

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2005

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

**PHA Plan
Agency Identification**

PHA Name: FLINT HOUSING COMMISSION

PHA Number: MI009

PHA Fiscal Year Beginning: 07/2005

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[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.

****SEE ATTACHMENT "A"**

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing. **SEE ATTACHMENT "A"

- 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

****SEE ATTACHMENT "A"**

PHA Goal: Provide an improved living environment

Objectives:

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

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals **SEE ATTACHMENT "A"

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
****SEE ATTACHMENT "A"**

- 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)

SEE ATTACHMENT "A"

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

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)]

Executive Summary of the Annual Plan

The Flint Housing Commission is a standard performer based on the recent management assessment completed by the U.S. Department of Housing and Urban Development. This standard performance status is the result of several of the Housing Commission working diligently with HUD's Recovery and Prevention Corp in removing many of the management and physical deficiencies that led to the Housing Commission being designated "Troubled" under HUD's PHAS Management Review.

Although the Housing Commission program operations have improved tremendously over the past several years, there remains a great amount of work to be completed. For example, while the number of vacant housing units has been reduced from **402 to 238**, there are still **238**, or 19% of FHC housing units that need to be renovated and placed on line for occupancy, to meet the critical need for low income housing units that prevails in the City of Flint, Michigan. Currently this challenge has been addressed by the Housing Commission Staff initiative of implementing an aggressive Vacancy Reduction Program that will renovate 100 housing units within between April, 2005 and June 30, 2005.

In addition, the FHC Administration is moving toward a program of strategic planning programs with the FHC Board of Commissioners. The purpose for strategic planning is to revisit the purpose or Vision for this Agency, to update and set forth Agency Mission, Goals and Objectives that will direct FHC operations over the next 5 to 10 years. Scheduled completion of this strategic planning session process is June 30 fiscal year 2005.

Other major program changes the Flint Housing Commission will focus on shall be:

- o Designated Housing for the Elderly, to include Congregate Housing Programs.
- o Resident Self Sufficiency Program for both Public Housing and Housing Choice Voucher Programs
- o Homeownership, to include the use of Housing Choice Vouchers
- o Participation in MSHDA/HUD, Capital Fund Program Revenue Bond Sale Proceeds.
- o Investigate the potential cost saving from the privatization of FHC Property Management Operations.

- o Investigate the potential cost savings from the privatization of FHC Housing Choice Voucher Program.
- o Complete the transition to a full-blown FHC Property Asset Management Program covering all public housing properties.
- o Collaboration between FHC Administration, FHC Residents and City of Flint Police Department, Community Relation Program in implementing a comprehensive FHC Crime Watch Program specifically designed for FHC and adjacent properties.
- o Collaboration between FHC Administration and FHC Resident Advisory Board (RAB), to create a 501 (c) 3 non-profit Resident Management Company. The purpose for this collaborative partnership is to enter into specific property maintenance contracts with the Resident Management Company.
- o Investigate the potential for expanding affordable housing programs through the purchase and renovation of existing housing properties in the private sector.

FHC Annual Plan updates for 2005 are minimal in terms of specific program changes. This is due to FHC focusing on the need to conduct an in-depth strategic planning session that will allow fruitful discussion and program decisions to be made collectively by both policy and executive level management.

In summary, the Flint Housing Commission shall continue to pursue various program resolutions to deficiencies in management operations. Staff shall elevate their overall management performance to insure that this Agency is providing the highest level of service to FHC clientele, and become designated as a high performer under the HUD PHAS Management Review.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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Attachments

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2005 Capital Fund Program Annual Statement (Attachment M&N)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) (Attachment D)

Optional Attachments:

- PHA Management Organizational Chart (Attachment C)
- FY 2005 Capital Fund Program 5 Year Action Plan (Attachment N)
- 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)
 - A. Goals
 - B. Mission Statement
 - C. Organization Chart
 - D. 2006 Budget/ Letter re: HCV
 - E. Audit
 - G. Deconcentration
 - H. MOA
 - I. Board Member Information
 - J. CAP Report
 - K. PHA Plan RAB Meeting sign-in sheet
 - L. Comments made by RAB Board
 - M. 2005 Capital Fund / letter re: Debt Service
 - N. Capital Fund 5-year plan
 - O. Capital Fund P&E Reports
 - P. Capital Fund PHA Plan meeting sign-in sheet
 - Q. Capital Fund PHA Plan meeting comments
 - R. Maintenance Work Plan
 - S. Vehicle Replacement Plan
 - T. Maintenance Charge Schedule
 - U. Pet Policy
 - V. Lease / Community Service Policy & Forms
 - W. ACOP meeting sign-in sheet
 - X. ACOP meeting resident comments
 - Y. Changes in ACOP / Chapter 15- Community Service
 - Z. Changes in HCV Administration Plan
 - AA. Grievance Procedures
 - AB .Advertisement for PHA Plan 45 day comment period
 - AC Safety and Health Handbook
 - AD Resolutions
 - AE Public Hearing Sign-in and Comments

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Section 8 Corrective Action Plan	Annual Plan

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	10,846	5	4	4	5	5	5
Income >30% but <=50% of AMI	3,688	5	4	4	5	5	5
Income >50% but <80% of AMI	2,638	4	4	4	5	4	5
Elderly	2,381	4	3	3	4	3	5
Families with Disabilities	19,350	4	4	4	5	4	5
Race/Ethnicity	9,695						
Race/Ethnicity	10,714						
Race/Ethnicity	429						
Race/Ethnicity	21,068						

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.)

- X Consolidated Plan of the Jurisdiction/s **City of Flint**
Indicate year: **2000-2005**
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- X Other sources: (list and indicate year of information)

Source information is the same as the previous year. The 2006 PHA Plan will include new information from the above listed entities.

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			
X 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	2,256		
Extremely low income <=30% AMI	1,976	95%	
Very low income (>30% but <=50% AMI)	167	4.6%	
Low income (>50% but <80% AMI)	12	.26%	
Families with children	862	73.58%	
Elderly families	926	26.42%	

Housing Needs of Families on the Waiting List			
Families with Disabilities	435	13.39%	
Race/White	253	11.21%	
Race/Black	1,992	88.29	
Race/Indian/Alaska	10	.44	
Race/Asian	0	.0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	916	40.60%	
2 BR	862	38.20%	
3 BR	373	16.53%	
4 BR	95	4.21%	
0 BR	10	.44%	
5+ BR	0	.0%	
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? X No <input type="checkbox"/> Yes			

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	1393		132
Extremely low income <=30% AMI	1331	95.55%	
Very low income (>30% but <=50% AMI)	69	4.95%	
Low income (>50% but <80%	12	0.86%	

Housing Needs of Families on the Waiting List			
AMI)			
Families with children	1374	0.99%	
Elderly families	19	0.01%	
Families with Disabilities	101	7.25%	
Race/White	11	0.79%	
Race/Black	1381	99.14%	
Race/Indian/Alaska	1	0.07%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 37 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
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			

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)

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)

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)

Continue increased payment standards at 110%, to allow Section 8 participants the opportunity to lease units outside of areas of high poverty and minority concentration.

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 2005 grants)		
a) Public Housing Operating Fund	3,901,226	
b) Public Housing Capital Fund	2,049,809	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,397,284** see letter on attachment D	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	116,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2003 CFG – 50103	626,280	Physical needs/ admin
2003 CFG – 50203	232,718	Vacancy reduction
2004 CFG – 50104	2,120,410	Physical needs/admin
3. Public Housing Dwelling Rental Income	1,572,320	Operating Expenses
4. Other income (list below)		
4. Non-federal sources (list below)		
Interest	27,050	Operating Expenses
Non-dwelling rental	29,920	Operating Expenses
Late fees/work orders	8,000	Operating Expenses
Total resources	14,081,017	

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: **(when families are from 1 through 50)**

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 **(Home visits as needed, last 3 landlord references & Consumers or Utility Services)**

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) **The FHC intend to partnership with the FBI, State, & Local Law Enforcement Agencies in the future.**

(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 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? **The FHC will target mixed income families for its developments by utilizing the Local Working Preference, which also includes Elderly/Disabled working at a minimum of 12 consecutive months at the time of their application.**

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: (Caretakers unable and unwilling to perform their duties as required, will be transferred out of the caretaker unit)

c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply) Local Preferences

- X-1 Working families and those unable to work because of age or disability
- X-3 Veterans and veterans' families
- X-2 Residents who live and/or work in the jurisdiction
- X Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- X Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X-4 Other preference(s) (Involuntarily Displaced due to Natural Disasters, i.e. floods, fires, tornados, etc.)

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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X 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
- X 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:
- X Other (list policies and developments targeted below)
Local Preferences and Zero Tolerance PHA wide

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

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

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

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

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

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

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

Other (list below)

The Section 8 Department conducts criminal background checks of all applicants who reach the top of our waiting list and attend their scheduled orientation.

In conducting the criminal background checks, we are excluding those applicants whose names appear on the Michigan Sex Offender Registry, and those applicants or family members whose criminal backgrounds indicate drug-related offenses and violent criminal activity within the past three years.

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)

Previous landlord information and references

(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:

Extensions on search time are granted based on the grounds of extenuating circumstances or reasonable accommodation as approved by the Senior Housing Program Manager.

(4) Admissions Preferences

- a. Income targeting

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

- b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

- The PHA applies preferences within income tiers
 Notapplicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0
- \$1-\$25
- \$26-\$50 (**\$50.00**)

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

3. If yes to question 2, list these policies below: **Minimum Rent Hardship Policy Public Housing adopted on 2/17/04**

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- X Other (Anytime a family experiences an income increase above the threshold amount of \$200.00 it must be reported. Anytime a family experiences an

income reduction that is less than \$25.00 per month, it is not required to be Reported.)

- 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)

Outsource Fair Market Rent Survey and also review of Fair Market Rent from HUD Website.

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 (**\$50.00**)
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

The FHC recognizes that in some instances even minimum rent may create a financial hardship for families. The FHC will review all relevant circumstances brought to the FHC's attention regarding financial hardship as it applies to minimum rent. Procedures for minimum rent hardships are described in the Section 8 Administrative Plan. Policy for Minimum Rent Hardships approved at February 17, 2004 Commission meeting.

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	1023	200
Section 8 Vouchers	867	132
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)	N/A	N/A

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 Plan

Fraud Control Policy

Grievance Policy

Maintenance Policy

Pet Policy

Property and Equipment Inventory Policy

Petty Cash Fund Policy

Travel Policy

Procurement Policy

Business and Financial Policy

Capitalization Policy

Depreciation Policy

Disposition Policy

Security Procedures Policy

Minimum Rent Hardship Policy

Rent Collection Policy

Safety and Health Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

Quality Control File Review Policy

Expanding Housing Opportunities Policy

Briefing Packet Review/ Update Policy

Recertification Policy and Procedure

Payment Standard Review Policy

Grievance Procedure

HQS Quality Control Policy and Procedure

Fraud Policy

Minimum Rent Hardship Policy

Income Verification Policy

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:

A: After exhausting the meeting between the site manager and the grievance manager (later referred to in the procedure section), a complainant waives their right to a hearing before a Hearing Officer.

B: If rescheduling of the hearing is necessary, the hearing must be rescheduled at least 24 hours in advance of the scheduled hearing time or the complainant waives their right to a hearing.

C: If the complainant fails to appear within 15 minutes of the scheduled time, the complainant waives the right to a hearing.

D: Upon filing of written request as provided herein and as stated in the tenant lease agreement, the complainant(s) shall be entitled to a hearing before a Hearing Officer.

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:

No additions to Federal Regulations

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) **SEE ATTACHMENT "M"**

-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) **SEE ATTACHMENT "N"**

-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:

Atherton East MI28P009-003; Scattered Sites MI28P009-008; Scattered Sites MI28P009-010; River Park MI28P009-005; *looking at replacement housing including homeownership; conversions; and looking at Elderly/Congregate housing for KMS Square MI28P00-015; Mince Manor MI28P009-011; Centerview Apts. MI28P009-006; Garland/Chase Apts. MI28P009-004 and Richert Manor MI28P009-001

- 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:

Atherton East MI28P009-003 and River Park MI28P009-005

- 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.)

The Flint Housing Commission plans to conduct demolition or disposition activities on several units listed in their new needs assessment that were identified by their architectural firm. Many of these units are in our Scattered Site developments but there are other problems in family developments that might deem it necessary to do demolition or disposition on units or buildings in these areas. At this time, we do not have a complete list or plan in order to conduct the demolition.

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: Scattered Sites	
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: (
5. Number of units affected: 2	
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/Congregate 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:	KMS Square
1b. Development (project) number:	MI28P009-015
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<u>(09/30/05)</u>

<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: 159</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>

Designation of Public Housing Activity Description

<p>1a. Development name: Mince Manor</p> <p>1b. Development (project) number: MI28P009-011</p>
--

<p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
--

<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: (09/30/05)</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: 110</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>
--

Designation of Public Housing Activity Description

<p>1a. Development name: Richert Manor</p> <p>1b. Development (project) number: MI28P009-001</p>
--

<p>2. Designation type:</p> <p>Occupancy by only the elderly <input checked="" type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
--

<p>3. Application status (select one)</p>

Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (09/30/05)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 132 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
Designation of Public Housing Activity Description
1a. Development name: Centerview Apartments 1b. Development (project) number: MI28P009-006
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (09/30/05)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 90 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
1a. Development name: Garland Chase Apartments 1b. Development (project) number: MI28P009-004
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (09/30/05)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan

<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 44 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
1a. Development name: Forest Park Apartments 1b. Development (project) number: MI28P009-007
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (09/30/05)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 19 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

- 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 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has 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)?

The FHC currently has not entered into a Cooperative Agreement with its local TANF Agency; however will be doing so in the very near future. Contact will be made to the TANF agency to inquire about entering into a partnership and make arrangements in regards to the mutual clients we serve that are receiving public assistance benefits, and living in public housing. Our goal is to partnership with their agency in order to work with the FHC and assist residents to be in compliance with the Community Service Requirement, by attending Work First and/or being employed at least a minimum of 20 hours per week in order to become self-sufficient.

We would explain to the TANF Agency the need to meet with them in order to establish a partnership with the FHC. The agency's Compliance Officer will administer the program by tracking and monitoring Community Service Compliance; along with the assistance and support of the Assistant Housing Program Managers and Resident Support Services Director. The Managers are currently responsible for ensuring that the residents are informed at lease-up and in compliance during interims and re-certification times, and will continue to assist in this area once a Compliance Officer is hired.

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>Ross Grant</i>	<i>547</i>	<i>Resident in Need</i>	<i>5838 Edgar Holt</i>	<i>PH Elderly</i>
			<i>Aldridge Place Apts</i>	
<i>501C3 Resident Mgmt Corp</i>	<i>1245</i>	<i>Residents in need</i>	<i>7002 Pemberton</i>	<i>All residents</i>
		<i>Of job</i>	<i>River Park Apts</i>	
		<i>Opportunities</i>		

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 07/01/05)

Public Housing	75	0*
Section 8	0	0

- 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?

***The FHC was granted a three year waiver when the agency was in a troubled status; a letter of exclusion was granted to the FHC by the TARC team of the Cleveland Office.**

If no, list steps the PHA will take below:

- 1) **Work with local officials to address obstacles to self-sufficiency.**
- 2) **Provide a comprehensive set of services that meet the needs of participants in the FSSP.**
- 3) **Effectively support participants' individual goals for self-sufficiency.**
- 4) **Identify long term employment opportunities for participants that have adequate economic growth potential to sustain self-sufficiency.**
- 5) **Generate and maintain community support for the FSSP.**
- 6) **Provide adequate transitional support to ensure that a participant's achievement of self-sufficiency is sustainable.**

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 "Y" – CHAPTER 15 OF THE ACOP

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Atherton East; River Park; Howard Estates; Aldridge Place; Richert Manor; KMS Square; Garland/Chase Apts.

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

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

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

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

Atherton East; River Park; Howard Estates; Aldridge Place; Richert Manor; KMS Square; Garland/Chase Apts.

C. Coordination between PHA and the police

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

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

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

Atherton East; River Park; Howard Estates; Aldridge Place; Richert Manor; KMS Square; Garland/Chase Apts.

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 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 2005 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)]

SEE ATTACHMENT "U"

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.

Not Available

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? 6
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

Answers to all findings were sent to HUD and remain open at this time. The FHC has requested an extension to October 31, 2005 to clear up all the findings.

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-**Full asset management program; site management; site based accounting; and site based maintenance.**

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) **ATTACHMENT "L"**

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

WAITING FOR NEW RESIDENT APPOINTEE BY MAYOR OF THE CITY OF FLINT

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **City of Flint**

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)

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

Other Information Required by HUD

As approved in our 2002 PHA Plan, our **Definition of “Substantial Deviation” and “Significant Amendments or Modifications” is as follows:**

The Flint Housing Commission has defined “Substantial Deviation” and “Significant Amendment of Modification” as they relate to the Agency Plan as follows:

“Substantial Deviation(s)” from the 5-year Action Plan shall be explained in the Annual Plan for the period in which they occur and shall include:

- Any change to rent or admission policies or organizations of the waiting list;
- Additions of non-emergency work items when dollar amounts exceed 10% of Capital Fund Budget or the amount of replacement reserve funds that exceed 10% of the annual Capital Fund Budget;
- And any change with regard to demolition, disposition, designation or homeownership programs or conversion activities.

“Significant Amendment or Modification” of the Annual Plan means:

- Any change to rent or admissions policies or organization of the waiting list;
- Additions of non-emergency work items when dollar amounts exceed 10% of Capital Fund Budget or the amount of replacement reserve funds that exceed 10% of the annual Capital Fund Budget;
- And any change with regard to demolition, disposition, designation or homeownership programs or conversion activities.

Attachments

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

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number 50105 FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	409,960
3	1408 Management Improvements	409,960
4	1410 Administration	204,000
5	1411 Audit	1,500
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	65,800
8	1440 Site Acquisition	0
9	1450 Site Improvement	174,800
10	1460 Dwelling Structures	257,091
11	1465.1 Dwelling Equipment-Nonexpendable	15,000
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	111,698
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency Debt Service	400,000
20	Amount of Annual Grant (Sum of lines 2-19)	2,049,809
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	340,000
23	Amount of line 20 Related to Security	360,878
24	Amount of line 20 Related to Energy Conservation Measures	0

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number 50105 FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	212,040
3	1408 Management Improvements	211,979
4	1410 Administration	180,000
5	1411 Audit	1,500
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	118,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	175,800
10	1460 Dwelling Structures	1,086,091
11	1465.1 Dwelling Equipment-Nonexpendable	20,000
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	115,000
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	Amount of Annual Grant (Sum of lines 2-19)	2,120,410
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	680,000
23	Amount of line 20 Related to Security	187,950
24	Amount of line 20 Related to Energy Conservation Measures	0

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MI28P009-002 Howard Estates	Paint downspouts	1450	4,800
MI28P009-003 Atherton East	2-504 conversion units Fix 173 porches	1460 1450	0 75,000
MI28P009-004 Garland/Chase	Move Breaker Boxes Install removable core locks	1460 1460	24,000 18,000
MI28P009-005 River Park	Landscaping Replace damaged cabinets; Flooring; countertops; doors	1450 1460	20,000 130,000
MI28P009-006 Centerview	Intercom System	1460	30,000

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MI28P009-007 Forest Park	Install Removable Core Locks	1460	4,000
MI28P009-008 Scattered Sites	2-504 conversion 3 units- renovations	1460 1460	0 0
	Landscaping; sidewalks; Driveways; roofs; security lights; Gutters; downspouts	1450	75,000
MI28P009-015 KMS Square	Smoke Detectors 11 awnings Install Removable Core locks	1460 1460 1460	12,000 5,000 34,091

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Operating	Operating Fund	1406	409,960
Management Improvements	Security	1408	360,878
	Applicant Screening	1408	2,000
	Commissioners Training	1408	12,000
	Staff/Maint training	1408	20,000
	Computer Software	1408	15,082
Administration	Salaries, misc for Modernizations	1410	204,000
Audit	Audit for Modernization	1411	1,500
Dwelling Equip	Stoves and Refrigerators	1465.1	15,000
Non-Dwelling Equipment	Maintenance equipment-vehicles	1475	111,698
	Computer equipment		
Debt Service	Debt Service Loan***	1501	395,00
	Debt Service Loan Fees	1501	5,000
A/E Fees	A/E Fees- all developments	1430	65,800

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MI28P009-001	6/30/2007	6/30/2009
MI28P009-002	6/30/2007	6/30/2009
MI28P009-003	6/30/2007	6/30/2009
MI28P009-004	6/30/2007	6/30/2009
MI28P009-005	6/30/2007	6/30/2009
MI28P009-006	6/30/2007	6/30/2009
MI28P009-007	6/30/2007	6/30/2009
MI28P009-008	6/30/2007	6/30/2009
MI28P009-015	6/30/2007	6/30/2009
Operating	6/30/2007	6/30/2009
Mgmt Improve	6/30/2007	6/30/2009
Audit	6/30/2007	6/30/2009
Administration	6/30/2007	6/30/2009
Dwell Equip	6/30/2007	6/30/2009
Non-Dwell Equip	6/30/2007	6/30/2009
A/E Fees	6/30/2007	6/30/2009

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

**** SEE ATTACHMENT “N” FOR 5-YEAR ACTION PLAN**

****SEE ATTACHMENT “N” FOR RESIDENT ADVISORY BOARD COMMENTS ON DEBT SERVICE CHANGE IN GRANT- ONLY 1 COMMENT RECEIVED.**

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	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
<i>Richert Manor</i>	<i>132 units</i>	<i>Capital Fund</i>			<i>Designated</i>	<i>Conversion</i>		<i>Congregate</i>
MI009-001 902 E. Court-Flint	Elderly/ Congregate				Elderly	Convert 0 br To 2 br		
Howard Estates	96 units Family	Capital Fund						
MI009-002 801 Floral Park-Flint								
Atherton East	192 units	Capital Fund						
MI009-003 3123 Chamber Flint	Family							
Garland-	44 units	Capital Fund			Elderly	Convert 0 BR		Congregate

Chase Apts								
MI009-004	Elderly/					To 2 BR		
820/906 Garland	Congregate							
River Park	180 units	Capital Fund						
MI009-005	Family							
7002 Pemberton								
Flint								
Centerview	90 units	Capital Fund				Elderly		Congregate
MI009-006								
2001 N. Center- Flint	Elderly/ Congregate							
Forest Park	19 units	Capital Fund				Elderly		Congregate
MI009-007	Elderly/ Congregate							
4060 ML King Ave								
Flint								
Scattered Sites	63 units	Capital Fund			Demolition			Homeown ership
MI009-008	Family							
Scattered Sites	70 units	Capital Fund			Demolition			Homeown ership
MI009-010	Family							
Mince Manor	110 units	Capital Fund				Elderly		Congregate
MI009-011	Elderly/							

GOALS OF THE FLINT HOUSING COMMISSION

1. Goal #1: Expand the Supply of assisted housing:

FHC continues to do curb appeal, preventive maintenance and is keeping ongoing maintenance current. The renovations of units will continue in an expedient manner until we reach our PHAS GOAL of at least 97% occupancy. By continuing our efforts in these areas, we hope to expand our supply of assisted housing in the Flint Community Area. As we expand our supply of assisted housing, we are also expanding the housing for the entire community.

Goal #2: Improve the quality of assisted housing:

In order to improve the quality of our housing units and improve our PHAS scores, FHC is working on filling vacancies and turning over vacated units within the 30 day turnover period. Continuing curb appeal on all properties, catching up on old work orders, completing new work orders in a timely manner, and using modernization funds not only for capital items but to help renovate long time vacancies, will help improve the quality of all our housing by improving and managing the properties better. The FHC has plans to create family 504 accessible units at all sites to assist the handicap resident and is in the process of adding 2 additional 504 accessible units to our Centerview Complex. We also are in the process of doing a RFP for security for all of the complexes in order to make our current residents and future one's feel safe and secure in their own homes.

Goal #3: Increase affordable housing choices:

The FHC Housing Choice Voucher Program has two (2) goals it plans to implement within the next five (5) years. The two (2) goals are to continue providing voucher mobility counseling; and conduct outreach efforts to potential voucher landlords.

FHC's goals are to promote income mixing thereby de-concentrating poverty in our housing developments; hire off-duty police officers to patrol over complexes and planning to activate and monitor all security cameras. We have 3 mini-police stations on three different family sites and we plan to submit to HUD an elderly designated housing plan that will include congregate housing programs for the elderly in FHC elderly development sites.. The congregate housing element would require FHC to convert some of its zero bedroom units into two bedroom units, in order to accommodate resident's live-in caretakers.

These goals will increase the assisted housing choices by having all our units available for residents to lease and have all our Housing Choice Voucher Program vouchers given out and housing found.

Goal #4: Improve community quality of life and economic vitality:

FHC's goal is to promote income mixing, thereby de-concentrating poverty in our housing developments. We are in the process of hiring off-duty police officers to patrol our public housing complexes and are planning to activate all security cameras and monitors already on the complexes. FHC's goal to have three (3) mini police stations on its family developments has been met by putting one in Howard Estates, Atherton East and River Park Apartments. By June 30 of 2005, FHC plans to submit a designation plan to HUD to turn two (2) complexes into elderly only sites. This will improve the quality of life for our elderly residents.

FHC has implemented and are diligently working on development curb appeal. We have contracted out lawn service for vacant scattered sites, have open communication with residents via our newsletter and are partnering with support agencies to hire residents and keep the grounds clean and safe on all developments. Management functions have been addressed by making staff changes in the Finance, Housing Choice Voucher Program, LIPH Management and Inspection areas to better serve the residents and to assure that all management functions are completed in a timely manner.

We hired personnel to get the tenant councils regenerated and elections held for officers at each site. They are trying to get the crime watches started again especially in the complexes that have the mini-police stations and we are persuading residents to volunteer at the mini-stations so they can be part of them.

FHC is in the process of hiring caretakers for the elderly buildings so there is someone on the premises during the hours there are no personnel at the FHC. We are using the one-strike policies, and are evicting people for non-payment of rent, fraud, and non-compliance with HUD programs in order to bring good residents into the complexes.

Goal #5: Promote self-sufficiency and asset development of families and individuals:

At this time, the FHC cannot provide a self-sufficiency program for either Public Housing or their Housing Choice Voucher Programs. There is no funding available. Once the FHC is out of troubled status and there is funding available, we will pursue a self-sufficiency program.

We have hired a person with a ROSS grant to help the elderly residents in Public Housing. FHC will investigate funding opportunities for implementing a self-sufficiency program for Housing Choice Voucher and Conventional Public Housing Programs. This will include a self-sufficiency program for Home Ownership.

Goal #6: Ensure Equal Opportunity in Housing for all Americans:

FHC's goal has always been to ensure equal opportunity for all Americans seeking assisted housing, regardless of race, color, religion, national origin, sex, familial status or disability. Our goal is to take measures that will provide a suitable living environment and to ensure accessible housing to persons with disabilities.

Goal #7: Move Flint Housing Commission from Standard Status to High Performer:

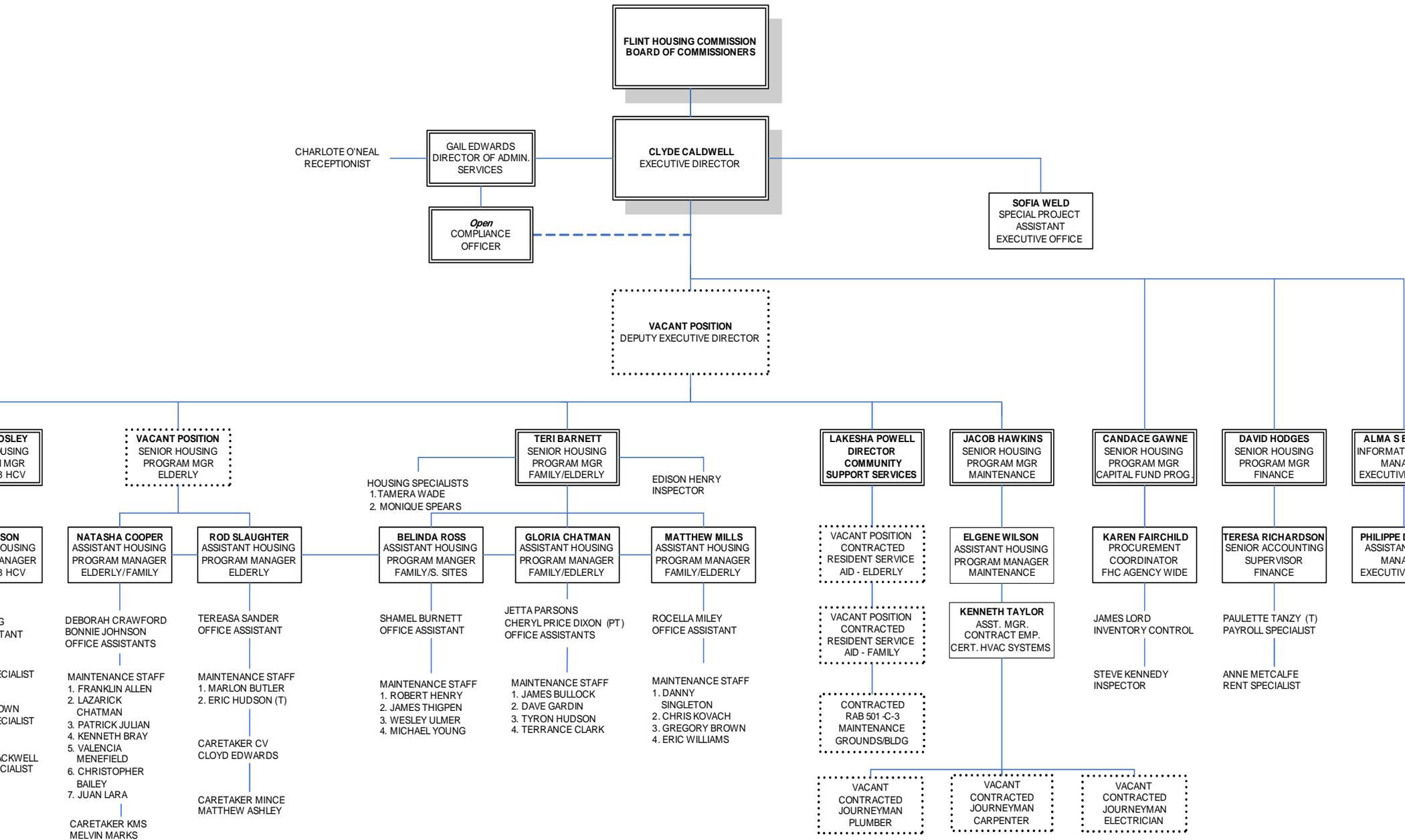
Our goal in the next 5 years is to move from “standard performer” status to “high performer” status by moving toward the following:

- Implementing an aggressive program for the physical renovation of housing units, and the occupancy of public housing units.
- Submitting proper paperwork in a timely manner and providing necessary documentation to HUD
- Completing work orders in a timely manner according to HUD regulations; completing emergency work order within 24 hours; complete annual inspections on all public housing units; preparing and updating policies; work toward having a clean audit and lowering the amount of tenant accounts receivables by sending letters and using a collection agency.
- FHC staff shall continue to work directly with HUD Recovery and Prevention Corp to resolve several HCVP Management Deficiencies.

We also plan to improve significantly the SEMAP scores for the Housing Choice Voucher Program to move from standard to high performer status.

We feel these items can help to bring us to the goals we have set for The Flint Housing Commission.

The mission of the Flint Housing Commission 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.



Operating Budget

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

OMB Approval No. 2530-0047 (exp. 06/30/2005)

See page four for instructions and the Public Reporting Burden Statement.

