

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

PHA Plans

5 Year Plan for Fiscal Years 2004 - 2008

Annual Plan for Fiscal Year 2004

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

**2004 PHA Plan
Agency Identification**

PHA Name: Traverse City Housing Commission

PHA Number: MI080

PHA Fiscal Year Beginning: (mm/yyyy) 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 (Riverview Terrace Office)
- 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 2004 - 2008
[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: (state mission here)

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 (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:

- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)
 - (1) Implement Public Housing Capital Improvements.
 - (2) Meet with Resident advisory board to secure input on capital improvements.

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

Undertake the development of Low-Income Housing through the MSHDA LIHTC Program during the summer of 2005-2006.

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)]

The PHA Plan provides an overview of the Programs and operating capacity of the Traverse City Housing Commission. The Traverse City Housing Commission endeavors to provide greater access to quality and affordable housing by implementing the following programs:

- **Low-Rent Housing Program (136 units)**
- **Section 8 Program (198 vouchers)**
- **FSS Program (30 Section 8 – up to 20 Low-Rent)**
- **CDBG Program – Coordinated with Grand Traverse County**

iii. 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
- FY 2003 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

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
On Display	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
On Display	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	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
On Display	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
On Display	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
On Display	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
On Display	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
On Display	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
On Display	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
On Display	Schedule of flat rents offered at each public housing	Annual Plan: Rent

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Determination
On Display	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
On Display	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
On Display	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
On Display	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
On Display	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
On Display	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
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
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
In Process of Creating	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
On Display	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
On Display	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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30%	1,181	5	5	4	N/A	5	5

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
of AMI							
Income >30% but <=50% of AMI	1,381	5	5	4	N/A	5	4
Income >50% but <80% of AMI	1,774	3	3	3	N/A	3	4
Elderly	1,152	4	3	4	3	N/A	3
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	417	4	4	3	N/A	4	3

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:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: **2003 Housing Needs Study – Grand Traverse Region**
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 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

Housing Needs of Families on the Waiting List			
Waiting list total	169		44
Extremely low income <=30% AMI	124	73%	
Very low income (>30% but <=50% AMI)	39	23%	
Low income (>50% but <80% AMI)	6	4%	
Families with children	78	46%	
Elderly families	37	22%	
Families with Disabilities	70	41%	
Race/ethnicity- Black Native American Hispanic Asian/Pacific Islander	4 0 1 1	4%	
Characteristics by Bedroom Size (Public Housing Only)		Less than 1%	
1BR	94	56%	
2 BR	N/A		
3 BR	58	34%	
4 BR	17	10%	
5 BR	N/A		
5+ BR	N/A		
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

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:			
	# of families	% of total families	Annual Turnover
Waiting list total	196		74
Extremely low income <=30% AMI	143	73%	
Very low income (>30% but <=50% AMI)	45	23%	
Low income (>50% but <80% AMI)	8	4%	
Families with children	131	67%	
Elderly families	5	3%	
Families with Disabilities	60	30%	
Race/ethnicity-Hispanic	Black 1 Native American 4 Asian/Pac. Island 0 Hispanic 1	3%	
Characteristics by Bedroom Size (Public Housing Only)	Does Not Apply		
1BR	N/A		
2 BR	N/A		
3 BR	N/A		
4 BR	N/A		
5 BR	N/A		
5+ BR	N/A		

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 8

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- 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)
Adopt and implement elderly preferences for housing at Riverview Terrace.

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)

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)
Coordinate with agencies that represent and serve households of race and ethnicities that are disproportionately served in the community.

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)
Counsel Section 8 tenants as to the location of units in Grand Traverse County, City of Traverse City, and Traverse City Area Public School District.

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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 2004 grants)		
a) Public Housing Operating Fund	\$163,845.00	
b) Public Housing Capital Fund	\$171,774.00	
c) HOPE VI Revitalization	0.00	
d) HOPE VI Demolition	0.00	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,046,939.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0.00	
g) Resident Opportunity and Self-Sufficiency Grants	0.00	
h) Community Development Block Grant	\$300,000.00	Housing Rehabilitation
i) HOME	0.00	
Other Federal Grants (list below)		
▪ FSS Administration Grant	\$45,000.00	FSS Program

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$334,902.72	Operation & Maintenance
4. Other income (list below)	\$41,100.00	
3. Non-federal sources (list below)	\$29,340.00	County; Develop Housing Programs
▪ Grand Traverse County – CDBG Administration Budget		
Total resources	\$2,132,901.00	

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 number) 5 (five)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity

- Rental history
- Housekeeping
- Other (describe)

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

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

c. If the PHA 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? **0**

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?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists

- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If the answer to b is “No,” list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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
- 1 Veterans and veterans' families
- 1 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
- 1 Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
Family Unification

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 1 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

- 1 Victims of reprisals or hate crimes
Included under Displacement
- 1 Other preference(s) (list below)
Family Unification

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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:
Riverview Terrace Apartments and Orchardview Apartments

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

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

B. Section 8

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

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
NONE

(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:

Units exceed FMRs and payment standards making eligible units difficult to find.

