description of Activity	Quantity	Estimated Cost
See	Creston Park MI 73-2			Creston Park MI 73-2		
Annual Statement	Plumbing, Sewer Replacement	15 units.	45,000	Roof Replacements	6 bldgs.	41,200
	Heating Upgrades		50,000	Appliance Replacements	9 Units	7,500
	Water Heaters	12 Units	5,000	Landscaping		15,000
	Unit Retiling	13 Units	52,000	Framing Replacement		10,000
	Accordion Doors		15,000	Asphalt Repairs		10,000
	LR/DR Ceiling Replacement		13,900	Concrete Repairs		10,000
	Sub-Total		180,900	Sub-Total		93,700
				Scattered Sites		
				Siding Replacement	6 bldgs.	40,000
				Appliance Replacements	10 Units	3,800
						43,800
	PHA-WIDE			PHA-WIDE		
	Supportive Services Coordinator		50,000	Supportive Services Coordinator		50,000
	Recreation Reaps Rewards Program		80,000	Recreation Reaps Rewards Program		80,000
	HA Wide Non-Dwelling Equipment		34,000	HA Wide Non-Dwelling Equipment		34,000
	Administration		60,000	Administration		60,000
	A & E Services		35,000	A & E Services		35,000
	Other Fees, Contingency, Etc.		26,884	Other Fees, Contingency, Etc.		26,884
	Operations		128,000	Operations		128,000
	Sub-Total		413,884	Sub-Total		413,884

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350103	Federal FY of Grant: FFY 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12-31-2003
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	32,902			
19	Collateralization Expenses or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines.....)	32,902			
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 related to Security-- Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name GRAND RAPIDS HOUSING COMMISSION		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2003 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2004 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2005 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2006 PHA FY: 2007
PHA - WIDE		39,989	39,989	39,989	39,989
Total CFP Funds (Est.)					
Total Replacement Housing Factor Funds	36,176	39,989	39,989	39,989	39,989

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07350102 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 4)
 Performance and Evaluation Report for Period Ending: 12-31-2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	128,000	162,000	162,000	162,000
3	1408 Management Improvements Soft Costs	105,475	134,564	126,064	119,010
	Management Improvements Hard Costs				
4	1410 Administration	60,000	60,000	60,000	30,792
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	45,000	35,000	35,000	27,842
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000	9,160	9,160	9,160
10	1460 Dwelling Structures	324,500	304,364	257,568	257,568
11	1465.1 Dwelling Equipment—Nonexpendable	16,500	17,848	17,848	17,848
12	1470 Nondwelling Structures	40,000	40,000	30,457	30,457
13	1475 Nondwelling Equipment	70,000	49,948	31,601	31,601
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	Collaterization or Debt Service				
20	Contingency	18,409	0	0	0
21	Amount of Annual Grant: (sum of lines.....)	812,884	812,884	729,698	686,278
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance	0	0		
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 Related to Security-- Hard Costs	0	1,677	1,677	1,677
	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350102 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated Expended			
MI 73-1	Unit Carpeting	1460	10 units	7,000	4,387	4,387	4,387	Completed	
Adams Park	Appliance Replacement	1465	15 units	6,000	3,453	3,453	3,453	Completed	
	Kitchen Remodel	1460	2 Units	8,000	12,650	12,650	12,650	Completed	
	Exterior Wall Repair	1460		10,000	1,500	1,500	1,500	Completed	
	Office/Community Room Expansion	1470		40,000	40,000	30,457	30,457	In Progress	
	Sub-Total			71,000	61,990	52,447	52,447		
MI 73-1 & 3	Siding Replacement	1460	5 bldgs	55,000	42,400	42,400	42,400	Completed	
Campau	Basement Window Replacement	1460	120	12,000	7,360	7,360		Completed	
Commons	Plexiglas Window Replacement	1460		10,000	18,828	18,828	18,828	Completed	
	Appliances	1465		4,000	3,669	3,669	3,669	Completed	
	Exterior Doors	1460	35	17,000	14,175	14,175	14,175	Completed	
	Hardwood Floor Repair	1460	5 Units	15,000	10,979	10,979	10,979	Completed	
	Franklin/Division Landscaping	1450		0	2,294	2,294	2,294	Completed	
	Furnaces	1460		0	3,000	0	0	In Progress	
	Sub-Total			113,000	102,105	99,105	99,105		

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350102 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated Expended		
MI 73-2	Water Heaters		1460	10	3,000	1,920	320	320	In Progress
Creston Park	Replace Siding		1460	3bldgs.	70,000	0	0		
	Unit Retiling		1460	5 units	25,000	40,300	40,300	40,300	Completed
	Cabinet Replacement		1460	5 units	15,000	35,371	35,371	35,371	Completed
	Accordion Doors		1460	5 units	5,000	9,150	9,150	9,150	Completed
	Exterior Doors		1460	10	36,000	34,900	32,400	32,400	In Progress
	Exterior Painting		1460	7 bldgs.	9,000	0	0	0	
	Appliances		1465		4,000	7,526	7,526	7,526	Completed
	Heating Upgrades		1460		0	36,695	0	0	
	Security Cameras		1475		0	1,677	1,677	1,677	Completed
	Water Damage Repairs		1460	1 unit	0	9,407	9,406	9,406	
	Subtotal				167,000	179,946	136,150	136,150	
MI 73-8/14	Appliance Replacement		1465		2,500	1,523	1,523	1,523	Completed
Scattered Site	Water Heaters		1460		2,500	2,120	2,120	2,120	Completed
	Floor Replacement		1460		2,500	4,592	4,592	4,592	Completed
	Siding Repairs		1460		2,500	0	0	0	
	Roofs		1460		2,500	5,550	5,550	5,550	Completed
	Windows		1460		2,500	0	0	0	
	Furnaces		1460		2,500	4,899	4,899	4,899	Completed
	Plumbing		1460		2,500	1,044	1,044	1,044	Completed
	Electrical		1460		2,500	737	737	737	Completed
	Cabinets		1460		2,500	0	0	0	
	Concrete Repairs		1450		2,500	700	700	700	Completed
	Tree Removal/Landscaping		1450		2,500	6,166	6,166	6,166	Completed
	Doors		1460		2,500	0	0	0	
	Subtotal				32,500	27,331	27,331	27,331	

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350102 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
PHA-Wide	Operations	1406		128,000	162,000	162,000	162,000	Completed	
	Support Services Coordinator	1408		50,000	44,900	44,900	37,846	In Progress	
	Occupancy Training	1408		5,475	13,975	5,475	5,475	Jan 04	
	Recreation Reaps Rewards Program	1408		50,000	75,689	75,689	75,689	Completed	
	Administrative, Partial Salaries for Program Administrators	1410		60,000	60,000	60,000	30,792	In Progress	
	A & E Services, Other Fees & Costs	1430		45,000	35,000	35,000	27,842	Contract Award	
	Computer Equipment	1475		40,000	20,000	14,891	14,891	In Progress	
	Maintenance Vehicles	1475		25,000	25,000	11,762	11,762	In Progress	
	Maintenance Tools, Equipment	1475		5,000	5,000	4,948	4,948	Completed	
	Contingency	1502		18,409	0	0			
	Sub-Total			426,884	441,512	414,665	371,245		

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

PHA Name: GRAND RAPIDS HOUSING COMMISS		Grant Type and Number Capital Fund Program No: MI33P07350102 Replacement Housing Factor No:				Federal FY of Grant: FFY 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI 73-1 Adams Park	6/30/04			6/30/05			
MI 73-1 & 3 Campau Commons	6/30/04			6/30/05			
MI 73-2 Creston Park	6/30/04			6/30/05			
MI 73-8/14 Scattered Site	6/30/04		12/31/03	6/30/05		12/31/03	
PHA-Wide	6/30/04			6/30/05			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350102	Federal FY of Grant: FFY 2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/2003
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	39,989		0	0
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	39,989		0	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX 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 1: Summary