1. Type of Applicant: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. <u>6/30/2006</u>		2. Fiscal Year Ending: <input checked="" type="checkbox"/> Fiscal Year <input type="checkbox"/> Other: <input type="checkbox"/>		3. Type of HUD assisted project:	
4. Name: (Public Housing Agency/Indian Housing Authority) (PHI/IA)		5. PHA/IA:		6. PHA/IA:	
7. Address: (City, State, Zip Code) 3800 Richards Rd. Detroit, MI 48206		8. Add'l Address: 1-9012		9. PHA/IA Office: Detroit, MI	
10. No. of Dwelling Units: <u>1,218</u>		11. No. of the Units Available: <u>1,218</u>		12. No. of Projects: <u>12</u>	

Line No.	Account No.	Description	Agency Unit Price FY 2006 PUM	Estimate or Actual Current Budget FY 2006 PUM	Requested Budget Estimate	
					PH/IA Estimate PUM (a)	HUD Match Estimate Amount (b)
Homebuyers Monthly Payments for						
270	2710	Operating Expense				
280	2712	Basic Home Payments				
290	2714	Non-recurring Maintenance Reserve				
300 Total Homebuyer Annual Payment (sum of lines 270, 280, and 290)						
300	3010	Interest (included in other credit)				
300	3010	Homebuyers Monthly Payments - Gross				
Operating Receipts						
370	3710	Renting Receipts	109.95	174.29	7.89	372,320
380	3720	Expense Credits				
390	3730	Nonrenting Receipts				
400 Total Rental Income (sum of lines 370, 380, and 390)						
400	4010	Interest on Government Fund Investments	1.42	1.53	3.09	27,050
420	4080	Other Income	4.11	15.06	40.76	343,020
430 Total Operating Income (sum of lines 400, 410, and 420)						
Operating Expenditures - Administration						
440	4410	Administrative Salaries	72.07	56.21	91.82	221,380
450	4420	Legal Expense	1.99	2.06	7.17	93,000
460	4430	Staff Training	.27	.00	1.50	20,000
470	4440	Taxes	.17	.19	.18	2,400
480	4470	Accounting Fees	.13	.01	.00	
490	4471	Auditing Fees	.92	.66	.75	10,000
500	4480	Other Administrative Expenses	17.17	9.75	15.19	20,750
510 Total Administrative Expense (sum of lines 440 and line 200)						
Tenant Services						
230	4220	Recreation, Publications and Other Services	.85	1.54	1.89	25,200
240	4230	Outreach, Open, Training and Other				
250 Total Tenant Service Expense (sum of lines 220, 230, and 240)						
Utilities						
260	4310	Water	53.33	60.77	64.82	854,920
270	4320	Electricity	25.28	21.82	23.65	315,640
280	4330	Gas	15.74	27.27	23.76	317,110
290	4340	Heat				
310	4350	Labor				
310	4360	Contractor Expense				
320 Total Utilities Expense (sum of line 260 and line 310)						

State Housing Commission

06/30/2006

Line No.	Account No.	Description	Actual Last Fiscal Yr. PLM	Estimate or Actual Current Budget Yr. PLM	Requested Budget Estimates			
					PLM	Amount (to nearest \$100)	HUD Medical Fee PLM	Amount (to nearest \$100)
Ordinary Maintenance and Operation								
330	4410	Labor	62.82	62.77	16.01	274,140		
340	4420	Materials	21.82	21.61	26.15	349,000		
350	4430	Contract Costs	22.80	22.60	45.89	585,600		
360	Total Ordinary Maintenance & Operation Expense (lines 330 to 350)		117.44	116.97	154.05	1,788,770		
Protective Services								
370	4430	Labor						
380	4470	Materials						
390	4480	Contract costs	23.42	11.15	.00			
400	Total Protective Services Expense (sum of lines 370 to 390)		23.42	11.15	.00			
General Expense								
410	4510	Insurance	25.25	25.45	26.80	357,550		
420	4520	Payment in Lieu of Taxes	1.58	4.75	2.00	98,620		
430	4530	Territorial Leave Payments						
440	4540	Employee Benefit Contributions	35.43	34.33	32.00	728,320		
450	4570	Collection Losses	11.57	5.75	4.53	53,790		
460	4590	Other General Expense						
470	Total General Expense (sum of lines 410 to 450)		73.83	69.33	90.33	1,202,290		
480	Total Routine Expense (sum of lines 310, 320, 330, 360, 400, and 470)		360.74	373.78	851.94	5,362,360		
Rent for Leased Dwellings								
490	4710	Rent on Owners of Leased Dwellings						
500	Total Operating Expense (sum of lines 480 to 490)		360.74	373.78	851.94	6,063,360		
Nonroutine Expenditures								
510	4610	Extraordinary Maintenance	.00	.00	7.40	100,000		
520	4620	Replacement of Non-expendable Equipment	1.33	6.93	1.97	25,000		
530	4630	Property Deterioration and Additions						
540	Total Nonroutine Expenditures (sum of lines 510, 520, and 530)		1.33	6.93	9.37	125,000		
550	Total Operating Expenditures (sum of lines 500 and 540)		362.07	380.71	861.31	6,190,360		
Prior Year Adjustments								
560	6010	Prior Year Adjustments Alleging Residual Harpings						
Other Expenditures								
570		Deficiency in Residual Harpings at end of Preceding Fiscal Yr.						
580	Total Operating Expenditures including prior year adjustments and other expenditures (line 550 plus or minus line 570 plus line 570)		362.07	380.71	861.31	6,190,360		
590		Residual Harpings (or Deficiency) after HUD Contributions and provision for operating reserve (line 550 minus line 580)	(216.56)	(237.00)	(903.29)	(4,147,670)		
HUD Contributions								
600	6010	Basic Annual Contribution Leased - Leased Projects - Current Year						
610	6010	Prior Year Adjustments - (Debit) Credit						
620	Total Basic Annual Contribution (line 600 plus or minus line 610)							
630	6020	Contributions Earned - Op. 5 (b) - Cur. Yr. (from operating adj.)	189.47	274.82	307.62	4,104,930		
640		Mandatory PPS Apartments (oth)						
650		Other (specify)						
660		Other (specify)						
670	Total Year-end Adjustments Other (plus or minus lines 640 to 660)							
680	6020	Total Operating Subtotal - current year (line 590 plus or minus line 670)	189.47	274.82	307.62	4,104,930		
690	Total HUD Contribution (sum of lines 620 and 680)		189.47	274.82	307.62	4,104,930		
700	Residual Receipts for Deficiency (sum of lines 590 plus line 690) (Enter here and on line 610)		(57.09)	37.82	4.94	57,860		

**Flint Housing Commission
Other Income
Requested Budget Year Ending June 30, 2006**

	<u>Amount</u>
Capital Fund and Grants:	
2003 Capital Fund - Operations	180,000.00
2004 Capital Fund - Operations	210,000.00
Government Grants - Resident Services	116,000.00
Capital Fund and Grants Sub-total	<u>506,000.00</u>
Miscellaneous:	
Viacom	850.00
Nextel Antenna	21,070.00
Tenant Late Fees/Work Orders	8,000.00
Vending Commissions	8,000.00
Miscellaneous Sub-total	<u>37,920.00</u>
Total	<u><u>543,920.00</u></u>

Personnel proposed for new or reclassified career positions in the proposed Budget Year. The current 100 man-months in proposed staffing changes proposed for calendar '71. Submit dates: Complete 100 man-months in proposed staffing changes for Administration Staff in 1971. Qualification and pertinent compatibility information. Give references to prior approved wage rates (from BUD-6154) and verify all deviations from these rates.

Please refer to HLT-50156

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry. In addition to justification for Travel, Conventions and Meetings shown on Form HUD-52571, give an explanation and estimate for proposed Budget Year estimated increases over the P.M. rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation or concentration of these expenditures.

Please refer to HLT-50157

Utilities. Give an explanation of substantial Requested Budget Year estimated increases over the P.M. rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of Other Utilities Expense.

Please refer to HLT-50158A

Ordinary Maintenance & Operation—Materials. Give an explanation of substantial Requested Budget Year estimated increases over the P.M. rate of expenditures for materials in the Current Budget Year.

See attached schedule

Ordinary Maintenance & Operation—Contract Costs. For each of line items maintenance and operation services contracted for and give the estimated cost for each. Give and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the P.M. rate of expenditures for Contract Services in the Current Budget Year. If a P.M. has a budget for an increase of separate status, give contract cost per cat.

See attached schedule

Flint Housing Commission
Schedule of Ordinary Maintenance and Contract Costs
Requested Budget Year Ending June 30, 2006

	<u>Amount</u>
Maintenance Materials:	
Maintenance Materials	300,000.00
Auto Supplies	2,000.00
Equipment Supplies	5,000.00
Salt	8,000.00
Janitorial Supplies	34,000.00
Maintenance Materials Sub-total	<u>\$ 349,000.00</u>
Contract Costs:	
Maintenance Contracts	40,000.00
Plumbing Sewer Contracts	60,000.00
Electrical Contracts	60,000.00
Mechanical Contracts	60,000.00
Carpentry Contracts	40,000.00
Extermination Contracts	18,000.00
Auto Contracts	31,000.00
Locksmith	30,000.00
Lawn Care	136,629.00
Uniforms	20,000.00
Schindler Elevator	20,000.00
Carpet Cleaning	10,000.00
Trash Removal	60,000.00
Contract Costs Sub-total	<u>\$ 585,629.00</u>
Total Maintenance Materials and Contract Costs	<u>\$ 934,629.00</u>

Insurance. Give an explanation of substantial Requested Budget Year or future increases in the RUM rate of expenditures for insurance over the Current Budget Year. Give changes in coverage, premium rates, etc.

See attached schedule

Employee Benefit Contributions. List all Employee benefit plans paid for by HUD. Give justification for all plans to be included in the FY1998 Budget Year for which HUD expenditures are being sought.

FICA Contribution	111,795.35
Unemployment Compensation	85,461.47
Employee Benefits	505,055.98
	<u>722,517.00</u>

Collection Losses. State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable to be current and various months of the month in which the write-off was completed.

Estimated Rental Income	1,577,330.00
Estimated Loss (32)	53,780.00

Extraordinary Maintenance, Replacement of Equipment, and Betterments and Additions. Chief of HUD Approval give justification for each nonroutine work project included in the Requested Budget, and for those for future work which make up the estimate on form HUD-52570. Justifying information incorporated on a submitted form HUD-52567 need not be repeated here.

Please refer to HUD-52567

Contracts. List all contracts other than those listed on page 3 of this form under Ordinary Maintenance & Operation (OMO). Give the name of the contractor, type of contract, date of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RUM). Explain substantial RUM increases over the HUD rate of expenditures for these contracts in the Current Budget Year.

Flint Housing Commission:
Schedule of Insurance Expense
Requested Budget Year Ending June 30, 2006

	<u>Amount</u>
Automobile	30,046.00
Boiler & Machinery	3,524.00
Employee Dishonesty	851.00
Flood Insurance	41,574.00
General Liability	100,416.00
Property Insurance	158,326.00
Worker's Compensation	<u>42,820.00</u>
Total	\$ <u>357,567.00</u>

Flint Housing Commission
 Calculation of Social Security (FICA)
 Requested Budget Year Ending June 30, 2006

Section I - Assumptions	
Requested Budget Year FICA Rate	7.65%
Base Year FICA Rate (1975)	5.85%
Requested Budget Year FICA Base	\$ 87,000
Base Year FICA Base (1975)	\$ 14,100

Section II - Salary Data	
1 Total Salaries	
2 Total Salaries Chargeable to Public Housing	2,561,299.50
3 Percentage of Total Salaries Chargeable to Public Housing (line 2 / line 1)	2,084,432.88
4 Salaries Subject to Base Year FICA Base	81%
5 Salaries Subject to Requested Budget Year FICA Base	1,001,100
6 Salaries Subject to Requested Budget Year FICA Base	2,561,299.50

Section III - Calculation of Add-On Step One	
8 Requested Budget Year FICA Rate	7.65%
7 Salaries Subject to Requested Budget Year FICA Base (per HUD-52566)	2,561,299.50
8 Line 6 Multiplied by line 7	195,939.41

Section IV - Calculation of Add-On Step Two	
9 Base Year FICA Rate (1975)	5.85%
10 Salaries Subject to Base Year FICA Base (per HUD-52566)	1,001,100
11 Line 10 Multiplied by Line 9	58,564.35

Section V - Allocation to Public Housing	
12 Gross Add-On (Line 8 Less Line 11)	137,375.06
13 Percentage of Total Salaries Chargeable to Public Housing	81%
14 Public Housing Portion of Add-ON (Line 12 Multiplied by Line 13)	111,798.35

Flint Housing Commission
Calculation of Unemployment Compensation
Requested Budget Year Ending June 30, 2006

Total Salaries	2,561,299.50	
Total LPH Portion	2,084,432.68	
Low rent portion percentage	81%	
FTE positions		70
Payroll subject to State U/C	2,561,299.50	
Estimated State U/C Rate		4.10%
Estimated Total State U/C Tax	105,013.28	
Low rent portion	<u><u>85,461.74</u></u>	

Flint Housing Commission
Schedule of Employee Benefits
Requested Budget Year Ending June 30, 2006

	<u>Amount</u>
Health and Disability Insurance	400,000.00
Retirement Contribution	<u>125,065.96</u>
	<u>525,065.96</u>

Line No.	Description	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part D. Add-ons for changes in Federal law or regulation and other eligibility			
01	FICA contributions	113,237	
02	Unemployment compensation	66,024	
03	Family Self-Sufficiency Program		
04	Energy Add-On for loan amortization		
05	Unit reconfiguration		
06	Non-dwelling units approved for subsidy		
07	Long-term vacant units		
08	Phase Down for Demolitions		
09	Units Eligible for Resident Participation: Occupied Units (Part B, Line 02)	1,008	
10	Employed Units		
11	Police Units		
12	Total Units Eligible for Resident Participation (Sum of Part D, Lines 09 thru 11)	1,008	
13	Funding for Resident Participation (Part D, Line 12 x \$25)		25,200
14	Other approved funding, not listed (Specify in Section 3)		41,674
15	Total add-ons (sum of Part D, Lines 01, 02, 03, 04, 06, 07, 08, 13 and 14)		266,025
Part E. Calculation of Operating Subsidy Eligibility Before Adjustments			
01	Deficit of (Income) before adjustments (Total of Part C, Line 04 and Part D, Line 15)		4,067,931
02	Actual cost of Independent Audit (A)		10,000
03	Operating subsidy eligibility before adjustments (greater of Part I, Line 01 or Line 02; if less than zero, enter zero (0))		4,107,931
Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)			
01	Utility Adjustment for Prior years		
02	Additional subject fiscal year operating subsidy eligibility (specify)		
03	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year		
04	FUD discretionary adjustments Other (specify)		
05	Other (specify)		
06	Unfunded portion due to proration		
07	Net adjustments to operating subsidy (total of Part F, Lines 01 thru 06)		
08	Operating subsidy approvable for subject fiscal year (total of Part E, Line 03 and Part F, Line 07)		4,107,931
HUD Use Only (Note: Do not revise after the end of the subject FY)			
09	Amount of operating subsidy approvable for subject fiscal year not funded		
10	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
11	Funds obligated in subject fiscal year (sum of Part F, Lines 09 thru 11) (Use for the same as line 690 of the Operating Budget, form HUD-52254, for the subject fiscal year) Appropriation symbol(s)		
Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules			
01	Total amount due in previous fiscal year (Part G, Line 04 of form HUD-52723 for previous fiscal year)		
02	Total amount to be collected in subject fiscal year (Identify individual amounts under Section 3)		
03	Total additional amount due HUD (include any amount entered on Part I, Line 11) (Identify individual amounts under Section 3)		
04	Total amount due HUD to be collected in future fiscal year(s) (Total of Part G, Lines 01 thru 03) (Identify individual amounts under Section 3)		

Line No.	Description	Project Number	Requested by PHA (Whole Dollars)	HUD Modifications (Whole Dollars)
Part H. Calculation of Adjustments for Subject Fiscal Year		MJ00000106		
This part is to be completed only after the subject fiscal year has ended				
01	Indicate the types of adjustments that have been reflected on this form: <input type="checkbox"/> Utility Adjustment <input type="checkbox"/> HUD discretionary adjustment (Specify under Section 3)			
02	Utility adjustment from form HUD-52722-5			
03	Deficit or (income) after adjustments (total of Part F, Line 01 and Part H, Line 02)			
04	Operating subsidy eligibility after year-end adjustments (greater of Part E, Line 02 or Part H, Line 03)			
05	Part F, Line 02 of latest form HUD-52723 approved during subject FY (Do not use Part E, Line 03 of this revision)			
06	Net adjustments for subject fiscal year (Part H, Line 04 minus Part H, Line 05)			
07	Utility adjustment (enter same amount as Part H, Line 02)			
08	Total HUD discretionary adjustments (Part H, Line 06 minus Line 07)			
09	Unfunded portion of utility adjustment due to proration			
10	Unfunded portion of HUD discretionary adjustment due to proration			
11	Prorated utility adjustment (Part H, Line 07 plus Line 09)			
12	Prorated HUD discretionary adjustment (Part H, Line 08 plus Line 10)			
Section 3				
Remarks (provide part and line numbers) Part D, Line 14 Flood Insurance 41,574.00				

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

Signature of Authorized PHA Representative & Date	Signature of Authorized Field Office Representative & Date
X	X

HA Calculation of Occupancy Percentage for a Requested Budget Year (RBY)

U.S. Department of Housing and Urban Development
Office of Public and Economic Recovery

OMB Approval No. 2501-0055
Exp. 10/31/2009

PHAS HA Owned Rental Housing Performance Funding System (PFS)

10. Name and Address of PHAS (Include Street Address, City, State, ZIP Code)

Flint Housing Commission
3629 Richmond St.
Flint, MI 48906

11. Contact (Please print name and telephone number, including area code)

David Hodges

12. Contact Title (Number, including area code)

810-730-1

3. FBR Budgeting

Date: 07/17/2005

4. Type of Submission

Original

Revision No. 1

5. PHAS/PHOS Project Number

MI00900.06J

6. Report Date

07/31/2005

7. Reporting Period

Actual City

Average for Actual Month

8. Unit Source

Form HUD-5 5272

PHAS Data

Part A. Actual Occupancy Data as of Report Date

9. Units Occupied

9,008

10. Actual Occupancy Percentage (Divide line 9 by line 8, multiply by 100 and round to nearest whole %)

Stop & Note
If the HA's actual occupancy percentage shown on line 10 is 57% or greater and the HA believes that an average occupancy rate of at least 90% is sustainable for the RBY, then check the box below. You have completed the form and do not need to proceed further.
 High Occupancy - Actual Occupancy Percentage is 57% or higher and is sustainable for the RBY

→ Use line 10 for the Projected Occupancy Percentage on Part 5, line 11 of form HUD-52722

11. Units vacant as of Report Date (subtract line 9 from line 8 and enter result)

237

Stop & Note
If the result on line 11 is five or fewer vacant units and the HA believes that during the RBY: (1) the inventory (line 8) will not change; and, (2) the number of vacant units on line 11 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed further.
 High Occupancy HA with five or fewer vacant units

→ Use line 10 for the Projected Occupancy Percentage on Part 5, line 11 of form HUD-52722

Part B. Distribution of Actual Vacancies by Major Cause (Given below are circumstances and actions recognized by HUD as possible causes of vacancies that are beyond the control of the HA to correct. If appropriate, please distribute the number of vacant units reported on lines 11 and 12 among these causes. Attach a detailed list with HA name and address, the RBY beginning date, and ADO number. Use the space to describe, for each circumstance, when the circumstance occurred, the location of the units involved, why the circumstance is preventing the HA from occupying, selling, re-renting, rehabilitating, reconstructing, consolidating, or modernizing the vacant unit; and the likelihood that these circumstances will be mitigated or eliminated in the RBY.)

14. Units vacant because of litigation (e.g., pending or future divorces, bankruptcy proceedings, or court-ordered occupancy plan)

15. Units vacant because of Federal, Tribal, or State laws of general applicability. (Do not include units vacant only because they do not meet state or construction health/safety standards.)

16. Units vacant due to changing market conditions

17. Units vacant because of natural disaster

18. PHAS-managed units vacant because of failure of HA to fund approved request for Federal intervention on funding (This line for use only by RMCs)

19. Units vacant because of casualty loss and need to sell or reconstruct units

20. Total units vacant due to circumstances beyond the HA's control (sum of lines 14 - 19)

21. Units vacant after adjusting for circumstances beyond the HA's control (subtract line 20 from line 11)

22. If the result on line 21 is five or fewer vacant units and the HA believes that during the RBY: (1) the inventory (line 8) will not change; and, (2) the number of vacant units on both lines 21 and 22 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed further.

Stop & Note
High Occupancy HA with five or fewer vacant units after adjustment for vacancies beyond its control

→ Use line 10 for the Projected Occupancy Percentage on Part 5, line 11 of form HUD-52722

23. Vacancy Percentage (After adjusting for beyond control circumstances) (Divide line 21 by line 8, multiply by 100, and round to nearest whole %)

24. If the result on line 23 is 3% or less and the HA believes that during the RBY: (1) the inventory (line 8) will not change; and, (2) the number of vacant units on lines 21 and 22 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed further.

Stop & Note
High Occupancy HA with 3% or less vacancy rate after adjustment for vacancies beyond control

→ Use line 10 for the Projected Occupancy Percentage on Part 5, line 11 of form HUD-52722

Part C. Status of Units Undergoing Modernization as of Report Date. If any projects occur after the Report Date but prior to submission of this form, the most current status will be shown.

35. Projected Units

	Occupied Units	Vacant Units
41. Number of units that are under modernization or addition (includes awarded or units awarded and started)		
42. Number of units not under construction but included in HUD-approved modernization budget where the award for financing the units under construction (two or three LTV or support LTVs) has not yet expired.		237
43. Unexpended units. Number of units included in HUD-approved modernization budget where the time period for placing the units under construction (two LTVs after FFY one approval) has expired.		

Part D. Units Estimated to be Available for Occupancy During RBY

	Est. No. of Units	Est. Avg. No. of Months	Number of Months
44. Units Available as of Report Date (See line 4)			
45. Additional Units Available During RBY because of Development/Action of PRF-Funded projects	1,247	12	14,964
46. Units Unavailable During RBY because of Demolition/Disposal or Conversion Actions Approved by HUD			
47. Total (Add lines 44 and 45, subtract line 46)	1,247		14,964

Part E. Units Estimated to be Occupied During RBY

	Est. No. of Units	Est. Avg. No. of Months	Number of Months
48. Units Occupied as of Report Date (See line 8)			
49. Additional Units Occupied during RBY because of Development/Action of PRF-Funded projects	1,007	12	12,084
50. Nonoccupancy during RBY of Units vacated for Circumstances Beyond the HA's Control			
51. Nonoccupancy during RBY of Vacant Units in Funded Modernization Program			
52. Occupied Units in Funded Modernization Program Being Vacated during RBY	10		1,320
53. Occupied Units Being Vacated during RBY because of Demolition/Disposal or Conversion Actions Approved by HUD. If there are occupied units that become vacant after the Report Date but before the start of the RBY because of circumstances and actions beyond the HA's control, place that number here () and include details shown on 57. Attach separate sheet with same information requested in Part C.			
54. Total (Add lines 48-53, subtract lines 50 and 51)	1,017	12	12,324

Part F. Occupancy Percentage During RBY

55. Total Unit Months of Occupancy (Enter line 54)		12,324
56. Total Unit Months Available for Occupancy (Enter line 47)		14,964
57. Occupancy Percentage for RBY (Divide line 55 by line 56, multiply by 100 and round to nearest whole)		83%
58. Average Number of Vacant Units During RBY (Divide line 55 by line 57 and round to nearest whole)		11

59. If the result on line 57 is 87% or higher and the result on line 58 is five or less, then check the appropriate box below. You have completed this form and do not need to provide further.

Stop & Note

- a. High Occupancy HA. Occupancy Percentage is 87% or higher for the RBY.
- b. High Occupancy HA with five or fewer vacant units.

→ Use 87% as the Projected Occupancy Percentage on Part B, line 11 of form HUD-52725.
 → Use line 41 for the Projected Occupancy Percentage on Part B, line 11 of form HUD-52725.

Part G. Vacancy Percentage for RBY Adjusted for Modernization

60. Total Unit Months of Vacancy in RBY (Enter line 40, less line 58)		1,596
61. Total Unit Months for Vacant Units in Funded Mod. and Under Construction or Funded for Construction (50% the vacant units on lines 26a and b, multiply by 12)	2,544	
62. If any of the vacant units on lines 26a or b will be occupied during the RBY, enter that number times the average number of months during the RBY these units will be occupied.	1,228	
63. If any of the occupied units on lines 48-53 will be vacated during the RBY for under construction, enter that number times the average number of months during the RBY these units will be vacated.		
64. Total Unit Months for Vacant Units in Funded Mod. and Under Construction or Funded for Construction in RBY (Add lines 61, 62, and 63)		1,596
65. Total Unit Months of Vacancy in RBY Adjusted for Modernization (Line 60, less line 64)		0
66. Vacancy Percentage for RBY Adjusted for Modernization (Divide line 65 by line 60, multiply by 100 and round to nearest whole)		0%
67. Average Number of Vacant Units in RBY Adjusted for Modernization (Divide line 65 by 66, round to nearest whole)		0

68. If the result on line 66 is 8% or lower and if the result on line 67 is a five or less, then check the appropriate box below. You have completed this form and do not need to provide further.

Stop & Note

- a. High Occupancy HA. Vacancy Percentage is 0% or less for the RBY after Modernization Adjustment.
- b. High Occupancy HA with five or fewer vacant units after Modernization Adjustment.

→ Use line 41 as the Projected Occupancy Percentage on Part B, line 11 of form HUD-52725.
 → Use line 41 for the Projected Occupancy Percentage on Part B, line 11 of form HUD-52725.

Part II: Vacancy Percentage for RBY Adjusted for Both Modernization and Beyond Control Circumstances

53. Total Unit Months of Vacancy in July (Enter line 40)
54. Total Unit Months of Vacancy in July Due to Modernization (Enter line 40)
55. Total Unit Months of Vacancy in RBY Due to Beyond Control Circumstances
(Enter line 41 times 10 less any other units on line 40)
56. Total Unit Months of Vacancy After Above Adjustments (Enter line 40, less 54, or 55)
57. Vacancy Percentage for RBY After Above Adjustment
(Divide line 56 by line 41, multiply by 100, and round to nearest whole)
58. Average Number of Vacant Units in RBY After Above Adjustment (Take the result of line 57 and multiply by 12 to get a yearly total)
59. If the result on line 57 is 0% or lower, or if the result on line 58 is five or less, then check the appropriate box:
- | | | |
|-------------|---|--|
| Stop & Note | a. High Occupancy HA: Vacancy Percentage is 0% or less for the RBY after Modernization Adjustment | → Use line 41 as the Projected Occupancy Percentage on Form HUD-52720 |
| | b. High Occupancy HA: Two or fewer vacant units after Modernization Adjustment | → Use line 41 for the Projected Occupancy Percentage on Form HUD-52720 |

Part I: Adjustment for Long-Term Vacancies If the HA estimates that it will have a vacancy percentage of more than five percent, whether or not being for vacant units undergoing modernization, and was not as required to report the HA's long vacancies (line 61) from its point of unit availability for occupancy and use this section to determine its projected occupancy percentage and identify those units that have been vacant for more than 12 months as of the Report Date:

60. Total Long-Term Vacancies (Include vacant units shown on Form HUD-224 and Form HUD-224-Analysis containing vacancies and identify those units that have been vacant for more than 12 months as of the Report Date)
61. Unit Months of Vacancy Associated With Long-Term Vacancies (Multiply line 60 by 12)
62. Total Unit Months Available for Occupancy in RBY Adjusted for Long-Term Vacancies
(Subtract line 61 from line 56)
63. Occupancy Percentage for RBY Adjusted for Long-Term Vacancies
(Divide line 62 by line 56, multiply by 100 and round to nearest whole)
64. Average Number of Vacant Units in RBY after All Adjustments (Subtract line 61 from line 56)
65. Total Unit Months of Vacancy in RBY after All Adjustments (Multiply line 64 by line 56)
66. Vacancy Percentage for RBY Adjusted for Long-Term Vacancies
(Divide line 65 by line 62 or line 56, multiply by 100 and round to nearest whole)

67. If the result on line 63 is 0% or higher, or if the result on line 64 is five or less, and the result on line 65 is 0% or an check the appropriate box or box. You have completed the form and do not need to proceed further.
- | | | |
|-------------|---|---|
| Stop & Note | a. High Occupancy HA: Occupancy Percentage is 0% or higher for the RBY after Long-Term Vacancies Adjustment | → Use 97% as the Projected Occupancy Percentage on Form HUD-52720. Use the UMA calculating PFS eligibility. |
| | b. High Occupancy HA: Five or fewer vacant units after Adjustment for Long-Term Vacancies | → Use line 60 as the Projected Occupancy Percentage on Form HUD-52720. Use the UMA calculating PFS eligibility. |
| | c. High Occupancy HA: Vacancy Percentage is 0% or lower for the RBY after Long-Term Vacancies Adjustment | → Use line 60 as the Projected Occupancy Percentage on Form HUD-52720. Use the UMA calculating PFS eligibility. |

Part III: Projected Occupancy Percentages for Low Occupancy HAs If the HA cannot determine an acceptable Percentage for the RBY using the above approach, it will use this section. The HA will use the lower of either 67% or on line 70, five units a month for the RBY. This occupancy percentage can be required for vacant units undergoing modernization vacancies beyond its control. Example: HAs of 140 or 30 or less will generally want to use a percentage based on five units.

68. Enter 67% if the HA has more than 140 units. If 140 or fewer units, determine occupancy percentage based on five units for RBY. (Take five units and divide by line 22, multiply by 100 and round to nearest whole number. Example: 5/140 = .0357, multiply by 100 = 3.57, round to nearest whole = 4)
69. Percentage Adjustment for Modernization and Beyond Control Vacancies
(Add line 49, line 68, divide that sum by line 66, multiply by 100 and round to nearest whole)
70. Projected Occupancy Percentage for Low Occupancy HA
(Take the percentage on line 68 and subtract the percentage shown on line 69. Use the result as the Projected Occupancy Percentage on Form HUD-52720. Use the UMA result on line 62 in calculating PFS eligibility)



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Financial Management Center 2345 Grand Boulevard Kansas City, MO
64108-2603

HUD Home Page:

www.hud.gov

February 17, 2005

FLINT HOUSING COMMISSION
3820 RICHFIELD ROAD FLINT,
MI 485060000

Dear Executive Director:

Subject: Disbursement Schedule for the Housing Choice Voucher Program

This email serves as HUD's notification of intent to disburse funding for your agency's Housing Choice Voucher (HCV) program. Attached is the HAP and Admin Fees disbursements scheduled for March 1, 2005 through December 31, 2005.

Disbursements Scheduled in FY2005

All disbursement amounts scheduled in *FY2005* represent one month of HAP and Admin Fees.

Disbursements Scheduled in FY2006

The disbursements scheduled in the first month of your agency's *FY2006*, reflects one month of HAP and Admin Fees, and any additional FY2006 budget authority available from prior awards. All subsequent disbursement amounts in FY2006 will consist of one month of HAP and Admin Fees.

Change in Disbursement Schedule

Disbursement amounts reflected on the attachment may vary if it is determined there is an over payment due HUD as a result of a year-end settlement being processed.

As you were previously advised in the letter date January 21, 2005 from David A. Vargas, the monthly disbursement amounts do not have to be equally divided and can be revised to meet your agency's expense requirements.

If your agency chooses to re-spread payments, a written request must be submitted to your Financial Analyst at the FMC detailing how the disbursement amounts should be revised. If there is a change to the disbursement schedule, your agency will be notified of the new HAP and Admin Fee amounts in the month preceding the change.

Please contact your Financial Analyst at the FMC if you have any questions.

Sincerely,

John Phillips

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Division Director

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Attachment

Housing Choice Voucher Program

Disbursement Schedule

March 1, 2005 - December 31, 2005

FO Code: 5FPH
HA Name: HA FLINT HOUSING COMMISSION
Number: MI009
FYE: 6/30

Month	HAP Disbursement	AF Disbursement
March	\$283,107	\$35,233
April	\$283,107	\$35,233
May	\$283,107	\$35,233
June	\$283,107	\$35,233
July	\$283,107	\$35,233
August	\$283,107	\$35,233
September	\$283,107	\$35,233
October	\$283,107	\$35,233
November	\$283,107	\$35,233
December	\$283,112	\$35,233

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PIH SECTION 8 - FUNDING EXHIBIT

PROGRAM-BASED

ACC NUMBER: MI009VO

FIELD OFFICE: 5FPH
 MI009
 FLINT HOUSING COMMISSION
 3820 RICHFIELD ROAD
 FLINT, MI 485060000

HA FISCAL YEAR-END: 06/30		PROGRAM TYPE: Voucher Program			
FUNDING INCREMENT NUMBER	FIRST DAY OF TERM	LAST DAY OF TERM	CONTRACT TERM	BUDGET AUTHORITY	UNITS
MI009VOO058	1/1/2004	3/31/2004	3	874,232	963
MI009VOA058	1/1/2004	3/31/2004	3	112,490	N/A
MI009VOO059	4/1/2004	6/30/2004	3	858,553	963
MI009VOO060	1/1/2004	6/30/2004	6	29,781	N/A
MI009VOA059	4/1/2004	7/31/2004	4	98,201	N/A
MI009VOHT01	1/1/2004	7/31/2004	7	6,900	N/A
MI009VOO061	7/1/2004	9/30/2004	3	878,400	963
MI009VOA061	7/1/2004	9/30/2004	3	106,621	N/A
MI009VOO062	10/1/2004	12/31/2004	3	878,400	963
MI009VOA062	10/1/2004	12/31/2004	3	105,046	N/A
MI009VOAU01	8/1/2004	12/31/2004	5	1,751	N/A
MI009VOHT02	8/1/2004	12/31/2004	5	531	N/A
MI009AFOO01	1/1/2005	1/31/2005		32,447	N/A
MI009VOO063	1/1/2005	1/31/2005		290,593	963
MI009VOO064	2/1/2005	8/31/2005	7	2,044,970	963
MI009AFOO02	2/1/2005	12/31/2005	11	387,563	N/A

Flint Housing Commission
 Schedule of Rent Roll
 For the Period Ending January 31, 2004

<u>Property ID</u>	<u>Property Name</u>	<u>Units Occupied</u>	<u>Rent Charged</u>	<u>Avg. Rental Charge</u>
MI-009-001	Richer Manor	113	14,758	129.67
MI-009-002	Howard Estates	65	6,320	97.82
MI-009-003	Atherton East	105	10,584	100.80
MI-009-004	Garand Apartments	24	2,677	124.04
MI-009-005	River Park Apartments	152	15,555	102.34
MI-009-006	CenterView Apartments	81	12,180	162.72
MI-009-007	Forest Park Manor	17	2,388	140.47
MI-009-008	Scattered Sites	35	2,396	68.46
MI-009-010	Scattered Sites	47	5,163	109.85
MI-009-011	Mince Manor	107	15,675	183.86
MI-009-014	Aldridge Place	84	3,958	118.55
MI-009-015	Kenneth M. Simmons Square	153	13,823	90.35
	Total	<u>1,002</u>	<u>118,777</u>	<u>117.83</u>

Sailor

Khan   

St. Louis, Missouri

Quantitative Analysis & Interpretation



Management's Discussion and Analysis (MD&A) - Continued

FINANCIAL ANALYSIS (CONTINUED)

Major Factors Affecting the Statement of Revenue, Expenses and Change in Net Assets

Compared to the prior fiscal year, total revenues and contributions decreased by rental income and HUD operating grants by \$32,633 and \$409,599 due to a drop in occupancy levels caused by units in need of repairs and a decrease in operating subsidy, respectively. Other income decreased from 2003 to 2004 due to one-time insurance reimbursement in fiscal year 2003.

Compared with the prior fiscal year, total expenses increased by \$757,924 due to an increase in personal services resulting from staffing changes in the current year and the rise in the cost of health insurance. The increase in operations and maintenance was due to repairs on older units. Most other expenses increased due to inflation, increase in insurance premiums and utilities.

CAPITAL ASSETS and DEBT ADMINISTRATION

Capital Assets

As of June 30, 2004, the Commission had \$24,221,438 invested in capital assets as reflected in the following schedule, which represents a net decrease of \$303,875.

**CAPITAL ASSETS
NET OF ACCUMULATED DEPRECIATION
JUNE 30**

	2004		2003
Land	\$ 2,242,445	\$	2,242,445
Building	54,320,092		54,209,721
Furniture, equipment and machinery - dwelling	704,166		704,166
Furniture, equipment and machinery - administration	1,161,566		1,058,786
Leasehold improvements	10,162,783		10,162,782
Construction in progress	5,708,872		<u>3,924,376</u>
	74,300,522		72,461,937
Accumulated depreciation	<u>49,779,084</u>		<u>47,336,820</u>
Total	<u>\$ 24,521,438</u>	\$	<u>25,025,117</u>

During the year capital expenditures were \$1,498,386 and depreciation expense was \$2,462,465. The Commission has \$3,219,581 available in Capital Funds to draw down and spend in the future.

Debt Outstanding

As of June 30, 2004, the Commission has a balance of \$1,040,000 owed to The City of Phat.