(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

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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
- 1 Veterans and veterans' families
- 1 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
- 1 Victims of reprisals or hate crimes (included in displacement preference)

- Other preference(s) (list below)
Family Unification

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
 1 Veterans and veterans' families
 1 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
 1 Victims of reprisals or hate crimes (included in displacement preference)
 1 Other preference(s) (list below)
Family Unification

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)
Initiate individual contact and referral to/from local agencies.

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:

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:

\$0 rent is the result of \$0.00 income.

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)
NONE.

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)
NONE.

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually

Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

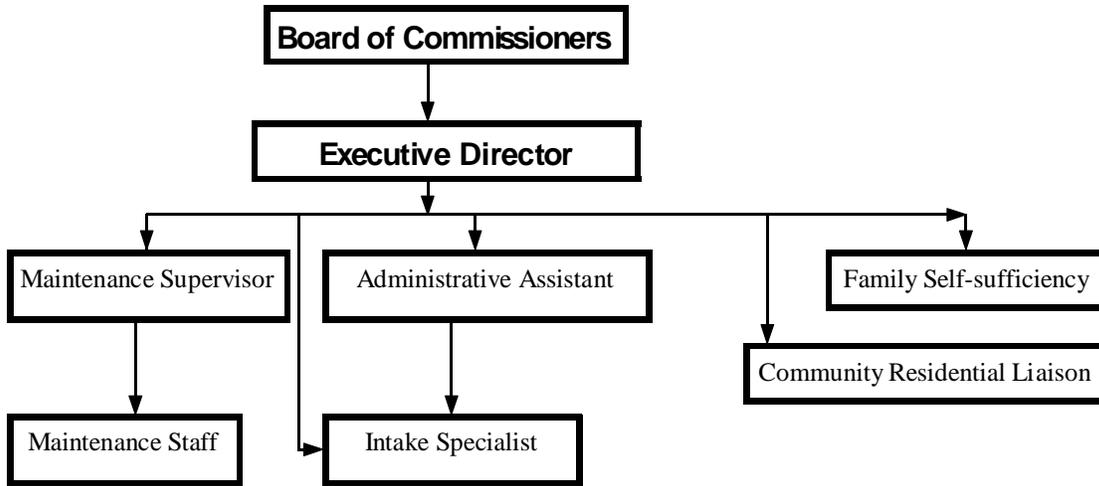
Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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



B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	136	30
Section 8 Vouchers	177	30
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	0
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs(list individually)	0	0

C. Management and Maintenance Policies

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

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

Admissions and Continued Occupancy Policy
Maintenance Operations Manual
Schedule of Utility Charges
Rent Collection Policy
Deceased Tenant Policy
Community Room Policy
Pet Policy
Lease Agreement
Grievance Policy
Equal Housing Opportunity Plan
Inventory Policy
Key Issuance Policy
Schedule of Maintenance & Repair Charges Policy
Procurement Policy
Disposition Policy
Capitalization Policy
Emergency Closing Policy
Travel Policy
Personnel Policy
Civil Rights Policy
Sexual Harassment Policy
Investment Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan
Family Self-sufficiency Action Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-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 Attachment (state name)

-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:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

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

Designation of Public Housing Activity Description
1a. Development name: Riverview Terrace Apartments
1b. Development (project) number:
2. Designation type: Elderly Designation, with provision for Near-elderly Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/> Occupancy by near-elderly <input checked="" type="checkbox"/>

<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input checked="" type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: <u>(02/22/04)</u></p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input checked="" type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected: 116</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

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
<p>1a. Development name:</p> <p>1b. Development (project) number:</p>
<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to</p>

block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- 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: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR 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:

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 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Grand Traverse Senior Center</i>	<i>150</i>	<i>Open to Seniors</i>	<i>PHA Main Office</i>	<i>Public Housing - RVT</i>
<i>Traverse Area Entrepreneur Center (Cool Cities)</i>	<i>N/A</i>	<i>Access enrollment for Section 8</i>	<i>PHA Main Office</i>	<i>Section 8/Public Housing</i>