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07350101 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	128,000	128,000	128,000	128,000
3	1408 Management Improvements Soft Costs	50,000	50,713	50,713	50,713
	Management Improvements Hard Costs				
4	1410 Administration	60,000	37,794	37,794	37,794
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	74,338	79,110	79,110	79,110
8	1440 Site Acquisition				
9	1450 Site Improvement	15,301	15,302	15,302	15,302
10	1460 Dwelling Structures	292,721	309,441	309,441	309,441
11	1465.1 Dwelling Equipment—Nonexpendable	14,537	14,537	14,537	14,537
12	1470 Nondwelling Structures	211,653	211,653	211,653	211,653
13	1475 Nondwelling Equipment	25,201	25,201	25,201	25,201
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	871,751	871,751	871,751	871,751
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs	0	0	0	0
	Amount of line XX 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 II: Supporting Pages

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350101 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI 73-1	Parking Lot Lights	1450		1,563	1,564	1,564	1,564	Completed	
Adams Park	Unit Carpet	1460	6	4,952	4,952	4,952	4,952	Completed	
	Corridor Carpeting	1460	2 floors	62,833	64,045	64,045	64,045	Completed	
	Appliance Replacement	1465	8 units	3,202	3,202	3,202	3,202	Completed	
	Stairway/Hall Painting	1460	2 floors	21,214	21,214	21,214	21,214	Completed	
	Exterior Wall Repair	1460		0	0	0	0		
	Office/Community Space Remodeling	1470		165,606	165,606	165,606	165,606	Completed	
	Rooftop Exhaust Fans	1460	4	0	0	0	0		
	Boiler/Water Leak Repairs	1460		20,205	20,205	20,205	20,205	Completed	
	Common Area Furniture	1475		0	0	0	0		
	Sub-Total			279,575	280,788	280,788	280,788		
MI 73-1 & 3	Covered Entries/Rain Diverters	1460	1 bldg.	0	0	0	0		
Campau	Siding Replacement	1460	1 bldg.	53,176	53,176	53,176	53,176	Completed	
Commons	Exterior Doors/Storm Doors	1460	30	4,248	4,248	4,248	4,248	Completed	
	Floor Repairs	1460	As needed	0	0	0	0		
	Patio Construction	1450	12	722	722	722	722	Completed	
	Replace Water Heaters	1460		0	0	0	0		
	Ground Fault Circuit Interrupters	1460		15,220	14,405	14,405	14,405	Completed	
	Appliances	1465		5,492	5,492	5,492	5,492	Completed	
	Window Screens	1460		1,110	1,110	1,110	1,110	Completed	
	Franklin St./Division Ave Landscaping	1450		5,876	5,876	5,876	5,876	Completed	
	Furnace Replacement	1460		0	0	0	0		
	Sub-Total			85,844	85,029	85,029	85,029		

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350101 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated Expended	Obligated Expended		
MI 73-2	Heating Upgrades	1460		11,305	22,628	22,628	22,628	Completed	
Creston Park	Water Heaters	1460	15	0	0	0	0		
	Replace Siding	1460	5 bldgs.	43,000	43,000	43,000	43,000	Completed	
	Unit Retiling	1460	3 units	14,430	15,430	15,430	15,430	Completed	
	Cabinet Replacement	1460	7 units	22,980	22,980	22,980	22,980	Completed	
	Exterior Doors/Storm Doors	1460		5,664	5,664	5,664	5,664	Completed	
	Refurbish Basketball Court	1450		3,065	3,065	3,065	3,065	Completed	
	Exterior Painting	1460	5 bldgs.	3,750	3,750	3,750	3,750	Completed	
	Maintenance Storage Building	1470		46,047	46,047	46,047	36,047	Completed	
	Appliances	1465		4,373	4,373	4,373	4,373	Completed	
	Accordion Doors	1460	3 units	4,650	4,650	4,650	4,650	Completed	
	Numbers on Bldgs on Lafayette	1460		0	0	0	0		
	Repair Dumpster Enclosure	1450		0	0	0	0		
	Window Screens	1460		2,895	2,895	2,895	2,895	Completed	
	Sub-Total			162,159	174,482	174,482	164,482		
MI 73-8/14	Appliances	1465		3,000	1,470	1,470	1,470	Completed	
Scattered Site	Water Heaters	1460	10	3,000	0	0	0		
	Concrete Repairs	1450		3,000	775	775	775	Completed	
	Gutters/Downspouts	1460		3,000	0	0	0		
	Tree Removal/Landscaping	1450		3,000	3,300	3,300	3,300	Completed	
	Roof Repair	1460		3,000	0	0	0		
	Flooring	1460		3,000	0	0	0		
	Windows	1460		3,000	0	0	0		
	Furnaces	1460		3,000	4,801	4,801	4,801	Completed	
	Plumbing	1460		3,000	0	0	0		
	Electrical	1460		3,000	288	288	288	Completed	
	Cabinets	1460		3,000	0	0	0		
	Siding Repairs	1460		3,000	0	0	0		
	Sub-Total			39,000	10,634	10,634	10,634		

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350101 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
PHA-Wide	Operations	1406		128,000	128,000	128,000	128,000	Completed	
	Support Services Coordinator	1408		50,000	50,713	50,713	50,713	Completed	
	Administrative, Partial Salaries for Program Administrators	1410		60,000	37,794	37,794	37,794	Completed	
	Computer Equipment	1475		25,201	25,201	25,201	25,201	Completed	
	A & E Services, Other Fees & Costs	1430		79,008	79,110	79,110	79,110	Completed	
	Contingency	1502		0	0	0	0		
	Sub-Total			337,539	320,818	320,818	320,818		

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

PHA Name: GRAND RAPIDS HOUSING COMMISS		Grant Type and Number Capital Fund Program No: MI33P07350101 Replacement Housing Factor No:				Federal FY of Grant: FFY 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI 73-1 Adams Park	9/30/03		12/31/02	9/30/04		06/30/03	
MI 73-1 & 3 Campau Commons	9/30/03		12/31/02	9/30/04		06/30/03	
MI 73-2 Creston Park	9/30/03		12/31/02	9/30/04		09/30/03	
MI 73-8/14 Scattered Site	9/30/03		12/31/02	9/30/04		06/30/03	
PHA-Wide	9/30/03		12/31/02	9/30/04		09/30/03	

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350101	Federal FY of Grant: FFY 2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12/31/2003 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	36,176		18,347	18,347
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	36,176		18,347	18,347
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX 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 II: Supporting Pages

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350101				Federal FY of Grant: FFY 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated Expended		
PHA-WIDE	Replacement Housing		1499		36,176		18,347	18,347	In Progress
	Development Cost								
									Re-Purchase
									Home-
									Ownership
									Unit

GRAND RAPIDS HOUSING COMMISSION
Proposed Operating Budget - Cash Basis
Fiscal Year Ending June 30, 2005

ATTACHMENT K

	<u>Proposed 06/30/05</u>
Revenue:	
HUD Grants	15,598,057
Special Claims	-
Vacancies	(57,367)
Tenant Assistance Payment	1,618,812
Administrative Fee	1,602,901
Hard to House Fee	22,950
FSS Fee	113,232
ROC Fee	-
Dwelling Rental	2,083,400
Excess Utilities	6,432
Investment Income-unrestricted	36,790
Investment income-Residual Rec	9,200
Investment Income-Repl Reserve	1,200
Fraud Recovery Funds	4,820
Other Income	434,640
Laundry Receipts	8,000
Donations	2,780
Interest on Notes Receivable	444,440
DSS Child Care	50,000
CDBG Funds	-
MSHDA ESG	65,000
Principal Payments on Mortgages	122,198
Second Mortgages Repaid	20,000
Proceeds from Sale of Houses	20,000
Total Revenue	<u>22,207,485</u>