FLINT HOUSING COMMISSION

Flint, Michigan

NOTES TO THE BASIC FINANCIAL STATEMENTS (CONTINUED)

June 30, 2001

NOTE 3 - Detail Notes on Transaction Classes/Accounts (Continued)

3j. Unrestricted net assets - Prior-period Error Corrections

Following is the composite of error corrections:

1. Cash - write off voided checks and record anti-dup check amount not recorded previously	\$	4,852.00
2. PLO/OT liability - correct prior year PLO/OT to City billing	.	<u>3,897.05</u>
Totals	\$	<u><u>8,749.05</u></u>

NOTE 4 - Other Notes

4a. Risk Management

The Commission is exposed to various risks of loss related to torts, theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employees health and life; and natural disasters. The Commission manages these various risks of loss as follows:

Type of Loss	Method Managed
a. Torts, errors and omissions	Purchased insurance with Travelers Insurance.
b. Injuries to employees (workers' compensation)	Purchased insurance with Travelers Insurance. Claims are administered by Travelers Insurance.
c. Physical property loss and natural disasters	Purchased commercial insurance with \$25,000 deductibles.
d. Health	Purchased health insurance with M-Care.

Management believes such coverage is sufficient to preclude any significant uninsured losses to the Commission. Settled claims have not exceeded the insurance coverage in any of the past three fiscal years.

ILLINOIS HOUSING COMMISSION

Urbana, Illinois

NOTES TO THE BASIC FINANCIAL STATEMENTS (CONTINUED)

June 30, 2004

NOTE 4 - Other Notes (Continued)

4c. Commitments and Contingencies

Commitments—Construction

At June 30, 2004, the Commission had the following pending construction projects in progress:

		<u>Funds Approved</u>		<u>Funds Expended Project to Date</u>
CLP 501-01	S	2,455,852.00	†	2,292,416.65
CTP 501-02		2,532,850.00		850,321.22
CTP 501-03		1,313,633.00		521,524.55
CTP 502-02		<u>582,718.00</u>		<u>—</u>
		<u>† 6,985,053.00</u>	S	<u>3,664,262.42</u>
		<u>Funds Approved</u>		<u>Funds Expended - Project to Date</u>
Development 0-5	†	<u>6,305,000.00</u>	S	<u>6,264,621.24</u>
	†	<u>6,305,000.00</u>	S	<u>6,264,621.24</u>

Contingencies

The Commission is subject to possible examination by Federal and State authorities who determine compliance with terms, conditions, laws and regulations governing other grants given to the Commission in the current and prior years. No significant violations of finance-related legal or contractual provisions occurred.

The Commission is a defendant in a lawsuit filed by a former employee for unjustified termination of employment. The ultimate outcome of the lawsuit cannot presently be determined, and no provision for any liability that may result, if any, has been made in the financial statements.

FLINT HOUSING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF NET ASSETS BY PROGRAM

June 30, 2021

	Low Rent Program	Housing Voucher	Resident Opportunity and Supportive Services
ASSETS			
Current Assets:			
Cash and cash equivalents	\$ 1,474,258.40	\$ 951,492.20	\$ ----
Receivable - net of allowances:			
Accounts	83,094.98	----	23,829.80
Due from (to) interprogram	119,941.77	(23,405.69)	(23,879.80)
Inventory - net of allowances	78,034.48		
Prepaid expenses	111,760.47		
	<u>1,867,022.35</u>	<u>938,086.51</u>	<u>----</u>
Total Current Assets			
Noncurrent assets:			
Restricted assets:			
Investments	81,345.00	----	----
	<u>81,345.00</u>	<u>----</u>	<u>----</u>
Total restricted assets			
Capital assets:			
Land, improvements, and construction in progress	2,282,443.00	-	----
Other capital assets, net of depreciation	12,110,107.21	----	----
	<u>14,392,550.21</u>	<u>----</u>	<u>----</u>
Total capital assets - net			
Total Noncurrent assets	<u>14,473,895.21</u>	<u>----</u>	<u>----</u>
Total Assets	<u>\$ 16,301,120.06</u>	<u>\$ 938,086.51</u>	<u>\$ ----</u>

FLINT HOUSING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF NET ASSETS BY PROGRAM (CONTINUED)

June 30, 2004

	Low-Rent Program	Housing Choice Vouchers	Resident Opportunity and Supportive Services
LIABILITIES			
Current Liabilities:			
Accounts Payable	\$ 328,846.55	\$ 572,669.00	\$ --
Accrued salaries, wages and benefits	57,422.65	7,697.00	----
Accrued compensated absences	10,135.41	217.76	----
Tenant security deposit liability	155,650.53	----	----
Deferred revenues	39,526.99	----	----
Total Current Liabilities	691,581.13	580,583.76	----
Noncurrent Liabilities			
Accrued compensated absences	59,151.08	4,036.02	----
Amount due to other government	1,040,000.00	----	----
Total Noncurrent Liabilities	1,099,151.08	4,036.02	----
Total Liabilities	1,690,732.21	584,619.78	----
NET ASSETS			
Invested in capital assets	14,057,557.23	----	----
Unrestricted	254,511.22	377,831.67	----
Total net assets	14,312,068.45	377,831.67	----
Total liabilities and net assets	\$ 16,302,800.66	\$ 962,451.46	\$ ----

FLINT HOUSING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF NET ASSETS BY PROGRAM (CONCLUDED)

June 30, 2004

	<u>Comprehensive Grant Program</u>	<u>Capital Fund Program</u>	<u>PHI Drug Program</u>
ASSETS			
Current Assets			
Receivable - net of allowances:			
Accounts	\$ ----	\$ 135,912.29	\$ ----
Due from (to) interprogram	-----	(131,947.29)	-----
Total Current Assets	-----	-----	-----
Noncurrent assets:			
Capital assets:			
Land, improvements, and construction in progress	1,534,800.95	4,754,941.61	--
Other capital assets, net of depreciation	35,531.64	163,511.09	---
Total capital assets - net	1,570,332.59	4,918,452.70	----
Total Noncurrent assets	1,588,161.99	4,217,552.70	---
Total Assets	\$ 1,588,161.99	\$ 4,217,552.70	\$ -----
LIABILITIES			
Total Liabilities	-----	-----	-----
NET ASSETS			
Invested in capital assets	1,588,161.99	4,217,552.70	---
Total net assets	1,588,161.99	4,217,552.70	----
Total liabilities and net assets	\$ 1,588,161.99	\$ 4,217,552.70	\$ -----

FLINT HOUSING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF NET ASSETS BY PROGRAM (CONTINUED)

June 30, 2004

	Development Program	Totals
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ -----	\$ 2,405,751.66
Receivable - net of allowances:		
Accounts	-----	240,800.37
Due from (to) interprogram	60,978.36	
Inventory - net of allowances		38,034.18
Prepaid expenses	-----	111,766.47
	<u>60,978.36</u>	<u>2,836,348.98</u>
Total Current Assets		
Noncurrent assets:		
Restricted assets:		
Investments	-----	81,545.00
	<u>-----</u>	<u>81,545.00</u>
Total restricted assets		
Capital assets		
Land, improvements, and construction in progress		3,951,513.56
Other capital assets, net of depreciation	4,253,171.47	<u>16,370,129.81</u>
	<u>4,253,171.47</u>	<u>20,321,633.37</u>
Total capital assets - net		
Total Noncurrent assets	<u>4,253,171.47</u>	<u>24,662,983.37</u>
Total Assets	\$ <u>4,314,149.83</u>	\$ <u>27,458,939.35</u>

ELIJAH HOUSTING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF NET ASSETS BY PROGRAM (CONTINUED)

June 30, 2004

	Development Program	Totals
LIABILITIES		
Current Liabilities		
Accounts Payable	1 ----	\$ 302,515.55
Accrued salaries, wages and benefits	----	64,519.65
Accrued compensated absences	----	1,150.67
Pension security deposit liability	----	138,660.83
Deferred revenues	60,978.26	100,515.25
Total Current Liabilities	<u>60,978.26</u>	<u>1,237,361.95</u>
Non-current Liabilities:		
Accrued compensated absences	----	63,187.11
Amount due to- other government	----	1,040,000.00
Total Non-current Liabilities	<u>----</u>	<u>1,103,187.11</u>
Total Liabilities	<u>60,978.26</u>	<u>2,340,549.06</u>
NET ASSETS		
Invested in capital assets	4,263,171.47	24,521,438.57
Unrestricted	----	57,342.92
Total net assets	<u>4,263,171.47</u>	<u>25,098,781.49</u>
Total liabilities and net assets	<u>\$ 4,324,149.73</u>	<u>\$ 27,439,330.55</u>

FLINT HOUSING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF REVENUE, EXPENSES AND
CHANGES IN FUND NET ASSETS BY PROGRAM

For Year Ended June 30, 2004

	Low Rent Program	Housing Choice Vouchers	Resident Opportunity and Supportive Services
Operating Revenues:			
Rent revenue	\$ 1,535,530.48	\$	\$ ----
Operating subsidies- HUD grants	3,528,234.00	3,833,904.00	23,829.80
Other revenues	64,827.89	726.00	
Total operating revenues	<u>3,918,482.37</u>	<u>3,821,221.00</u>	<u>23,829.80</u>
Operating Expenses:			
Personal services	2,627,854.13	253,536.84	22,377.93
Utilities	997,577.58		----
Operations and maintenance	1,045,175.00	247.50	----
Non routine maintenance	30735.28	----	----
Insurance	415,051.71	4,598.97	----
Payment in lieu of taxes	52,844.94	----	----
Other supplies and expenses	235,445.17	125,039.15	1,487.37
Housing assistance payments	----	3,397,435.98	
Depreciation	2,190,961.51	-----	-----
Total operating expenses	<u>7,094,616.11</u>	<u>3,773,413.48</u>	<u>23,829.80</u>
Operating income (loss)	<u>(3,129,674.95)</u>	<u>47,516.52</u>	<u>-----</u>
Non operating revenues (expenses):			
Interest and investment earnings	<u>19,439.36</u>	<u>8,176.15</u>	<u>-----</u>
Net non-operating revenues (expenses)	<u>19,439.36</u>	<u>8,436.15</u>	<u>-----</u>
Income (loss) before other revenues, expenses, gains, losses and transfers	<u>(3,110,044.69)</u>	<u>56,246.67</u>	<u>-----</u>
Change in net assets	<u>(3,110,044.69)</u>	<u>56,246.67</u>	<u>-----</u>
Net assets at beginning of year	17,708,089.17	256,584.93	
Prior period error corrections	<u>9,349.05</u>	<u>(302,002)</u>	<u>-----</u>
Net assets adjusted at beginning of year	<u>17,717,108.22</u>	<u>256,284.93</u>	<u>-----</u>
Net assets at end of year	<u>\$ 14,607,063.53</u>	<u>\$ 212,531.60</u>	<u>\$ -----</u>

CLINT HOUSING COMMISSION

East Michigan

COMBINING STATEMENT OF REVENUE, EXPENSES AND
CHANGES IN FUND NET ASSETS BY PROGRAM (CONTINUED)

For Year Ended June 30, 2014

	Comprehensive Grant Program	Capital Fund Program	PIH Drug Program
Operating Revenues:			
Operating subsidies- HUD grants	\$ _____	\$ 415,510.20	\$ 23,858.02
Total operating revenues	_____	415,510.20	23,858.02
Operating Expenses:			
Personal services	---	518,365.22	---
Operations and maintenance	---	171,747.16	23,858.02
Other supplies and expenses	---	65,297.82	---
Depreciation	4,675.00	49,727.51	---
Total operating expenses	4,675.00	756,237.71	23,858.02
Operating income (loss)	(4,675.00)	(40,727.51)	---
Capital contributions	110,016.86	1,238,787.60	---
Change in net assets	95,341.86	1,698,060.15	---
Net assets at beginning of year	1,592,790.13	2,318,492.55	---
Net assets at end of year	\$ 1,688,132.00	\$ 4,016,552.70	\$ _____

FLINT HOUSING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF REVENUE, EXPENSES AND
CHANGES IN FUND NET ASSETS BY PROGRAM (CONTINUED)

For Year Ended June 30, 2004

	Development Program	Totals
Operating Revenues:		
Rental revenue	\$ -----	\$ 1,315,920.48
Operating subsidies - HUD grants	-----	7,112,326.02
Other revenues	-----	55,147.54
	<u>-----</u>	<u>-----</u>
Total operating revenues	-----	8,503,404.39
Operating Expenses:		
Personal services	-----	2,829,188.42
Utilities	-----	697,577.68
Operations and maintenance	-----	1,192,022.12
Non routine maintenance	-----	20,726.28
Insurance	-----	420,660.68
Payment in lieu of taxes	-----	52,844.94
Other supplies and expenses	-----	471,349.7
Housing assistance payments	-----	2,287,825.96
Depreciation	<u>156,100.54</u>	<u>2,422,461.56</u>
	<u>-----</u>	<u>-----</u>
Total operating expenses	<u>156,100.54</u>	<u>11,290,370.97</u>
Operating income (loss)	<u>(156,100.54)</u>	<u>(3,787,366.58)</u>
Non-operating revenues (expenses):		
Interest and investment earnings	-----	38,065.51
	<u>-----</u>	<u>-----</u>
Net non-operating revenues (expenses)	-----	38,065.51

FLINT HOUSING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF REVENUE, EXPENSES AND
CHANGES IN FUND NET ASSETS BY PROGRAM (CONTINUED)

For Year Ended June 30, 2004

	Development Program	Total
Income (loss) before other revenues, expenses, gains, losses and transfers	(156,100.54)	(3,265,901.07)
Capital contributions	-	<u>1,869,874.52</u>
Change in net assets	(156,100.54)	(1,715,466.55)
Net assets at beginning of year	4,419,277.01	21,505,478.79
Prior period error corrections	-	<u>3,749.05</u>
Net assets restated at beginning of year	<u>4,419,277.01</u>	<u>20,514,317.84</u>
Net assets at end of year	\$ <u><u>4,263,176.47</u></u>	\$ <u><u>25,098,781.29</u></u>

ELINE HOUSING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF CASH FLOWS BY PROGRAM

For Year Ended June 30, 2004

	Low Rent Program	Housing Choice Vouchers	Resident Opportunity and Supportive Services
Cash flows from operating activities:			
Cash received from tenants	\$ 1,391,288.88	\$ -----	\$ -----
Cash received from HUD grants- operating	2,528,234.60	4,261,505.60	-----
Cash received from other operating activities	91,827.89	320.00	-----
Cash payments for goods and services	(3,733,707.04)	(3,523,816.64)	(1,487,371)
Cash payments to employees salaries	(1,510,719.61)	(315,146.71)	(22,372.25)
Cash payments for employee benefit contributions	(159,341.55)	(19,574.25)	-----
Cash payments for increase of property taxes	(20,400.00)	-----	-----
Net cash provided (used) by operating activities	<u>(757,971.74)</u>	<u>488,987.40</u>	<u>(25,819.80)</u>
Cash flows from noncapital financing activities:			
Receipts (payments) from interprograms	<u>597,477.75</u>	<u>(621,152.53)</u>	<u>23,829.80</u>
Net cash provided (used) from non capital financing activities	<u>597,477.75</u>	<u>(621,152.53)</u>	<u>23,829.80</u>
Cash flows from capital and related financing activities:			
Receipts (payments) from interprograms	(133,942.29)	-----	-----
Payments to other government	(130,000.00)	-----	-----
Payments for capital assets	<u>(68,751.61)</u>	-----	-----
Net cash (used) for capital and related financing activities	<u>(332,693.90)</u>	-----	-----
Cash flows from investing activities:			
Proceeds from sale of (payments) for investments	(81,565.00)	-----	-----
Interest and dividends	19,679.16	8,436.15	-----
Receipts (payments) from trust and security deposits	<u>33,031.55</u>	-----	-----
Net cash provided (used) from investing activities	<u>(28,854.29)</u>	<u>8,436.15</u>	<u>-----</u>

FLINT HOUSING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF CASH FLOWS BY PROGRAM (CONTINUED)

For Year Ended June 30, 2004

	Low Rent Program	Housing Choice Vouchers	Resident Opportunity and Supportive Services
Net increase (decrease) in cash and cash equivalents	(512,076.10)	(120,828.98)	-----
Cash and cash equivalents at beginning of year	1,981,182.59	1,055,522.24	-----
Adjustments to beginning cash- error correction	5,152.69	(100.00)	-----
Cash and cash equivalents at beginning of year- adjusted	<u>1,986,335.28</u>	<u>1,055,422.24</u>	-----
Cash and cash equivalents at end of year	\$ <u>1,474,259.18</u>	\$ <u>934,593.26</u>	\$ -----
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:			
Operating income (loss)	\$ (3,129,074.05)	\$ 47,810.52	\$ -----
Adjustments to reconcile operating income to net cash provided (used) by operating activities:			
Depreciation expense	2,190,361.51	-----	-----
Allowance for doubtful accounts	5,497.73	-----	-----
Allowance for inventory	3,558.50	-----	-----
Changes in assets and liabilities:			
Receivables	33,586.15	---	(23,829.80)
Inventory	(55,538.07)	-----	-----
Prepaid expenses	1,536.86	-----	-----
Accounts and other payables	8,945.05	645,651.00	-----
Deferred revenues	18,187.49	-----	-----
Compensated absences	31,204.35	11,690.64	-----
Accrued expenses	<u>26,488.13</u>	<u>2,260.52</u>	-----
Net cash provided (used) by operating activities	\$ <u>(767,911.54)</u>	\$ <u>485,952.40</u>	\$ <u>(23,829.80)</u>

PLANT HOUSING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF CASH FLOWS BY PROGRAM (CONTINUED)

For Year Ended June 30, 2004

	<u>Comprehensive Grant Program</u>	<u>Capital Fund Program</u>	<u>PIH Tang Program</u>
Cash flows from operating activities:			
Cash received from HUD grants - operating	\$	\$ 713,510.20	\$ 23,858.02
Cash payments for goods and services	----	(187,144.98)	(23,858.02)
Cash payments to employees salaries	----	(509,632.74)	----
Cash payments for employee benefit contributions	----	(28,732.48)	----
Net cash provided (used) by operating activities	----	----	----
Cash flows from capital and related financing activities:			
Capital contributions	110,046.86	1,811,480.77	----
Receipts (payments) from interprograms	----	133,942.20	----
Payments for capital assets	(1,10,046.86)	(1,947,423.06)	----
Net cash (used) for capital and related financing activities	----	----	----
Net increase (decrease) in cash and cash equivalents	----	----	----
Cash and cash equivalents at beginning of year	----	----	----
Cash and cash equivalents at end of year	\$	\$	\$
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:			
Operating income (loss)	\$ (14,575.06)	\$ (40,727.51)	\$ ----
Adjustments to reconcile operating income to net cash provided (used) by operating activities:			
Depreciation expense	14,675.60	40,727.51	----
Net cash provided (used) by operating activities	\$ ----	\$ ----	\$ ----

FLINT HOUSING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF CASH FLOWS BY PROGRAM (CONTINUED)

For Year Ended June 30, 2005

	Development Program	Totals
Cash flows from operating activities:		
Cash received from tenants	\$ -----	\$ 1,393,266.85
Cash received from HUD grants- operating	-----	7,539,167.22
Cash received from other operating activities	-----	23,147.89
Cash payments for goods and services	-----	(6,489,044.25)
Cash payments to employees-salaries	-----	(2,352,831.39)
Cash payments for employer benefit contributions	-----	(511,948.56)
Cash payments for in lieu of property taxes	-----	(20,492.00)
Net cash provided (used) by operating activities	-----	(102,814.14)
Cash flows from capital and related financing activities:		
Capital contributions	-----	1,925,522.66
Payments to other government	-----	(130,660.99)
Payments for capital assets	-----	(2,106,720.92)
Net cash (used) for capital and related financing activities	-----	(311,859.25)
Cash flows from investing activities:		
Proceeds from sale of (payments) for investments	-----	(61,545.00)
Interest and dividends	-----	28,065.51
Receipts (payments) from trust security deposits	-----	33,081.85)
Net cash provided (used) from investing activities	-----	(20,397.64)
Net increase (decrease) in cash and cash equivalents	-----	(615,905.03)
Cash and cash equivalents at beginning of year	-----	2,036,804.74
Adjustments to beginning cash- error correction	-----	4,852.00
Cash and cash equivalents at beginning of year - adjusted	-----	2,041,656.74
Cash and cash equivalents at end of year	\$ -----	\$ 1,425,751.71

FLINT HOUSING COMMISSION

Flint, Michigan

COMBINING STATEMENT OF CASH FLOWS BY PROGRAM (CONTINUED)

For Year Ended June 30, 2004

	<u>Development Program</u>	<u>Totals</u>
<i>Reconciliation of operating income (loss) to net cash provided (used) by operating activities:</i>		
Operating income (loss)	\$ (156,100.54)	\$ (3,293,360.58)
Adjustments to reconcile operating income to net cash provided (used) by operating activities:		
Depreciation expense	156,100.54	2,402,464.56
Allowance for doubtful accounts	-----	5,697.73
Allowance for inventory	-----	3,558.50
Changes in assets and liabilities:		
Receivables		9,856.35
Inventory		(33,588.07)
Prepaid expenses	-----	1,636.36
Accounts and other payables	-----	326,576.05
Deferred revenues		18,182.46
Compensated absences		9,813.92
Accrued expenses	-----	28,754.63
	<u>-----</u>	<u>-----</u>
Net cash provided (used) by operating activities	\$ -----	\$ (302,816.44)

FLINT HOUSING COMMISSION

Flint, Michigan

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND
NOTES TO THE SCHEDULE OF FEDERAL AWARDS

Year Ended June 30, 2004

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

<u>Fiscal Year</u>	<u>Federal Grantor</u>	<u>Federal CDA No.</u>	<u>Expenditures</u>
<u>U.S. Department of HUD</u>			
<u>Public and Indian Housing Major - Direct Program</u>			
2004	Low Rent Program	14-850a	\$ <u>2,528,234.09</u>
<u>Low Income Public Housing Major - Direct Program</u>			
2007	Housing Choice Vouchers	14-871	\$ <u>3,773,413.48</u>
<u>Public and Indian Housing Nonmajor - Direct Program</u>			
2004	Resident Opportunity and Supportive Services	14-870	\$ <u>23,829.80</u>
<u>Public and Indian Housing Nonmajor - Direct Program</u>			
2004	Comprehensive Grant program	14-859	\$ <u>110,046.56</u>
<u>Public and Indian Housing Major - Direct Program</u>			
2007	Cereal Food program	14-872	\$ <u>3,455,297.86</u>
<u>Public and Indian Housing Nonmajor - Direct Program</u>			
2004	FIH Drug Program	14-854	\$ <u>23,858.02</u>
Total			\$ <u>8,514,680.02</u>

NOTES TO THE SCHEDULE OF FEDERAL AWARDS

NOTE 1 - Significant Accounting Policies

The schedule of federal awards has been prepared on the accrual basis of accounting.

TRINT HOUSING COMMISSION

Trint, Michigan

**PIA'S STATEMENT AND CERTIFICATION OF
COMPREHENSIVE GRANT PROGRAM COSTS**

June 30, 2004

1. Actual Comprehensive Grant Program costs are as follows:

	<u>CCP 708-99</u>
Funds approved	\$ 2,492,382.00
Funds expended	<u>2,492,382.00</u>
Excess of Funds Approved	\$ <u>-----</u>
Funds advanced	\$ 2,492,382.00
Funds expended	<u>2,492,382.00</u>
Excess (deficiency) of Funds Advanced	\$ <u>-----</u>

2. The costs as shown on the Actual Cost Certificate dated October 21, 2003 submitted to HUD for approval is in agreement with the PTA's records as of June 30, 2004.
3. All costs have been paid and all related liabilities have been discharged through payments.

ILLINOIS HOUSING COMMISSION

Flint, Michigan

**PIA'S STATEMENT AND CERTIFICATION OF
CAPITAL FUND PROGRAM COSTS**

June 30, 2004

1. Actual Capital Fund Program costs are as follows:

	<u>CIF 501.00</u>
Funds approved	\$ 2,407,163.00
Funds expended	<u>2,407,163.00</u>
Excess of Funds Approved	<u>\$ -----</u>
Funds advanced	\$ 2,407,163.00
Funds expended	<u>2,407,163.00</u>
Excess (deficiency) of Funds Advanced	<u>\$ -----</u>

2. The costs as shown on the Actual Cost Certificate dated November 20, 2003 submitted to HUD for approval is in agreement with the PIA's records as of June 30, 2004.
3. All costs have been paid and all related liabilities have been discharged through payments.

FLINT HOUSING COMMISSION

Flint, Michigan

FINANCIAL DATA SCHEDULE

Year ended June 30, 2004

FIDS Line Item No	Low Rent Program 14,850a	Housing Choice Vouchers 14,871	Resident Operative and Supportive Services 14,870	
Assets:				
Current Assets:				
Cash				
111	Cash unrestricted	\$ 1,474,233.40	\$ 931,493.26	\$ ----
100	Total cash	1,474,233.40	931,493.26	----
Accounts and notes receivable				
122	Accounts receivable-HUD	----	----	23,829.80
120	Accounts receivable -rents-dwelling units	92,252.65	----	----
125.1	Allowance for doubtful accounts-dwelling units	(9,325.37)	----	----
120	Total receivables, net of allowance for doubtful accounts	82,927.28	----	23,829.80
Current investments				
132	Investments-restricted	\$1,540.00	----	----
140	Prepaid expenses and other assets	11,760.47	----	----
142	Inventories	86,904.96	----	----
143.1	Allowance for obsolete inventories	(8,670.30)	----	----
144:				
(342)	Int program due from	1,994,122	(23,147.39)	(23,829.80)
150	Total current assets	1,998,581.85	908,345.87	----
Non-current Assets:				
Fixed Assets:				
161	Land	1,343,415.00	----	----
162	Buildings	48,075,570.00	----	-
163	Furniture, equipment and machinery-dwellings	586,981.00	----	----
164	Furniture, equipment and machinery- administration	528,209.04	15,741.24	----
165	Leasehold improvements	10,162,782.45	----	----
166	Accumulated depreciation	(47,644,277.26)	(15,741.24)	-
160	Total fixed assets, net of accumulated depreciation	14,352,897.24	----	----

FLINT HOUSING COMMISSION

Flint, Michigan

FINANCIAL DATA SCHEDULE (CONTINUED)

Year Ended June 30, 2004

Line Item No.	Low Rent Program 14,850a	Housing Choice Vouchers 13,571	Resident Opportunity and Supportive Services 14,850
180	Total noncurrent assets	<u>14,352,552.21</u>	<u>-----</u>
190	Total Assets	<u>\$ 16,301,115.66</u>	<u>\$ 408,345.83</u>
	Liabilities and Equity:		
	Liabilities		
	Current Liabilities:		
312	Accounts payable < 90 days	\$ (124,696.44)	\$ -----
321	Accrued wage / payroll taxes payable	(57,422.65)	(7,097.06)
322	Accrued compensated absences- current portion	(0,458.45)	(912.27)
331	Accounts payable - COLA P/A programs	-----	1573,659.00)
333	Accounts payable -other government	(35,150.07)	-----
341	Tenant security deposits	(158,660.83)	-----
342	Deferred revenues	<u>(70,536.09)</u>	<u>-----</u>
319	Total current liabilities	<u>(594,906.45)</u>	<u>(581,478.24)</u>
	Noncurrent Liabilities:		
333	Noncurrent liabilities-other	(1,340,000.00)	-----
354	Accrued compensated absences- non current portion	<u>(50,151.08)</u>	<u>(1,036.05)</u>
350	Total noncurrent liabilities	<u>(1,390,151.08)</u>	<u>(4,076.05)</u>
300	Total Liabilities	<u>(1,994,056.53)</u>	<u>(585,514.29)</u>
	Equity:		
305.1	Investment in capital assets - Net of Related Debt	<u>(14,352,552.21)</u>	<u>-----</u>
311.1	Unrestricted Net Assets	<u>(354,511.32)</u>	<u>(322,821.60)</u>
600	Total Liabilities and Equity	<u>\$ 16,301,120.06</u>	<u>\$ 408,345.83</u>

FLINT HOUSING COMMISSION

Flint, Michigan

FINANCIAL DATA SCHEDULE (CONTINUED)

Year Ended June 30, 2004

FDS Line Item No.	Low Rent Program 14,850,4	Housing Choice Vouchers 14,871	Resident Opportunity and Supportive Services 14,870
Revenue:			
703 Net rental revenue	\$ 11,467,150.41	\$	\$
704 Tenant revenue-other	(1,181,223)	----	----
705 Total tenant revenue	<u>10,285,927.41</u>	----	----
706 HUD PHA operating grants	12,528,234.00	(3,829,904.00)	(31,849.80)
711 Investment income-unrestricted	(19,629.56)	(8,436.15)	----
714 Fraud recovery	----	(1,950.00)	----
715 Other revenue	(56,523.89)	(173.90)	----
700 Total revenue	<u>14,089,077.39</u>	<u>(3,829,966.15)</u>	<u>(31,849.80)</u>
Expenses:			
Administrative			
911 Administrative salaries	694,791.88	312,417.23	22,372.33
912 Auditing fees	12,252.00	4,262.00	----
913 Compensated absences	31,304.50	(1,090.64)	----
915 Employee benefit contributions-administrative	206,561.00	39,874.35	----
916 Other operating-administrative	167,147.89	115,827.15	1,457.57
Tenant services			
921 Tenant services-salaries	1,367.86	----	----
922 Tenant services-other	1,040.48	----	----
Utilities			
931 Water	496,834.72	----	----
932 Electricity	310,680.82	----	----
933 Gas	210,066.34	----	----

FLINT HOUSING COMMISSION

Flint, Michigan

FINANCIAL DATA SCHEDULE (CONTINUED)

Year Ended June 30, 2004

FLS Line Item No.	Comprehensive Gr. of Program 14,859	Capital Fund Program 14,872	PHI Drug Program 14,851
Assets:			
Current Assets:			
Accounts and notes receivable:			
133	Accounts receivable-HUD	\$ 13,942.29	\$ ----
135	Total receivables, net of allowance for doubtful accounts	13,942.29	----
Current investments:			
144/ (347)	Interprogram due from	(11,917.29)	----
150	Total current assets	2,025.00	----
Non-current Assets:			
Fixed assets:			
152	Furniture, equipment and machinery-dwellings	64,529.00	5,635.00
154	Furniture, equipment, and machinery-administration	7,784.42	100,528.17
156	Accumulated depreciation	(58,482.34)	(79,173.08)
157	Construction in progress	1,634,839.85	4,081,011.51
160	Total fixed assets, net of accumulated depreciation	1,688,161.93	4,217,552.70
160	Total non-current assets	1,688,161.93	4,217,552.70
190	Total Assets	\$ 1,688,161.93	\$ 4,217,552.70
Liabilities and Equity:			
Liabilities:			
200	Total liabilities	----	----
Equity:			
508.7	Investment in capital assets, Net of Related Debt	\$ (1,688,161.99)	\$ (4,217,552.70)
600	Total Liabilities and Equity	\$ (1,688,161.99)	\$ (4,217,552.70)

ELIOT HOUSING COMMISSION

Eliot, Michigan

FINANCIAL DATA SCHEDULE (CONTINUED)

Year Ended June 30, 2006

Item Item No.	Comprehensive Grant Program 14,859	Capital Fund Program 14,872	PHI Drug Program 17,854
Revenue:			
706 HUD PHA operating grants	\$ --	\$ 1715,510.29	\$ (23,858.02)
705.1 HUD PHA capital grants	<u>(210,646.86)</u>	<u>11,259,757.86</u>	<u>--</u>
700 Total revenue	<u>110,646.86</u>	<u>12,605,297.86</u>	<u>(23,858.02)</u>
Expenses:			
Administrative			
911 Administrative salaries		146,427.57	--
912 Auditing fees	-	1,546.00	--
915 Employee benefit contributions-administrative	-	18,732.48	--
916 Office operating administrative	----	6,751.82	-
Ordinary maintenance and operation			
941 Ordinary maintenance and operation-labor		365,205.17	-
942 Ordinary maintenance and operation-materials & oil	----	32,413.00	----
Protective services			
952 Protective services-other contract costs	----	58,314.16	23,858.02
959 Total operating expenses	----	<u>715,510.29</u>	<u>23,858.02</u>
970 Excess (deficit) operating revenue over operating expenses	<u>110,646.86</u>	<u>1,739,787.65</u>	<u>----</u>
974 Depreciation expense	<u>4,675.00</u>	<u>40,727.51</u>	<u>----</u>
Total expenses other than total operating	<u>4,675.00</u>	<u>40,727.51</u>	<u>----</u>
1000 Excess (deficit) of revenue over expenses before operating transfers in (out) and depreciation add back	<u>95,971.86</u>	<u>1,699,060.15</u>	<u>----</u>
Excess (deficit) of revenue over expenses after operating transfers in (out) and depreciation add back	\$ <u>95,971.86</u>	\$ <u>1,699,060.15</u>	\$ <u>----</u>

FLINT HOUSING COMMISSION

Flint, Michigan

FINANCIAL DATA SCHEDULE (CONTINUED)

Year ended July 31, 2004

FDS Line Item No.	Development Program 14,8206	Total
Assets:		
Current Assets:		
Cash		
111 Cash unassociated	\$ _____	\$ 2,435,751.66
100 Total cash	_____	<u>2,435,751.66</u>
Accounts and notes receivable:		
122 Accounts receivable-FLD	_____	1,007,777.69
126 Accounts receivable-tenants-dwelling units	_____	97,233.63
126.1 Allowance for doubtful accounts-dwelling units	_____	<u>(9,225.37)</u>
120 Total receivables, net of allowance for doubtful accounts	_____	<u>1,095,785.95</u>
Current investments:		
132 Investments-restricted	_____	81,545.00
142 Prepaid expenses and other assets	_____	111,760.47
143 Inventories	_____	46,704.93
143.1 Allowance for obsolete inventories	_____	<u>(18,670.30)</u>
144:		
1347 Intra-program due from:	<u>60,978.36</u>	_____
150 Total current assets	<u>60,978.36</u>	<u>2,917,891.98</u>

ILLINOIS HOUSING COMMISSION
 Flint, Michigan
FINANCIAL DATA SCHEDULE (CONTINUED)
Year Ended June 30, 2002

FIS Line Item No.	Development Program <u>(in \$'000)</u>	<u>Total</u>
Noncurrent Assets:		
Fixed assets:		
161 Land	--	2,712,445.00
162 Buildings	6,244,621.74	54,420,691.74
163 Furniture, equipment and machinery-dwellings	--	704,166.00
164 Furniture, equipment and machinery-administration	----	1,161,663.77
165 Leasehold improvements	----	19,162,783.45
166 Accumulated depreciation	(1,880,850.27)	(\$9,779,034.15)
167 Construction in progress	----	<u>3,763,873.56</u>
169 Total fixed assets, net of accumulated depreciation	<u>4,363,771.47</u>	<u>24,521,438.37</u>
180 Total noncurrent assets	<u>4,363,771.47</u>	<u>24,521,438.37</u>
190 Total Assets	<u>\$ 4,363,771.47</u>	<u>\$ 27,459,590.35</u>
Liabilities and Equity:		
Liabilities		
Current Liabilities:		
312 Accounts payable < 90 days	\$ ----	\$ (124,696.48)
321 Accrued wage / payroll taxes payable	----	(51,719.65)
322 Accrued compensated absences- current portion	----	(11,150.07)
331 Accounts payable -HUD PHA programs	-	(572,500.00)
333 Accounts payable -other government	--	(294,150.07)
341 Tenant security deposits	-	(158,660.87)
342 Deferred revenues	<u>(60,978.26)</u>	<u>(102,515.25)</u>
336 Total current liabilities	<u>(60,978.26)</u>	<u>(1,213,351.95)</u>

FLINT HOUSING COMMISSION

Flint, Michigan

FINANCIAL DATA SCHEDULE (CONTINUED)

Year Ended June 30, 2004

IPS Line Item No.	Development Program 14.830b	Total
Liabilities:		
353 Noncurrent liabilities-other		(1,040,000.00)
324 Accrued compensated absences - non-current portion	-----	(53,187.11)
350 Total noncurrent liabilities	-----	(1,093,187.11)
100 Total liabilities	<u>(60,978.20)</u>	<u>(7,345,549.06)</u>
Equity:		
503 Investment in capital assets - Net of Related Debt	<u>(4,263,171.47)</u>	<u>(24,521,438.37)</u>
512.1 Unrestricted - Net Assets	-----	(577,342.93)
600 Total Liabilities and Equity	<u>\$ (4,324,149.67)</u>	<u>\$ (7,922,987.35)</u>
Revenue:		
705 Net rent revenue	\$	\$ (1,467,150.41)
704 Tenant revenue other	-----	(19,781.73)
705 Total tenant revenue	-----	<u>(1,486,932.14)</u>
706 HUD PI A operating grants	-----	(7,312,336.00)
706.1 HUD PI A capital grants	-----	(1,849,834.52)
711 Investment income -unrestricted		(28,065.51)
714 Grant recovery	-----	(195.00)
715 Other revenue	-----	(54,932.89)
700 Total revenue	-----	<u>(10,837,116.06)</u>

FLINT HOUSING COMMISSION

Flint, Michigan

FINANCIAL DATA SCHEDULE (CONTINUED)

Year Ended June 30, 2004

FDS Line Item No.	Development Program 14.850b	Total
Expenses:		
Administrative		
911 Administrative salaries		1,005,811.69
912 Auditing fees		19,000.00
914 Compensated absences	----	29,613.92
915 Employee benefit contributions-administrative	----	265,510.73
916 Other operating administrative	----	447,194.25
Tenant services		
921 Tenant services-salaries	----	4,507.65
924 Tenant services-other	---	7,045.48
Utilities		
931 Water	----	475,324.71
932 Electricity	----	310,686.62
933 Gas	---	210,056.34
Ordinary maintenance and operation		
941 Ordinary maintenance and operation-labor	----	1,221,503.59
942 Ordinary maintenance and operation-materials & other	---	394,237.63
943 Ordinary maintenance and operation-contract costs	----	437,956.93
945 Employer benefit contributions-ordinary maintenance	---	352,637.83
Protective services		
952 Protective services-other contract costs	----	336,881.65
953 Protective services-other	----	23,936.51
General expenses		
961 Insurance premiums	----	430,660.67
963 Payments in lieu of taxes	----	52,844.94
964 Bad debts-tenant rents	-----	150,411.66
969 Total operating expenses	-----	6,120,045.81

ELLEN HOUSING COMMISSION

Flint, Michigan

FINANCIAL DATA SCHEDULE (CONTINUED)

Year Ended June 30, 2004

FDS Line Item No	Development Program 14.850b	Total
970 Excess (deficit) operating revenue over operating expenses		<u>4,908,870.27</u>
971 Extraordinary maintenance	-----	20,770.28
973 Housing assistance payments	-----	3,397,815.98
974 Depreciation expense	<u>156,100.54</u>	<u>2,403,404.56</u>
Total expenses other than total operating	<u>156,100.54</u>	<u>2,821,136.82</u>
Excess (deficit) of revenue over expenses		
1000 before operating transfers in (out) and depreciation add back	<u>(156,100.54)</u>	<u>(1,415,466.55)</u>
Excess (deficit) of revenue over expenses after operating transfers in (out) and depreciation add back	<u>\$ (156,100.54)</u>	<u>\$ (1,415,466.55)</u>

Sailor

Certified Public Accountants

Khan & Co.