		<i>participants</i>		
<i>Financial Management Classes (NWMHS)</i>	<i>8</i>	<i>criteria</i>	<i>PHA Main Office</i>	<i>Section 8/Public Housing</i>
<i>Bridge Program (NMC)</i>	<i>10</i>	<i>other</i>	<i>PHA main office</i>	<i>Section 8/ Public Housing</i>
<i>Michigan Works</i>	<i>10</i>	<i>other</i>	<i>PHA Main Office</i>	<i>Section 8/ Public Housing</i>
<i>Mich Rehabilitation Center</i>	<i>4</i>	<i>criteria</i>	<i>PHA Main Office</i>	<i>Section 8/ Public Housing</i>
<i>4 C's Program (daycare)</i>	<i>6</i>	<i>other</i>	<i>PHA Main Office</i>	<i>Public Housing- Section 8</i>
<i>Meals on Wheels</i>	<i>30</i>	<i>other</i>	<i>PHA Main Office</i>	<i>Public Housing</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: 01/04/03)
Public Housing	Up to 20	7
Section 8	30	9

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

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.

- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

See Attachment.

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)
No incidents of violent or drug-related crimes are prevalent – measures are being considered, however to assist youths with after-school activities & programs. There have been occasions of children/teens coming onto the property during weekends. The on-site police officer helps curtail many situations before they become chronic.

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 anticrime/anti drug programs
- Other (describe below)

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

Orchardview Apartments (MI0800002) – 20 Family Units

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

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

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

Police officer resides at the Orchardview Apartments. Officer lives in a centrally-located apartment and is available 7 days a week to assist with resident issues. The officer is introduced to all residents upon move-in. A flat rent is set for the officer and is set below rent calculation standards as partial payment for on-site policing duties.

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

Orchardview Apartments

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): *Police officer lives in a dwelling unit at the Orchardview Apartments. He/she is on-call virtually 24-7.*

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

Both Riverview Terrace and Orchardview Apartments. Orchardview does have an on-site police officer living in a centrally-located unit.

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)]

**TRAVERSE CITY HOUSING COMMISSION
PET POLICY**

INTRODUCTION

In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1998, Traverse City Housing Commission (TCHC) tenants shall be permitted to own and keep common household pets. Animals that are required for medical or disability reasons will be exempt from this policy provided that the animal is certified and registered from an accredited institution that trains animals for assisted living situations. In addition, submission of a medical statement from a physician authorizing the use of such an animal will be required.

The ownership of common household pets is subject to the following rules and limitations:

APPLICATION FEE, APPROVAL, AND CHARGES

1. Tenants must have the prior approval of the TCHC before moving a pet into their unit. Tenants must remit a \$25.00 non-refundable application fee and request approval on a fully completed Application for Pet Ownership Form before the Housing Commission will consider the request. To register the pet and at each annual re-certification, or at other times deemed necessary by the Housing Commission, the

Tenant must provide proof of license, current inoculations, and a current photograph in color (3x5 minimum size).

2. If the pet ownership is approved, the Tenant must remit a \$250.00 pet deposit in addition to the application fee. This deposit will be used to defray the cost of potential damage done by the pet to the unit or to common areas of the community. The security deposit shall not preclude charges to a Tenant for the repair of damages caused by a pet. The Tenant is responsible for all such damages and will reimburse the Commission for all costs it incurs in repairing such damages. This deposit is refundable if no damage is identified at the move-out inspection.
3. Removal (or facilitation of removal by the TCHC) of any pet for improper maintenance will be solely at the Tenant's expense.

TYPES, RESTRICTIONS, AND NUMBER OF PETS ALLOWED

1. TCHC will allow only domesticated dogs, cats, birds, and fish. Animals deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed. Pit Bulls, birds of prey, and poisonous or dangerous fish are not permitted.
2. No animal may exceed thirty (30) pounds in weight at full growth.
3. All female dogs over the age of six (6) months and female cats over the age of five (5) months must be spayed. All male dogs over the age of eight (8) months and all male cats over the age of ten (10) months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet in the community.
4. It is recommended that all cats have their front paws de-clawed. If a cat is not de-clawed, there should be evidence of a scratching post.
5. Only one (1) pet per unit is allowed with the exception of birds and fish. Up to two (2) birds may be allowed per unit. The number of fish allowed is not limited, however, no more than one 20-gallon aquarium is allowed per unit.
6. All pets shall be inoculated and licensed in accordance with applicable state and local laws.
7. Visiting pets are not allowed for any reason.