Expenditures:

Administrative:

Salaries	1,889,959
Salaries-Fss	85,366
Salaries-Management	37,980
Legal Fees	16,604
Training	12,002
Travel	39,467
Auditing Fees	50,565
Office Rent	26,043
Employee Benefits	627,744
Employee Benefits-FSS	27,867
Employee Benefits - Management	14,347
Office Supplies	37,235
Telephone Charges	55,079
Advertising	400
Eviction/Collection Costs	27,558
Copy Machine	25,876
Portable Admin Fee	6,554
Rent Free Unit	7,272
Sundry Charges to Tenant	-
Other Sundry	195,270
Management Fee	-
Total Administrative	<u>3,183,187</u>

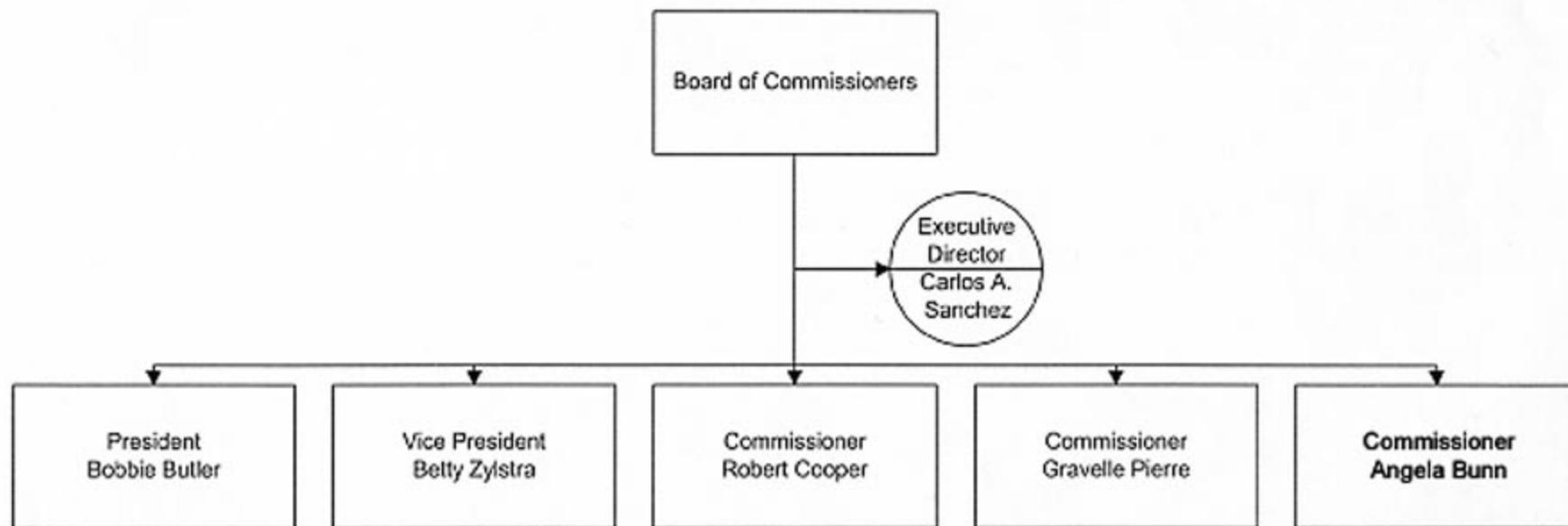
Tenant Services:

Tenant Services - Salaries	115,346
Tenant Services- Benefits	29,702
Tenant Services-Other	-
Case Management	-
Child Care	145,000
Total Tenant Services	<u>290,048</u>

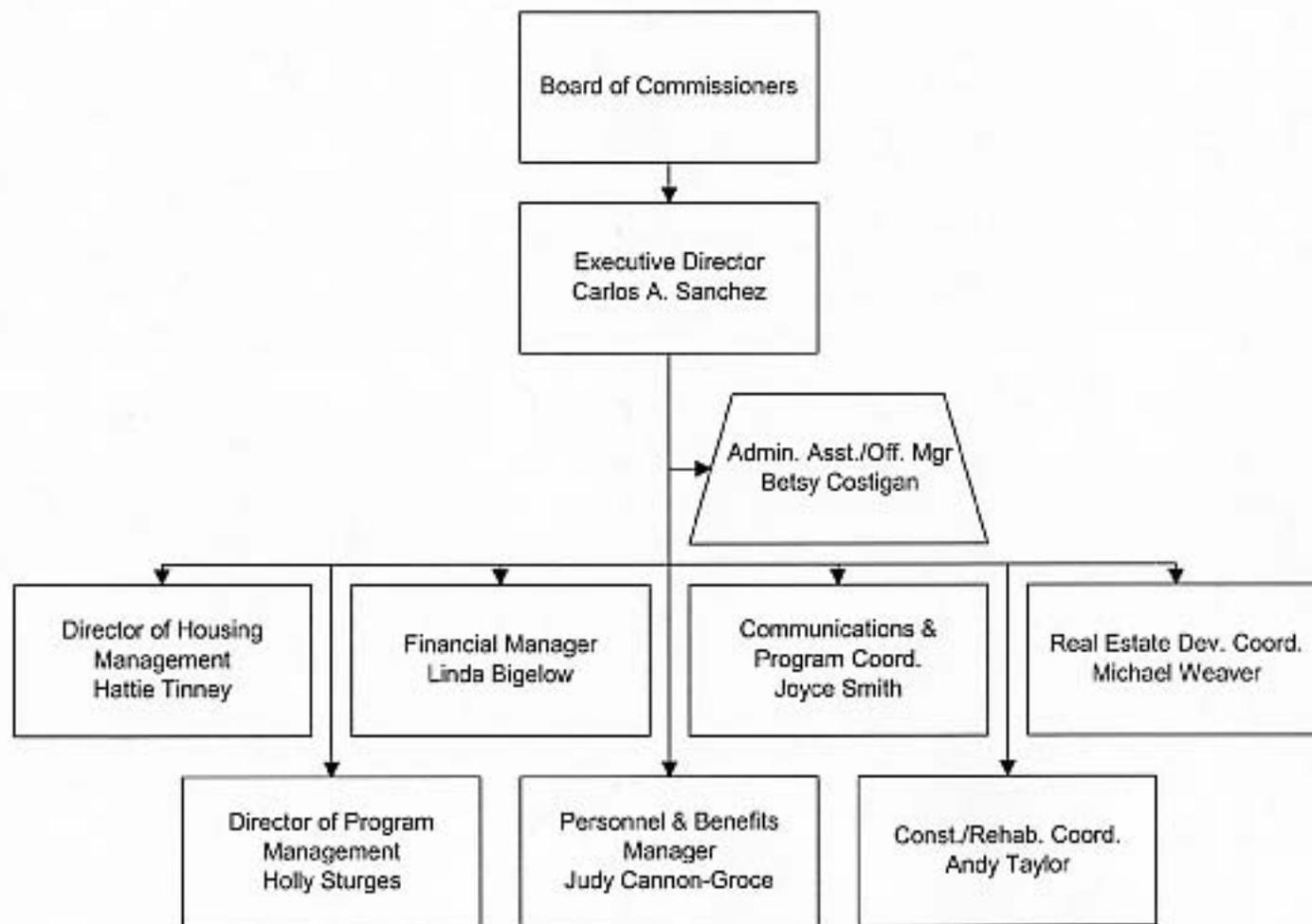
GRAND RAPIDS HOUSING COMMISSION
Proposed Operating Budget - Cash Basis
Fiscal Year Ending June 30, 2005