**Report on Compliance and on Internal Control Over Financial Reporting Based
on an Audit of Financial Statements Performed in Accordance with
Government Auditing Standards**

Board of Commissioners
Flint Housing Commission
Flint, Michigan

We have audited the financial statements of the Flint Housing Commission, Michigan, (Commission) as of and for the year ended June 30, 2004, and have issued our report thereon dated February 2, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

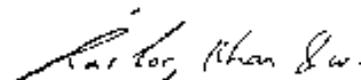
As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards* which are described in the accompanying schedule of findings and questioned costs.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. However, we did identify certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters relating to our situation relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the Commission's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Reportable conditions are described in the accompanying schedule of findings and questioned costs.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe that one of the reportable conditions described above are a material weakness.

This report is intended for the information of the Flint Housing Commission, Michigan's management, and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.



Sailor Khan & Co.
February 2, 2005

**Report on Compliance with Requirements Applicable to Each Major Program and
Internal Control over Compliance in Accordance with OMB Circular A-133**

Board of Commissioners
Flint Housing Commission
Flint, Michigan

Compliance

We have audited the compliance of the Flint Housing Commission, Michigan, (Commission) with the types of compliance requirements described in the U. S. Office of Management and Budget (OMB) Circular A-133 *Compliance Requirements* that are applicable to each of its major federal programs for the year ended June 30, 2004. The Commission's major federal programs are identified in the schedule of expenditures of federal awards. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Commission's management. Our responsibility is to express an opinion on the Commission's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and OMB Circular A-133, *Standards of State, Local Governments, and Non-Profit Organizations*. These standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether there is compliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program awarded. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Commission's compliance with those requirements.

In our opinion, the Commission complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2004. However, the results of our auditing procedures disclosed instances of non-compliance with these requirements that are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs.

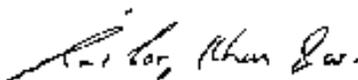
Internal Control Over Compliance

The management of the Commission is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the Commission's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

We noted certain matters involving the internal control over compliance and its operations that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over compliance that, in our judgement, could adversely affect the Commission's ability to administer a major federal program in accordance with applicable requirements of laws, regulations, contracts and grants. Reportable conditions are described in the accompanying schedule of findings and questioned costs.

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level of risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe each of the reportable conditions described above are a material weakness.

This report is intended for the information of the Utah Housing Commission, Michigan's management, and federal awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.



Sailer, Khan, & Co.
February 2, 2005

ELIJAH HOUSING COMMISSION

East Michigan

STATUS OF PRIOR AUDIT FINDINGS

June 30, 2004

The prior audit report for the year ended June 30, 2003 contained a total of six audit findings:

Financial Statement Findings

- | | |
|-----------------|--|
| Finding: | Tenant Account Receivable Write-offs |
| Status: | Implemented |
| Finding: | Decoded Bank Account |
| Status: | Implemented |
| Finding: | Excessive Tenant Accounts Receivable |
| Status: | Not implemented - see current finding #3 |
| Finding: | Equipment Finding |
| Status: | Not implemented - see current finding #4 |

Federal Awards Findings

- | | |
|-----------------|--|
| Finding: | Physical Inventory |
| Status: | Not implemented - see current finding #5 |
| Finding: | Development - Economic Development and Supportive Services |
| Status: | Not implemented - see current finding #6 |

ELMT HOUSING COMMISSION

Elmt, Michigan

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

June 30, 2004

SECTION 1 - SUMMARY OF AUDITOR RESULTS

Financial Statement:

Type of auditor's report issued:	Unqualified
Internal control over financial reporting:	
• Material weakness(es) identified?	No
• Reportable condition(s) identified that are not considered to be material weaknesses?	Yes
Non-compliance material to financial statements noted?	No
Is a "going concern" explanatory paragraph included in audit report?	No

Federal Awards:

Internal control over major programs:	
• Material weakness(es) identified?	No
• Reportable condition(s) identified that are not considered to be material weaknesses?	Yes
Type of auditor's report issued on compliance for major programs	Unqualified
Any audit findings disclosed that are required to be reported in accordance with section 511(a) of Circular A-133?	Yes

Identification of major programs:

CFDA	
Number(s)	Name of Federal Program
14-859a	Public and Indian Housing
14-871	Section 8 Housing Choice Vouchers
14-872	Public and Indian Housing - Capital Fund Program

Dollar threshold used to distinguish between type A and type B programs:	\$500,000
Auditee qualified as low risk auditee?	Yes

FLINT HOUSING COMMISSION

Flint, Michigan

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

June 30, 2004

SECTION II - FINANCIAL STATEMENT FINDINGS

The current audit report for the year ended June 30, 2004 disclosed the following Financial Statement audit findings:

i. Checks Outstanding

Criteria:

Effective cash internal control procedures include reviewing bank reconciliations for items that have not cleared the bank in a reasonable amount of time.

Condition:

There were numerous checks that had been outstanding from fiscal year 2002.

Questioned Costs:

None.

Effect:

Numerous uncashed checks were carried on the bank reconciliation for over two years, thereby distorting the reporting of actual cash balances.

Cause:

It appears that the Housing Commission does not monitor the bank reconciliation prepared by the fee accountant and has no policy in regards to outstanding checks.

Recommendation:

We recommend that the Housing Commission monitor bank reconciliations on a monthly basis and develop a formal policy whereby outstanding checks that do not clear the bank are researched and voided appropriately.

Management's Response:

The checks in question pertain to the Housing Choice Voucher program. The Housing Choice Voucher staff generates the checks for payment to landlords.

Action Plan:

The task of generating the landlord payments for the Housing Choice Voucher program will now be assigned to the Finance Department of the Flint Housing Commission. The bank reconciliation will be processed monthly by the finance department and any outstanding checks will be handled in accordance with the policy pertaining to Bank Reconciliation/Outstanding Checks.

FLINT HOUSING COMMISSION

Flint, Michigan

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

June 30, 2004

SECTION II FINANCIAL STATEMENT FINDINGS (CONTINUED)

2. Budget Overruns

Criteria:

The Housing Commission must operate within budget constraints.

Condition:

We noted the following budget overruns for the year ended June 30, 2004:

<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Overrun</u>
Adjustment of Salaries	\$ 887,444.00	\$ 974,140.75	\$ (86,696.75)
Ordinary Maintenance and Operations	1,007,505.00	1,505,827.45	(598,322.45)
Protective Services	-	288,645.98	(288,645.98)
General Expense	821,164.00	961,777.48	(140,613.48)
Extraordinary Maintenance	---	20,736.28	(20,736.28)
Total Operating Expenditures	3,998,108.00	4,849,426.05	(951,318.05)

Questioned Costs:

Name:

Effect:

The Housing Commission exceeded the operating budget in the aforementioned categories.

Cause:

The Housing Commission did not ensure that these budget categories were not exceeded.

Recommendation:

We recommend that the Housing Commission place greater emphasis on operating within budget constraints. Also, when it appears that the current budget has become insufficient, the Housing Commission must prepare a budget revision.

Management's Response:

During fiscal year 2004, the Housing Commission incurred additional expenses to repair deteriorating units and increased security to protect new tenants and units.

Action Plan:

The Housing Commission has developed financial reports that will monitor expenses monthly and timely adjustments can be made to the current budget.

FLINT HOUSING COMMISSION

Flint, Michigan

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

June 30, 2004

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

3. Excessive Tenant Accounts Receivable

Criteria:

Under the terms of the annual contributions contract, each project shall be developed and administered to promote efficiency, economy and stability.

Condition:

The Commission's tenant accounts receivable, excluding amounts covered by formal repayment agreements, is more than 12% of total June charges.

Questioned Costs:

None

Effect:

The continued growth in tenant accounts receivable is a threat to maintaining a financially solvent operation. Without adequate rent collection, current operation expenses cannot be paid.

Cause:

The Commission did not enforce its rent collection policy resulting in a significant amount of rent owed to the Commission.

Recommendation:

We recommend that the Commission enforce its rent collection and eviction policies.

Management's Response:

The Housing Commission is enforcing its rent collection policy. 65% of the outstanding receivables are from evictions or move-outs, enabling the Commission to rent to a paying tenant. The Commission is currently using a collection agency to pursue these delinquent accounts.

Action Plan:

The Housing Commission will continue to follow its rent collection and eviction policies.

FLINT HOUSING COMMISSION

Flint, Michigan

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

June 30, 2009

SECTION II - FINANCIAL STATEMENT FINDINGS (CONTINUED)

4. Equipment Listing

Criteria:

All equipment must be specifically listed on the depreciation schedule.

Condition:

We noted that equipment listed on the depreciation schedule were stated as "additions." No proper identification was provided by the Commission for each equipment item listed on the depreciation schedule.

Question Costs:

None.

Effect:

We were unable to identify equipment listed on the depreciation schedule.

Cause:

Unknown.

Recommendation:

We recommend that the Commission review its equipment listed on the depreciation schedule and properly identify each item.

Management's Response:

During fiscal year 2009, the Housing Commission used an outside fee accountant to prepare its financial reports. The fee accountant did not itemize the depreciation schedule with the information initially provided by the Housing Commission. To correct this the Housing Commission will reconcile its equipment list with the depreciation schedule.

Agree Plan:

The Housing Commission will purchase asset management/inventory control software and update all information on an on going basis to generate detailed and accurate reports.

FLINT HOUSING COMMISSION

Flint, Michigan

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

June 30, 2004

SECTION III - FEDERAL AWARD FINDINGS

The current audit report for the year ended June 30, 2004 disclosed the following Federal Awards audit findings:

5 Physical Inventory

Federal Awards:

14-850a - Public and Indian Housing - Low Rent Program; 14-859 - Comprehensive Grant Program
14-850b - Public and Indian Housing - Development Program; 14-871 - Section 8 Housing Choice Vouchers
14-872 - Capital Fund Program;

Criteria:

The Flint Housing Commission must verify the non-expendable equipment listings by performing a year-end physical inventory.

Condition:

No year-end physical inventory was performed for non-expendable equipment for both Low Rent and Section 8 programs.

Questioned Costs:

None.

Effect:

The general ledger may not accurately reflect the actual equipment/materials owned by the Housing Commission at fiscal year end.

Cause:

Unknown

FLINT HOUSING COMMISSION

Flint, Michigan

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

June 30, 2004

SECTION III - FEDERAL AWARD FINDINGS (CONTINUED)

5. Physical Inventory (Continued)

Recommendation:

We recommend that the Flint Housing Commission perform a physical inventory count at the fiscal year end to verify the accuracy of the equipment listing.

Management's Response:

Due to staff and time constraints the annual inventory of equipment was not completed at the time of the audit. This will be corrected in fiscal year 2005.

Action Plan:

The Flint Housing Commission will out source the task of a physical inventory of all equipment and inventory on hand. The general ledger will then be updated with the information obtained from the physical inventory.

FLINT HOUSING COMMISSION

Flint, Michigan

SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)

June 30, 2004

SECTION III - FEDERAL AWARD FINDINGS (CONTINUED)

6. Development Capital Fund Program

Federal Awards:

14,890 - Public and Indian Housing - Development Program
14,872 - Capital Fund Program

Criteria:

HQD has prescribed certain requirements which must be met and certain procedures which must be followed when administering a grant.

Condition:

We noted that a old Development Grant was still incomplete at fiscal year end. According to the Commission, all funds have been drawn and expended. However, the general ledger still shows funds not expended in the amount of \$66,978.26.

In addition, Capital Fund Program expenditures as stated on the general ledger does not reconcile to the subsidiary ledger.

Questioned Costs:

None

Effect:

The Commission has not complied with the requirements governing the aforementioned grants.

Recommendation:

We recommended that the Commission reconcile any differences between the general ledger and the sub-ledger for funds expended on Development Grant and Capital Fund Program.

Management's Response:

Due to the failure of the fee accountant to properly record all transactions, the Housing Commission will reaudit each account to determine the error in posting. The fee accountant's contract had expired June 30, 2004.

Action Plan:

The Flint Housing Commission will reconcile the general ledger with the OCCS reports and make corrections as needed.

Flint Housing Commission De-concentration Plan Summary

The Flint Housing Commission (FHC) has five developments with over 100 units that fall under de-concentration. The five developments are as follows:

- Atherton East – Family Development – 192 Units
- River Park – Family Development – 180 Units
- Richert Manor – Elderly/Disabled Development – 132 Units
- Mince Manor – Elderly/Disabled Development – 110 Units

FHC'S two higher income family developments Atherton East and River Park have the highest number of children and families living in Public Housing. The FHC will focus on de-concentrating and income mixing in accordance to HUD regulations by placing a higher percentage of very low-income families at both developments. The average family income at these two developments are in fact at the low-income level, and reflect being higher due to having a higher number of units and families. However, the FHC will make greater efforts to place lower income families in these developments categorized as being higher in order to de-concentrate and income mix if necessary.

Of the three Elderly/Disabled developments over 100 units, Mince Manor range of income is higher than that of Richert Manor and KMS Square. Although these developments are close to being 100% occupied, Mince Manor and KMS are in the process of becoming designated as Elderly Developments. Due to the problems the FHC has been experiencing with the mixing of single persons, with the Elderly/Disabled families, the rate for move-outs at Richert and KMS are higher than those at Mince Manor. The highest vacancies turnover occur at Richert and KMS causing the FHC to fill the units with applicants currently off the waiting list with lower incomes or no income, causing these developments to fall in the lower income range. In order to de-concentrate, the FHC will attempt to attract and place higher income families at Richert and KMS if they apply and are interested in these locations. FHC will focus on attracting Elderly/Disabled families to these locations by providing a safer environment so that Elderly families with the higher income won't move out or be hesitant about moving in.

Atherton East	\$893,694.00	108	\$8,274.94	higher
River Park	\$1,284,913.00	153	\$8,398.12	higher
Richert Manor	\$597,766.00	120	\$4,981.38	lower
Mince Manor	\$882,036.00	107	\$8,243.33	higher
KMS Square	\$873,275.00	155	\$5,634.03	lower
	\$4,531,684.00	643	\$7,047.72	average
85%	Average		\$5,990.56	
115%	Average		\$8,104.88	

Deconcentration

	Low Income		Very Low Income		30% of Median		Total Units
Richert Manor	0	0.00%	3	2.50%	117	97.50%	120
Garland/Chase	0	0.00%	1	4.00%	24	96.00%	25
Centerview	0	0.00%	6	7.32%	76	92.68%	82
Forest Park	0	0.00%	0	0.00%	17	100.00%	17
Mince Manor	6	5.61%	10	9.35%	91	85.05%	107
KMS Square	1	0.65%	3	1.94%	151	97.42%	155
Howard Estates	1	1.18%	12	14.12%	72	84.71%	85
Atherton East	0	0.00%	7	6.48%	101	93.52%	108
River Park	0	0.00%	6	3.92%	147	96.08%	153
Scattered 9-8	0	0.00%	5	14.29%	30	85.71%	35
Scattered 9-10	2	4.44%	9	20.00%	34	75.56%	45
Aldridge Place	1	1.20%	8	9.64%	74	89.16%	83
Totals	11	1.08%	70	6.90%	934	92.02%	1015

**Memorandum of Agreement (MOA) Part B
Performance Targets and Strategies
Monthly Progress Report**

US Department of Housing and Urban Development
Office of Public and Indian Housing
Office of Troubled Agency Recovery

PHA Name:

PHA FYE:

MOA Term:

Monthly Progress Report
For
Reporting period month ending:
(02/28/2005)

I certify that

all of the information in this report is true and accurate, to the best of my knowledge;
this information has been/will be shared with the Board.

Clyde Caldwell

Typed Title: Executive Director
Typed Name: Clyde Caldwell

March 15, 2005

Date

Operational Area: 1. GOVERNANCE

Targets and Strategies	Final Performance Target	Estimated & Actual Completion Dates	Comments
<p>1.1. The Board should complete general training sessions on Commissioner/ED roles and duties, current program parameters (i.e., public housing, Section 8) and reporting requirements (i.e., PHAS, PHA plan, budgets, capital funding).</p>	<p>Increased housing mgmt. skills</p>	<p>12/31/04</p>	<p>Executive Director HUD PHRS</p>
<p>A. Identify and schedule program-related training courses/seminars/workshops.</p>		<p>06/30/04 extended until 12/31/04</p>	<p>Jun/Jul -Researching potential training; intend to schedule attendance as funding permits. RPC Response June/04 - Task Incomplete. Estimated Completion Date Expired – HA needs to request extension. Indicated researching potential training, no documentation provided. RPC Jul/04 - No request for extension for documentation submitted. Sept/04 – Request extension to 12/31/04 RPC Aug/04 – HA response shows 9/04 should have shown 8/04, always working on month prior. HA requested extension to 12/31/04. Extension Granted. RPC 12/04 - Extension to expire 12/31/04. HA needs to provide explanation/documentation on status of task. Feb/05 Commissioners certification received</p>

			from NAHRO.
B. Complete scheduled training sessions to increase Board knowledge and effectiveness.		12/31/04	<p>Jun/Jul -Board training on Fundamentals of Being a Commissioner completed 5/28/04.</p> <p>RPC June/04 - Task Incomplete. HA indicated that Board Training was completed on 05/28/04. No documentation provided. Documentation needed to complete task.</p> <p>Jul/04 – Copy submitted.</p> <p>RPC Jul/04 - Copy of Cancelled Check to NAHRO received and copy of airline reservations. Please provide copy of Certifications indicating that Board Members completed the training.</p> <p>Sept/04 – Copies of certificates have been requested form NAHRO and Board Members, will provide on receipt of certificates.</p> <p>RPC Aug/04 - HA indicated copies of certificates have been requested from NAHRO. Task on target.</p> <p>RPC Dec/04 - Extension to expire 12/31/04. HA needs to provide explanation/documentation on status of task.</p>
1.2. Maintain Board/ED continuity and focus on performance-based results.	Stable Board	03/31/05	Executive Director HUD PHRS
A. Closely monitor process used to replace board members whose appointments are scheduled to expire during the term of this MOA.		8/31/04	<p>Jun/Jul - Still controversy over current board’s appointment / expiration dates. Flint’s new Mayor will respond in August 2004.</p> <p>RPC June/04 - Task Incomplete. Documentation should be submitted with August report to indicate that task has been completed.</p> <p>RPC Jul/04 - Copy of letter and proposed Resolution received that was sent to the Mayor’s office, however; there was no signature. Please submit Certificate of</p>

			<p>Appointments for all new Commissioners Sept/04 – Copy of resolutions attached which are signed by the Emergency Financial Manager appointed by Governor Granholm, on the date of approval the Mayor of the City of Flint had no authority to sign as the city was under the State of Michigan authority. Attachment A RPC Aug/04 - Received copies of resolutions for appointments of Commissioners – Task Complete</p>
<p>B. Submit to RPC certificates of appointment for all new Commissioners.</p>		<p>A- 5/25/04 C – 5/25/04</p>	<p>Jun - Certification of current appointments faxed to RPC. RPC June/04 - HA indicated that a copy of “Certification of current appointments” was faxed to the RPC. Please fax copy of appointments to Memphis RPC. Sept/04 – Additional copy of certifications were Faxed 9/13/04 to RPC, to the attention of D. Mitchell. RPC Aug/04 - Received copies of resolutions for appointments of Commissioners signed by the Mayor. Appointments indicated show expirations ending on different dates. TASK COMPLETE</p>

Targets and Strategies	Final Performance Target	Estimated & Actual Completion Dates	Comments
<p>2.1. Develop a Training Plan and, on an on-going basis, evaluate staff training needs. At minimum, the Commission should ensure all staff attends job-specific training.</p>	<p>Program knowledge increased</p>	<p>12/31/04</p>	<p>Executive Director HUD PHRS</p>
<p>A. Review training needs in all departments.</p>	<p>Training needs known</p>	<p>06/30/04</p>	<p>Jun/Jul - Review of all departments training needs completed. See Attached RPC June/04 - No Documentation. Please provide the training plan showing the training needs of your staff and certificates and proof of any training completed. Your comments states “see attached”; no document found. Also, you may request an extension of the completion date 06-30-04 to allow time to complete this task Jul/04 - Review of all departments training needs completed. * See attached copy. RPC Jul/04 -Completed-training needs in every department provided</p>
<p>B. Develop and implement training plan.</p>		<p>08/31/04 extended 10/10/04</p>	<p>Jun/Jul - Occupancy training completed on 4/23/04. Scheduled 16 PH staff for Rent Calculation 7/28/04 – 1/30/04. RPC June/04 - No Documentation Jul/04 - Request extension to complete detailed training plan to 10/10/04. RPC/Jul/04 -extension date of 10/10/04 granted to allow time to develop a training plan</p>

			<p>from information gathered.</p> <p>Oct 15 – See Attachment 2.1-B Training Plans for Low Income Public Housing Staff RPC Sept/04 – Received Schedule of Training for 2005. Schedule included training that has been completed by staff. Implementation in process. TASK Complete</p>
C. Provide staff with access to the appropriate and necessary types of training needed to effectively implement HUD programs.	Training opportunities routine	09/30/04	<p>Jun/Jul - As funding is made available the attached training schedule will be implemented.</p> <p>RPC June/04 - No Documentation Sept/04 – July comments reflect training documentation sent. However, a copy is attached to this report.</p> <p>RPC Aug/04 – Received – Task Complete</p>
2.2 Take appropriate steps to fill the position of Executive Director (ED) pending the retirement of the current Interim ED.	ED under multi-year contract	06/30/04	<p>RPC June/04 - Complete. The position of Executive Director (ED) has been filled however; we would like you to provide us with a copy of the contract agreement.</p> <p>Jul/04 - The position of the Executive Director was filled effective 6/28/04. Copy of contract submitted.</p> <p>RPC Jul/04 -Incomplete-Employment Agreement submitted to HUD, however the copy sent was not executed and has no signatures affixed.</p> <p>Sept/04 - Employment Agreement previously sent per above comments. However, per your request, a copy of said agreement is attached. Attachment B.</p> <p>RPC Aug/04 – Copy received. Task Complete</p>

PHAS Performance Targets		Previous Quarter Actual	Current quarter target	1 st month (mm/yy) actual	2 nd month (mm/yy) actual	3 rd month (mm/yy) actual
Indicator #:	Name:	Baseline as of: 03/31/04	1 st qtr Performance Target	2 nd qtr Performance Target	3 rd qtr Performance Target	Final Performance Target
2-1	Current ratio	9.0				9.0
2-2	Expendable Fund Balance	9.0				9.0
2-3	Tenant Receivable/Outstanding	0.0				4.5
2-5	Expense Management/Utilities	1.5				1.5
2-6	Net Income/Loss Divided by the Expendable Fund Balance	1.5				1.5
				Mar 10- See Attached Report Operational Area: 2.1 – 2.6		
Targets and Strategies		Final Performance Target	Estimated & Actual Completion Dates	Comments		
3.1. Increase Operating Reserves						
A. Create a Financial Plan that outlines a goal, including specific timeframes, for the Housing Authority to achieve a positive operating reserve.		Positive Reserves	12/31/04	<p>RPC – June 04 – We look forward to receiving the FHC's Financial Plan that will present realistic timeframes for the authority to achieve a positive operating reserve. You note that it should be completed by 6/30 and presented to the Board in July.</p> <p>Jul/04 - After further review it was determined that FHC would like input from the TRAC team before board approval. The finance director will forward a preliminary plan to Kathy Rooney for review and to implement Kathy's recommendations. To allow time for Kathy Rooney to review and for senior management to review and for senior management to review</p>		

		<p>second draft, then for board approval of final draft, we are requesting an extension through December 2004 (file Financial Plan) attached RPC Jul/04 - The team regards the development and implementation of a Financial Plan, which was agreed to in the MOA, as critical to the Housing Commission regaining a healthy financial posture. It should be a PLAN that will serve as a step-by-step guide to achieving a positive operating reserve.</p> <p>The Financial Plan included in this month's package should be regarded as a "start"; a general narrative overview of a financial plan, with a goal to achieving a positive operating reserve by June 30, 2008. Why was 2008 chosen? Where will you be in 2005? 2006? 2007? How many units will have come online? By when? How will increased occupancy affect the bottom line - not just generally, because we know that rental income will increase when more units are filled - but specifically? Two more units occupied by what date will mean how much more in rental income, etc.</p> <p>What are the operating reserves now? What will they be in December? In March? How specifically will you achieve those goals? How do you get there from here?</p> <p>What will be the actual monetary benefit of Project Based Management to the Housing Commission? For instance, you mention that assigning maintenance personnel by project will reduce the time required to get units reoccupied. How will that translate into increased operating reserves? When does the HA plan to fully</p>
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		<p>implement Project Based Management?</p> <p>In short, the Financial Plan submitted lacks sufficient detail to be effective as the tool it is meant to be. We suggest that the Housing Commission put together a plan that will actually benefit them, listing specific goals and timeframes to which accomplishments can be tied.</p> <p>We agree to extend the deadline for Board approval of this task to the December 2004 Board meeting, while noting that the creation of a Financial Plan is meant to benefit the Housing Commission, not merely to satisfy a HUD requirement.</p> <p>Aug/04 – Correct, the attached Financial Plan is a start outlining what needs to be completed. Thank you for your input on the Financial Plan. FHC is currently gathering information to develop a more comprehensive timeline and will submit a new draft with October’s MOA.</p> <p>RPC Aug/04 – Thank you for your response, we await the October draft.</p> <p>Oct/04 – Files attached (file name: Financial Plan)</p> <p>Dec/04,DH – File 3.1A Financial Plan attached</p> <p>RPC 10/04 - Attachment 3.1A shows a Note indicating that an RFP is being processed to outsource the rehab of units vacant over 30 days. Is this actually an Invitation For Bid (IFB) instead of a Request For Proposal (RFP)? Will the result then change the vacant unit numbers listed with Maintenance instead of showing a constant 200 vacant units until the end of June 2005?</p>
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		<p>Also, The Financial Plan provided with this month's report is EXACTLY the same as that submitted in July 2004. Please consider the comments made by HUD in July 2004 to produce a viable written plan that will truly benefit the FHA and satisfy the terms of the MOA.</p> <p>Dec/04, DH – Correct, once outsourcing begins the 200 vacant units listed in maintenance will be reduced.</p> <p>Jan/05, DH – An Architect is assessing the vacant units for future bids.</p> <p>The financial plan consist of two separate files a MS Word file is the general narrative overview of the plan and an Excel file is the outline showing how an increase in occupancy will affect the bottom line. (both files are named Financial Plan and are attached.)</p> <p>RPC Dec/04 - Each month, for the past 6 months, the FHC has presented the same narrative and Excel worksheet, calling them the "Financial Plan". The Plan does not incorporate suggestions requested of, and offered by, the RPC team. The narrative is too vague to be considered a Financial Plan through 2008 (as stated by the FHC), and the Excel worksheet's monthly estimates extend only to June 2005, and are never updated by "actuals".</p> <p>The RPC was under the impression that the Financial Plan as presented for months was the finished product. In this month's submission, for the first time, the Excel spreadsheet is named "Working Draft Pending Further Administrative Review and Approval", and the narrative Financial Plan is named a "Draft".</p>
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		<p>The FHC is responsible for completing all strategies and targets by the agreed-upon dates, and currently is in serious violation of the Memorandum of Agreement for Operational Area 3.1 A - D. We have no reason to approve an extension, nor has one been requested.</p> <p>For all future monthly reporting, beginning now, do not send the draft financial narrative and Excel spreadsheet to this Office. We have seen it. Instead, we will expect a statement which indicates precisely what steps are being taken on a monthly basis to create and approve a Financial Plan as required above.</p> <p>Feb/05, DH – The following steps are being taken to compile the data needed for a viable financial plan. An Architect firm is assessing 100 units to provide a scope of work using this evaluation FHC will advertise for bids from outside contractors by February 29, 2005. The begin work date will be determined after an outside contractor has been selected. Also reviewing historical data to develop a trend regarding leased and vacant units which will be used to forecast future revenues.</p> <p>DETHUD Feb/05 – The RPC provided input to the Commission on what the Financial Plan should contain in July 2004, at which time the Commission was to submit the final plan no later than December 31, 2004. Since there was no request by the Commission for an extension, the Financial Plan submission is seriously overdue. The overdue Financial Plan must be submitted to our office with the March 2005 monthly MOA Report which is due no later</p>
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			<p>than April 15, 2005. The Plan must address all the issues raised by the RPC in its July 2004 monthly MOA report response. In addition, the February 2005 monthly MOA Report must address what steps are being taken to create and approve the required Financial Plan.</p> <p>Mar/05,DH – Reviewing RPC July 2004 response that the Commission should develop a plan that will serve as a step-by-step guide to achieving a positive operating reserve. The Commission has always maintained a positive operating reserve, in July 2004 our reserve was \$1,582,468 and currently it is at \$1,705,425 which will cover 30% of operating expenses. Please clarify what was meant by “achieving a positive operating reserve”. FHC will develop a Financial Plan that will maintain a positive operating reserve. Contractors will begin work to rehab. 100 units on May 1, 2005, the units will start coming back on line the week of May 16, 2005. This information will be added to the forecast.</p> <p>Step 1. Senior staff will meet to review and discuss the financial plan.</p> <p>Step 2. Financial plan will be presented to Executive Director and Board of Commissioners for review and approval.</p> <p>Step 3. Financial plan will be submitted to HUD.</p>
<p>B. Plan should include increase in revenues from units coming back on line plus rental income.</p>	<p>Plan comprehensive</p>	<p>06/30/04 extended until 12/31/04</p>	<p>Jun-Jul - Plan near completion; intend to be completed by 6/30/04 RPC June/04 - No Documentation. Jul/04 - Forwarding Draft to Kathy Rooney (file Financial Plan) attached RPC Jul/04 – see comments above</p>