CONDUCT

1. Pet owners shall maintain their pet in such a manner as to prevent any damage to their unit, the yard, or the common areas of the community in which they live. The TCHC staff will inspect living units on a periodic or on a complaint basis.
2. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, TCHC employees, or the public. Substantiated complaints regarding a pet that is disturbing the peace through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet from the premises.
3. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas. A litter box must be provided for cats and cleaned on a daily basis. Litter is to be changed at least weekly. Litter is to be securely bagged and disposed of by depositing it in the outdoor dumpster. At Riverview Terrace the dumpster that is outside must be used; litter may not be put in the chute.
4. Birds may be removed from their cages while inside the owner's housing unit for the purpose of handling, but shall not generally be unrestrained.
5. Pets are allowed in common areas and in the yard, however they must be leashed or in an appropriate cage or container at all times. No outdoor cages, pens or houses may be constructed and the animal may not be tied up outside the dwelling unit. Furthermore, the owner is responsible for cleaning up after them, including the removal and disposal of feces. This applies to any portion of the building or grounds, including the designated pet run.
6. Dogs and cats must wear a collar at all times with proof of rabies inoculation, license tag (dogs) and an identification tag attached that bears the animal's name, owner's name, address and telephone number.

TRAVERSE CITY HOUSING COMMISSION
PET AGREEMENT

NOTE: this policy is an agreement between the Head of the Household and the Traverse City Housing Commission and needs to be signed only if a pet is in the household.

As Head of Household, I have read the pet policy as written above and understand these provisions. I agree to abide by these provisions fully and understand that permission will

be revoked if I fail to do so. Failure to comply with any part of the above and/or to take corrective action after sufficient notice of the violation shall be cause for termination of the lease. I have received a copy of this policy.

In the event that I cannot care for my pet(s) due to an illness, absence, or death, and the other identified care-takers are not able, or are unwilling to care for the pet, then the pet is to be released to the Humane Society/Animal Control, in accordance with their procedures.

In no case shall Traverse City Housing Commission incur any costs or liability for the care of a pet placed in the care of another individual or agency under this procedure.

Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the Traverse City Housing Commission from all claims, causes of action, damages or expenses, including attorney's fees, resulting from the action or the activities of his or her pet. The Traverse City Housing Commission accepts NO RESPONSIBILITY for the pet under any circumstances.

The Traverse City Housing Commission strongly advises all Tenants to obtain liability insurance.

Tenant (please print)
Community or Building Name Unit #

Tenant's Signature
Date

Date

Traverse Housing Commission Staff Member

Date

Commission Approval Date: 8/6/02

Ayes: 4

Nays: 1

TRAVERSE CITY HOUSING COMMISSION

APPLICATION FOR PET OWNERSHIP FORM

All of the following information is to be updated annually.

Type of Pet	
Name of Pet	
Proof of Licensing	Date:
Proof of Spay/Neuter	Date:
Inoculations	Type: _____ Date: _____
Proof of De-claw	Date:

Provide the name, address and phone number of one or more persons who will care for

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?

Previous audit year. No response as of yet from HUD.

If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - Attached at Attachment (File name)
 - Provided below:

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)
Have revised 5-year Capital Plan based on resident meetings.

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)
Appointed by Traverse City Commissioners.

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)
Any adult member who is a resident.

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)

Traverse City - City Commissioners

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: (provide name here) MICHIGAN

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

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

- Other: (list below)

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

Completion of Certification of Consistency with MSHDA.

D. Other Information Required by HUD

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

Attachments

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

Attachment A – Admissions Policy for Deconcentration

Attachment B – Capital Fund Program Annual Statement

Attachment C – 5-Year Action Plan & Statement of Progress

Attachment D – Resident Advisory Board Comments

Attachment E – Community Service Implementation

Attachment F – Resident Membership on Governing Board

Attachment G – Membership of Resident Advisory Board

Attachment A – Admissions Policy for Deconcentration

DECONCENTRATION

The policy of the Traverse City Housing Commission is to house families in a manner that will prevent a concentration of families whose income is at or below extremely low income guidelines and/or concentrations of higher income in any one project or apartment community. The Traverse City Housing Commission will house no less than 40% of its admissions with families that have income at or below 30% of the area median income established by HUD for each apartment community. In addition, to ensure that concentrations of families with higher income levels, the Traverse City Housing Commission will house more than 60% of its units in any one apartment community with families whose income exceeds 30% of the area median income. The Housing Commission will track the status of family income on a monthly basis.

To accomplish this policy, an analysis of income and families in each apartment community will occur on an annual basis. This analysis will determine if special efforts must be instituted to achieve a de-concentration of poverty or target those families that have higher incomes. The housing commission will skip those applicants on the waiting list who do not meet the income targeting requirements as outlined in the de-concentration policy which is limiting admissions to not less than 40% of admissions to families at or below 30% of area median income and not exceed 60% of families whose income exceeds 30% of area median income.