	<u>Proposed</u> <u>06/30/05</u>
Utilities:	
Water	239,192
Electricity	239,660
Gas	418,443
Total Utilities	<u>897,295</u>
Maintenance:	
Maintenance Labor	454,964
Maintenance Materials	66,918
Cleaning Supplies	26,560
Painting Supplies	5,050
Maint Chgs-Tenants	-
Other Supplies	8,850
Routine Maintenance	43,361
Heating Repairs	41,675
Elevator Maintenance	20,200
Lawn Care	25,053
Snow Plowing	33,642
Electrical Repairs	16,200
Carpet/Tile Replacement	44,600
CC Chgs-Tenants	-
Other Contract Costs	83,048
Trash Removal	76,325
Maintenance Travel	4,965
Maintenance Benefits	170,143
Painting	76,500
Protective Services	-
Total Maintenance	<u>1,198,054</u>
General Expense:	
Insurance	208,899
Mortgage Insurance	22,000
PILOT	79,784
Casualty Loss	-
Bad Debt-Tenants	18,500
Bad Debt-Other	-
Interest-Mortgage	495,093
Interest-Bonds	309,566
Other General Expense	157,560
Verstraete Donation	700
Transportation	4,100
Security Deposit Advance	-
Housing Counseling	-
Birchgrove	9,200
Resident Participation	10,750
Housing Assistance	12,958,524
Housing Assistance WTW	1,287,972
FSS Escrow	319,818
Total General Expense	<u>15,882,466</u>
Capital Expenditures	22,000
Mortgage Principal Payments	403,530
Deposits to Reserve Accounts	47,556
Total Expenditures	<u>21,924,136</u>
Net Cash Flow	283,350

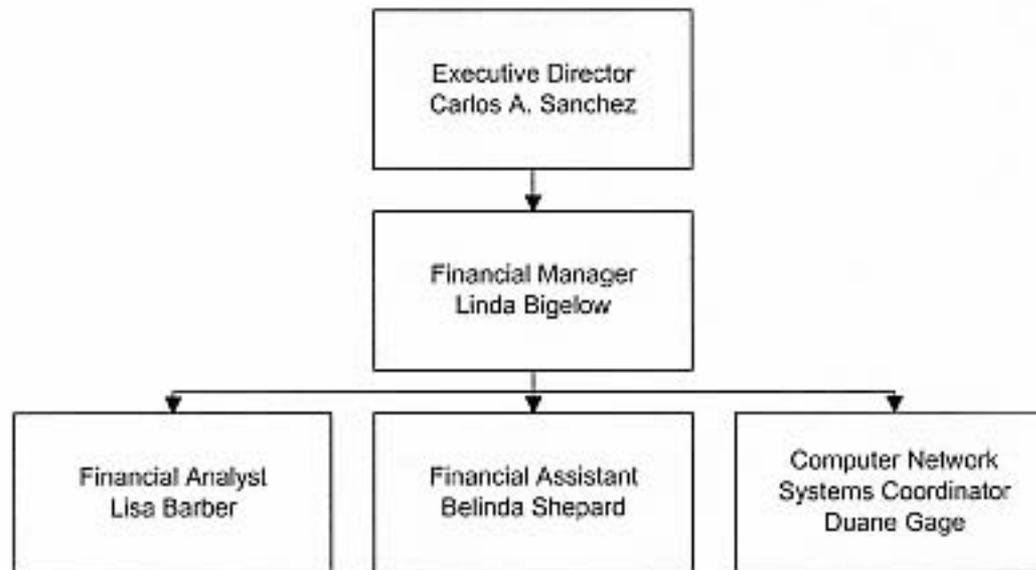
GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART - COMMISSIONERS



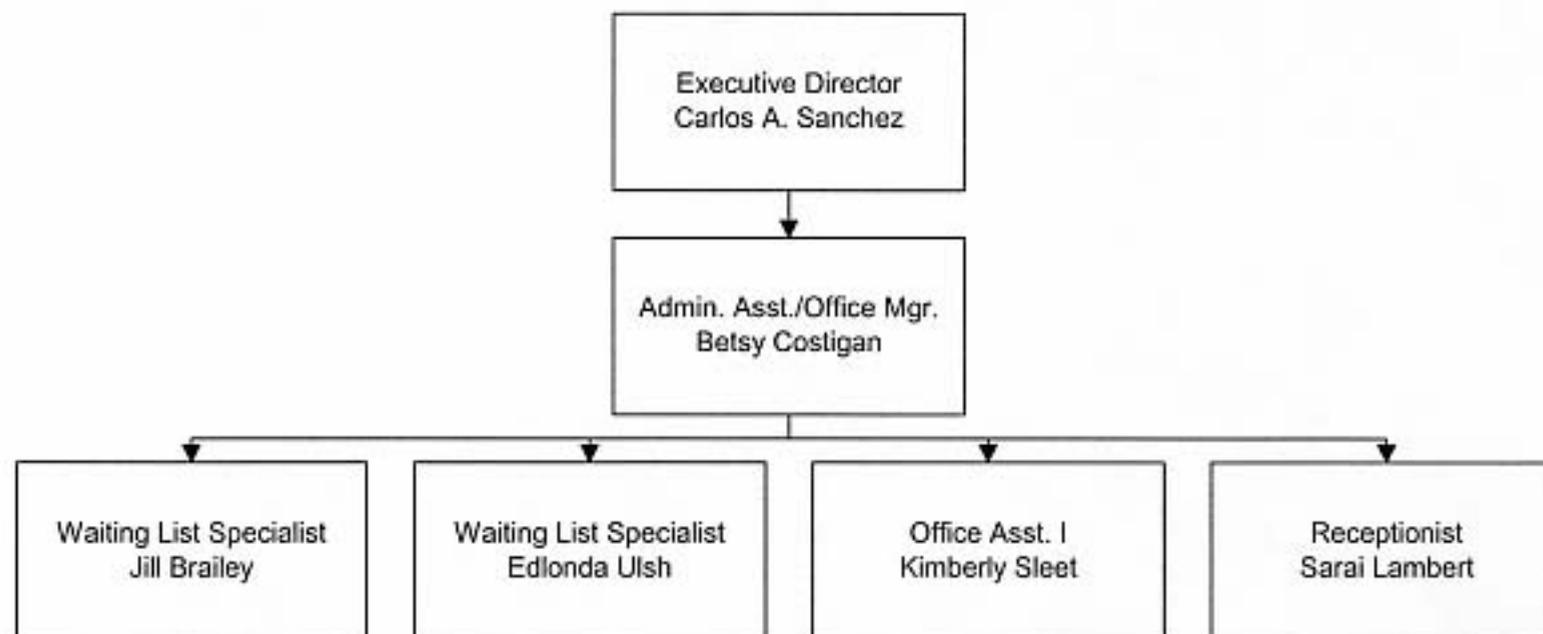
GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART



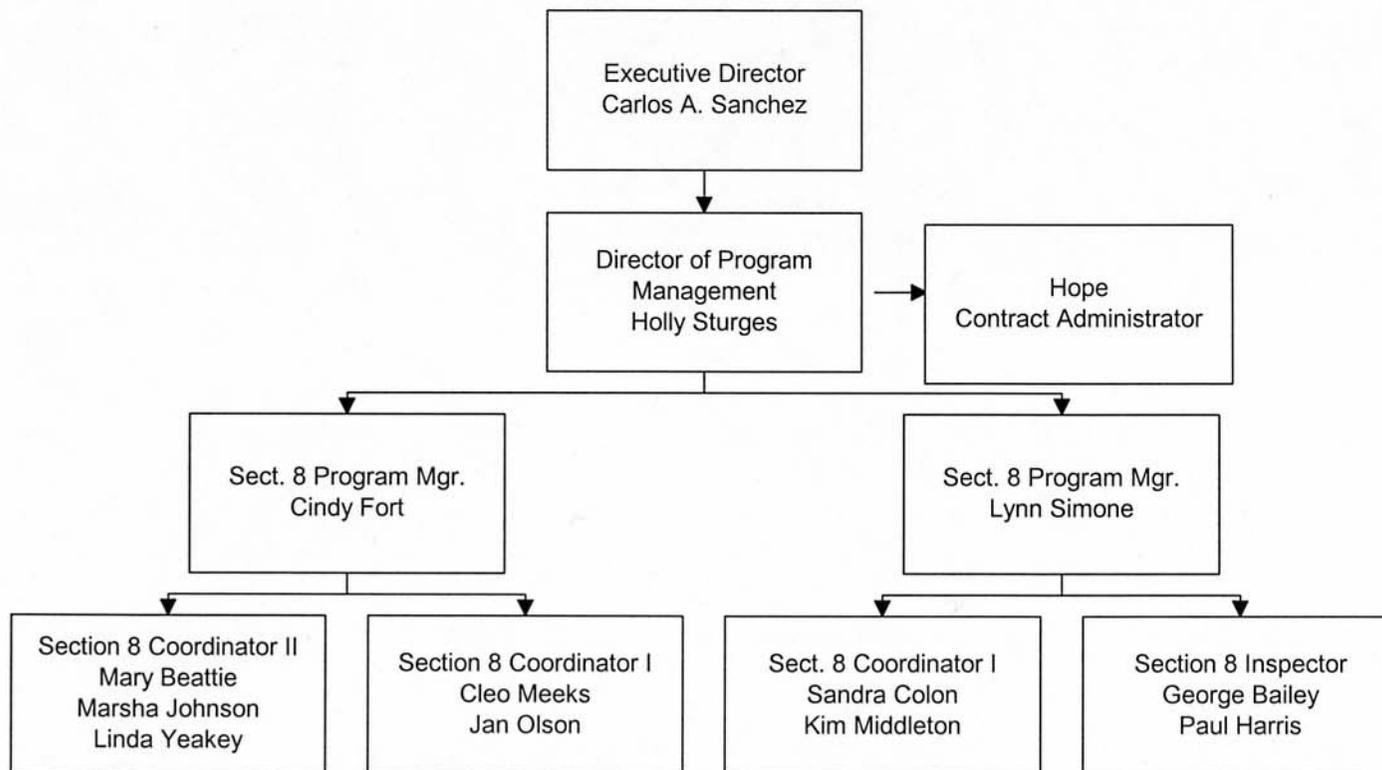
GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART - D



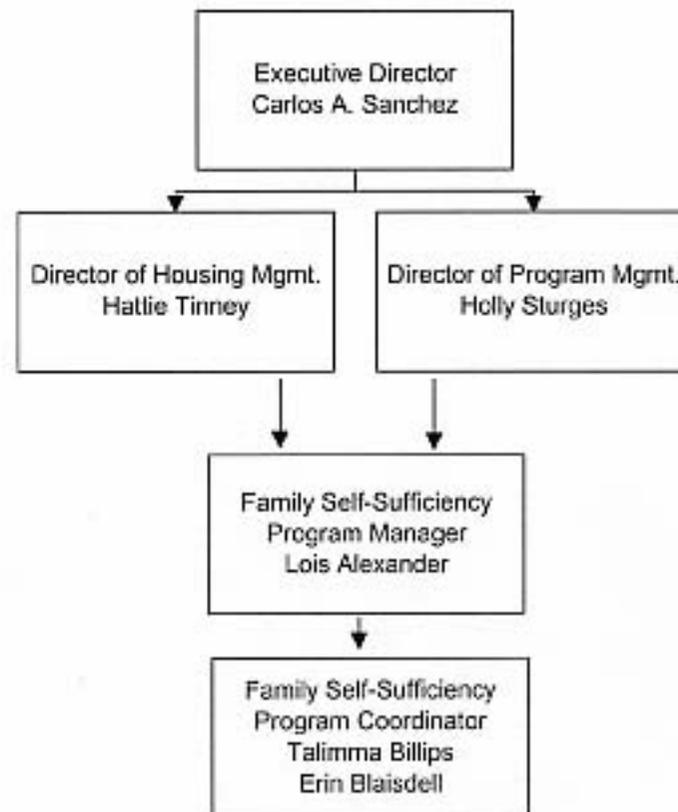
GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART - A



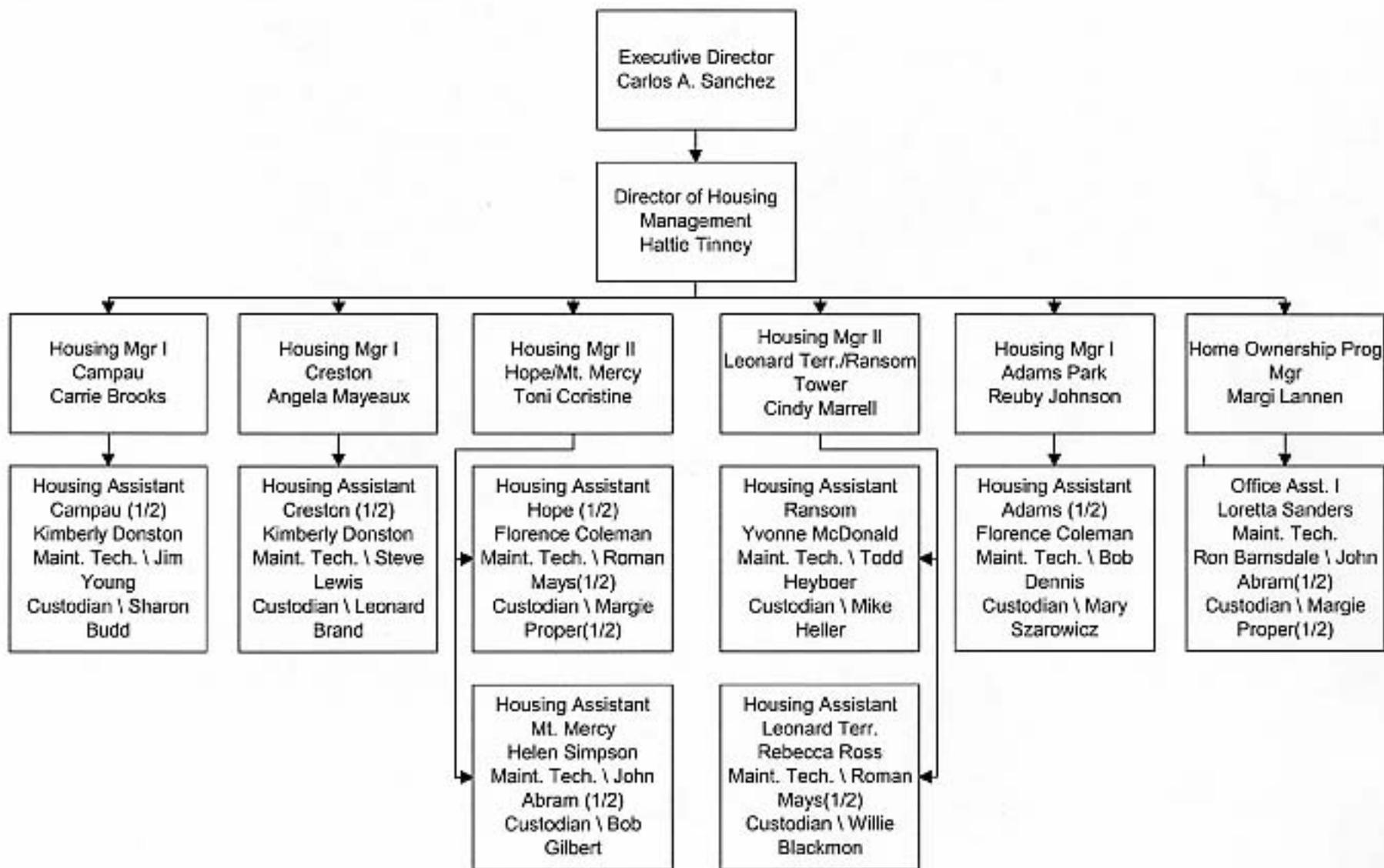
GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART - C