			<p>Aug/04 – A new draft will be submitted with October’s MOA.</p> <p>RPC Aug/04 – Thank you for your response, we await the October draft.</p> <p>Nov/04, DH – File 3.1A Financial Plan attached.</p> <p>RPC 10/04 – Plan submitted is exactly the same as that submitted in July. See note above.</p> <p>Dec/04, DH – see note in 3.1A above.</p> <p>Jan/05, DH – see note in 3.1A above.</p> <p>RPC Dec/04 – see note in 3.1A above.</p> <p>Mar/05, DH – see note in 3.1A Above.</p>
C. Present Financial Plan to Board of Commissioners.	Plan created	06/30/04 extended until 11/30/04	<p>Jun-Jul - Plan being implemented</p> <p>RPC June/04 - No Documentation.</p> <p>Jul/04 - Forwarding Draft to Kathy Rooney (file Financial Plan) attached</p> <p>RPC Jul/04 – see comments above</p> <p>Aug/04 – Plan will be presented at November’s Board meeting.</p> <p>RPC Aug/04 – Acceptable. Extended deadline until 11/30/04, however provide your draft plan with the next report.</p> <p>Nov/04, DH – Financial Plan Draft is included in November’s report for the Board of Commissioners review.</p> <p>RPC 10/04 – Plan submitted is exactly the same as that submitted in July. See note above.</p> <p>Dec/04, DH – see note in 3.1A above.</p> <p>Jan/05, DH – see note in 3.1A above.</p> <p>RPC Dec/04 – see note in 3.1A above.</p> <p>Mar/05, DH – see note in 3.1A above.</p>
D. Present Financial Plan to HUD Office.	Plan presented	06/30/04 extended until	<p>Jun-Jul - Financial Plan will be presented to the Board in July 2004.</p> <p>RPC June/04 - No Documentation.</p>

		12/31/04	<p>Jul/04 - Forwarding Draft to Kathy Rooney (file Financial Plan) attached</p> <p>RPC Jul/04 – see comments above</p> <p>Aug/04 – Plan will be submitted in December.</p> <p>RPC Aug/04 – Task ended until 12/31/04</p> <p>Jan/05, DH – see note in 3.1A above.</p> <p>RPC Dec/04 – see note in 3.1A above.</p> <p>Mar/05, DH – see note in 3.1A above.</p>
E. Continue to produce operating budgets that pare expenses and increase reserves.	Plan presented	06/30/04	<p>Jun-Jul - Financial Plan will be presented to HUD after Board approval</p> <p>RPC June/04 - No Documentation.</p> <p>Jul/04 - * See attached financial statements (MOA Financial Board July)</p> <p>RPC Jul/04 – see comments above</p> <p>09/04 – See attached file (MOA Financial Board Aug)</p> <p>Nov/04, DH – File 3.1E-G Finance Expense Tracking attached.</p> <p>Dec/04, DH – File 3.1 E-G Finance Expense Tracking attached.</p> <p>Jan/05, DH – File 3.1 E-G Finance Expense Tracking attached.</p> <p>RPC Dec/04 – see note in 3.1A above.</p>
F. Monitor spending by tracking budgeted line items so as not to overspend any line item.	Continue producing	Annual budget submissions	<p>Jun-Jul - * See attached financial statements</p> <p>RPC – June 04 – Documentation Submitted.</p> <p>The FHC has done a good job tracking budgeted line items and not overspending in any line item but "maintenance", a category in which overspending was, quite frankly, expected. However, the negative variance in dwelling rent revenues overshadowed the positives in most budgeted line item expenses. A positive operating reserve will be the steady result of lower vacancy rates and corresponding increased rental revenues.</p> <p>Jul/04 - Following procedures * See attached</p>

			<p>financial statements (MOA Financial Board July)</p> <p>RPC Jul/04 – see comments above</p> <p>Aug/04 – See attached file (MOA Financial Board Aug)</p> <p>Nov/04, DH – File 3.1E-G Finance Expense Tracking attached.</p> <p>RPC 10/04 – Rec'd thank you</p> <p>Dec/04, DH – File 3.1 E-G Finance Expense Tracking attached.</p> <p>Jan/05, DH – File 3.1 E-G Finance Expense Tracking attached.</p> <p>RPC Dec/04 – see note in 3.1A above.</p> <p>Mar/05, DH – see note in 3.1A above.</p>
G. Provide updated tracking mechanism to HUD office monthly.	Spending monitored	Update monthly	<p>Jun-Jul - Following procedures</p> <ul style="list-style-type: none"> • See attached financial statements <p>RPC June/04 - No Documentation.</p> <p>Jul/04 - * See attached financial statements (MOA Financial Board July)</p> <p>RPC Jul/04 – see comments above</p> <p>Aug/04 – See attached file (MOA Financial Board Aug)</p> <p>Nov/04, DH – File 3.1E-G Finance Expense Tracking attached.</p> <p>RPC 10/04 – Rec'd thank you</p> <p>Dec/04, DH – File 3.1 E-G Finance Expense Tracking attached.</p> <p>Jan/05, DH – File 3.1 E-G Finance Expense Tracking attached.</p> <p>RPC Dec/04 – see note in 3.1A above.</p> <p>Feb/05, DH – see note in 3.1A above.</p> <p>Mar/05, DH – File 3.1 E-G Finance Expense Tracking attached.</p>
3.2. Continue tracking to determine occupancy loss.	Sent to HUD	Provide monthly	<p>Jun-Jul - * See attached financial statements</p> <p>RPC June 04 – Documentation Submitted</p> <p>Jan/05, DH – Attached financial statements as</p>

			<p>referenced in section 3.0</p> <p>Feb/05, DH – Attached financial statements as referenced in section 3.0</p> <p>Mar/05, DH – Attached financial statements as referenced in section 3.0</p>
3.3 Continue submitting Vacancy Days Report with monthly MOA transmission	Update monthly	Track monthly	<p>RPC June 04 – Documentation Submitted</p> <p>RPC 10/04 – Rec'd thank you</p>
3.4. Continue to maintain an Investment Register.	Continue submitting	Provide monthly	<p>RPC – June 04 – Investment Register received. See Attachment 3.4 Investment</p> <p>RPC 10/04 – Rec'd thank you</p> <p>Jan/05, DH – Attached financial statements as referenced in section 3.0</p> <p>Feb/05, DH – Attached financial statements as referenced in section 3.0</p> <p>Mar/05, DH – Attached financial statements as referenced in section 3.0</p>

PHAS Performance Targets		Previous Quarter Actual	Current quarter target	4th month (1/2005) actual	5th month (2/2005) actual	6th month (3/2005) actual
Indicator #:	Name:					
2-4	Occupancy Loss	0.0				
* Based on average annual occupancy for the first-half of the year, the average will not meet HUD approved scores.		81%	90%	81%	%	
Targets and Strategies		Final Performance Target	Estimated & Actual Completion Dates	Comments		
4.1. Improve occupancy levels by maintaining and leasing vacant units.		Minimal vacancies	12/31/04	Executive Director HUD PHRS/FM		
A. Reduce vacancy rates to acceptable levels.		Overall vacancy rate 10%	06/30/04 extended 12/31/04	<p>Jun-Jul – To date we are at 81.5 percent occupancy and 18.5 percent vacancy. Expect to reach 10 percent vacancy by 6/30/04.</p> <p>RPC June/04 - Task Incomplete. Estimated Completion Date 06/30/04. HA needs to request extension. Vacancy Turnover Report indicates 225 vacancies. 10% target has not been reached. Provide update and plan to reach 10% level with July report.</p> <p>Jul/04 – Due to the elimination of the Forced Labor team, and an increasing number of evictions, we are requesting an extension to 12/30/04 as our new target to reach 10%.</p> <p>RPC Jul/04 – The RPC agrees that the overall vacancy rate goal of 10% needs to be extended to 12/31/04.</p> <p>Aug/04 - As of 8-31-04 we are at 80% occupancy, and are creating progressive turnaround activities in all sites between the</p>		

		<p>site-managers and maintenance personnel. Site-Managers are:</p> <ul style="list-style-type: none"> - Inspected vacant unit with their maintenance crew. - Requisition materials in order to renovate the vacant units - Set up schedule for renovating with maintenance crew. <ul style="list-style-type: none"> - Keep track on new vacancy turnaround sheet. <p>RPC Aug/04 – Favorable comments are made in response. The RPC notes that the vacancy rate has increased slightly from 18.5% to 20.0%. Please identify each vacant unit and explain the reasons for Administrative Hold (10 units), Maintenance Hold (180 units), and Transitional (Down Time) Hold (26 units). Are the 3 non-dwelling units being used as police mini units and, if so, are all three being used? Extension was granted to 12/31/04.</p> <p>Sept. 04 – 1006 occupied, 242 vacant (mini stations included) 33 available</p> <ul style="list-style-type: none"> - Traditional (Down Time) / Sent to Maintenance 22 units, From move out until move out inspection is complete. - Maintenance Hold 176 units maintenance received from manager after move out inspection and until rehab is complete. - Non Dwelling 3 units mini police stations included in vacant units. - Available 33 units ready for occupancy lease is not signed. - Administrative Hold 8 units / capital fund under contract. <p>Oct 15- See Attachment 4.1A Housing Management</p> <p>RPC Sept/04 – Thank you for the very clear report; however, the Traditional (Down Time)/Sent to Maintenance shows 21 units not 22 and the Maintenance Hold shows 177 units</p>
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		<p>not 176. Also when did these 8 units start the Capital Fund exemption, for which CFP grant(s) and when is the completion date(s) expected?</p> <p>Nov. 15 – TB- Reviewed October submission document. Confirmed your count of 21 Sent to Maintenance to be accurate, and your count of 177 Maintenance Hold to be accurate. All 8 units were put on Capital Fund exemption 4/1/2004. Expected completion dates are Dec. 2004. Funds are coming out of 2002/2003 Capital Fund Grants.</p> <p>RPC 10/04 - Please provide monthly this very useful report that was provided in the September report. As of 10/31/04, it is noted that your occupancy level has reduced from the previous month (1005 or 1006 to 1003).</p> <p>Dec. 04 – TB – The previous report for the month of October is as follows: 1003 occupied, 245 vacant (3 mini stations included) 24 available, 39 Transition down time/Sent to Maintenance (from move out until move out inspection is completed) 171 Maintenance Hold (units received from manager after move out inspection and until rehab is completed), 3 non-dwelling units (Mini Stations included in vacant units) There were 15 total move-outs for the month of October (10 financial, 3 criminal, and 2 regular.) Whereas, for the previous month of September, there were 3 evictions (2 financial and 1 criminal.)</p> <p>Jan. 15, 05 - TB- The report for the month of December is as follows: 1012 occupied, 236 vacant (3 mini stations included) 14 available, 35 Transition down time/Sent to Maintenance (from move out until move out</p>
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		<p>inspection is completed) 172 Maintenance Hold (units received from manager after move out inspection and until rehab is completed). Administrative Hold 9 units (Eight Capital Fund contract. Out of the 8 units 4 are designated 504 units in which 2 are currently ready to lease; the other 2 will be ready to lease at the end of January; of the remaining 4 capital fund units, which are not 504 units, 2 are ready to lease and 2 will be ready by the end of January); 3 non-dwelling units (Mini Stations). In response to the question regarding the utilization of the 3 Mini Stations, they are being partnered with the Trust Center and Assistant Prosecutor's Office to be located within the stations. With the assistance of our new Tenant Services Director and Resident Advisory Board, we are hoping to utilize the Mini Stations at a greater capacity, by structuring more programs and activities with more volunteers and resident participation.) There were 4 move-outs and no evictions processed for December 2004.</p> <p>RPC Dec/04 Response -The PHA has an vacancy rate of 18.7%. The PHA has failed to meet the 10% vacancy rate by 6/30/04. The RPC strongly encourages the PHA to meet or exceed this goal. Please provide a reasonable estimated completion date. That very useful report (moa brief listing 9-30-04 from Ronda Moore) may have explained what the 9 Administrative Hold units are. Please provide this updated report and an explanation to the 9th Administrative Hold unit.</p> <p>Feb. 15, 05 TB- The report for the month of January is as follows: 1010 occupied, 238 vacant, 15 available, 45 Transition Down Time/Sent to Maintenance, 175 Maintenance</p>
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		<p>Hold. 20 total move-outs (6 financial evictions). We are in the process of updating our status section wording of the Unit Brief Listing report to reflect the following options: available, capital fund, occupied, or maintenance hold only for a clearer understanding. The work write-up specifications are currently being done by an architectural consultant, which has been contained by the FHC. Once the specifications are completed, we will put out a RFP for contractors to complete the 100 quick turnaround units that will be going out for bids. We will send the proposal out and advertise for approximately 20 days, which will be the latter part of March. We anticipate this process to be completed within 30 days, possibly mid-April to get work on the way and in progress. Our goal is to execute the contract in April and get the construction on the way in order to have the quick turnaround units completed within 30 days in June, by the end of our fiscal year. In regards to the nine units on administrative hold, eight of the units are 504 conversion units under Capital Fund, which were completed at the end of January 2005. The ninth unit is a 504 unit at Centerview that was available, the sewer backed up into the unit in December 2004 which caused it to be placed on administrative hold 12/20/04. In January 2005, the situation was corrected and the unit was made available to lease as of 1/28/05.</p> <p>Detroit HUD-Feb 25: Based on the current report, the Commission's vacancy rate. i.e. 19% is slightly higher than the vacancy rate report in December 2004, i.e. 18.7%, and exceeds the vacancy rate, i.e. 18.5% at the time of the inception of the MOA. The report indicates that</p>
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		<p>the Commission is in the process of issuing an RFP to complete repairs on 100 of the currently vacant units by April 2005. IN order to adequately address this task, the Commission must request an extension of time to accomplish this task and provide firm evidence of goal accomplishments such as date of RFP award, a schedule of work that has been completed, and a schedule that identifies when applicants, currently on the waiting list, will be moving into the units.</p> <p>March 11, 05- TB The FHC occupancy is decreasing substantially due to transfers of under-housed or over-housed residents. The FHC has ceased the transfers of these residents until we reach at least 90% occupancy rates. We will still maintain the transfers for reasonable accommodations and medical emergency situations.</p> <p>The FHC has put out a RFP to renovate 100 units throughout their developments. The schedule for this RFP is as follows; Advertising: March 4th Pre-Bid and Walk Through: March 14; and 15 Bid due by April 4, 2005 Contractor chosen- to go before Board of Commissioners for approval on April 20, 2005 Contract signed and work beginning –May 1, 2005 Work complete by June 30, 2005</p> <p>The Housing Choice Voucher system has to terminate up to 220 participants from their program due to loss of subsidies and cuts to their budget. These participants have been notified and will be given the opportunity to accept the 100 Public Housing units before the public housing waiting list (this is deemed as an emergency situation- spelled out in the Admissions and Occupancy Policy which is attached 4.6) Units that become vacant other than the 100 units will be renovated and leased (within 21 days) to the</p>
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			<p>people on the PH waiting list (a list is attached).</p>
<p>B. Maintain aggressive unit turnaround activities.</p>	<p>Units turned quickly</p>	<p>12/31/04</p>	<p>Jun-Jul – New Maintenance Plan being put into place 7/1/04. *See attachment 4.1B Vacancy & Turnaround Analysis Report Date: 10-15-04</p> <p>RPC June/04 – Revised Maintenance Plan was not submitted.</p> <p>Jul/04 – One maintenance person has been assigned for every 50 units at a perspective development, in order to achieve a vacant unit turnaround time of less than 21 days.</p> <p>Aug 04 – Site managers have been given responsibility for unit turn-around at their sites. They have their own schedules for unit-turnaround at their sites. If maintenance personnel cannot handle the unit-turnaround in a timely manner, the manager contacts the Senior Housing Program Manager over Maintenance to received help in this area.</p> <p>* Keeping track of all vacant units and whether they are easy turn-around or need contractors.</p> <p>*Putting in units in order of need and quick turn-around.</p> <p>Scheduling maintenance to renovate units in order of list.</p> <p>RPC Aug/04 - Thank you for your updated comments –Based on your comments FHC should have some schedules to submit to RPC on a monthly basis.</p> <p>Sept 04 – attached is the rehabilitation schedule for all developments.</p> <p>Oct 15 - See Attachment 4.1 B Vacancy & Turnaround Analysis Report</p> <p>RPC Sept/04 – Thank you for the very clear report. It is useful.</p>

		<p>RPC 10/04 - This report only identifies 64 units: however, there are 132 vacant units called 'Unit Turnaround', 102 called 'Vacancy Reduction', 3 units as non-dwelling 8 units as Capital Fund exempt. Please explain.</p> <p>Dec 04 – TB- Of the 132 units called “Unit Turnaround”, we reported on the activity on only 64 as a part of our monthly report. The remaining 68 as well as the 102 Vacancy Reduction units are scheduled to be brought on line utilizing part of the 2004/2005 Capital Fund architectural contract.</p> <p>Jan. 05 TB- New architectural group is currently writing work order specifications for 100 quick turnaround units over 30 days vacant to be contracted out. The Turn-around Analysis Report does not reflect all vacant units; it is a report used to track quick turnaround units 30 days and under, which are being renovated by our maintenance crew. Managers are scheduling maintenance crews to complete units vacant within 21 days of move-out.</p> <p>RPC Dec/04 - Please keep the RPC informed of the architectural group that is working on the 100 quick turnaround units over 30 days vacant and the maintenance crews performance.</p> <p>Feb 15, 05 TB: Work write-up specifications are currently being done by the architectural group in order for us to put out a RFP for bid by the end of February. (see comment above for details) The maintenance crews are aiming to renovate all units within 21 days as they become vacant.</p> <p>Detroit HUD Feb 25, 2005: The Commission responded to this task the same way it responded to 4.1(a). HUD’s concern is that such lack of progress does not support the Commission maintaining aggressive unit turnaround activities. Please adjust</p>
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			<p>accordingly. March 11, 2005-TB: The FHC rates most of our vacant units as follows: Severely damaged: many need to be demolished. Heavily damaged: require substantial rehabilitation. Moderately damaged: needs extensive renovations. These units will require funding in order to hire contractors to complete the work. All units that are new move-out units (under 30 days) are being renovated and turned over for leasing by our maintenance department. The Managers of the developments are scheduling the vacant units so they can be turned around and leased within the 21 day period. They are inspecting the units with a maintenance person immediately upon receiving the vacant unit and at that time, determining whether maintenance or Capital Grant Funds will be used for the unit. If maintenance can renovate the unit, then the unit is immediately given to a maintenance person with a schedule to meet the 21 days. FHC is also pursuing a Revenue Bond with several other Housing Commissions and MISHTA and will look for other funding sources through NOFA and private lending institutions to help fund the renovations of the most damaged units.</p>
<p>4.2. Update policies to reflect HUD's requirements on minimum, ceiling /flat rents to ensure (1) they contain appropriate hardship exemptions and (2) ceiling rents, if retained, are set to the level required for flat rents.</p>	<p>Policies current</p>	<p>06/30/04</p>	<p>Executive Director HUD PHRS RPC June/04 - Task Incomplete. –No response on monthly report to this task. The completion date was 06/30/04. Please advise if</p>

		<p>an extension will be requested or whether this task has been completed.</p> <p>RPC Jul/04 – HA shows they still have Ceiling Rents. Ceiling Rents no longer exist. Please update policies.</p> <p>Aug 04 – The approved 2004 ACOP states we have flat rents – not ceiling rents. The flat rents have been entered into the computer and will be handled as re-certifications are complete. Hardship policies and resolutions have been adopted by the Board of Commissioners.</p> <p>RPC Aug/04 - No documentation submitted. Please verify statement in monthly progress report. If you currently have a new lease showing the flat rent as a choice of rent, we would like to have a copy for the file and a copy of the section of your ACOP addressing this issue as well. The date of completion was 06-30-04, please request an extension to allow completion of task.</p> <p>Sept 04 – Attached is the documentation from the ACOP.</p> <p>Our current lease does not contain wording regarding flat rents, the 2005 PHA Plan will have a new lease containing flat rents.</p> <p>Oct 15 – See Attachment 4.2 Housing Management.</p> <p>RPC Sept/04 – FHC provided a copy of information from their ACOP indicating their policies on minimum and flat rents. It was indicated in the ACOP that copies of the Board Resolution adopting the flat rents was submitted to HUD, however; not aware of us receiving this resolution. Please provide</p> <p>Nov. 15 – TB – See Attachments 4.2 Resolution No.: 569 Minimum Rent Hardship Policy Public Housing; Resolution</p>
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			<p>No.: 593 FHC's Admissions and Continuing Occupancy Policy 2004; Resolution No.: 596 Board of Commissioners approval of PHA and Annual Five-Year Plan, and section of ACOP indicating FHC's policies on minimum and flat rents.</p> <p>RPC Oct/04 - Documentation Provided. TASK COMPLETED.</p>
<p>4.3. Develop and submit Designated Housing Plans to HUD for approval as appropriate.</p> <p>A. Designated Housing Plan progress</p>	<p>Designated housing plans submitted</p>	<p>12/31/04 Extended 3/31/05</p>	<p>RPC June/04 – Contractor (SOW) completed an allocation Plan for Designation of Elderly Housing 9/02 transmitted to ED via Email for review 7/04.</p> <p>Jul/04 – Designated Housing Plan approved by board on 6/17/04. Staff is reviewing designation study completed by D. Strum. Board approved FHC to designate KMS Square and Mince Manor as Elderly only. Staff will be working on writing a designation plan based on D. Strum's report and will have plan completed and submitted by 12/31/04 deadline.</p> <p>Jan. 15, 05 TB- Request extension until March 31, 2005 to write Designated Housing Plan.</p> <p>RPC Dec/04 – Extended granted deadline 3/31/05</p> <p>Feb. 15, 05 TB – Thank you for the extension. The FHC is seeking an outside consultant by submitting an RFP requesting assistance in possibly expanding Elderly/Disabled units to include elderly congregate housing.</p> <p>Detroit HUD Feb 25: no comment given March 11, 2005-TB: We plan on having a Strategic Planning Meeting in June 2005 with the Board of Commissioners and all Senior Staff to talk about designating all of our "Elderly/Disabled" developments into</p>

			<p>Elderly/Congregate buildings. We believe this will be more beneficial to our Elderly residents by getting the process of turning them into Elderly/Congregate buildings faster than just Elderly. We are asking for an extension until June 30, 2005 for this area so we can benefit from the plan formed and not just jump into it without a strategic plan in place.</p>
<p>4.4 Implement quality control procedures related to tenant selection, assignment, and admissions.</p> <p>A. Quality control procedures being implemented and documented.</p>	<p>Comprehensive procedures</p>	<p>12/31/04</p>	<p>Jul/04 - Quality control being performed on applications effective 4/1/04 and admissions are being checked for accuracy by Senior Public Housing Manager.</p> <p>Aug 04 - The Senior Housing Program Manager over Public Housing will be completing quality control on tenant selection, assignment, and admissions starting on 9-1-04. All quality control procedures will be documented.</p> <p>*Will complete 10 applications of applicants brought in for orientation within the month.</p> <p>* Will complete 10 tenant records regarding assignment within the month?</p> <ul style="list-style-type: none"> • Will complete 10 tenant records for admission information within the month? <p>RPC Aug/04 - -Based on the comments in the report; quality control procedures will be implemented starting 9-1-04. We must have documentation to close task</p> <p>Sept 04- Attached is the forms we use for quality control for tenant selection, assignment and admissions. Also attached is a listing of the applicants quality control was completed on.</p> <p>Oct 15 -See Attachment 4.4A</p> <p>RPC Sept/04 – Documentation provided</p>

			<p>indicating quality control being implemented. TASK COMPLETE</p>
<p>4.5. Reduce vacant unit turnaround time. [Reference: 24 CFR 901.10 & 902.43(a)(1)]</p>	<p>Less than 21 days</p>	<p>04/01/05</p>	<p>RPC June/04 – Although the Vacancy report was transmitted with # of work orders, progress is reaching 21 days is not identified. Please identify average # of days to completed Emergency/Non Emergency work order along with work order log for the reporting month with your monthly report.</p> <p>Jul/04 - The reporting system in place when this MOA was initiated was not capable of providing proper documentation for this activity. However, the new posture is to develop a schedule wherein units in fair to moderate condition will be repaired within 3-5 days; for units in borderline sub-standard condition, the maximum 21 days allowed will be utilized and all sub-standard units will be referred to Modernization or Capital Funds. We have implemented the use of a Vacancy and Turnaround Analysis spreadsheet; a scheduled process whereby a unit is tracked by the Housing and Maintenance Managers from the Move-out date to the date of completion.</p> <p>RPC Jul/04 - Thank you for your comments to improve performance but the actual vacancy of units (or percentage) was not reported. Please provide this information in your next monthly MOA progress report along with the status listing of all units.</p> <p>Aug/04 – As of August 31, 2004 there were 998 occupied (3 Non-Dwelling) and 249 vacant units. Twenty-six (26) of the 250 vacant units are available for occupancy and the average transition or down time is 27 days. This average, however, is not a true representation of our current Unit Turnaround Time, as we are</p>

		<p>completing two, three and four bedroom units in fair to moderate condition within 3-5 days and one bedroom elderly units in like condition within one day. With the deploring of Site based Maintenance and the utilization of the Vacancy Unit Turn-Around Analysis as a monitoring device, we plan to keep unit down time under 21 days.</p> <p>Actual Percentage of occupied units on 8-31-04 is 80%. Attached to MOA (Attachment 4.5) is a breakdown of status for all vacant units.</p> <ul style="list-style-type: none"> • Working with tenant selection department to hold more orientations to have a quantity of applications ready for each bedroom size at all times. • Making sure managers have more applications sent to them per unit in case applicants refuse units. • This will allow the managers to have applicants ready to move in as soon as units are ready. <p>RPC Aug/04 - The PHA states, "As of August 31, 2004 there were 998 occupied (3 Non-Dwelling) and 249 vacant units. Twenty-six (26) of the 250 vacant units are available for occupancy..." Please clarify your statement. Are the 3 non-dwelling units included in the 998 occupied units or not included? Do you have 246 (See brief3 file), 249 or 250 (See unit list as of 8-31-04 file) vacant units? In the 'August report-vacancies' file, the report shows 39 units available for occupancy, so are there 26 units or 39 units available? - not completed</p> <p>Sept 04 - 1006 occupied, 242 vacant (mini stations included), 33 available</p>
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		<p>- Traditional (Down Time) / Sent to Maintenance 22 units, From move out until move out inspection is complete.</p> <p>- Maintenance Hold 176 units maintenance received from manager after move out inspection and until rehab is complete.</p> <p>-Non Dwelling 3 units mini police stations included in vacant units.</p> <p>-Available 33 units ready for occupancy lease is not signed.</p> <p>Administrative Hold 8 units / capital fund under contract.</p> <p>RPC Sept/04 - The unit turnaround time data was not provided nor calculated.</p> <p>Oct/04, JH – As of November 5, 2004, there are 1006 occupied units (which includes three (3) non- dwelling units), and 242 vacant units. Of the 242 vacant units, eight (8) are 504 conversions, under Capital Funds, 102 are in Vacancy Reduction and 132 are in Unit Turnaround.</p> <p>See Attachment. 4.5</p> <ul style="list-style-type: none"> • Dec/04, JH – As of December 13, 2004, there are 1012 occupied units (which includes three (3) non- dwelling units) and 236 vacant units. Of the 236 vacant units, seventeen (17) are available for occupancy, and eight (8) are 504 conversions. There are 102 units in Vacancy Reduction and under the guidance of our Executive Director, Clyde Caldwell, we are seeking to contract with the Hamilton Anderson architectural firm to conduct inspections of all of our properties to improve on our Vacancy Turnaround efforts. Some of the benefits of this venture will be an accurate assessment of our vacant units
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			<p>with respect to which units could be completed within 5-7 days as opposed to those units requiring Modernization efforts or licensed contractors.</p> <p>The attached report is used to monitor the monthly activity conducted on the 134 units in Vacant Unit Turnaround.</p> <p>See Attachments 5.3 & 5.3 a RPC Jan/05 - Please make sure your attachment include the average number of vacancy days during the month.</p> <p>Detroit HUD Feb 25, 2005: The Commission submitted an excel file showing the current average number of vacancy days during the month of January 2005 to be 104 days, with no substantial explanation as to what the Commission intends to do to solve this problem. Although it is mentioned as part of the December 4, 2004 report that the Commission is seeking to contract with Hamilton-Anderson architectural firm to conduct inspections of all the Commission's properties to improve vacancy turnaround efforts, no updated report is provided on the Commission's efforts to contract with this firm. Please provide an update for the February report, including a copy of the RFP that was developed by the Commission to procure this service.</p> <p>March 11, 2005 TB: An architectural contract was signed with Hamilton-Anderson architectural firm to handle the 2004 Capital Fund Grant physical work items along with a needs assessment and the scope of work the 100 unit renovation project. The needs assessment and the scope for the 100 units are complete at this time. The 100 unit renovation package is advertised and the bids are due back on April 4, 2005 (see above for schedule). The needs assessment of the properties has given us a better understanding of what condition our vacant units are in. As described above, most of</p>
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			<p>the remaining vacant units need anywhere from extensive renovations to being demolished. These units are put in our Capital Fund Grant. All other units are being inspected as they are vacated and determined whether they can be turned over quickly by maintenance or have to be given to CFG. As of February 28, 2005; 191 units were on Capital fund because of extensive damage; 7 units are being leased (ready); 3 are mini-police stations (non-dwelling); and 18 units are being renovated and turned over for leasing by our maintenance crews.</p>

Operational Area: 5. PROPERTY MAINTENANCE

Targets and Strategies	Final Performance Target	Estimated & Actual Completion Dates	Comments
<p>5.1. Submit for review the 504 Transition Plan</p>	<p>Complete Plan</p>	<p>05/31/04</p>	<p>Maintenance/Mod Mgr. HUD FM</p> <p>RPC June/04 – Plan received June 04 and under RPC review</p> <p>Jul/04 - 504 Transition Plan Submitted to RPC Team in Jun/04. No word on approval of plan as of July 31, 2004.</p> <p>RPC Jul/04 - Plan accepted and will be forwarded to FHEO for comments.</p> <p>RPC Oct/04 - Contacted FHEO again, expect comments soon.</p> <p>RPC Dec/04- FHEO pointed to nine areas that needs to be addressed prior to approving the submitted 504 conversion plan. Please refer to the attached e-mail from the FHEO office.</p> <p>Jan. 05 CG Will respond to the nine areas that need to be addressed after receiving letter and e-mail regarding the areas.</p> <p>RPC Jan/05 - Continue to follow through in</p>

replying to FHEO concerns.

Feb. 05 –CG- Received FHEO response on Feb. 1, 2005. In process of addressing areas in need Asking for extension to March 31, 2005 to complete and send in.

Detroit HUD Feb 25, 2005:–To date, no Plan has been submitted. While the Commission is requesting a time extension to submit the Plan until 3/31/05, and we have no objection to extending the deadline, please identify what the Commission has done to date to address the areas identified by the Fair Housing & Equal Opportunity Office (FHEO), including what remains to be accomplished in order to submit the Plan by 3/31/05.

March 9, 2005-cg-The FHC 504 Transition Plan was submitted to the RPC in Cleveland for review in May 2004. On February 1, 2005, we received a letter from the RPC in Cleveland giving us the list of concerns the Office of Fair Housing and Equal Opportunity had. Most of the questions are easy to reply to but Question 8 asks the FHC to do a study for our jurisdiction on the needs of eligible qualified handicapped persons in the PHA’s jurisdiction. This study will take time and we will hire a qualified firm to do the study. In order to give us time to find someone (RFP) who can do the study and have the study completed, we need an extension for the completion of the 504 Transition Plan.

We are attaching the original 504 Transition plan along with the letter from the RPC in Cleveland listing the questions.

In order to complete the study and the Plan; we are asking for a 90-day extension.