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MI080	PHA-wide	5	3%
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
40 Exterior Doors/frames/lock sets		\$35,000	08/2004
Kitchen Cabinet Replacement – Riverview Terrace		\$125,000	07/2005-2008
Sprinkler System for Riverview		\$8,000	08/2004
Resurface Orchardview/Riverview		\$40,000	08/2006
Replace Palyground Equip - ORCH		\$15,000	07/2006
Replacement of Water Pumps - RVT		\$13,500	09/2004
Generator Replacement – Riverview		\$50,000	07/2006
Construct Storage Bldg – Riverview		\$50,000	2006
Interior Painting of Corridors –Riverview Terrace		\$30,000	07/2004-2005
Benches – bike racks - Orchardview		\$3,000	08/2005
Replace Trash Compactor		\$14,000	08/2004
Fire Suppression Upgrade		\$15,000	07/2005
Window Replacement		\$120,000	07/2004-2006
Landscape Sign & Lighting		\$10,000	10/2004
General Maintenance Capital Items		\$50,000	07/2004-2008
Install Retaining Wall		\$22,000	07/2005
Replacement of Appliances		\$50,000	07/2004-2008
Construction of stairs – Riverview		\$110,000	07/2004-7/2007
Orchardview Office Expansion		\$45,000	07/2006
Outside Barbeque – Orchardview		\$4,000	08/2007
Total estimated cost over next 5 years		\$809,500.--	

UPDATE on Five-Year Plan:

Much has been accomplished in the past 10 months regarding renovations in Riverview Terrace. New furnishings have been purchased for the main lobby and third floor tv/game room at Riverview Terrace. Renovation throughout Riverview includes the following: new carpet in the lobby and 3rd floor community areas, establishment of a library on the third floor, and replacement of old light fixtures with energy-efficient fixtures. Additionally, energy-efficient bulbs have been purchased (14W fluorescent to replace 60 watt incandescent) and installed throughout Riverview Terrace.

Beginning of large scale replacement of aging appliances has started in full at Orchardview Apartments. Most of the appliances at Orchardview are original. Benches and bike racks are in place at Orchardview. The basketball court has been resurfaced and the focus is providing a safer, more positive environment for children in the Orchardview community. Contracting for the FY 2002 monies was completed in June of 2004. Final closeout of accounts should be complete by 9-15-2004.

FY 2003 CFP monies are being contracted at this point. Large scale programs include further energy-efficiency at Riverview Terrace through the installation of low-e windows throughout the building. Increasing the capacity of the maintenance department to keep up with repairs & preventative planning will be accomplished during the next 2-3 years through renovation of the maintenance department and plant areas. Fire safety and emergency planning upgrades will be made with 2003 CFP allocations as well.

ATTACHMENT D - Resident Advisory Board Comments

Public Hearing held at 12:00 PM on August 3, 2004.

Riverview Terrace Apartments, 150 Pine Street, Traverse City, MI 49684.

Hearing was opened and presided over by the Executive Director of the PHA. Approximately 12 residents were in attendance.

Early discussion centered around the parking issues at Riverview Terrace. The ED explained the overall scope of the PHA Plan and what it means to the Housing Commission. The first 15 minutes were utilized to explain the goals of the Housing Commission and the scope of the five-year plan. Residents in attendance wanted to ensure that attention was paid to issues at Riverview Terrace.

A resident spoke about the lack of parking at Riverview Terrace and that, if the PHA Plan cannot allocate money to increase parking opportunities, then the Housing Commission should not allow care workers to park in the lot.

Resident stated that more attention should be paid to placing proper signage on the building. The main sign at the sidewalk on Pine Street should also be changed-out and new lighting provided. Stated that guests cannot find the building because nothing states the Street address clearly.

The ED was then asked to walk the residents through the annual allocations and five-year plan for the CFP monies.

The ED started by discussing the need for window replacement to promote livability for the residents and energy efficiency for the Housing Commission.

A resident asked how soon would windows be swapped out? The ED stated that it would be an expensive endeavor, but perhaps 1/3 of the apartment windows could be changed each year for the next three years.

Another resident asked if money could be allocated to having apartment windows removed and cleaned. The ED responded by stating that the maintenance staff were working to find a safe way of cleaning all windows in the building without exterior scaffolding.

Another resident asked what type of system would be devised to determine which units got new windows first. The ED stated that it would probably be done via a random drawing of floors for change-out. The drawing would be done in public in Riverview.

Another resident stated that she wanted her kitchen cabinets replaced. She stated that parts of her cabinets were "disintegrating." The ED explained that monies have been allocated for Kitchen renovations in the apartments. Of course, the ED explained that kitchen renovations would be made via a random drawing of floors just like the window replacement system.

A resident complained that the vents don't work in her kitchen and that they've never worked. The ED explained that all vents should, indeed, work and that she should call in a work order if she feels that her vents need cleaning. She stated that her vents get dirty and she cleans them frequently. The ED stated that if they're getting dirty, they're more than likely having air pass through them. Folks laughed.