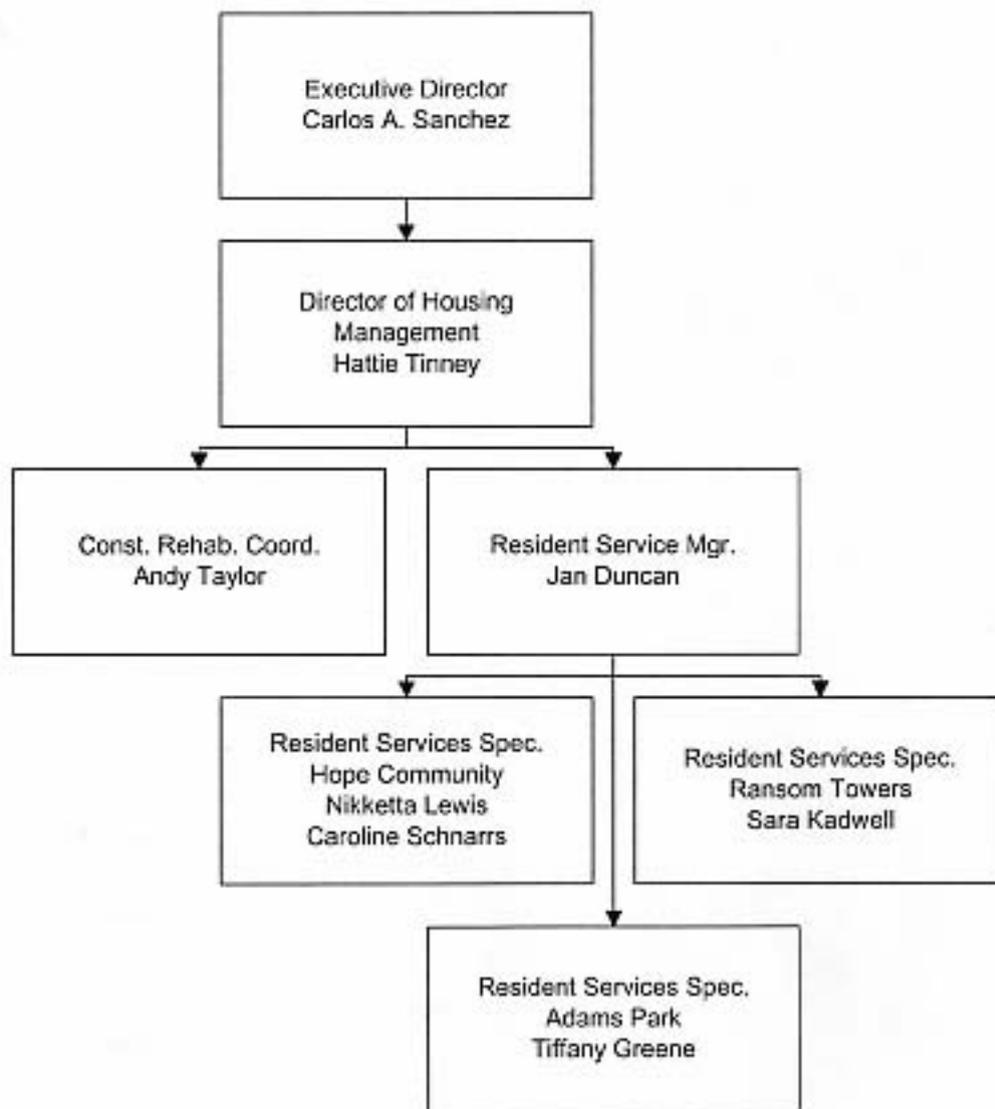
GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART



GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART



GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART



ATTACHMENT M

MINUTES OF APRIL 13, 2004 RESIDENT ADVISORY BOARD

The meeting of the Resident Advisory Board was held on April 13, 2004 in the conference room of the administrative building, 1420 Fuller, S.E., Grand Rapids, Michigan. The Chair called the meeting to order at 6:10 p.m.

Roll Call: Present: Angela Bunn, Louise Jackson, Earl Kasper, Sr.

Absent: Tammy Robertson

Also attending the meeting were Carlos A. Sanchez, Betsy Costigan, and Holly Sturges

MINUTES:

Louise Jackson, supported by, Angela Bunn moved to approve the Minutes of April 3, 2003.

Ayes: Bunn, Jackson, Kasper

Nays: None

The Chair declared the motion carried.

RESOLUTIONS & MOTIONS:

1. The Director presented the Board with a copy of the Draft Agency Plan for review and discussion. The Director also presented the Board with a copy of the comments received from the Public Hearing that was held on March 29, 2004.

Angela Bunn, supported by Louise Jackson, moved to approve the draft Agency Plan for FY 2004

Ayes: Bunn, Jackson, Kasper

Nays: None

The Chair declared the motion carried.

2. The Director presented the Commission with a copy of the revisions to the Grand Rapids Housing Commission Pet and Service Animal Policy for their review.

COMMENTS:

Some of the questions asked were what plans did the Housing Commission have in regards to the Scattered Site program. The Director informed the Board that the Housing Commission plans to build more scattered site homeownership units with mixed income and diverse populations. One concern the board mentioned was HUD coordinating its programs with the unemployment and economic problems families are encountering. The Director informed the board that HUD has not proposed for additional housing in its budget and that the Grand Rapids Housing Commission must look at alternative methods to address the housing needs of the Grand Rapids Community. Residents who have become unemployed have concerns to avoid foreclosure of homes. Holly Sturges mentioned that there are programs like the Urban League and Home Repair Services that may assist homeowners during hardship..

OLD/NEW BUSINESS:

1. The Director informed the Board of the Annual Luncheon scheduled for May 12th @ the Grand Valley Eberhard Center.

There being no further business to come before the Board, Louise Jackson, supported by Earl Kasper moved to adjourn the meeting at 6:55 p.m.

Chair



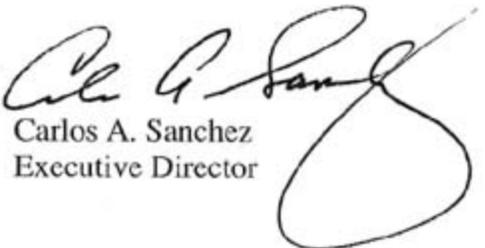
GRAND RAPIDS HOUSING COMMISSION

February 12, 2004

NOTICE

The Grand Rapids Housing Commission has developed its Agency Plan in compliance with the Quality Housing & Work Responsibility Act of 1998. The Agency Plan is available for review at the Grand Rapids Housing Commission main office located at 1420 Fuller Avenue SE, Grand Rapids, Michigan. The Housing Commission's hours of operation are 8:00 a.m. to 5:00 p.m., Monday-Friday. The Agency Plan is also available for review on-line at www.grhousing.org/pages/notices.html.

The Grand Rapids Housing Commission will hold a public hearing regarding its Agency Plan on March 29, 2004, at 6:00 p.m. in the Community Room at Adams Park senior housing development. Adams Park is located at 1440 Fuller Avenue SE, Grand Rapids, Michigan.