			<p>April 8, 2005 CG: In process of answering questions given to us by the FHEO. Attached are the answers we have at this time. Will need completed study before finalizing 504 Conversion Plan</p>
<p>5.2. Improve Work Order (WO) Performance</p>	<p>WO performance improved</p>	<p>09/30/04 extended until 11/30/04 extended 1/31/05</p>	<p>Maintenance/Mod Mgr. HUD FM</p> <p>RPC Jul/04 -The non-emergency report actually shows 213 w.o.s and your MOA report states 212. Please check your numbers.</p> <p>Sept/04 – The numbers submitted in the last report were taken from the actual print-out generated by our tracking system. We noticed the discrepancy as well but were unable to make adjustments necessary to correct it. We will confer with Emphasis, our service provider, as they are scheduled for in-house training on October 13, 2004.</p> <p>RPC Aug/04 – Extending task until 11/30/04</p> <p>RPC Sept/04 - MASS sub-indicators for “maintenance” reports 100% all units and dwellings inspected in accordance with UPCS/HQS requirements. REAC inspections reveal numerous EH&S violations. Is training or quality control a factor? Please comment.</p> <p>Oct/04 JH – There are many factors contributing to the large number of EH&S violations, however, UPCS training would be helpful. Our inspector, though on the job for over 12 months, just recently received UPCS training. Our 5 Housing Managers are scheduled for UPCS training after the first of the year, as they are the first line supervisors of on-site maintenance personnel.</p> <p>Dec/04 GPE – In the process of securing a vendor to provide the UPCS training in the first</p>

		<p>quarter of 2005.</p> <p>RPC 12/04 - What is status of proposed UPCS training?</p> <p>Jan/05 JH – We are in the process of establishing a contract with NAHRO to conduct on-site training; task to be completed by March 31, 2005.</p> <p>RPC Jan/05 - Continue to prepare for the training.</p> <p>Detroit HUD Feb 25, 2005:– It is noted that two extensions had been requested and approved by the RPC i.e., November 31, 2004 and January 31, 2005, with no measurable results. In addressing this task, the Commission indicates that it is preparing to attend the Uniform Property Conditions training. It is difficult for our office to see the correlation between the UPCS training and the improvement of work order performance. The training does not cover how the Commission should conduct its work order process. It is up to the Commission to have a sound system in place that assures proper tracking of emergency and non-emergency work orders.</p> <p>It is recommended that the Commission request another extension date for completion of this task and submit a copy of its standard operating procedures governing the tracking of work orders, along with a sample of the its work order logs, emergency and non-emergency, to our office for review. While we would still encourage the attendance at the UPCS training, completion of this task is not incumbent on receiving that training.</p> <p>March 12, 2005 JH – The FHC Housing Managers are the first line supervisors of on-site maintenance personnel. To date none of our managers or maintenance staff have been trained in UPCS. The training is scheduled for</p>
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			<p>March 23rd and 24th, 2005. A working knowledge of the inspection standard as set forth in the Uniform Physical Condition Standard is an essential element in improving Work Order Performance. This training will enhance the knowledge base of all our staff so that we know exactly what to look for and correct to gain compliance.</p> <p>The standard operating procedure for the FHC Work Order Processing System is outlined in the FHC 2005 Maintenance Plan.</p> <p>See Attachment 5.2</p>
<p>A. Review/analyze performance each month to ensure compliance with MASS standards.</p>		<p>On Going</p>	<p>Jun-Jul - * See attached plan</p> <p>RPC June/04 – No documentation submitted or item addressed</p> <p>Jul/04 - Maintenance Supervision has reviewed the MASS standards and with the changes made in personnel distribution, we have reduced the number of days to complete non-emergency work orders from 40 days in 2001 to 2 days on average in 2004.</p> <p>RPC Jul/04 - Compliance with MASS standards - Completing w.o.s in 2 days has been a great improvement. With 3 emergency w.o.s over 24 hours, this reduces the MASS score. It is sometimes possible to abate the emergency even though the defect hasn't been fully corrected.</p> <p>Sept/04 Thank you for the advice, with regards to abating emergencies. To avoid future reductions in MASS scores, we will close emergency work orders when steps have been taken to abate the emergency even though the defect hasn't been fully corrected.</p> <p>RPC Aug/04 – Thank you for your response and action.</p> <p>Oct/04 JH – The above-mentioned measure for</p>

		<p>handling emergency work orders is working very well. Over the past 60 days we have seen a dramatic increase in emergencies closed within 24 hours. We are also monitoring the entire work order process more closely by reviewing the status of all work orders issued with the Housing Managers from week to week. The managers then meet with the site based maintenance staff to resolve any “open” work order issues.</p> <p>RPC Oct/04 - Good job, continue to follow through.</p> <p>Dec/04 JH – We are continuing to benefit from the weekly review of all work orders, as the maintenance staff is more concerned about “open” work orders than ever. However, their focus on completing work orders in a more timely manner has actually caused our residents to become more trusting and consequently, more work orders are being generated than when we started the process in October.</p> <p>See Attachment 5.2 A</p> <p>RPC 12/04 - Continue to follow through with reviews and evaluate whether improvements or efficiencies can be made. Can staffing be an issue?</p> <p>Jan/05 JH – Days-end reviews of all work orders issued for the day, and “follow-up” to ensure closure to those left “open,” will eventually lift us to high performance status. Increased staffing would allow us to maintain a steady pace, with regards to work orders as well as unit turnaround. We do experience a shortfall of on-site maintenance staff in some developments, as some crewmembers are “pulled” during snow emergencies and related work activities.</p> <p>RPC Jan/05 - Is increasing staff one your strategy ?</p> <p>Feb/05 JH - We are considering increasing staff</p>
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			to some degree, as we plan to bring on licensed technicians in the disciplines of plumbing, electrical and carpentry, just as we have with the addition of a HVAC technician.
B. Continue implementing the quality control system, and expand process to include feedback from residents.		On Going Extended 3/31/05	<p>Jun-Jul - * See attached plan</p> <p>RPC June/04 – Copy of plan not submitted</p> <p>RPC Sept/04 - What is the status of the quality control plan?</p> <p>Oct/04 JH - FHC Maintenance has implemented a site based Maintenance/Unit Turnaround program to include resident feedback. Our five (5) Public Housing Managers are scheduled for UPCS training after the first of the year and will, afterwards, train selected, on-site maintenance personnel in the inspection process utilizing the standards, regulations and requirements embraced by REAC.</p> <p>RPC Oct/04 - Continue to implement plan and update after first of year.</p> <p>Dec/04 JH – Thank you.</p> <p>RPC 12/04 - Which attachment refer to the quality control procedures for improving maintenance? Has proposed training dates been scheduled?</p> <p>Jan/05 JH – To date, no attachment has been submitted with regards to quality control as part of a formal Maintenance Plan. We have focused, however, on developing a better understanding of universal Public Housing standards and the managerial principles needed to rewrite a meaningful Maintenance Plan. In December of 2004 Senior Management received OSHA training in preparation for the development of a written Health and Safety Manual; the Housing Managers will receive UPCS training by March 31, 2005. Please extend our completion date for this task.</p> <p>RPC Dec/04 – Extended til 3/31/05.</p> <p>Detroit HUD Feb 25, 2005:– It is noted that two</p>

			<p>extensions had been requested and approved by the RPC i.e., November 31, 2004 and January 31, 2005, with no measurable results. In addressing this task, the Commission indicates that it is preparing to attend the Uniform Property Conditions training. It is difficult for our office to see the correlation between the UPCS training and the improvement of work order performance. The training does not cover how the Commission should conduct its work order process. It is up to the Commission to have a sound system in place that assures proper tracking of emergency and non-emergency work orders.</p> <p>It is recommended that the Commission request another extension date for completion of this task and submit a copy of its standard operating procedures governing the tracking of work orders, along with a sample of its work order logs, emergency and non-emergency, to our office for review. While we would still encourage the attendance at the UPCS training, completion of this task is not incumbent on receiving that training.</p> <p>March 12, 2005 JH See Attachment 5.2</p>
<p>5.3. Improve Maintenance Operations</p>	<p>Maintenance plan implemented</p>	<p>09/30/04 extension 3/31/05</p>	<p>Maintenance/Mod Mgr. HUD FM</p> <p>Jul/04 - One maintenance person has been assigned for every 50 units at a development, in order to improve maintenance operations. We have also implemented the use of the aforementioned Vacancy and Turnaround Analysis spreadsheet.</p> <p>RPC Jul/04 - Continue to monitor results on effectiveness of newly deployed efforts to improve maintenance operation</p> <p>RPC Sept/04 - No comments provided. The</p>

		<p>PHA was to complete this task by 9/30/04.</p> <p>Oct/04 JH – To improve maintenance operations, we have enlisted the assistance of the Housing Managers, with regards to on-site maintenance. Each site is staffed with an adequate number of maintenance personnel, based on the number of housing units that are in the respective developments and the Housing Managers are their first line supervisors. Under the direction of the Housing Managers, the on-site maintenance staff is responsible for all work orders as well as Unit Turnaround. Work orders are still processed from the Central Office, and only the Sr. Housing Program Manager of Maintenance or his Assistant, are authorized to officially enter or close a work order. Housing Managers have the ability to access work orders electronically from their remote sites. As a back-up, in case of a computer glitch, mail is hand delivered to each site twice daily. When a work order is completed, the Housing Manager or his/her assistant faxes the completed work order back to the Central Office.</p> <p>When a unit becomes vacant and we officially take possession of it, the Housing Manager and his/her designated maintenance person inspect the unit and after the inspection, the unit is “Sent to Maintenance” or turned over to maintenance. At that time the Public Housing Manager and his/her designee project a date of completion for that unit and progress is monitored until actual completion occurs.</p> <p>Dec/04 JH – Goals</p> <ol style="list-style-type: none"> 1. To complete all emergency work orders
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within 24 hours.

2. To complete Vacancy Turnaround units within 5 to 7 days.

Current Action Items

- We are presently experiencing a shortage of skilled Housing Maintenance Technicians to handle emergency maintenance calls for the Flint Housing Commission. We are interested in establishing contractual relations with several reputable service vendors, who can provide the Housing Commission with trained certified personnel in the skilled trades including, electrical, mechanical, plumbing and carpentry.

See Attachment 5.3

RPC 12/04 - Your maintenance division has implemented procedures to improve maintenance operation, but has the procedures been finalized as policy? Attachment 5.3 does not seem to address this issue. **Jan/05 JH** – Our intent, as we develop and implement procedures to improve maintenance, is to finalize those procedures into policies embodied in our revised Maintenance Plan, again, please extend our completion date for this task.

RPC Dec/04 – Extension granted until 3/31/05.

Detroit HUD Feb 25, 2005: The Commission provided no input for the January 2005 report. It appears that the Commission was granted an extension to 3/31/05 for this task.

			<p>The Commission should provide our office with a copy of the draft plan, for our review and comments, prior to finalizing the plan by 3/31/05,</p> <p>March 12, 2005 JH See Attachment 5.2</p>
A. Update and implement maintenance plan, and broaden to include site-specific curb appeal.			<p>Jun-Jul - Plan being implemented includes site specific curb appeal strategies.</p> <p>· See attached plan</p> <p>RPC June/04 – Copy of updated Maintenance Plan not submitted.</p> <p>Jul/04 - Curb appeal has continued to improve since FHC returned to site based maintenance. The first hour of each morning is dedicated to trash/debris removal; our grounds crew is presently working on a two day rotation from site to site.</p> <p>RPC Jul/04 - Continue to utilize the best method of improving curb appeal.</p> <p>Dec/04 JH – Our Grounds Crew now has the dual role of snow removal included in their task of duties along with routine maintenance and Vacancy Turnaround. As with their lawn care, they continue to strive for excellence in tenant satisfaction as well as safety.</p>
5.4. Improve Physical Condition of Properties	Property appearance improved	09/30/04	Maintenance/Mod Mgr. HUD FM
A. Prepare for REAC inspections; inspect sites; address level 3 citations.		09/30/04	<p>RPC June/04 – EHS Inspections transmitted to the HA 8/3/04 provide copy of work order and clearance of the deficiencies, if have not transmitted by Email.</p> <p>Jul 04 - Drainage and concrete improvements</p>

			<p>are in progress by Modernization and will contribute to the improved physical condition of Howard Estates.</p> <p>Annual REAC inspections are in progress. All level 3 citations will be recorded and completed in an expedient manner. Work orders certifying completion will be available for inspection.</p> <p>RPC Sept/04 - RPC received all of the sited EH&S violations during the last REAC inspection (fy 04) September 13, 04. Currently reviewing each violation and cross referencing with appropriate work orders. Estimated completion date, October 30, 2004.</p> <p>RPC Oct/04 - REAC EH&S violations during the fy 04' PHAS review has been cross-reference with work orders. All violations addressed with-in HUD/REAC guidelines.</p>
<p>B. Analyze results; correct deficiencies.</p>		<p>On Going</p>	<p>Jun-Jul - Deficiencies are being addressed as units inspected</p> <p>RPC June/04 – Include analyze of deficiencies identified and corrective action taken with each monthly reporting. Consideration should be given in preparing 2005 PHA Plan to include addressing PASS deficiencies.</p> <p>Jul/04 - Deficiencies are being addressed as units inspected; work orders have been generated as it relates to the REAC inspection and thought has been given to including</p> <p>RPC Jul/04 -Thanks for the update and keep up on this progress</p> <p>RPC Aug/04 – No comments received, please provide with update each month on this task</p> <p>RPC Sept/04 - No comments provided. The PHA was to complete this task by 9/30/04.</p> <p>Oct/04 JH – All deficiencies related to the 2004 REAC inspection have been completed</p>

			and verified by Henry Pascal during his August visit to the FHC. RPC Oct/04 - All EH&S violation data collected on site during August 04' visit to be verified by Nov' 04'
5.5. Update utility allowances for each development Report on progress of Utility Allowance RFP A. Utility allowances updated	Utility allowances updated	06/30/04 C-8/6/04	Executive Director HUD FM RPC June/04 – Completed Utility Allowances received and accepted RPC Jul/04 - Low Income Utility Allowance RFP completed 05/2004 and approved by Board on 7/20/04 (Resolution #587) Utility Allowances received and reviewed. Allowances for PIH (low rent) are acceptable.
5.6. Perform Energy Audit (It is budgeted in CFP)	Energy audit complete	09/30/04 extended 11/30/04 extended 1/31/05	Executive Director HUD FM Jul/04 - Energy Audit funds will be available in 2004 CFG when approved. Procurement is working RFP for Energy Audit. Asking for extension to 11/30/04 in order to receive RFP back and have energy audit completed RPC Jul/04 - Extension granted Oct 04- Unable to complete by extension. Asking for new extension until January 31, 2005. RPC Oct/04 - Recommend approval Jan 15, 2005 – CG – Working on RFP for Energy Audit- should go out in January 2005. Feb 05 – cg – still working on RFP to send out for Energy Audit. Asking for additional extension in order to complete RFP, send out and receive proposals; hire company and complete energy audit. Asking for extension until April 30, 2005. Detroit HUD Feb. 25: To date, the Commission has not completed this task.

<p>5.7 Update and submit Security Plan</p>	<p>Security Plan</p>	<p>9/30/04 extended 12/31/04</p>	<p>RPC 10/04 – This item had been dropped from the MOA progress report in error. This task item has not been received and was due 9/30/04. We are extending the deadline until 12/31/04.</p> <p>Dec/04 JH – Through may of 2004 The Flint Housing Commission was under contract with Lagarda Security and we were not satisfied with the level of service provided. On April 1, 2004 we fired Lagarda and entered into an agreement with Premier Security based on excerpts of language contained in a Request For Proposal drafted for issue and release in June of 2004.</p> <p>The relationship with Premier has been a good one, with respect to a dramatic decrease in crimes committed on our properties. Premier has aggressively enforced our “No Loitering”, “No Trespassing”, “No Soliciting” policies as they performed 24 hour patrol on all FHC properties from April of 2004 through August of 2004. Our resident satisfaction rating also improved, as security has been one of their major interests, however, Premier has cost the Commission as much as \$20, 000 weekly.</p> <p>Due to budget constraints, we have recently had to reduce the number of hours Premier is on duty to a 4 hour shift, yet there has been no significant increase of crimes committed.</p> <p>The aforementioned RFP was released on June 28 2004 and we had a number of responses, Premier being one of them, however, our plan is to utilize the remainder of our budget for security on digital video equipment.</p> <p><u>See Attachment 5.7</u></p>
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			<p>RPC 12/04 - Continue to monitor and enforce security measures to improve safety. Formalize policy to address security issues.</p> <p>Jan/05 JH – We have restructured the contractual agreement Premier Security to include one car, two officers patrolling all of our developments during two (2) eight hour shifts. Proper signage has been erected and Premier continues to aggressively enforce our “No Loitering”, “No Trespassing”, “No Soliciting” policies. A formalized security policy and procedure manual is forthcoming.</p> <p>RPC Jan/05 - Is a extension of time needed ?</p> <p>Feb/05 JH – Yes, please.</p> <p>Detroit HUD Feb 25, 2005: The Commission has not updated and submitted its security plan to date.</p> <p>The Commission should request another extension to submit the plan and provide a schedule that identifies discrete tasks, with accompanying dates, leading to the completion and submission of the plan to HUD.</p> <p>March 12, 2005 JH See attachment 5.7</p>
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PHAS Performance Targets		Previous Quarter Actual	Current quarter target	1 st month (mm/yy) actual	2 nd month (mm/yy) actual	3 rd month (mm/yy) actual
Indicator #:	Name:					
4	Resident satisfaction					
3-6	Economic uplift & self sufficiency					
Targets and Strategies		Final Performance Target	Estimated & Actual Completion Dates	Comments		
6.1. Improve implementation activities related to ROSS grant (MIOORSV00116)		Program utilized	03/31/05	Executive Director HUD PHRS		
A. Expend grant balance within required timeframes.		Funds expended timely	03/31/05	<p>Jun-Jul - Will be expended once HUD releases the funds.</p> <p>Jul/04 - The ROSS Grant is being expended to provide a Tenant Service Coordinator for our elderly and disabled tenants. Attached is a financial statement for expenses through July 31, 2004. (Ross Grant)</p> <p>RPC Jul/04 - Incomplete-Please show documentation that funds are being drawn down timely and properly from ROSS grant and not operating subsidy.</p> <p>Aug/04 – File Attached (Voucher Query)</p> <p>RPC Aug/04 - Received voucher inquiry but no explanation. Please put task number on the documentation. Oct 15- See Attachment 6.1 Documentation of Ross Grant Draws.</p> <p>RPC Oct/04 - Please submit support documentation in order for the drawdown to be reviewed and released.</p> <p>Dec/04, DH – File 6.1 Ross Grant attached.</p> <p>RPC Dec/04 - Incomplete-The HA only</p>		

		<p>submitted a general ledger register for administrative salaries and benefit for I assume the Coordinator with expenses of \$13,521.06. Please indicate if expenses have been paid and from what account. The drawdown of \$5,355.90 is still open in LOCCS as of 10-13-04 and no documents have been submitted to RPC for review or release.</p> <p>Jan/05, DH – Documents were sent to Bettye S. Jones on 01/12/05 for her review.</p> <p>RPC Jan/05 -Incomplete-The HA was contacted by email and telephone, requesting that they submit drawdown documents for review by RPC. As of 01-19-05 the documents have not been received. The supporting documentation submitted with the report is only a copy of FHC general ledger register for administrative salaries and benefits. Spoke with David and he informed me that the individual that was paid from this grant no longer works at FHC. A new employee has been hired in a different capacity. I inquired as to how this person is being paid and was told that possibly from operating subsidy.</p> <p>Feb/05, DH- Per telephone conversation with Bettye Jones on February 7, 2005 FHC will contact Detroit HUD regarding voucher for ROSS Grant.</p> <p>DETHUD Feb/05 – The Commission submitted its semi-annual progress report, but failed to submit source documentation to support the \$5,355.90 payment request. The unencumbered funds remaining in LOCCS total</p>
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			<p>\$27,914.82, which includes the \$5,355.90 payment that was cancelled. Since the grant expires on March 4, 2005, have the remaining funds been encumbered by the Commission to allow closeout of this grant? Failure to encumber funds prior to expiration, will be cause for funds to be recaptured.</p> <p>Mar/05, DH – Source documentation was submitted to Mary Ann Piekosz for all remaining funds and the ROSS Grant was completed by the March 4, 2005 close date.</p>
6.2. Explore options to increase security oversight and worthwhile resident programs at all developments with a particular emphasis on reducing crime and increasing resident self-sufficiency.	Decreasing crime/added programs	12/31/04	Executive Director HUD PHRS

Operational Area: 7. MANAGEMENT INFORMATION SYSTEM

Targets and Strategies	Final Performance Target	Estimated & Actual Completion Dates	Comments
7.1. Evaluate and monitor MIS capabilities to ensure they meet staff needs and HUD reporting requirements.	MIS needs identified	08/31/04 Extended 3/05 refer to RPC 10/04 comments	Executive Director HUD PHRS
1. Evaluate and update systems as needed.		8/31/04 Extended 3/05 refer to RPC 10/04 comments	<ul style="list-style-type: none"> ▪ Jun-Jul - ▪ Implementing new telecommunications system to line properties with central office. ▪ Updating operating system and workstations. ▪ Reviewing other reporting software

		<p>services.</p> <p>Jul/04 - In process of implementing new telecommunications system which will increase productivity and increase total communication for all FHC employees. Housing managers will be a part of the telephone network as well as the LAN, with the addition of DSL and Comcast Enhanced internet services also adding a SBC T1 line, firewall in the Central Office for increased speed and uptime for network. Updating operating systems to Small Business Server 2003, backup system to Veritas Backup Exec 9.1, and the virus protection to CA, Entrust 7.1, installing internal firewall and virus protection on all desktops moving to Microsoft XP Professional.</p> <p>Sept/14- Training date has been setup to bring in-house training to help educate and allow training for housing software (Emphasys) to better utilize and us the software to its fullest potential.</p> <p>Voice over IP phone system is being completed at the Central Office as of 9/15/04.</p> <p>Antiquated computers and software is being evaluated to move forward with new replacement computers and software.</p> <p>RPC Aug/04 - No documentation-Please submit. If an extension is needed please advise.</p> <p>Sept 30 – Mitel 3100 Phone system has been completed at the Central Office, all Housing offices completed except one due to problems with Comcast scheduling. Updated all pc’s with Computer Associates latest Virus release</p>
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		<p>7.1, Continually working to find best overall solution for FHC hardware, software, and network environment. Will need to have an extension for a completion date of 1st quarter 2005. See Attachment of current environment. Oct 15 - See Attachment 7.1 Hardware/Software RPC/Sept 04 – RPC MIS staff reviewing information submitted</p> <p>RPC/Oct 04 – Overall Alma Barnett is doing an excellent job at the Flint HC. She really has taken a very aggressive IT posture. Below is a summary and status of Flints IT accomplishments along with some revised completion dates discussed with Alma.</p> <p>Telecommunication system discussed refers to the telephone network for everyone, the LAN connection for the main office and DSL or Comcast Enhanced internet connections for personnel out stationed depending on local access availability. Result, everyone should have reliable, fast, internet connection available. Estimated completion: March 2005 or later.</p> <p>Upgrading operating systems to Small Business Server 2003 – Estimated Feb March.</p> <p>Moving from Windows 98 to XP Professional. – Feb March</p> <p>Voice over IP phone system Estimated completion: (Feb March)</p> <p>Replace antiquated computers – Alma should</p>
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		<p>Devise a replacement plan, however everything will depend on how much HA wants to spend on new computers.</p> <p>Mitel 3100 Phone system completed 10/27/04</p> <p>Computer Associates latest Virus release – Completed, Sep 2004</p> <p>Emphasys training took place October 13/14. Completed</p> <p>Dec 05 –Completed upgrade of all desktops; except 3 to Windows XP Professional. Purchased some new equipment with upgraded storage capacity; and new flat screens to better utilize desk space. Every employee now has a desktop with access to mail and Emphasys software.</p> <p>Jan 05 - Working on setting up Exchange Server on Win 2003 Small Business Server, actively switching users to domain to take advantage of calendaring, working on transferring share drive information to the Small business server, looking to purchase system to create test environment for switching from Novell to a complete Windows environment.</p> <p>FEB 05-AB Completed the move of share information for Housing Managers, HCV and their staff. Testing terminal services for printing function for the Managers and staff away from the Central Office. Compiling and providing reports and data as needed for the current audits. Planning for implementation of service packs for Emphasys software.</p>
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** Expiration Dates*



**FLINT HOUSING COMMISSION
MI009
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PROGRESS REPORT**

PERIOD ENDING [MM/DD/YYYY]

I certify that

all of the information in this report is true and accurate, to the best of my knowledge; this information has been/will be shared with the Board.

Typed name:
Typed title:

Date

FLINT HOUSING COMMISSION
MI009
CORRECTIVE ACTION PLAN
PROGRESS REPORT

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MANAGEMENT AREA: ORGANIZATION AND STAFFING		
PHA Status		
Responsible PHA Staff: Clyde Caldwell, Kristie Mosley		
Responsible HUD Staff: Mary Chamberlain		
PHA Activity:	Target completion date	Actual completion date
1) Increase HQS inspection capacity to meet anticipated workload: a) Determine if inspections will be done by in-house staff or contract b) Either advertise vacancy or issue RFP for contract support c) Hire inspector or have contractor on board, ready to work d) Train at least 1 additional staff member in HQS inspections to provide back-up and emergency inspection capability	11/1/2004 11/15/2004 1/31/2005 3/31/2005	
2) Fill vacant staff positions and distribute the workload equitably	12/31/2004	
3) Establish a training plan for each staff member that includes both training needed for current positions and for professional development; incorporate training needs into the internal budget.	12/31/2004	
Steps taken this period:		
HUD comments:		

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MANAGEMENT AREA: FINANCE		
PHA Status		
Responsible PHA Staff: Dave Hodges, Kristie Mosley		
Responsible HUD Staff: Kathy Rooney, Mary Chamberlain		
PHA Activity:	Target completion date	Actual completion date
1) Insure the data submitted on the VMS quarterly report is accurate, and reflects the actual number of units under contract as well as the correct HAP payments made.		
a) Verify the number of units under contract is accurate; correct data previously submitted if necessary.	11/15/2004	
b) Establish internal procedures to ensure both the Section 8 and Finance Senior Program Managers review and approve the VMS report prior to submission.	11/30/2004	
2) Provide internal budget reports that show year-to-date expenses at least quarterly.	11/30/2004	
3) Establish & implement procedures to ensure HAP and Utility Reimbursement payments are timely; consider offering direct deposit.	12/31/2004	
Steps taken this period:		
HUD comments:		

**FLINT HOUSING COMMISSION
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MANAGEMENT AREA: MIS		
PHA Status		
Responsible PHA Staff: Kristie Mosley, Alma Barnett		
Responsible HUD Staff: Lawrence Wheeler		
PHA Activity:	Target completion date	Actual completion date
1) Train staff on management tools available in current system.	11/30/2004	
2) Train staff on PIC.	1/31/2005	
Steps taken this period:		
HUD comments:		

**FLINT HOUSING COMMISSION
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MANAGEMENT AREA: PROGRAM MANAGEMENT		
PHA Status		
Responsible PHA Staff: Kristie Mosley		
Responsible HUD Staff: Mary Chamberlain		
PHA Activity:	Target completion date	Actual completion date
1) Complete the annual review of the Administrative Plan; revise as appropriate. Determine what internal processing procedures are necessary to implement the policies established by the Administrative Plan.	1/31/2005	
2) Revise existing procedures, or develop and implement new procedures in support of the Administrative Plan. Ensure Section 8 staff are familiar with the requirements of both the Administrative Plan and any internal procedures.	2/28/2005	
3) Consider separating the functions of quality control sampling for SEMAP purposes and day-to-day supervision in order to improve the objectiveness of the sampling process. If the decision is made to separate the functions:		
a) Determine who will perform the SEMAP quality control sampling.	11/30/2004	
b) Establish & implement a sampling schedule; provide feedback on sampling results to the Program Manager regularly.	12/31/2004	
4) Establish procedures for documenting SEMAP QC sample selection and sampling results; ensure sample selection is unbiased.	12/31/2004	
Steps taken this period:		
HUD comments:		

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INDICATOR 1: Selection from the Waiting List					
PHA Status					
PHA Fiscal Year	Indicator Score	Confirmed Score	Indicator Goal	Responsible PHA Staff	Responsible HUD Staff
2004	15	15	15	Mosley	Chamberlain
PHA Activity:				Target completion date	Actual completion date
1) Develop and implement quality control sampling procedures to separately document both a sample of applicants reaching the top of the waiting list and a sample of applicants admitted to the program.				12/31/2004	
2) Develop and implement a method of selecting the sample that ensures the sample meets the minimum required sample size and is selected in an unbiased manner; include documentation of the methodology in the SEMAP documentation file.				12/31/2004	
3) Report the results of QC sampling to HUD as part of the CAP Progress Report.				Starting 1/15/205	
Steps taken this period:					
HUD comments:					

**FLINT HOUSING COMMISSION
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INDICATOR 2: Rent Reasonableness					
PHA Status					
PHA Fiscal Year	Indicator Score	Confirmed Score	Indicator Goal	Responsible PHA Staff	Responsible HUD Staff
2004	20	0	15	Mosley	Chamberlain
PHA Activity:				Target completion date	Actual completion date
1) Revise the Administrative Plan section on rent reasonableness to conform to the requirements of 24 CFR 982.507.				1/31/2005	
2) Establish implementing procedures that describe how to establish rent reasonableness and document the participant's file. Include the steps to be taken in the event that no direct comparable is available. Update any forms.				12/31/2004	
3) Develop a database of information on unsubsidized units sufficient to ensure that comparables are available for normal business. Data collected should include all unit sizes, types, and the geographical areas served by FHC. The data should be organized so that it is easy to determine which units are comparable to the unit under consideration.				12/31/2004	
4) Train staff on rent reasonableness procedures.				1/31/2005	
5) Establish and implement QC sampling procedures to verify the rent reasonableness policy is being applied appropriately; document the results of the sampling for SEMAP purposes.				1/31/2005	
6) Report the results of QC sampling to HUD as part of the CAP Progress Report.				Starting 2/15/2005	
Steps taken this period:					
HUD comments:					

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INDICATOR 6: HQS Enforcement					
PHA Status					
PHA Fiscal Year	Indicator Score	Confirmed Score	Indicator Goal	Responsible PHA Staff	Responsible HUD Staff
2004	10	0	10	Mosley	Chamberlain, Paschal
PHA Activity:				Target completion date	Actual completion date
1) Revise procedures used to track failed HQS inspections to ensure timely follow-up and appropriate action, i.e. abatement or enforcing family obligations.				12/31/2004	
2) Establish & implement procedures to better document participant's files when a unit fails an HQS inspection.				12/31/2004	
3) Increase FHC's capacity to perform HQS inspections.				12/31/2004	
4) Revise QC sampling procedures of failed HQS inspections; document the results for SEMAP purposes.				12/31/2004	
5) Report the results of QC sampling to HUD as part of the CAP Progress Report.				Starting 1/15/2005	
Steps taken this period:					
HUD comments:					

**FLINT HOUSING COMMISSION
MI009
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PROGRESS REPORT**

INDICATOR 7: Expanding housing opportunities					
PHA Status					
PHA Fiscal Year	Indicator Score	Confirmed Score	Indicator Goal	Responsible PHA Staff	Responsible HUD Staff
2004	5	0	5	Mosley	Chamberlain
PHA Activity:				Target completion date	Actual completion date
1) Provide a map or series of maps that show the areas of the county that have high concentrations of poverty or minority residents. They should have sufficient detail (i.e. names of towns, major roads) to permit voucher holders to make informed housing choices.				2/28/2005	
2) Establish and implement procedures to survey both successful and unsuccessful voucher holders on their housing choices.				2/28/2005	
3) Establish and implement procedures to analyze the data collected in the survey. Use the analysis to recommend changes to payment standards or procedures, or improve landlord outreach efforts.				3/31/2005	
Steps taken this period:					
HUD comments:					

**FLINT HOUSING COMMISSION
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PROGRESS REPORT**

INDICATOR 8: Payment Standards					
PHA Status					
PHA Fiscal Year	Indicator Score	Confirmed Score	Indicator Goal	Responsible PHA Staff	Responsible HUD Staff
2004	5	5	5	Mosley	Chamberlain
PHA Activity:				Target completion date	Actual completion date
1) Immediately revise the Payment Standards to remain within the 110% limitation.				11/15/2004	
2) Determine whether or not it would be appropriate to request HUD approval of Payment Standards that exceed 110%.				12/31/2004	
Steps taken this period:					
HUD comments:					

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INDICATOR 9: Annual Reexaminations					
PHA Status					
PHA Fiscal Year	Indicator Score	Confirmed Score	Indicator Goal	Responsible PHA Staff	Responsible HUD Staff
2004	10	10	10	Mosley	Chamberlain
PHA Activity:				Target completion date	Actual completion date
1) Establish and implement procedures to monitor timely completion of reexaminations; determine frequency of monitoring (e.g. monthly, quarterly); utilize existing reports from the computer system if possible.				12/31/2004	
2) Report the results of this monitoring effort in the CAP Progress Report.				Starting 1/15/2005	
Steps taken this period:					
HUD comments:					

**FLINT HOUSING COMMISSION
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PROGRESS REPORT**

INDICATOR 11: Pre-contract Housing Quality Standards (HQS) Inspections					
PHA Status					
PHA Fiscal Year	Indicator Score	Confirmed Score	Indicator Goal	Responsible PHA Staff	Responsible HUD Staff
2004	NA	NA	5	Mosley	Chamberlain
PHA Activity:				Target completion date	Actual completion date
1) Establish and implement procedures to monitor pre-contract HQS inspections; determine frequency of monitoring (e.g. monthly, quarterly); utilize existing reports from the computer system if possible.				12/31/2004	
2) Report the results of this monitoring effort in the CAP Progress Report.				Starting 1/15/2005	
Steps taken this period:					
HUD comments:					

**FLINT HOUSING COMMISSION
MI009
CORRECTIVE ACTION PLAN
PROGRESS REPORT**

INDICATOR 12: Annual HQS Inspections					
PHA Status					
PHA Fiscal Year	Indicator Score	Confirmed Score	Indicator Goal	Responsible PHA Staff	Responsible HUD Staff
2004	10	10	10	Mosley	Chamberlain
PHA Activity:				Target completion date	Actual completion date
1) Establish and implement procedures to monitor annual HQS inspections; determine frequency of monitoring (e.g. monthly, quarterly); utilize existing reports from the computer system if possible.				12/31/2004	
2) Report the results of this monitoring effort in the CAP Progress Report.				Starting 1/15/2005	
Steps taken this period:					
HUD comments:					

**FLINT HOUSING COMMISSION
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PROGRESS REPORT**

INDICATOR 13: Lease-up					
PHA Status					
PHA Fiscal Year	Indicator Score	Confirmed Score	Indicator Goal	Responsible PHA Staff	Responsible HUD Staff
2004	0	0	15	Mosley	Chamberlain
PHA Activity:				Target completion date	Actual completion date
1) Increase marketing and outreach efforts, especially outside the City of Flint.				2/28/2004	
2) Eliminate any internal procedures that may be hampering lease-up.					
a) Analyze internal workflow to identify and eliminate any procedural logjams that may be affecting voucher holders' ability to lease-up.				12/31/2004	
b) Determine how to eliminate procedural logjams and implement the necessary procedural changes.				1/31/2005	
3) Continue efforts to brief applicants and issue vouchers.				11/30/2004	
4) Review the results of the survey of voucher holders discussed under Indicator 7 for indications of other changes that could improve lease-up; develop and implement other changes as appropriate.				3/31/2005	
4) Report on lease-up efforts by submitting the "Leasing Calculator" in conjunction with the CAP Progress Report.				Monthly, starting 11/15/2004	
Steps taken this period:					
HUD comments:					

KMS

Attn: Teri Barnett

To Whom it may concern

My name is Patriciae Perry, I am a Resident at Kenneth Simmons Square, and the President of the tenant council and a active member of the RAd board. I'm looking to voice my concern about some of things that need to be done around the complex. Listed below are a few suggestions.

1. The air ducts and vents needs to be clean out, this building was built 10 years ago, The vents and a duct have not been clean since, There has been a fire in an apartment they were not cleaned then.
2. The windows and screens needs to be fixed and/or replace. we have some windows that are broken and stands open all year round, and the screens are not in.
3. The doorbell system has played out, half of the residents buzzer works and the other half does not (including mine) the resident are requesting A system where we can see who is ringing our buzzer.