A resident asked if the CFP monies could be allocated for new flooring in the apartment kitchens. The ED stated that he would take that issue before the board, but, as of that moment, monies are not allocated for kitchen floor replacement. The resident stated that some nice checkerboard pattern of tiles would brighten everyone's kitchen tremendously.

A resident asked about new stoves. He stated that he couldn't work his . . . he then laughed and said his stove was ok, he just didn't know how to use it. The ED asked him to call the office and someone would help him figure out how to use his oven.

This same resident stated that he wanted something other than the "ugly stainless" splashguard around his stove. He stated that tile around the stoves would be nice. The Director stated that such material is VERY expensive and would not be the wisest use for CFP monies. The resident agreed that there are more pressing matters.

A resident stated that she was happy to see irrigation lines going in near the street of Riverview Terrace. This will make everyone "proud to live in Riverview." She then thanked the Housing Commission for all of the lovely renovations that have occurred in the last few months.

A resident stated that he could not work the broiler on his stove and asked if new stoves would be provided. The Director stated that there is a schedule for change-out of stoves based on their age. If his broiler doesn't work – please call in a work order and Housing Commission staff will look at his broiler.

A resident then stated that she thought something MUST be done about the parking situation. She stated that the Commission should use "all of its grounds" to add to the parking lot. She also stated that the Commission should not allow residents that are now moving into the building to have cars. The ED stated that everyone is allowed a car. The ED also stated that CFP funds are used to provide 10 parking passes at city lots every month. Only 6 passes are utilized.

A resident requested that the Commission post that Riverview Terrace is a "drug-free" environment. She then also stated that she is concerned about certain residents of the building. The Director stated that he is aware of complaints of alleged drug use and further explained that illicit drug use is not tolerated on Commission property. He then stated that drug-related complaints, if the Commission staff suspects validity to the complaint, are turned over to the City Police for follow-up.

A resident asked for increased lighting on the grounds. The place is very noisy at night and lighting would make it safer and keep "certain elements" out of Riverview. The Director stated that there is money in a landscape budget as part of the plan.

A resident stated that she thought a sign should be posted in the laundry room so that people keep it clean and neat. Also, she stated that someone should be hired to clean the roof of the building adjacent to the laundry room.

A request was made to refinish the shuffleboard court outside.

A resident asked that the Housing Commission utilize CFP monies for the trimming of low-hanging branches every spring. The Director stated that that is a good idea. He also explained that the City generally trims trees when the Housing Commission asks the City for assistance.

A resident thanked the Housing Commission for the changes to the TV room/lounge and the chess and checkers table that sits in front of the large windows.

Meeting ended at 1:20 PM.

Orchardview Apartments – August 5, 2004.

No residents attended the public hearing.

No comments submitted by residents.

ATTACHMENT E – Community Service Implementation

The Traverse City Housing Commission provides written notice to all Public Housing residents twice per year (June and December) that there exists a “Community Service Requirement” of individuals meeting federal standards for community service.

Additionally, new residents to public housing are issued the same letter with their information packet upon orientation and move-in. The residents are also told of the particular circumstances that would “exempt” an individual of the requirement.

During recertification, residents are informed, again, about the Community Service requirement and staff documents the resident participation/non-participation.

ATTACHMENT F: Resident Membership on Governing Board

One resident is required to sit on the Board of Commissioners for the Traverse City Housing Commission. Presently, an elderly resident of Riverview Terrace Apartments serves on the Board. The resident member's term is for five years.

ATTACHMENT G: Membership on Resident Advisory Board

The Resident Advisory Board consists of five members. These members are elected by other residents. There is a President, Vice-President, Secretary, Treasurer, and Resident Advocates position. The President presides over Advisory Board meetings. A Treasurer's report is issued to the ED of the Housing Commission on a monthly basis. Elections are held every November to elect new advisory board officers.

The ED meets bi-monthly with the advisory board officers. The ED also attends monthly meetings that are held by the Advisory Board before the residents as a whole. Meetings are not held during the summer months: June, July and August.

The request for the inclusion of the Actual Comprehensive Grant Cost Certificate (HUD-52839) has been accomplished. Documentation was forwarded to the Detroit Field Office on August 26, 2005 to the attention of Mr. Robert Nelson. Documentation in that packet of information included the following:

- Form HUD-52839
- Annual Statement/Performance and Evaluation Report for CFP Grant 2002.