Carlos A. Sanchez
Executive Director

MINUTES OF MARCH 29, 2004

GRAND RAPIDS HOUSING COMMISSION

The meeting of the Grand Rapids Housing Commission was held on March 29, 2004 at the Adams Park elderly facility located at 1440 Fuller Avenue, S.E., Grand Rapids, MI for the purpose of conducting a Public Hearing on the Grand Rapids Housing Commission Agency Plan.

The President called the meeting to order at 6:00 p.m.

Roll Call: Present: Butler, Pierre, Zylstra

Absent: Cooper

The President introduced the Commission and staff. The Director briefly identified the plan for the next 12 months under the draft Grand Rapids Housing Commission Agency Plan.

The President opened the meeting for public comments.

RESIDENT COMMENTS:

Question regarding new carpet (#506 & 310)

Question regarding having something done to vents to keep smoke from entering unit (#501)

Question regarding the constant traffic (day & night) using the fire lane.

Question regarding people knocking on the 1st floor windows to let them in the bldg. and what can be done from keeping people from doing that.

Question regarding the loud noises in her apartment (#218)

Question regarding neighbor making constant complaints about him (#526) and the tenant in unit #530 – what can be done to have tenant (#528) stop complaining about every little noise.

Question regarding the need for more parking and having dormant cars removed from parking area.

Question regarding whether something can be done about the smokers by the front doors (outside) so that people coming into the building don't have to walk through their smoke.

Question if someone can clean the vents downstairs because they're always filthy.

Question as to why the “night manager” has keys to all the units and shouldn’t the President of the Association have the keys and why is she on the payroll.

There being no further comments from the residents, the public hearing was closed at 6:35 p.m.

Carlos A. Sanchez
Executive Director

ATTACHMENT N

Component 3.(6) Deconcentration and Income Mixing

a. Yes No Does the PHA have any general-occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

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

ATTACHMENT O

Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments?

Three: Campau Commons, Creston Plaza, Scattered Sites

- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general-occupancy projects)?

One: Adams Park

- c. How many Assessments were conducted for the PHA's covered developments?

All developments were assessed

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

Development Name	Number of Units
Campau Commons	112
Creston Plaza	100
Adams Park	188
Scattered Sites	46

- d. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

N/A

ATTACHMENT P

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, Kurt F. Kimball the City Manager, City of Grand Rapids, MI certify
that the Five Year and Annual PHA Plan of the Grand Rapids Housing Commission is
consistent with the Consolidated Plan of City of Grand Rapids prepared
pursuant to 24 CFR Part 91.

Kurt F. Kimball 4-1-04
Kurt F. Kimball Date

ATTACHMENT Q

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and
Streamlined 5-Year/Annual PHA Plans***

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___standard Annual, X standard 5-Year/Annual or ___streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 7/1/2004, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Grand Rapids Housing Commission

MI073

PHA Name

PHA Number/HA Code

- Standard PHA Plan for Fiscal Year: 20__
- Standard Five-Year PHA Plan for Fiscal Years 2000 - 2004, including Annual Plan for FY 2004
- Streamlined Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Bobbie Butler	Title President
Signature X <i>Bobbie Butler</i>	Date <i>3/29/04</i>

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

ATTACHMENT R

Applicant Name

Grand Rapids Housing Commission

Program/Activity Receiving Federal Grant Funding

Operating Subsidy FFY 2004, CGP FFY 2004

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Adams Park - 1440 Fuller Ave. SE, Grand Rapids, MI 49507

Campau Commons - 835 Commons SW, Grand Rapids, MI 49507

Creston Plaza - 1014 Clancy NE, Grand Rapids, MI 49503

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Carlos A. Sanchez

Title

Executive Director

Signature

X

Date

4/7/04

Certification of Payments to Influence Federal Transactions

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

ATTACHMENT S

Applicant Name

Grand Rapids Housing Commission

Program/Activity Receiving Federal Grant Funding

Operating Subsidy FFY 2004, CGP FFY 2004

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

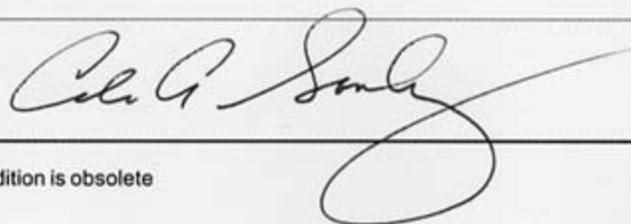
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official
Carlos A. Sanchez

Title
Executive Director

Signature



Date (mm/dd/yyyy)

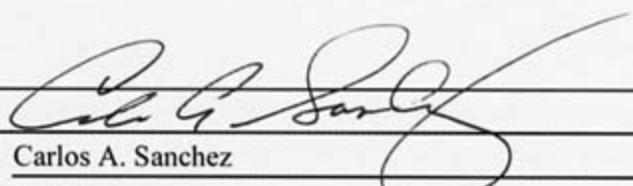
04/07/2004

Previous edition is obsolete

form HUD 50071 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Grand Rapids Housing Commission 1420 Fuller Ave. SE Grand Rapids, MI 49507 Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known:	
6. Federal Department/Agency: U.S. Dept. of Housing and Urban Development	7. Federal Program Name/Description: Comprehensive Grant Program (CGP), Operating Subsidy CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ Unknown	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> None	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> None	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Carlos A. Sanchez</u> Title: <u>Executive Director</u> Telephone No.: <u>616/235-2600</u> Date: <u>04/07/04</u>	
Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

ATTACHMENT U

GRAND RAPIDS HOUSING COMMISSION 2003 ACCOMPLISHMENTS

GENERAL/FINANCIAL/INFORMATION TECHNOLOGY

- Prepared and submitted 2003 Annual Agency Plan to HUD.
- Maintained a positive year-end financial position for the fiscal year ended 6/30/03.
- Completed successful audits with no reportable findings.
- Earned a “high performer” designation on the PHAS financial assessment.
- Completed a physical inventory of fixed assets.
- Established direct deposit service option for Section 8 landlords.
- Changed security deposit refund system to ensure full compliance with state law.
- Acquired a Macintosh computer system and color laser printer to enhance the effectiveness of printed publications and the efficiency of publication production.
- Purchased laptop computers to increase the efficiency of staff who manage multiple housing developments.
- Completed computer network system documentation.
- Hired Computer Network Systems Coordinator.
- Opened a dedicated Homeownership Center to support the home ownership goals of Section 8 and Public Housing clients.
- Secured loan funding and started renovation of Mount Mercy development’s north wing. Secured Low-Income Housing Tax Credits and began construction on a Mount Mercy addition that will provide 55 additional units of senior/disabled housing.
- Conducted 2004 United Way employee campaign. Campaign total: \$7,716; total raised for Hope Community: \$4,377.70.
- Provided technical support to the Inner City Christian Federation, helping that agency obtain \$30,000 in homeownership program funds from HUD.

COMMUNICATIONS/PUBLIC RELATIONS/INTERNAL RELATIONS

- Held a 2003 Annual Luncheon that included recognition of outstanding community partners.
- Furthered GRHC marketing/public relations goals by producing a variety of publications, including:
 - 2002 Annual Report
 - Family Housing brochure
 - Senior Housing brochure
 - GRHC quarterly newsletters
- Supported GRHC public informational and outreach goals through the distribution of timely, accurate news releases to local media.
- Awarded and publicized 2003 Jean McKee Resident Scholarship Program.
- Developed and published GRHC web site; revised site weekly to offer users informational updates and new publications.
- Enhanced employee service awards program to include service pin awards.
- Implemented Outstanding Employee Award program, providing special recognition for six employees.
- Represented on ASCET Youth Council by Family Self-Sufficiency Program Manager.