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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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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	0			
2	1406 Operations	409,960			
3	1408 Management Improvements Soft Costs	409,960			
	Management Improvements Hard Costs	0			
4	1410 Administration	204,000			
5	1411 Audit	1,500			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	65,800			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	174,800			
10	1460 Dwelling Structures	257,091			
11	1465.1 Dwelling Equipment—Nonexpendable	15,000			
12	1470 Non-dwelling Structures	0			
13	1475 Non-dwelling Equipment	111,698			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1502 Contingency	0			
20	Debt Service	400,000			
	Amount of Annual Grant: (sum of lines.....)	2,049,809			
	Amount of line XX Related to LBP Activities	0			

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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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	
	Amount of line XX Related to Section 504 compliance	340,000			
	Amount of line XX Related to Security –Soft Costs	360,878			
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	400,000			

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MI28P009-002	Paint downspouts	1450	1	4,800				
Howard Estates	Total			4,800				
MI28P009-003								
Atherton East	Fix 173 porches	1450	100%	75,000				
	Total			75,000				
MI28P009-004	Move Breaker Boxes	1460	100%	24,000				
Garland/Chase	Install Removable core locks	1460	100%	18,000				
	Total			42,000				
MI28P009-005	Landscaping	1450	10%	20,000				
River Park	Replace damaged cabinets	1460	25%	130,000				
	Flooring; countertops; doors							
	Total			150,000				
MI28P009-006	Intercom System	1460	1	30,000				
Centerview Apts.	Total			30,000				

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MI28P009-007	Install Removable Core locks	1460	19	4,000				
Forest Park Apts.	Total			4,000				
MI28P009-008	Landscaping; sidewalks; Scattered Sites	1450	25%	75,000				
	Driveways; roofs; sec. lights; Gutters; downspouts							
	Total			75,000				
MI28P009-015	Smoke Detectors	1460	100%	12,000				
KMS Square	11 awnings	1460	11	5,000				
	Install removable core locks	1460	159	34,091				
	Total			51,091				

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

PHA Name: Flint Housing Commission		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005			
Development Number Name/HA-Wide Act	General Description of Major Work Category		Dev. Acc	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
Operating	Operating		1406		409,960				
Management	Security		1408		360,878				
Improvements	Applicant Screening		1408		2,000				
	Commissioners Training		1408		12,000				
	Staff/Maint. Training		1408		20,000				
	Computer Software		1408		15,082				
	Total				409,960				
Administration	Administration		1410		204,000				
Audit	Audit		1411		1,500				
Dwelling	Stoves and Refrigerators		1465.1		15,000				
Equipment									
Debt Service	Debt Service		1501		395,000				
	Debt Service Fees		1501		5,000				
	Total				400,000				

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activi	General Description of Major Work Categ	Dev. Acct	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work		
Non-Dwelling Equipment	Maintenance Vehicles	1475	3	76,698				
	Office Equipment	1475		5,000				
	Maintenance Equipment	1475		20,000				
	Computer Equipment	1475		10,000				
	Total			111,698				
A/E Fees	Howard Estates	1430		450				
	Atherton East	1430		6,000				
	Garland/Chase	1430		3,000				
	River Park	1430		12,000				
	Centerview Apts.	1430		2,000				
	Forest Park	1430		350				
	Scattered Sites	1430		6,000				
	KMS Square	1430		4,000				
	Debt Service Loan	1430		28,000				
	Sundries	1430		4,000				
	Total			65,800				

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program No: 50105 Replacement Housing Factor No:					Federal FY of Grant: 2005	
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		
Richert Manor	6/30/07			6/30/09				
Howard Estates	6/30/07			6/30/09				
Atherton East	6/30/07			6/30/09				
Garland Chase	6/30/07			6/30/09				
River Park	6/30/07			6/30/09				
Centerview	6/30/07			6/30/09				
Forest Park	6/30/07			6/30/09				
Scattered Sites	6/30/07			6/30/09				
KMS Square	6/30/07			6/30/09				
Operating	6/30/07			6/30/09				
Management Improvements	6/30/07			6/30/09				
Audit	6/30/07			6/30/09				
Dwelling Equipment	6/30/07			6/30/09				
Non-dwelling equipment	6/30/07			6/30/09				
A/E Fees	6/30/07			6/30/09				

Capital Fund Program Five-Year Action Plan Part I: Summary

PHA Name Flint Housing Commission					<input type="checkbox"/> Revision No:
Development Number /Name/HA-Wide	Year 1 2005	Work Statement for Year 2 FFY Grant: MI28P009 50106 PHA FY: 2006	Work Statement for Year 3 FFY Grant: MI28P009 50107 PHA FY:2007	Work Statement for Year 4 FFY Grant: 50108 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 50109 PHA FY: 2009
	Annual Statement				
MI28P009-001 Richert Manor				110,000	67,400
MI28P009-002 Howard Estate			116,000	33,000	89,150
MI28P009-003 Atherton East		214,244	125,000	70,000	87,082
MI28P009-004 Garland/Chase			30,300		23,439
MI28P009-005 River Park				3,000	11,160
MI28P009-006 Centerview				129,000	16,740
Total CFP Funds (Est.)	Sub-totals	214,244	271,300	345,000	294,971
Total Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan Part I: Summary

PHA Name Flint Housing Commission		Xxx Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number /Name/HA-Wide	Year 1 2005	Work Statement for Year 2 FFY Grant: MI28P009 50106 PHA FY: 2006	Work Statement for Year 3 FFY Grant: MI28P009 50107 PHA FY:2007	Work Statement for Year 4 FFY Grant: 50108 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 50109 PHA FY: 2009
	Annual Statement				
MI28P009-007 Forest Park			101,500	35,000	36,668
MI28P009-008 Scattered Sites			111,500	23,000	0
MI28P009-010 Scattered Sites		169,000	118,899		
MI28P009-011 Mince Manor		75,000	33,500		95,550
MI28P009-014 Aldridge Place		25,000		84,676	37,900
MI28P009-015 KMS Square					9,800
Total CFP Funds (Est.)		483,244	636,699	487,676	474,889
Total Replacement Housing Factor Funds					
Admin Costs		1,566,565	1,413,110	1,562,133	1,574,920
TOTAL GRANT		2,049,809	2,049,809	2,049,809	2,049,809

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

Activities for Year : <u> 2 </u> FFY Grant: 50106 PHA FY: 2006			Activities for Year: <u> 3 </u> FFY Grant: 50107 PHA FY: 2007		
			MI28P009-002	Paint Units	96,000
MI28P009-003	Replace breaker boxes	30,515	Howard Estates	Parking Lot	20,000
Atherton East	Replace timber with Cement Furnaces	12,500 171,229		Total	116,000
	Total	214,244	MI28P009-003	Replace Windows	125,000
			Atherton East	Total	125,000
MI28P009-010	Site work	30,000			
Scattered Sites	7-furnaces w/ac	28,000	MI28P009-004	Repair Fence	6,500
	Storm/exit doors	15,000	Garland/Chase	Fix dumpster surrounds	800
	Roofs – 15	53,000		Parking Lot	8,000
	Siding	23,000		Sidewalks	10,000
	Smoke detectors	15,000		Fix step-906 Bldg	5,000
	Security Lights	5,000		Total	30,300
	Total	169,000			
			MI28P009-007	Renovate Kitchens	50,000
MI28P009-011	Install removable core locks	25,000	Forest Park	Renovate Bathrooms	50,000
Mince Manor	Repair & seal bldg	50,000		Smoke Detectors	1,500
	Total	75,000		Total	101,500
MI28P009-014	Landscaping	25,000			
Aldridge Place	Total	25,000	MI28P009-008	Interior Doors	30,000
			Scattered Sites	Breaker Boxes	31,500
				52 furnaces w/ac	50,000
				Total	111,500

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

Activities for Year 1	Activities for Year :__2__ FFY Grant: 50106 PHA FY: 2006			Activities for Year: __3__ FFY Grant: 50107 PHA FY: 2007		
See	1406 Operating	Operating	409,960	1406 Operating	Operating	409,960
Annual	1408	Security	394,500	1408 Management	Security	200,000
Statement	Management	Applicant Screening	2,000	Improvement	Applicant Screening	2,000
	Improvement	Commiss. Training	2,000		Commiss Training	4,000
		Staff/Maint Training	11,460		Staff/Maint. Training	15,000
		Total	409,960		Computer Software	11,000
					Total	232,000
	1410 Administration	Mod Coord & Staff	180,000	1410 Administration	Mod Coord & Staff	180,000
	1411 Audit	Mod Audit	1,500	1411 Audit	Mod Audit	1,500
	1465.1 Dwell Equip	Stoves & Refrigerators	20,000	1465.1 Dwelling Equip	Stoves & Refrigerators	20,000
				1475 Non-Dwell equip	Maintenance vehicles	75,000
	1475 Non-Dwell Equip	Office equipment	3,000		Maintenance Equipment	20,000
		Maint Equipment	18,095		Office Equipment	3,000
		Maint. Vehicles	50,000		Computer Equipment	3,000
		Computer Equip	6,800		Total	101,000
		Total	77,895			
				1430 A/E Fees	Howard Estates	8,000
	1430 A/E Fees	Atherton East	16,000		Atherton East	8,750
		Scattered Sites	12,000		Garland/Chase	2,000
		Mince Manor	5,250		Forest Park	7,000
		Aldridge Place	2,000		Scattered Sites	8,500
		Sundries	4,000		Mince Manor	2,400
		Debt Service Loan	28,000		Sundries	4,000
		Total	67,250		Debt Service	28,000
					Total	68,650
	Debt Service	PHA Wide	400,000	Debt Service	PHA Wide	400,000

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

Activities for Year 1	Activities for Year :__4__ FFY Grant: 50108 PHA FY: 2008			Activities for Year: __5__ FFY Grant: 50109 PHA FY: 2009		
	See	MI28P009-001	Fix sinks; counters;	110,000	MI28P009-001	Trash Compactor
Annual	Richert Manor	Tub surrounds; gfi's		Richert Manor	Smoke Detectors	13,750
Plan		Total	110,000		Sign-barrier-free/visitor	1,650
					Repair boiler shell	20,000
	MI28P009-002	Replace Interior Doors	30,000		Replace boiler control	2,000
	Howard Estates	Replace light cover	3,000		Total	67,400
		Total	33,000			
				MI28P009-002	Re-grade around blgs.	6,300
				Howard Estates	Fix concrete steps	76,800
	MI28P009-003	Repl ext/storm doors	70,000		Repair site lighting	1,250
	Atherton East	Total	70,000		Vent covers thru wall	4,800
					Total	89,150
				MI28P009-003	Furnaces w/ac	87,082
	MI28P009-005	Gas trap at Laundry tub	3,000	Atherton East	Total	87,082
	River Park	Total	3,000			
	MI28P009-006	Paint units	75,000	MI28P009-004	Smoke Detectors	15,400
	Centerview	Flooring-bath/kitchen	25,000	Garland/Chase	Landscaping	2,000
		Flooring-LR / BR	24,000		Tuck-point Brick	6,039
		Fix guardrail-stairs	5,000		Total	23,439
		Total	129,000			
				MI28P009-005	Regrade around bldgs	7,560
				River Park	New sign	3,600
					Total	11,160

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

Activities for Year 1	Activities for Year :__4__ FFY Grant: 50108 PHA FY: 2008			Activities for Year: __5__ FFY Grant: 50109 PHA FY: 2009		
See	MI28P009-007	Paint interiors/flooring	35,000	MI28P009-006	Boiler Control	2,000
Annual	Forest Park	Total	35,000	Centerview	Site lighting	2,750
Plan					New signage	4,800
					Revamp dumpster area	7,190
					Total	16,740
	MI28P009-008	Replace porch lights	3,000			
	Scattered Sites	Clean ductwork	20,000	MI28P009-007	Renovate Comm Room	26,470
		Total	23,000	Forest Park	Renovate Lobby	530
					Common Areas	9,668
					Total	36,668
	MI28P009-014	Windows	84,676			
	Aldridge Place	Total	84,676	MI28P009-11	remove-replace gas tanks	15,000
				Mince Manor	Replace roof	80,550
					Total	95,550
				MI28P009-014	Paint exterior trim	13,000
				Aldridge Place	Exterior doors /frames	24,900
					Total	37,900
				MI28P009-015	Replace garage roof	5,000
				KMS Square	New signage	4,800
					Total	9,800
	Debt Service	PHA Wide	400,000	Debt Service	PHA Wide	400,000

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

Activities for Year 1	Activities for Year :__4__ FFY Grant: 50108 PHA FY: 2008			Activities for Year: __5__ FFY Grant: 50109 PHA FY: 2009		
	See	1406 Operating	Operating	409,960	1406 Operating	Operating
Annual	1408	Security	390,960	1408	Security	390,960
Plan	Management	Applicant Screening	2,000	Management	Applicant Screening	2,000
	Improvement	Commiss. Training	2,000	Improvement	Commiss. Training	2,000
		Staff/Maint Training	15,000		Staff/Maint Training	15,000
		Total	409,960		Total	409,960
	1410 Administration	Mod Coord & Staff	180,000	1410 Administration	Mod Coord & Staff	180,000
	1411 Audit	Mod Audit	1,500	1411 Audit	Mod Audit	1,500
	1465.1 Dwell Equip	Stoves & Refrigerators	20,000	1465.1 Dwell Equip	Stoves & Refrigerators	20,000
				1475 Non-Dwell Equip	Maintenance vehicles	50,000
	1475 Non-Dwell Equip	Maintenance vehicles	50,000		Maint Equipment	20,000
		Maint Equipment	18,163		Office equipment	3,000
		Office equipment	3,000		Computer Equip	3,000
		Computer Equip	3,000		Total	76,000
		Total	74,163	1430 A/E Fees	Richert Manor	4,718
	1430 A/E Fees	Richert Manor	7,700		Howard Estates	6,240
		Howard Estates	2,300		Atherton East	6,500
		Atherton East	5,000		Garland/River Park	2,421
		River Park	200		Centerview/Forest Park	3,739
		Centerview	9,000		Scattered Sites	12,000
		Forest Park	2,450		Mince Manor	6,543
		Scattered Sites	2,000		Aldridge Place	2,653
		Aldridge Place	5,900		KMS Square	686
		Debt Service Work	28,000		Sundries	4,000
		Sundries	4,000		Debt Service Work	28,000
		Total	66,550	Total		77,500

Cost Breakdown for Loan

Monday, July 18, 2005
Development Site

	Units Vacant	Number Under Contract	Number Maintenance Can Do	Units Badly Damaged	Number of Accessible Units Needed	Approx Cost of Renovations for loan
Richert Manor	15	8	7	0	0	\$0.00
Howard Estates	7	2	4	1	5	\$870,000.00
Atherton East Roofs & Siding 18 bldgs	81	21	5	55	8	\$3,000,000.00 \$630,000.00
Garland/Chase	16	12	4	0	2	\$300,000.00
River Park	25	7	8	10	7	\$1,390,000.00
Centerview	3	2	1	0	0	\$0.00
Forest Park	3	2	1	0	1	\$50,000.00
Scattered Sites Demolition costs- 3 units	25	13	1	11	2	\$330,000.00 \$30,000.00
Scattered Sites Demolition Costs	20	12	0	8	4	\$380,000.00 \$20,000.00
Aldridge Place	6	4	2	0	5	\$850,000.00
KMS Square	7	3	4	0	0	\$0.00

Relocation Costs for
Conversions

\$20,000.00

208

86

37

85

34

\$7,850,000.00

20 years = \$392,500 per
year

8/4/05

To Whom it may Concern

We Tenant Controller
of Howard Estate Approve
the propose we accept the
Grant that was made and
I read it and it sound good

Mrs Dorothy Gordon

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number Capital Fund Program MI28P009 Capital Fund Program Grant No: MI28P00950101 Replacement Housing Factor Grant No:	2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 12-31-04 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	0	0	0	0
2	1406 Operations	245,585	245,585	245,585	245,585
3	1408 Management Improvements Soft Costs	28,014	57,515	57,515	27,883
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	233,148	240,119	240,119	163,813
5	1411 Audit	700	1,146	1,146	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	126,145	126,145	126,145	126,145
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	295,340	175,737	175,737	144,089
10	1460 Dwelling Structures	1,434,803	1,522,150	1,522,150	1,480,136
11	1465.1 Dwelling Equipment—Nonexpendable	51,887	51,887	51,887	51,887
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	40,230	35,568	35,568	35,568
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	2,455,852	2,455,852	2,455,852	2,275,106
	Amount of line XX Related to LBP Activities	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number Capital Fund Program MI28P009 Capital Fund Program Grant No: MI28P00950101 Replacement Housing Factor Grant No:	2001
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 12-31-04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Section 504 compliance	58,751	58,751	58,751	55,813
	Amount of line XX Related to Security –Soft Costs	0	0	0	0
	Amount of Line XX related to Security-- Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number Capital Fund Program MI28P009 Capital Fund Program Grant No: MI28P00950101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					original	revised	Obligated	expended	
MI28P009-004	Paint Interiors		1460	50%	35,000	0	0	0	
Garland/Chase	Replace Carpeting-Units		1460	50%	25,444	0	0	0	
	Replace Hallway Carpeting		1460	50%	45,000	0	0	0	
	Baths-Renovation-Bldg 820		1460	50%	10,000	0	0	0	
	Roof- 906 Bldg		1460	1	42,500	42,500	42,500	42,500	
	Stoves and Refrigerators		1465	50%	16,000	16,520	16,520	16,520	
	Window Air Conditioners		1465	50%	22,000	11,884	11,884	11,884	
	Sidewalks		1450	100%	20,000	0	0	0	
	Replace Flooring		1460	50%	45,000	0	0	0	
	Replace Interior Doors		1460	10%	10,000	0	0	0	
	Replace Kitchen Cabinets		1460	10%	12,500	0	0	0	
	Total				283,444	70,904	70,904	70,904	
MI28P009-006	Sidewalks		1450	100%	0		0	0	
Centerview Apts	Landscaping/Remove Trees		1450	100%	0		0	0	
	Paint Hallways		1460	100%	32,647	35,235	35,235	35,235	
	Reasonable Accom- 504 Conversion		1460	2 units	58,751	58,751	58,751	55,813	
	Total				91,398	93,986	93,986	91,048	

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

PHA Name: Flint Housing Commission 3820 Richfield Road, Flint MI		Grant Type and Number Capital Fund Program MI28P009 Capital Fund Program Grant No: MI28P00950101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
MI28P009-007	Sidewalks		1450	100%	20,000	3,000	3,000	3,000	
Forest Park Apts	Replace Air Conditioners		1465	100%	16,000	6,061	6,061	6,061	
	Total				36,000	9,061	9,061	9,061	
MI28P009-010	Furnaces		1460	10%	0	0	0	0	
Scattered Sites	Fencing		1450	40%	0	0	0	0	
	Repair Siding		1450	25%	0	0	0	0	
	Replace Porches		1450	25%	0	0	0	0	
	Replace Sidewalks/Driveways		1450	35%	0	0	0	0	
	Stoves and Refrigerators		1465	10%	10,390	17,422	17,422	17,422	
	Roofs		1460	27%	57,375	60,954	60,954	60,954	
	Total				67,765	78,376	78,376	78,376	
MI28P009-014	Storm Doors		1460	100%	33,650	34,715	34,715	34,715	
Aldridge Place	Landscaping-Site Improvement		1450	50%	28,875	28,875	28,875	28,875	
	Total				62,525	63,590	63,590	63,590	

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

PHA Name: Flint Housing Commission 3820 Richfield Rd, Flint, MI 48506		Grant Type and Number Capital Fund Prog MI28P009 Capital Fund Program Grant No: MI28P00950101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Operating Fund	Operating Fund	1406		245,585	245,585	245,585	245,585		
Management Improvements	Security	1408		0	0	0	0		
	Resident Initiatives	1408		0	0	0	0		
	Drug Elimination Coord. & Staff	1408		0	0	0	0		
	Applicant Screening	1408		0	0	0	0		
	Commissioner's Training	1408		0	11,000	11,000	0		
	Staff/Maintenance Training	1408		20,940	39,441	39,441	20,809		
	Computer Update	1408		7,074	7,074	7,074	7,074		
	Total			15,000	57,515	57,515	27,883		
Administrative Audit	Modernization Coord. & Staff	1410		233,148	240,119	240,119	163,813		
	Audit	1411		700	1146	1146	0		
Non-Dwelling Equipment	Office Furniture/Equipment	1475		10,242	5,908	5,908	5,908		
	Computer Hardware	1475		328	0	0	0		
	Maintenance Equipment	1475		29,660	29,660	29,660	29,660		
	Total			40,230	35,568	35,568	35,568		

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

PHA Name: Flint Housing Commission 3820 Richfield Rd., Flint, MI		Grant Type and Number Capital Fund Program MI28P009 Capital Fund Program Grant No: MI28P00950101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
A/E Fees	9-4 Garland		1430		18,445	18,445	18,445	18,445	
	9-6 Centerview		1430		5,250	5,250	5,250	5,520	
	9-7 Forest Park		1430		1,400	1,400	1,400	1,400	
	9-10 Scattered Sites		1430		10,150	10,150	10,150	10,150	
	9-14 Aldridge Place		1430		7,000	7,000	7,000	7,000	
	9-15 KMS Square		1430		14,698	14,698	14,698	14,698	
	Vacancy Reduction		1430		53,702	53,702	53,702	53,702	
	Reimbursables		1430		3,000	3,000	3,000	3,000	
	1999 Grant Extras		1430		12,500	12,500	12,500	12,500	
	Total				126,145	126,145	126,145	126,145	
FHC-WIDE	Renovations Can Include:		1460	75 units	1,069,662	1,150,017	1,150,017	1,110,941	
Vacant Unit	Repair of hole/drywall repair								
Renovations	Replace/Repair Kitchen Cabinets								
	Repair/Replace Floors-vinyl								
	Replace Bath Floors with Ceramic								
	Painting								
	Repair/Replace sinks/faucets/toilets,tubs								
	Repair/Replace furnaces								
	Site Work		1450		27,465	110,160	110,160	78,512	

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

PHA Name: Flint Housing Commission 3820 Richfield Rd., Flint, MI 48506		Grant Type and Number Capital Fund Prog MI28P009 Capital Fund Program Grant No: MI28P00950101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligate	Expended	
PHA-Wide	Replace Laundry Tubs as needed								
Continued	Repair/Replace Windows/Hardware								
Vacant Unit Renovations	Repair/Replace Doors/Door Jambs/ and Hardware								
	Repair/Replace Storm Doors								
	Replace Light Fixtures as needed								
	Replace Smoke Detectors as needed								
	Repair/Replace handrails/stair treads								
	Repair/ReplaceElectrical, Switches, Outlets								
	Replace Basement Windows								
	Repair Defective Plumbing								

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number Capital Fund Program MI28P009 Capital Fund Program No: MI28P00950101 Replacement Housing Factor No:	Federal FY of Grant: 2001
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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	
MI28P009-004	6/30/03		6/30/05	6/30/05			
MI28P009-006	6/30/03		6/30/05	6/30/05			
MI28P009-007	6/30/03		6/30/05	6/30/05			
MI28P009-010	6/30/03		6/30/05	6/30/05			
MI28P009-014	6/30/03		6/30/05	6/30/05			
MI28P009-015	6/30/03		6/30/05	6/30/05			
Management	6/30/03		6/30/05	6/30/05			
Improvements							

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50102 Capital Fund Program Grant No: 50102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report					
XPerformance and Evaluation Report for Period Ending: 12-31-04					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations	233,396	233,396	233,396	233,396
3	1408 Management Improvements Soft Costs	40,337	32,715	32,715	9,290
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	233,396	199,713	199,713	0
5	1411 Audit	1,400	1,500	1,500	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	117,017	114,851	114,851	94,621
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	15,000	15,000	15,000	15,000
10	1460 Dwelling Structures	1,618,000	1,659,699	1,659,699	1,458,696
11	1465.1 Dwelling Equipment—Nonexpendable	22,517	23,530	23,530	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	52,897	53,556	53,556	22,267
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	2,333,960	2,333,960	2,333,960	1,833,270
	Amount of line XX Related to LBP Activities	0			

Annual Statement/Performance and Evaluation Report

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50102 Capital Fund Program Grant No: 50102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12-31-04
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Section 504 compliance	579,619	579,619	579,619	579,619
	Amount of line XX Related to Security –Soft Costs	0			
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50102 Capital Fund Program Grant No: 50102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
MI28P009-002	Replace/Repair porches		1450	50	15,000	0	0	0	See
Howard Estates	Total				15,000	0	0	0	Narrative
MI28P009-003	Roofs		1460	100%	500,000	398,074	403,891	303,319	80% done
Atherton East	Vacancy Reduction *		1460	25 units	678,000	508,219	508,219	508,219	Complete
	504 compliance		1460	3 units	75,000	354,619	354,619	353,337	Complete
	Vacancy Reduction-porches/sidewalks		1450		0	15,000	15,000	15,000	Complete
	Total					1,275,912	1,281,729	1,179,875	
MI28P009-004	New wall air conditioners in units		1465.1	10	7,000	0	0	0	Did not
Garland/Chase	Total				7,000	0	0	0	Need
MI28P009-005	504 Compliance		1460	3 units	75,000	225,000	225,000	225,000	Complete
River Park					75,000	225,000	225,000	225,000	
MI28P009-014	Tub Replacement (repair bath floors)		1460	100%	140,000	0	0	0	Moved to
	Total				140,000	0	0	0	2003 CFG
PHA-WIDE	Vacant Unit Prep using either		1460		150,000	149,970	149,970	149,970	Force
	Force labor or Contractors				150,000	149,970	149,970	149,970	Labor

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

PHA Name: Flint Housing Commission		Grant Type and Number MI28P009 50102 Capital Fund Program Grant No: 50102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
Operating	Operating		1406		233,396	233,396	233,396	233,396	
Management Improvements	Applicant Screening		1408		2,000	2,000	2018	0	
	Commissioners Training		1408		3,000	3,000	9001	0	
	Staff/Maintenance Training		1408		15,337	15,337	6806	0	
	Computer Software		1408		20,000	20,000	14,890	9,290	
	Total				40,337	40,337	32,715	9,290	
Administration	Modernization Coordinator and staff		1410		233,396	233,396	233,396	0	
Audit	Audit for Modernization Dept		1411		1,400	1,500	1,500	0	
Appliances	Stoves & Refrigerators for units		1465.1		15,517	15,517	23,530		
Non-dwelling Equipment	Office Equipment		1475		2,897	2,897	0	0	
	Maintenance Equipment		1475		30,000	30,000	33,017	22,267	
	Computer Equipment		1475		20,000	20,000	20,539	0	
	Total				52,897	52,897	33,017	22,267	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506			Grant Type and Number MI28P009 50102 Capital Fund Program No: 50102 Replacement Housing Factor No:			Federal FY of Grant: 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	
MI28P009-002	6/30/04			6/30/06			
MI28P009-003	6/30/04			6/30/06			
MI28P009-004	6/30/04			6/30/06			
MI28P009-005	6/30/04			6/30/06			
MI28P009-011	6/30/04			6/30/06			
MI28P009-014	6/30/04			6/30/06			
Operating	6/30/04			6/30/06			
Management Improvements	6/30/04			6/30/06			
Audit	6/30/04			6/30/06			
Dwelling Equipment	6/30/04			6/30/06			
Non-dwelling equipment	6/30/04			6/30/06			
A/E Fees	6/30/04			6/30/06			

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50103 Capital Fund Program Grant No: 50103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
XPerformance and Evaluation Report for Period Ending: 12-31-04 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	0			
2	1406 Operations	181,203	181,203	181,203	181,203
3	1408 Management Improvements Soft Costs	362,330	362,330	120,835	120,835
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	181,203	181,203	950	950
5	1411 Audit	1,500	1,500	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	148,191	143,357	88,255	69,267
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	82,300	39,971	39,971	0
10	1460 Dwelling Structures	794,106	836,483	570,724	347,940
11	1465.1 Dwelling Equipment—Nonexpendable	25,000	25,000	2,780	2,780
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	36,200	40,986	830	830
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50103 Capital Fund Program Grant No: 50103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12-31-04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	1,812,033	1,812,033	1,005,548	723,805
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	150,000	246,620	191,620	0
	Amount of line XX Related to Security –Soft Costs	0			
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50103 Capital Fund Program Grant No: 50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI28P009-001	504 Access to Public Restroom	1460	1	5,000	5,000	0	0		
Richert Manor	Total			5,000	5,000	0	0		
MI28P009-002	Dryer vent cover	1460	100%	0	0	0	0		
Howard Estates	Water drainage system	1450	1	64,000	8,785	8,785	0		
	Sidewalks	1450	10%	18,300	30,686	30,686	0		
	Paint Downspouts	1460	100%	0	0	0	0		
	Landscaping	1450	10%	500	500	500	0		
	Total			82,300	39,971	39,971	0		
MI28P009-003	504 Compliance	1460	5 units	50,000	69,838	69,838	0		
Atherton East	Emergency Work-vandalism	1460		0	3,900	3,900	3,900		
	Total			50,000	73,738	73,738	3,900		
MI28P009-004	Shutters	1460	100%	4,200	0	0	0		
Garland/Chase	Vinyl floors	1460	20%	14,000	0	0	0		
	Total			18,200	0	0	0		

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50103 Capital Fund Program Grant No: 50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI28P009-005	Vacancy Reduction	1460	10 units	192,788	0	0	0		
River Park Apts	504 compliance	1460	1 units	118,118	121,782	121,782	0		
	Total			310,906	121,782	121,782	0		
MI28P009-006	Fix Roof	1460	1	20,000	20,000	0	0		
Centerview Apts	Total			20,000	20,000	0	0		
MI28P009-010	Vacancy Reduction	1460	7 units	140,000	98,400	0	0		
Scattered Sites	504 Compliance	1460	3 units	50,000	50,000	0	0		
	Total			190,000	148,400	0	0		
PHA Wide	Unit Prep-Force Labor Acct	1460		150,000	208,439	208,439	208,439		
	Total			150,000	208,439	208,439	208,439		
MI28P009-014	Bathroom renovations	1460	93 units	0	161,820	161,820	135,600		
Aldridge Place	Total			0	161,820	161,820	135,600		
MI28P009-015	Move Hot Water Tanks	1460	2	50,000	50,000	0	0		
	Repair stairway floors	1460	All	0	4,945	4,945	0		
KMS Square	Total			50,000	54,945	4,945	0		

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

PHA Name: Flint Housing Commission		Grant Type and Number MI28P009 50103 Capital Fund Program Grant No: 50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number Name/HA-Wide Area	General Description of Major Work Category	Quantity	Dev. Acc#	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Operating	Operating		1406	181,203	181,203	181,203	181,203		
Management	Applicant Screening		1408	2,000	2,000	0	0		
Improvements	Commissioners Training		1408	2,000	2,000	0	0		
	Staff/Maintenance Training		1408	30,000	30,000	0	0		
	Computer Software		1408	13,730	13,730	0	0		
	Security		1408	314,600	314,600	120,835	120,835		
	Total			362,330	362,330	120,835	120,835		
Administration	Modernization Coordinator and staff		1410	181,203	181,203	950	950		
Audit	Audit for Modernization Dept		1411	1,500	1,500	0	0		
Appliances	Stoves & Refrigerators for units		1465.1	25,000	25,000	2,780	2,780		
Non-dwelling									
Equipment	Office Equipment		1475	5,000	5,000	780	780		
	Maintenance Equipment		1475	21,200	21,200	50	50		
	Computer Equipment		1475	10,000	14,786	0	0		
	Total			36,200	40,986	830	830		

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50103 Capital Fund Program Grant No: 50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
Development Number/HA-Wide Ac	General Description of Major Work Category	Dev. Acct	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
A/E Fees	MI28P009-001 Richert Manor	1430		450	450	450	0		
	MI28P009-002 Howard Estates	1430		7,407	7,407	7,407	5,407		
	MI28P009-003 Atherton East	1430		22,500	33,500	33,500	33,500		
	MI28P009-004 Garland Chase	1430		1,638	0	0	0		
	MI28P009-005 River Park	1430		29,296	28,500	28,500	28,500		
	MI28P009-006 Centerview	1430		1,800	1,800	1,800	0		
	MI28P009-007 Forest Park	1430		0	0	0	0		
	MI28P009-010 Scattered Sites	1430		26,100	11,700	11,700	0		
	MI28P009-015 KMS Square	1430		4,500	4,500	4,500	1,462		
	Sundries	1430		0	1,000	398	398		
	Total			93,691	88,857	88,255	69,267		
	Energy Audit	1430		54,500	54,500	0	0		

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50103 Capital Fund Program No: 50103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Richert Manor	6/30/05			6/30/07				
Howard Estates	6/30/05			6/30/07				
Atherton East	6/30/05			6/30/07				
Garland Chase	6/30/05			6/30/07				
River Park	6/30/05			6/30/07				
Centerview	6/30/05			6/30/07				
Forest Park	6/30/05			6/30/07				
Scattered Sites	6/30/05			6/30/07				
KMS Square	6/30/05			6/30/07				
Operating	6/30/05			6/30/07				
Management Improvement	6/30/05			6/30/07				
Audit	6/30/05			6/30/07				
Dwelling Equipment	6/30/05			6/30/07				
Non-dwelling equipment	6/30/05			6/30/07				
A/E Fees	6/30/05			6/30/07				

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

Name: Flint Housing Commission
 3820 Richfield Road
 Flint, MI 48506

Grant Type and Number MI28P009 50203
 Capital Fund Program Grant No: 50203
 Replacement Housing Factor Grant No:

Federal FY of Grant:
 2003

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12-31-04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Total non-CFP Funds	0	0	0	0
	1406 Operations	0	0	0	0
	1408 Management Improvements Soft Costs	0	0	0	0
	Management Improvements Hard Costs	0	0	0	0
	1410 Administration	0	0	0	0
	1411 Audit	0	0	0	0
	1415 Liquidated Damages	0	0	0	0
	1430 Fees and Costs	0	0	0	0
	1440 Site Acquisition	0	0	0	0
	1450 Site Improvement	0	0	0	0
	1460 Dwelling Structures	382,718	362,718	150,000	150,000
	1465.1 Dwelling Equipment—Nonexpendable	0	0	0	
	1470 Nondwelling Structures	0	0	0	
	1475 Nondwelling Equipment	0	0	0	
	1485 Demolition	0	0	0	
	1490 Replacement Reserve	0	0	0	
	1492 Moving to Work Demonstration	0	0	0	
	1495.1 Relocation Costs	0	0	0	
	1499 Development Activities	0	0	0	
	1502 Contingency	0	0	0	
	Amount of Annual Grant: (sum of lines.....)	382,718	362,718	150,000	150,000
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	0			
	Amount of line XX Related to Security –Soft Costs	0	0		
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			

Annual Statement/Performance and Evaluation Report

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

Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50203 Capital Fund Program Grant No: 50203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12-31-04 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Collateralization Expenses or Debt Service	0			

<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
XXPerformance and Evaluation Report for Period Ending: 12-31-04 <input type="checkbox"/> 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	0	0	0	0
2	1406 Operations	210,134	210,134	0	0
3	1408 Management Improvements Soft Costs	234,000	234,000	0	0
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	186,776	186,776	0	0
5	1411 Audit	1,500	1,500	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	118,000	118,000	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	101,000	101,000	0	0
10	1460 Dwelling Structures	1,054,000	1,054,000	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	20,000	20,000	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	195,000	195,000	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
				0	0
	Amount of Annual Grant: (sum of lines.....)	2,120,410	2,120,410	0	0
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	330,000	330,000	0	0
	Amount of line XX Related to Security –Soft Costs	200,000	200,000	0	0
	Amount of Line XX related to Security-- Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50104 Capital Fund Program Grant No: 50104 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)				
XXPerformance and Evaluation Report for Period Ending: 12-31-04 <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50104 Capital Fund Program Grant No: 50104 Replacement Housing Factor Grant No:				Federal FY of Grant: 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	Obligated	Expended	
MI28P009-001	Replace parking lot		1450	1	18,000	18,000	0	0	
Richert Manor	Put in Removable core lock		1460	100%	54,000	54,000	0	0	
	Garbage chute doors		1460	100%	3,000	3,000	0	0	
	Total				75,000	75,000	0	0	
MI28P009-002	Fix Handrails-porches		1450	100%	2,000	2,000	0	0	
Howard Estates	Paint rail by road		1450	1	3,000	3,000	0	0	
	Fix Admin. Bldg:								
	504 bathroom access								
	Repair Damaged brick								
	Replace doors and frames								
	Install security screens								
	Replace porch light		1460		3,000	3,000	0	0	
	Landscaping		1450		3,000	3,000	0	0	
	504 compliance- 2 (4) units		1460	4	320,000	320,000	0	0	
	Total				331,000	331,000	0	0	