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

PHA Name: Traverse City Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI133P080501-02 Replacement Housing Factor Grant No:	Federal FY of Grant: 07/2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12/31/2004 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	\$18,907.40	\$18,907.40	\$18,907.40	\$18,907.40
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$41,000.00	\$29,881.43	\$29,881.43	\$29,881.43
10	1460 Dwelling Structures	\$46,000.00	\$28,394.17	\$28,394.17	\$28,394.17
11	1465.1 Dwelling Eqpmt—Nonexpendable	\$38,484.00	\$50,181.79	\$50,181.79	\$50,181.79
12	1470 Nondwelling Structures	\$24,074.00	\$25,126.15	\$25,126.15	\$25,126.15
13	1475 Nondwelling Equipment	\$20,000.00	\$36,583.46	\$36,583.46	\$36,583.46
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum: lines 2 – 20)	\$189,074.00	\$189,074.00	\$189,074.00	\$189,074.00
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Traverse City Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI133P080501-02 Replacement Housing Factor Grant No:		Federal FY of Grant: 07/2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2004 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$1,400.00	\$40,000.00	\$44,000.00	\$44,558.74

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

PHA Name: Traverse City Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI133P080501-02 Replacement Housing Factor Grant No:				Federal FY of Grant: 07/2002		
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	Funds Obligated	Funds Expended	
MI080001-02	Operations – PHA wide	1406	1	\$18,907	\$18,907	\$18,907	\$18,907	Complete
MI080001	RVT – Lobby Renovations	1470	1	\$24,000	\$31,000	\$31,000	\$31,000	Complete
MI080001	RVT – residential lock change	1460	122	\$20,000	\$14,000	\$13,650	\$13,650	Complete
MI080001	RVT – efficiency air handlers	1465	4	\$40,000	\$38,000	\$38,484	\$38,484	Complete
MI080001-02	RVT & ORCH Parking lot seal	1450	2	\$10,000	\$5,500	\$5,250	\$5,250	Complete
MI080001	RVT – Carpeting	1460 1470	12	\$24,000	\$18,000	\$17,500	\$17,500	Complete
MI080001-02	Painting – RVT & ORCH	1460 1470	18	\$15,000	\$18,000	\$21,000	\$21,000	Complete
MI080001	Lobby Furnishings	1475	42	\$10,500	\$14,500	\$14,500	\$14,500	Complete
MI080002	Apartment Appliances	1475	12	\$10,000	\$6,000	\$4,800	\$4,800	Complete
MI080001	RVT – Landscape irrigation	1450	1	\$0	\$10,000	\$7,600	\$7,600	Complete
MI080001-02	Mechanical replacements	1460 1470	4	\$0	\$5,000	\$5,000	\$5,000	Complete
MI080001	Phone System –PHA wide	1475	1	\$4,000	\$3,000	\$2,950	\$2,950	Complete
MI080001	Capital Items	1475	3	\$10,000	\$8,000	\$7,100	\$7,100	Complete

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Traverse City Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI133P080501-02 Replacement Housing Factor Grant No:			Federal FY of Grant: 07/2002		
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	Funds Obligated	Funds Expended	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Traverse City Housing Commission			Grant Type and Number Capital Fund Program No: MI133P080501-02 Replacement Housing Factor No:			Federal FY of Grant: 07/2002	
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	
MI080001	12/31/04	6/30/04	6/30/04	6/30/04	9/30/04	3/31/05	Late invoicing by contractors
MI080002	12/31/04	6/30/04	6/30/04	6/30/04	9/30/04	12/31/04	Late invoicing by contractors

Annual Statement/Performance and Evaluation Report

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

PHA Name: Traverse City Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI33P080501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: 07/2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12/31/2004
 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	\$17,780	0		
3	1408 Management Improvements		\$7,682.35	\$7,682.35	\$7,682.35
4	1410 Administration	\$4,004	\$369	\$369	\$369
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	\$29,600	\$16,866	\$16,866	\$16,866
10	1460 Dwelling Structures	\$108,400	\$92,161.60	\$92,161.60	\$92,161.60
11	1465.1 Dwelling Equipment—Nonexpendable	\$10,000			
12	1470 Nondwelling Structures	\$3,600			
13	1475 Nondwelling Equipment	\$4,414	\$29,714	\$29,714	\$29,714
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$177,797	\$146,793	\$146,793	\$146,793
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$1,000			
25	Amount of Line 21 Related to Security – Hard Costs	\$10,000			
26	Amount of line 21 Related to Energy Conservation Measures	\$50,000	\$2,000	\$2,000	\$2,000