PERSONNEL

- Developed two new classifications and position descriptions: Computer Network Systems Coordinator and Real Estate Development Coordinator.
- Recruited for twelve vacancies: Housing Manager I, Housing Assistant, Lead FSS Coordinator, Office Assistant I, Resident Services Specialist (4), Computer Network Systems Coordinator, Maintenance Technician, Personnel & Benefits Manager and Real Estate Development Coordinator.
- Reviewed personnel policies manual with legal counsel to ensure compliance with all employment laws; revised policies related to call-back pay during holiday work week; updated the Affirmative Action Plan.
- Completed classification study of all Housing Commission positions; revised position descriptions and classifications to accurately reflect duties, responsibilities and qualification requirements.

- Implemented revision of ICMA 457 plan to allow employees to obtain loans from their 457 accounts.
- Renewed contracts for employee health, dental, vision, life and short-term disability insurance, Worker's Compensation insurance, Employee Assistance Program and flexible spending account for 2004.
- Participated in the Employers' Association Wage and Salary Survey and the Michigan Nonprofit Association Compensation and Benefits Survey.

SECTION 8 PROGRAMS

- Submitted all Section 8 information required under the Multi-Tenant Characteristic System, resolving all "fatal errors."
- Developed systems to monitor and improve the SEMAP score to exceed 90, earning a "high performer" designation.
- Implemented the Project-Based Assistance Program for 200 vouchers.
- Implemented the GRHC's Section 8 Housing Choice Voucher Homeownership Program:
 - Two homeownership closings.
 - Twenty-five current program participants.
- Maintained Section 8 waiting list of over 6,800 applicants.
- Administered 2,248 Section 8 vouchers.
- Conducted 4,100 inspections of Section 8 rental units.
- Issued \$56,650 in escrow funds to FSS graduates.
- Maintained Section 8 lease-up at greater than 98%.

HOUSING MANAGEMENT/OPERATION

- Achieved a "high performer" designation under the U.S. Dept. of HUD Public Housing Assessment (PHAS) system.
- Completed HUD-required in-house inspections to ensure compliance with Uniform Physical Condition Standards (UPCS/REAC).

- Reduced unit turnover time from 47.3 days to 34 days by improving communication, teamwork and coordination of effort among Housing Management team members (managers, assistants, maintenance technicians and custodians).
- Increased curb appeal of developments through improved landscaping, groundskeeping, proactive maintenance and custodial activities, and the utilization of resident volunteers.
- Reduced tenant accounts receivables through the timely issuance of NTQs and through staff development of relationships with agencies that provide eviction prevention funds.
- Implemented tenant-driven strategic planning and environmental improvement through tenant meetings and FSS program activities.
- Instituted a variety of staff training programs and events in such areas as maintenance cross training, REAC certification inspections and risk management.
- Developed systems and procedures to ensure a high standard of file documentation and increased efficiency in the processing of applicant and tenant paperwork.
- Increased collaborations with community partners to increase tenants' access to available health and human service resources.
- Increased security at housing developments through camera surveillance, secured entrances, lighting improvements, a "one strike" eviction policy and improved applicant screening.
- Completed the expansion and remodeling of the Adams Park community room, offices and common areas. Completed capital improvements at Adams Park, Campau Commons, Creston Plaza, Ransom Tower and Scattered Sites housing, including:
 - Electrostatic painting of Ransom Tower exterior
 - Installation of medicine cabinets and lighting fixtures at Ransom Tower
 - Enlargement and remodeling of administrative office lobby
- Completed tenant needs assessments at Leonard Terrace and Ransom Tower Apartments.

GRANTS/GRANT ADMINISTRATION

- Completed 2003 Capital Fund Program (CFP) Environmental Review and obtained Release of Funds.
- Completed 2002 CFP construction contract.
- Completed 2001 Capital Fund Grant.
- Solicited and procured Architecture and Engineering services for 2002/2003 Capital Fund Programs.

- Completed 2000 and 2001 PHDEP grants and submitted final reports.
- Completed Low-Income Housing Tax Credit, ROSS, ESG, SHP, CDBG and Grand Rapids Jaycees grant applications to secure funding for various Housing Commission initiatives.
- Applied for and received **\$668,829** from HUD 2003 Capital Fund Program (CFP).
- Applied for and received **\$107,699** from HUD for FSS Coordinators.
- Applied for and received **\$409,704** from HUD for the renewal of 86 Section 8 SRO at the Dwelling Place Inn.
- Applied for and received **\$1,360,932** from HUD for the renewal of 190 Substantial Rehabilitation units at the Weston Apartments.
- Received **\$119,500** for the renewal of 30 Section 8 SRO at the Downtown YMCA.
- Applied for and received **\$102,373** for the renewal of 16 Moderate Rehabilitation units at Calumet Flats.
- Received renewals from HUD for 2,248 voucher units (**\$7,611,709** [partial sum]) and 16 units of Mod Rehab (**\$102,853**).
- Applied for and received **\$200,000** ROSS grant from HUD.
- Applied for and received **\$269,500** in Supportive Housing Funds from HUD.
- Used PHDEP funds to implement security improvements at housing developments:
 - Improved lighting at Campau Commons and Creston Plaza
 - Repaired security cameras and upgraded equipment at Campau Commons and Creston Plaza.
 - Installed new security cameras in parking lots, elevators and elevator lobbies at Adams Park; upgraded security camera monitoring equipment.

STAFF EDUCATION/TRAINING

Front-office clerical staff, selected other staff: “Poverty Simulation” empathy-building training offered by the Salvation Army.

Housing Management, Section 8 and administrative staff: “Essential Risk Management” seminar provided by the Housing Authority Insurance group.

Housing Management staff: quarterly training regarding such issues as HAPI insurance standards, MSDS requirements and on-the-job safety; training on REAC certification inspections.

Maintenance and custodial staff: Cross-training program to enhance the ability of staff to work effectively at all sites, vendor/consultant training regarding specific maintenance issues.

ATTACHMENT V

GRAND RAPIDS HOUSING COMMISSION

FOLLOW-UP PLAN FOR 2003 RESIDENT ASSESSMENT SURVEY

Projects Michigan 73-1, 73-2, 73-3 and 73-14

Housing Development Appearance score: 72.5%

The above score represents an improvement of 4.5 percentage points over our 2002 score in the same evaluation category. This improvement reflects ongoing maintenance operations enhancements at our housing sites as well as continuing coordination with city community policing efforts, with the goal of improving the safety and security of the neighborhoods surrounding those housing sites.

The developments that yielded Housing Development Appearance scores under 75% are located in neighborhoods identified through resident surveys, community policing activities and analysis of crime statistics as being vulnerable to crime, including vandalism and related activities that impact neighborhood appearance.

The Grand Rapids Housing Commission is taking the following actions to address resident concerns regarding housing development appearance:

1. The GRHC recently applied for a Hope VI grant, with the goal of revitalizing our Campau Commons development, MI73-1 and MI73-3, and the surrounding neighborhood.
2. Capital Funds are being used to upgrade heating systems and replace worn out windows at our Creston Plaza housing development, MI73-2.
3. Rubbish and trash removal operations are routinely monitored to ensure timely removal and maintenance of the trash disposal area at all housing sites.
4. The GRHC is optimizing maintenance and housing management operations by:
 - Implementing a preventive maintenance program
 - Completing routine work orders within 7 days
 - Improving maintenance staff skills through cross-training and vendor instruction
 - Improving communication concerning maintenance and construction activities
5. The GRHC continues to strongly support the community policing efforts of the Grand Rapids Police Department, providing office space to officers at both sites' Neighborhood Centers.