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

PHA Name: Traverse City Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P080501-03 Replacement Housing Factor Grant No:			Federal FY of Grant:07/2003			
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	Funds Obligated	Funds Expended	
MI080 001	Environmental Notices	1408		5,950.00	555.65	555.65	555.65	Complete
MI080 002	Environmental Notices	1408		5,950.00	98.05	98.05	98.05	Complete
MI080 001	Advertising & Publications	1408		0	867.21	867.21	867.21	Complete
MI080 002	Advertising & Publications	1408		0	153.04	153.04	153.04	Complete
MI080 001	Bid Packets/CFP Plans/Admin./Org.	1408		0	5,420.79	5420.79	5420.79	Complete
MI080 002	Bid Packets/CFP Plans/Admin./Org.	1408		0	956.61	956.61	956.61	Complete
MI080 001	Landscaping	1450		2000.00	9,546.00	9,546.00	9,546.00	Complete
MI080 002	Landscaping	1450		2000.00	2,254.00	2,254.00	2,254.00	Complete
MI080 001	Irrigation – Additions to Existing	1450		0	800.00	800.00	800.00	Complete
MI080 002	Irrigation – Additions to Existing	1450		0	1983.00	1983.00	1983.00	Complete
MI080 001	Monument Sign renovation	1450		0	2,283.00	2,283.00	2,283.00	Complete
MI080 001	Drywall Repair/Painting/Materials	1460		23,290.00	30,312.44	30,312.44	30,312.44	Ongoing
MI080 002	Drywall Repair/Painting/Materials	1460		4,110.00	5,349.26	5,349.26	5,349.26	Ongoing
MI080 001	Carpeting/ Apts. & Common Areas	1460		0	1,635.09	1,635.09	1,635.09	Ongoing
MI080 001	Parking Permits	1460		3,600.00	5,480.00	5,480.00	5,480.00	Ongoing
MI080 001	Kitchen Cabinetry	1460		25,000.00	1,758.25	1,758.25	1,758.25	Ongoing
MI080 001	Southside Glass Replacement	1460		0	15,030.00	15,030.00	15,030.00	Complete
MI080 001	Commercial Door Replacement (3)	1460		0	3,000.00	3,000.00	3,000.00	Complete
MI080 002	Replace (40) Steel doors & Locksets	1460		0	15,000.00	15,000.00	15,000.00	Complete
MI080 001	Off. Equipment/Furnishings	1475		3,700.00	8,739.05	8,739.05	8,739.05	Complete
MI080 002	Playground Equipment/Accessories	1475		0	20,975.00	20,975.00	20,975.00	Complete
MI080 001	Contractor Costs/Repairs	1460		18,700.00	9,487.76	9,487.76	9,487.76	Ongoing
MI080 002	Contractor Costs/Repairs	1460		3,300.00	5,108.80	5,108.80	5,108.80	Ongoing

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

PHA Name: Traverse City Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P080501-03 Replacement Housing Factor Grant No:				Federal FY of Grant:07/2003		
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	Funds Obligated	Funds Expended	

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

PHA Name: Traverse City Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI33P080502-03 Replacement Housing Factor Grant No:	Federal FY of Grant: 07/2003 - Bonus
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12/31/2004 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	\$3,100	\$3,100	\$3,100	\$3,100
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$27,904	\$27,904	\$27,904	27,904
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				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	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 I: Summary**

PHA Name: Traverse City Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI33P080501-04 Replacement Housing Factor Grant No:	Federal FY of Grant: 07/2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations			\$	\$
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$140,700.00			
11	1465.1 Dwelling Equipment—Nonexpendable	\$8,000.00			
12	1470 Nondwelling Structures	\$23,074.00			
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	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$171,774.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				

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

PHA Name: Traverse City Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI33P080501-04 Replacement Housing Factor Grant No:	Federal FY of Grant: 07/2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	\$40,000.00			

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

PHA Name: Traverse City Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P080501-04 Replacement Housing Factor Grant No:			Federal FY of Grant: 07/2004			
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	Funds Obligated	Funds Expended	
MI 080 001	Apartment renovation	1460		\$16,000.00				Ongoing
MI 080 001	Window Replacement	1460		\$40,000.00				Bids Requested
MI 080 002	Apartment renovation	1460		\$5,000.00				Ongoing
MI 080 001	Kitchen Upgrades	1460		\$30,000.00				
MI 080 001	Appliance Replacement	1465		\$4,000.00				Ongoing
MI 080 002	Appliance Replacement	1465		\$4,000.00				Ongoing
MI 080 001	Fire Suppression	1460		\$14,000.00				Bids In
MI 080 001	J-Channel repair – Back Doors	1460		\$5,700.00				Bid Accepted
MI 080 001	Office Renovations	1470		\$10,000.00				
MI080 001	Carpet hallways and elevator lobbies – 6 floors	1460		\$30,000.00				
MI080 001	Paint Hallways	1470		\$13,074.00				

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

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
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				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

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

PHA Name:	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant:
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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
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