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50104 Capital Fund Program Grant No: 50104 Replacement Housing Factor Grant No:				Federal FY of Grant: 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	Obligated	Expended		
MI28P009-003	Vacancy Reduction includes	1460	20	425,000	425,000	0	0		
Atherton East	20 units; office 504 access bath;								
	Ceiling tiles; paint;								
	Landscaping; roof;								
	Security lights								
	Total			425,000	425,000	0	0		
MI28P009-005	Furnaces	1460	25%	30,000	30,000	0	0		
River Park	Storm/Screen Doors	1460	50%	30,000	30,000	0	0		
	Total			60,000	60,000	0	0		
MI28P009-006	504 accessible front door	1460	1	10,000	10,000	0	0		
Centerview	Total			10,000	10,000	0	0		
MI28P009-011	Paint units	1460	100%	100,000	100,000	0	0		
Mince Manor	Intercoms	1460	100%	33,000	33,000	0	0		
	Parking Lot (new)	1450	1	75,000	75,000	0	0		
	Total			208,000	208,000	0	0		

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

PHA Name: Flint Housing Commission		Grant Type and Number MI28P009 50104 Capital Fund Program Grant No: 50104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004			
Development Number Name/HA-Wide Act	General Description of Major Work Category		Dev. Acc	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
MI28P009-14	Replace hot water heaters		1460	100%	46,000	46,000	0	0	
Aldridge Place	Total				46,000	46,000	0	0	
Operating	Operating		1406		210,134	210,134	0	0	
Management	Security		1408		200,000	200,000	0	0	
Improvements	Applicant Screening		1408		2,000	2,000	0	0	
	Commissioners Training		1408		2,000	2,000	0	0	
	Staff/Maintenance Training		1408		20,000	20,000	0	0	
	Computer Software		1408		10,000	10,000	0	0	
	Total				234,000	234,000	0	0	

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50104 Capital Fund Program Grant No: 50104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activity	General Description of Major Work Category	Dev. Acct	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
Administration	Modernization Coordinator and staff	1410		186,776	186,776	0	0		
Audit	Audit for Modernization Dept	1411		1,500	1,500	0	0		
Appliances	Stoves & Refrigerators for units	1465.1		20,000	20,000	0	0		
Non-dwelling Equipment	Office Equipment (phones)	1475		80,000	80,000	0	0		
	Maintenance Equipment	1475		30,000	30,000	0	0		
	Maintenance Vehicles	1475		75,000	75,000	0	0		
	Computer Equipment	1475		10,000	10,000	0	0		
	Total			195,000	195,000	0	0		
A/E Fees	Richert Manor	1430		31,400	31,400	0	0		
	Howard Estates	1430		22,000	22,000	0	0		
	Atherton East	1430		28,500	28,500	0	0		
	River Park	1430		6,000	6,000	0	0		
	Mince Manor	1430		21,500	21,500	0	0		
	Aldridge Place	1430		4,600	4,600	0	0		
	Sundries	1430		4,000	4,000	0	0		
	Total			118,000	118,000	0	0		

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50104 Capital Fund Program No: 50104 Replacement Housing Factor No:					Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Richert Manor	6/30/06			6/30/08				
Howard Estates	6/30/06			6/30/08				
Atherton East	6/30/06			6/30/08				
Garland Chase	6/30/06			6/30/08				
River Park	6/30/06			6/30/08				
Centerview	6/30/06			6/30/08				
Forest Park	6/30/06			6/30/08				
Scattered Sites	6/30/06			6/30/08				
KMS Square	6/30/06			6/30/08				
Operating	6/30/06			6/30/08				
Management Improvements	6/30/06			6/30/08				
Audit	6/30/06			6/30/08				
Dwelling Equipment	6/30/06			6/30/08				
Non-dwelling equipment	6/30/06			6/30/08				
A/E Fees	6/30/06			6/30/08				

SIGN IN SHEET
RESIDENT AND RAB MEETING
CAPITAL FUND GRANT/PHA PLAN
JAN 10, 2005 7:00 PM

- | <u>NAME</u> | <u>PHONE #</u> |
|---------------------------|---------------------|
| 1. <u>Robert Bartlett</u> | <u>507 926 7117</u> |
| 2. <u>Miss Knight</u> | <u>507 926 7117</u> |
| 3. <u>Miss Knight</u> | <u>507 926 7117</u> |
| 4. <u>Miss Knight</u> | <u>507 926 7117</u> |
| 5. <u>Anna Patrick</u> | <u>208 355 9116</u> |
| 6. <u>Miss Knight</u> | <u>507 926 7117</u> |
| 7. <u>Miss Knight</u> | <u>507 926 7117</u> |
| 8. <u>Miss Knight</u> | <u>507 926 7117</u> |
| 9. <u>Miss Knight</u> | <u>507 926 7117</u> |
| 10. <u>Miss Knight</u> | <u>507 926 7117</u> |
| 11. <u>Miss Knight</u> | <u>507 926 7117</u> |
| 12. <u>Miss Knight</u> | <u>507 926 7117</u> |
| 13. <u>Miss Knight</u> | <u>507 926 7117</u> |

CAPITAL FUND MEETING
JANUARY 10, 2005
7:00 P.M.
COMMENTS BY RESIDENTS
(ITEMS NEEDED)

RIVER PARK

Repair Security Cameras
Repair Sidewalks where puddles form (bldg 16)
Matching Storm Doors
Landscaping- Curb Appeal
Security Screens
Gym- for activities
Paint building different colors
Fix Play Area

Forest Park

Kitchen Cabinets
Replace floors in Kitchen and Bathroom
Bathroom Ceiling downstairs – getting wet from upstairs
Plumbing
Vent Covers
New Carpet
Expand and Renovate laundry room / Community Room
Parking lot- new and expanded
Sidewalks
Central Air
Air conditioning Screens
Fix baseboard registers

Richert Manor

Security Cameras
Intercom System
Alarms on doors
New back door to trash room
New locks on front door- too many keys out
Card Swipe system
Paint outside of Building
Paint interior of apartments – cycle paint
Central Air
Windows

Centerview

Landscaping
Tree Cutting and trimming
New and more washers and dryers
Paint exterior of building (and clean)
Paint interior
New windows
New carpet- units
Fix trash bins (dumpsters)
New elevators
New laundry room- renovate
Need accessible signs in parking lot
Central Air
Picnic tables
New pool table and Television
New lobby furniture

Mince Manor

Power wash outside of building
Enclosure for dumpsters
Security alarms on exit doors
Fire Alarm System
Carpet- Halls and Units
Swipe card system
New parking lot
Re-paint handicap spaces
Central Air
Tint balcony windows
Wash Windows
Fix screens

KMS Square

Security Screen on Hallway windows
Screen in Community room
Ceilings- leaks from units above
Site lighting by picnic area
Re-pave walking track
Site Landscaping
Drapes / Blinds
Roof on Garage
Locks repaired in units
Lobby furniture
Intercom system
Units Painted
Remove dead trees in back
Need wrought iron fence between KMS and Cloverlawn

Garland/Chase – no residents attended

Items from Manager:

Renovate Community room

Security cameras

Site Landscaping

New Fencing

Tuckpoint brick

Painting – interiors

New carpet – units

New windows

No residents came to meeting from Howard Estates; Atherton East; Garland/Chase; Scattered Sites; or Aldridge Place.

All items listed were talked about in the meeting and all items that are possible and needed will be put in the 20-year Needs Assessment. Items with immediate needs are being handled by our Maintenance crews.

14. Cynthia Howard 787 0890 ^{KMS}

15. Rosanna Walker 785-8204 ^{KMS}

16. Gracia Young 736-736 - ^{name}

17. William Dargatzis 255-1888 ^{KMS}

18. Dr. J. Barnett, PhD 736-3050

19. Red Diangite 736-5193

20. Allyn Bellman 736-3050

21. John Turner KMS

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

FLINT HOUSING COMMISSION

**ANNUAL MAINTENANCE
MANAGEMENT PLAN**

2005

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INTRODUCTION

The Flint Housing Commission created in 1964 and was formerly opened in 1968 with 332 dwelling units and has grown to become a medium sized Public Housing agency that owns 1,248 units of Low Income Public Housing. There are 6 family developments (695 units) and 6 elderly developments (553) units. Our mission is to promote adequate, affordable housing, economic opportunity and a suitable living environment free from discrimination.

To achieve this mission we have chosen to utilize the concept of on-site maintenance. Each site is staffed with an adequate number of maintenance personnel, based on the number of housing units that are in the respective developments and the Housing Managers are their first line supervisors. Under the direction of the Housing Managers, the on-site maintenance staff is responsible for all aspects of property maintenance including work orders and Vacant Unit Turnaround.

The FHC 2005 maintenance management plan has been created to establish the policies and procedures necessary to ensure compliance with HUD's regulations as it relates to the essential elements of a well-integrated maintenance program. This comprehensive, formal maintenance plan has been developed utilizing the standards, regulations and requirements embraced by UPCS, REAC and the local codes and ordinances.

FHC MAINTENANCE PLAN PERFORMANCE STANDARDS

1. General Maintenance Policies:

- A.** Respond to Resident generated service requests within one day and abate resident generated request within three (3) days maximum;
- B.** Respond to emergency service requests on the same day as received and abate same within a 24-hour maximum;
- C.** Adhere to a documented Preventative Maintenance Program;
- D.** Inspect all units for Preventative Maintenance annually;
- E.** Complete all scheduled Preventative Maintenance inspections in a timely fashion;
- F.** Adopt and adhere to a cyclical painting program;
- G.** Prepare vacant units for occupancy within fourteen (14) working days maximum;
- H.** Provide Maintenance Staff with access to all necessary tools, equipment, supplies, and materials;
- I.** Assure that problems and discussions regarding Residents will stay in the office and will not be shared with other Residents or general public or friends or family;
- J.** Provide emergency maintenance service after regular working hours.

2. Maintenance Priorities

Maintenance work shall be performed according to the following priority of work order categories:

- A. Emergency Maintenance** – these are items that if not repaired promptly could cause injury, loss of life, threaten health, or cause serious property damage such as:
 - 1. No Heat (during winter months when temperature is less than 40 degrees)
 - 2. No Utilities (if FHC is the provider)
 - 3. Backed-Up floor or waste drains
 - 4. Clogged toilet (when there is only one toilet)
 - 5. Gas Leaks or Gaseous Fumes
 - 6. Lock-outs
 - 7. Un-lockable exterior doors
 - 8. Broken windows
 - 9. Water leaks
 - 10. Unsafe walking surfaces due to ice or snow
 - 11. Imminent danger of collapse

12. Broken stair tread, hand or guardrail

Emergency Maintenance Procedures

1. The Housing Manager's office will be contacted immediately
2. The Housing Manager will immediately dispatch a maintenance person to the location to verify the existence of an emergency situation
3. The Housing Manager will determine whether the work can be done in house or requires contract services
4. If the matter cannot be resolved completely, temporary repairs and/or safeguards will be conducted to abate the emergency status.
5. Emergency work orders will be turned in immediately upon completion.
6. If situation is determined not to be an emergency, Resident will be informed that request will be considered as any other routine Resident request.

Standby Maintenance

The purpose of FHC Stand-By Maintenance Service is to address the "Emergency" or Health and Safety housing maintenance needs of our residents between our normal hours of operation. It is then necessary that all stand-by personnel are responsible to decide which request for services warrant an after hours response. The following list consists of situations which would require an emergency response:

1. No Heat (during winter months when temperature is less than 40 degrees)
2. No Utilities (if FHC is the provider)
3. Backed-Up floor or waste drains
4. Clogged toilet (when there is only one toilet)
5. Gas Leaks or Gaseous Fumes
6. Lock-outs
7. Un-lockable exterior doors
8. Broken windows
9. Water leaks
10. Unsafe walking surfaces due to ice or snow
11. Imminent danger of collapse
12. Broken stair tread, hand or guardrail

B. Routine Maintenance Procedures

1. Extermination

The Flint Housing Commission will contract with a licensed exterminator to provide and maintain an efficient and effective pest control program.

- a. The Flint Housing Commission Public Housing Managerial staff shall schedule extermination (including extermination of cockroaches) requirements for each development.
- b. The Flint Housing Commission Staff will furnish said contractor with approved schedules ten (10) days prior to the first extermination date.
- c. Management is responsible for notifying the Residents and assuring that units are properly prepared.
- d. Management will take precautionary measures to assure that residents are aware of the antidote for the rodent poison use.
- e. All developments will be completely treated for pests, including rodents and cockroaches, within a one (1) year cycle.
- f. **Unscheduled Pest Extermination**
 - i. Residents requiring interim extermination will report this to the Flint Housing Commission office.
 - ii. The Flint Housing Commission Maintenance Management Staff will inform the Maintenance Staff that the unit will have an interim extermination by issuing a work order.
 - iii. Extermination services may be provided on demand on a monthly basis.

2. Janitorial and Grounds Cleaning

a. Sweeping and mopping of Public Areas

All public corridors will be broom swept and mopped daily. Whenever possible, this operation will be performed in the mornings when Resident traffic is the lightest.

b. Cleaning Grounds and Landscaped Areas

- 1) The policing of landscaped areas are best performed by a worker equipped with a shoulder bag and metal tipped spear or other comparable equipment. The worker will wear gloves for protection when removing trash from the spear. Paper, small cardboard cartons, and miscellaneous trash will be speared and deposited in the bag or other approved container.

- 2) Litter, such as cigarette butts or matches on lawn and other areas, which are too small to be speared, will be swept up by means of a bushel basket or wheelbarrow for removal. A square-faced shovel can be used for picking up the debris.
 - 3) Large pieces of paper and miscellaneous trash, such as clothes hangers, too cumbersome for the bag, will be deposited in the nearest stationary waste basket or dumpster.
 - 4) Litter found with names of Residents will be notes and reported to the Flint Housing Commission office so that notices can be mailed to the Resident about the litter and charges, if applicable.
- c. Cleaning of walks, roads, playgrounds, parking areas--On paved/hard surfaces where cars, benches, and play equipment is prevalent, best results are attained by manual sweeping

3. Trash Collection

The Flint Housing Commission will provide periodic trash collection at a frequency required to maintain the development in a sanitary condition with required Resident cooperation.

- a. Trash collection will be provided by a private firm under contact to the Flint Housing Commission on a scheduled basis. These contracts will be renewed annually.
- b. In our Scattered Sites, trash collection is provided by the City of Flint on a scheduled basis

4. Lawn care/Landscaping

- a. The Flint Housing Commission will keep all elderly units and the Flint Housing Commission office/Maintenance/storage lawns and landscaping areas cut and trimmed during the growing season to enhance the image of the Flint Housing Commission and to provide an attractive setting for its Residents and the general public.
- b. Lawn care
 - 1) By March 1 of each year, the Flint Housing Commission Staff and Maintenance Staff will prepare a schedule of all activities by development (i.e., frequency of grass cutting, hedge cutting, tree and lawn trimming, flower bed preparation, fertilizing, weed poisons, etc)
 - 2) By March 15 of each year, Management Staff and Maintenance Supervisor will make certain that supplies are ordered and equipment is stocked and operational.
 - 3) Damage - In early Spring, the Maintenance Staff will clear debris (tree limbs, large rocks, etc.) From each lawn area and report excessive lawn damage, damage to trees,

ornamental plants and shrubs to the Flint Housing Commission office. The Maintenance Supervisor will inform the Flint Housing Commission office of the location and nature of damage, and schedule corrective work.

- 4) Fertilization and Weed Prevention - In the Spring, each lawn area will receive an application of fertilizer and weed prevention.
- 5) Mowing - Lawns will be cut approximately every fourteen (14) days depending on the rate of growth. In the Spring, mowing may be required more frequently.
- 6) Watering - Lawns should be watered every day except when limited due to local water shortage conditions, or some other factor which would cause damage to the lawn area (such as immediately after some chemicals have been applied to prevent week growth), or scheduled by the Flint Housing Commission Staff for budget purposes.

c. Landscaping

- 1) Hedges and Shrubs - Ornamental plants should be trimmed on a regular basis. No plants should touch the foundation of any building. The shrubs should be cut clear of any stairs or building. The height and width of any hedge depends on their location and purpose. (i.e., whether they are decorative or serve as a buffer to street traffic or as a deterrent to window peeping, etc)
 - 2) Trees - All dead or broken limbs should be cut clean near the trunk of the tree. No tree limb should touch any building or electrical line or overhang a traffic sign or cut view of street traffic.
 - 3) Flower Beds - Beds will be cleared of debris and weeded on a regular schedule. A bed of mulch, tree bark, or stone will be placed to avoid excessive infiltration.
 - 4) Weed Retardant - Where necessary, weed retardant should be administered to those areas that are not conducive to the growth of vegetation. (i.e., cracks in pathways, along foundations, fence areas, etc.)
 - 5) Edging - Lawns, walkways, driveways/parking areas, and curbs should be edged to present a neat and attractive appearance each time the lawn is mowed.
5. Snow Removal (Will be conducted by site-based maintenance personnel through 2005)

Maintenance Staff Training

It is the intention of the Flint Housing Commission's Maintenance Department to have a qualified, well-trained work force. Its goal is to ensure that every member of the department is thoroughly trained in his/her job skill in order to perform his/her mission in a timely and efficient manner. Training shall be conducted contractually through a local community college or training organization.

ANNUAL MAINTENANCE MANAGEMENT PLAN

GENERAL PERFORMANCE STANDARDS

Building and Site Systems/Equipment Inspections/Property Maintenance

SITE

GRADING AND DRAINAGE:

- All premises shall be graded and maintained so as to prevent the accumulation of stagnant water thereon, or within any building or structure located thereon, and to prevent drainage onto neighboring property.

SIDEWALKS, DRIVEWAYS AND PAVED AREAS:

- All sidewalks, steps, driveways, parking spaces and similar paved areas for public use shall be kept in a proper state of repair and free of snow, ice, mud and other debris.

CURB APPEAL:

- All shrubs, bushes, trees, etc. shall be trimmed so as to allow a safe clear passage.
- All shrubs, hedges, bushes, etc. shall be trimmed to a maximum height of three (3) feet for a distance of fifteen (15) feet inside the public sidewalk.
- All FHC lawns shall be properly maintained to a length not to exceed ten (10) inches.

DISPOSAL OF RUBBISH:

- Items of questionable value, dirt, filth, garbage, yard waste, trash and debris etc. shall be disposed of in proper containers and removed from all FHC premises except Scattered Sites twice weekly by a private contractor; Scattered Site residents shall adhere to the City of Flint's waste collection schedules.

BUILDING EXTERIOR

STREET NUMBERS:

- Each building to which a number has been assigned shall have displayed in a position easily observed and readable from the public right-of-way. All numbers shall be in Arabic numerals at least 3 inches high and a 1/2 inch stroke.

FOUNDATION WALLS:

- Every foundation wall, exterior wall, roof and all exterior surfaces shall be maintained, free from cracks, holes and other defects and capable of bearing the dead and live loads imposed upon them.

EXTERIOR WALLS:

- All exterior surfaces, which are normally painted, shall be properly scraped and painted or recovered with a suitable weather-proof material, providing complete protection to the structure.

STORM DRAINAGE:

- All eavestrough systems shall be complete and functional, including the following: Proper drainage of gutters, adequate downspouts and properly installed splashblocks or leaders to direct surface water away from the foundation walls.

ROOFS AND DRAINAGE:

- All roofs shall be structurally sound, tight, and have no defects which might admit rain, and roof drainage shall be adequate to prevent rain water from causing dampness in the walls or interior portion of the building. This is to include any loose or rotted roof or trim boards.
- Any trees, saplings or such growth that would cause premature roof deterioration shall be properly trimmed or removed.

STAIRS AND PORCHES:

- All porch floors, steps, supports, etc shall be maintained, adequate for safety and in sound repair.
- A maximum riser height shall not exceed 8 1/4 inches and minimum tread width shall be 9 inches.

BUILDING INTERIOR

HANDRAILS AND GUARDS

- E. Every open portion of a stair, landing or balcony which is more than 32 inches above the floor or grade below shall have guardrails. Guardrails shall not be less than 3 inches above the floor of the landing or balcony, and shall have intermediate rails, balusters or other construction such that a sphere with a diameter of 6 inches cannot pass through any opening.
- F. All handrails shall be installed 30 to 42 inches above the stair treads and extend full length of stairs.

WINDOWS AND DOOR FRAMES:

- Storm door(s) shall be in sound repair and equipped with a self-closing device.

WINDOW AND DOOR FRAMES/GLAZING:

- All glass shall be in sound condition without open cracks or holes.
- All window sashes shall be properly maintained and fitted.
- Every window, other than a fixed window, shall be capable of being easily opened.

INSECT SCREENS:

- Every door and window or other outside opening used for ventilation purposes shall be supplied with approved screening between June 1st through October 15th of each year.

EMERGENCY ESCAPE:

- Every sleeping room below the fourth story shall have at least one (1) operable window or exterior door approved for emergency escape or rescue.
- The units shall be operable from the inside without the use of special tools or knowledge.
- No cellar of a FHC housing unit shall be used for living purposes.

DOORS:

- Every door, door hinge, and door latch shall be maintained in good condition and operate properly.

LOCKED DOORS:

- All doors in the required means of egress shall be readily openable from the inner side without the use of a key.

- Broken door locks

FLOORING STRUCTURAL MEMBERS:

- All floors shall be properly supported, reinforced, leveled and maintained in sound condition capable of carrying imposed loads.

INTERIOR SURFACES:

- All bathroom and kitchen floors shall be covered with a material that is reasonably impervious to water.
- The walls and/or ceilings and/or floors, throughout each structure shall be maintained, free from defects, clean and painted and decorated, as necessary.

DWELLING UNITS - GENERAL:

- Every dwelling unit shall contain within its walls, a room separate from habitable rooms, which affords privacy and a water closet supplied with cold running water. A lavatory shall be placed in the same room as the water closet, or located in another room in close proximity to the door leading directly into the room in which said water closet is located. The lavatory shall be supplied with hot and cold running water.
- Every dwelling unit shall contain a room which affords privacy to a person. The said room and which is equipped with a bathtub or shower supplied with hot and cold running water.

PLUMBING – GENERAL:

- All plumbing fixtures shall be properly installed and maintained in good working order, and shall be kept free from obstructions, leaks, and defects and be capable of performing the function for which such plumbing fixtures are designed.

BACKFLOW PREVENTERS - CONTAMINATION:

- Sillcocks, hose bibs, wall hydrants and other openings in which a hose may connect shall be protected by an atmospheric type vacuum breaker or a permanently attached hose connection vacuum breaker.

CONTAMINATION:

- SUBMERGED BALLCOCK: To prevent cross connection between potable water and waste, ballcock(s) shall be adjusted so that a minimum of 1 inch gap exists between underside of valve and top of overflow tube. Replacement ballcock(s) shall be anti-siphon type devices.

GENERAL - SUPPLY:

- Plumbing shall be in service, checked and necessary repairs made prior to and during the occupancy of all FHC units.

BACKFLOW PREVENTERS - CONNECTIONS TO BOILERS:

- The potable water supply to the boiler shall be equipped with a check valve. When boilers have conditioning chemicals introduced into the system, the potable water connection shall be protected by an air gap or reduced pressure principle backflow preventer.

HEATING - MECHANICAL EQUIPMENT:

- All FHC heating systems shall be capable of heating entire structure to a minimum of 65 degrees Fahrenheit in all habitable rooms, bathrooms and toilet rooms.

DOORS – FIRE RATED:

- All required fire (resistance) rated doors or smoke barriers shall be maintained in good working order, including all hardware necessary for the proper operation thereof. The use of door stops, wedges and other unapproved hold-open devices is prohibited.

COOKING AND HEATING EQUIPMENT:

- Where there is an unused gas line, a properly fitted cap or plug shall be installed.

ELECTRICAL FACILITIES - ELECTRICAL SYSTEM HAZARDS:

- Every occupied dwelling unit shall be provided with an electrical system meeting the following requirements:
- A 20 ampere appliance circuit shall be provided for a minimum of two separately and conveniently located, above counter outlets in the kitchen-dinette area. A separate circuit shall be provided for the laundry area.
- Required outlets:
- Habitable rooms - 2
- Kitchen - 3
- Laundry area, furnace room, hall or stairway - 1 (light)
- Public halls and stairways in multiple dwellings sufficient light fixtures to provide a lighting level of five (5) foot candles
- Bathrooms - 2 (one adjacent to the lavatory must be GFCI receptacle)

PERMITTED REPAIRS (unlicensed personnel) – ELECTRICAL:

- Replacement of lamps, light fixtures, wall switches, and receptacles.
- Repair of appliances within the appliance enclosure, provided that replacement or extension of electrical system circuits or branch circuits is not involved.
- Sleeving a short length of wire running exposed down a wall surface.
- The minimum size service shall be 60 amperes with three (3) wires.

HANDRAILS AND GUARDRAILS:

- Every exterior and interior flight of stairs having more than three risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762mm) above the floor or grade below shall have guards.
- Handrails shall not be less than 30 inches (762mm) high or more than 42 inches (1067mm) high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces.
- Guards shall not be less than 30 inches (762mm) high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

ELEVATORS:

- In buildings equipped with passenger elevators, at least one elevator shall be maintained in operation at all times when the building is occupied.

SMOKE DETECTORS:

A smoke detector shall be installed:

- On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
- In each room used for sleeping purposes.
- In each story within a dwelling unit, including basements and cellars.

SMOKE DETECTOR TAMPERING:

- Anyone tampering with the detector (removing batteries) shall be in violation of the FHC lease agreement.

MOTOR VEHICLES:

- No unlicensed motor vehicles shall be permitted on any property, and no vehicle shall at any time be in a state of major disassembly or disrepair, nor shall it be in the process of being stripped or dismantled.

WORK ORDER PROCESSING SYSTEM

Work orders are processed from the Central Office, and the housing managers have the ability to access work orders electronically from their remote sites. The site manager distributes processed work orders as they are received at the site and enters them into a log. At days end the log is reviewed and the site manager or his/her assistant faxes the completed work order back to the Central Office or places them in a folder for inter-office delivery which is conducted twice daily. Any work orders left “open” are addressed on the following day.

1. Policies

- a. Maintenance Staff will make no repairs without an authorizing work order form.
- b. Repairs are to be performed within the time frames established in the performance standards

2. Procedures

- a. A completed work order will include
 - 1) Date and time issued to person or entity to do the work
 - 2) Unit number
 - 3) Detailed description of work to be done
 - 4) Date and time the work is satisfactorily completed
 - 5) The materials used to complete the repairs.
 - 6) Whether the damage was caused by the Resident and the charges to the Resident for Resident-caused damage.
 - 7) Signature of the maintainer.
 - 8) Signature of Resident on completion of work

- b. Work orders will be processed by the Assistant Maintenance Manager and entered into a log which indicates at all times the status of all work orders as to type (emergency, non-emergency) when issued, and when completed.
- c. A non-emergency routine work order is any work order that covers a situation that is not an immediate threat to life, health, safety, or property, or that is unrelated to fire safety.
- d. Emergency work orders are for situations that pose an immediate threat to health or safety, and take highest priority.
- e. The majority of work requests initiated by the Housing Commission Staff will be those attributable to preventive, or planned Maintenance, or unit inspections. These work orders are handled as routine work orders.
- f. Maintenance Staff will routinely pick up work orders at: 8:00 a.m. each morning and at 1:00 p.m.
- g. Any time throughout the day that Staff is near or at office, they will check for additional work orders.
- h. Insofar as possible, Maintenance Staff will be issued parts and supplies needed to complete assigned work orders at the time they are assigned the work order.
- i. Procedure when entering a unit
 - 1) Staff will first knock on the door, state the purpose of the visit and politely ask for admittance.
 - 2) If no one is home, Staff is to let themselves in, perform the work and/or inspection, leave a note and secure the unit before leaving.
 - 3) If the Resident is at home, the Staff will ask if there is anything they missed that requires Maintenance.
 - 4) Staff makes a note of completed work order or that additional work is needed and whether items that will require additional work will require additional work orders.
- j. Maintenance Staff will make note, while in a unit or on a site, of excessive poor housekeeping habits or dangers, of children left unattended, excessive damages or repeated damages, and infestation. These will be noted on the work order and Management notified immediately.

- k. A work order deferred for modernization is any work order that is combined with similar work items and completed within the current PHAS assessment year, or will be completed in the following year if there are less than three months remaining before the end of the Flint Housing Commission fiscal year when the work order was generated, under the Flint Housing Commission's modernization program or other Flint Housing Commission capital improvements program.
- l. Work orders will be filed in a binder for the respective development by date.
- m. Notice of charges is mailed to the Resident being charged.
- n. Ten percent (10%) of all completed work orders shall be checked by the Maintenance Supervisor for quality of work.
- o. An annual survey shall be conducted to ensure resident satisfaction.

Assessing Resident Maintenance Charges

1. Residents will be assessed a charge for repairs made to their dwelling units in excess of what is required for normal wear and tear and damage which is caused by the Resident, members of the household, guests, or by neglect.
2. Charges will be made according to the Schedule of Other Charges posted on the Authority bulletin board.
3. If a Resident calls an unauthorized person to work on their unit or appliances, etc., and it is not an emergency to which a Maintenance Staff is unable to tend, the Resident will be responsible for the cost of that repair. The Flint Housing Commission will NOT be liable for the cost.

Vacant Unit Turnaround Procedure

1. It is the policy of the Flint Housing Commission to prepare vacant units for re-occupancy within a maximum of fourteen (14) working days.
 - a. As soon as a unit becomes vacant, the housing manager and maintenance shall inspect it and set a scheduled completion date.
 - b. If the Resident is available, the Resident will certify the condition of the unit on the Unit Inspection form.
 - c. In cases where the Resident vacates without notice, the Maintenance Staff shall perform the move-out inspection within 24 hours of learning of the vacancy.
 - 1) Staff will note all items which must be repaired and/or cleaned, and determine any damages to be charged to the Resident's account.
 - 2) Following inspection, the Maintenance Staff shall determine what supplies are needed to complete the unit turnaround and a requisition along with an inspection report is prepared and sent to the Procurement Coordinator.
 - d. Make-Ready Steps
 - 1) Secure unit and change the cylinders on the unit doors and mailbox locks. The keys to the old cylinders should be tried in both the old unit and mailbox locks to ensure their proper operation. If satisfactory, the old cylinders and keys should be retained for re-use somewhere else at a later date.
 - 2) Remove range and refrigerator (if applicable), clean/repair range and refrigerator thoroughly
 - 3) Exterminate
 - 4) Remove debris and clean
 - 5) Remove old name plates from the mail box, directory, and unit entrance door
 - 6) Remove all picture hooks, nails, curtain hooks and rods, shower curtain rings, etc.
 - 7) Plaster as required, especially nail holes
 - 8) Replace or repair torn shades or blinds for proper operation (If the shade roller has lost spring tension, shades should be pulled down, removed from brackets, rewound manually, and reinstalled)
 - 9) Clean all light fixtures, windows, and shades/blinds

- 10) Replace cracked, broken, missing, or loose ceramic tile
 - 11) Repair Floor. Repair or replace missing asphalt tile. Mop the floor free of dirt, wax, scuff marks, etc. Excessive build-up of wax deposits should be removed
 - 12) Replace wash basins that have chipped surfaces and cannot be repaired
 - 13) Clean plumbing fixtures and cabinets thoroughly; Lemon Oil wood.
 - 14) Wash the walls and/or paint the unit
 - 15) Return the clean/repared range and refrigerator to the unit when leased, if applicable.
 - 16) Final extermination (if needed)
 - 17) Completed inspection form and Resident charges will be delivered to the Flint Housing Commission office Staff as soon as unit is ready to be released
2. Circumstances will occur that will cause the Staff to exceed the 14 working day standard for unit preparation. These are individual exceptions and will not affect overall Flint Housing Commission performance of this function. These circumstances shall include the following categories:
 - a. Fire damaged units
 - b. Developments where there are more than five (5) vacated units in one week
 - c. Contract work is necessary
 - d. Major rehabilitation of vacant units (such as modernization)
 3. If any one of the following work items is required in the vacant unit, it shall be classified a major rehabilitation:
 - a. Replace roof
 - b. Replace/repair entire plumbing system
 - c. Replace wall studs
 - d. Electrical re-wiring
 - e. Replace bathtub
 - f. Replace floor joists in any one room
 4. If any combination of the following work items is required in a vacant unit, it shall be classified as a major rehabilitation and deferred to Modernization or Capital Fund. (Volume of work is primary determination factor for a major rehabilitation):

- a. Replace 50% or more of interior doors
 - b. Replace entrance doors
 - c. Replace two or more windows (frames and panes)
 - d. Replace gutters and downspout
 - e. Replace three or more walls and/or ceilings (plaster and drywall)
 - f. Replace kitchen cabinets
 - g. Install commode sets
 - h. Replace radiators, baseboard heating, and connectors
 - i. Replace/repair three or more floors
 - j. Replace/repair 50% or more floor tile
 - k. Replace kitchen sink
 - l. Replace bathroom face bowl
 - m. Repair interior and/or exterior steps
 - n. Replace walls that are burst completely through
 - o. Replace closet flange
 - p. Replace ceramic wall tiles
 - q. Replace entire walkways
5. The Maintenance Staff and Management shall perform the final inspection.
 6. Following this inspection, Management Staff shall accept the unit as complete if all work is completed to their satisfaction. If the unit is not accepted, the Maintenance Staff must see that the desired work is completed and schedule another final inspection. Acceptance of the unit is at the discretion of Management and it is expected that this discretion shall be exercised reasonably.

Planned and Preventive Maintenance Procedures

1. Annual Unit Inspections

- a. Each occupied unit will be inspected annually by Management or Maintenance Staff. Staff will provide a list of units that will be inspected in the upcoming week so that they can be scheduled. Management Staff will notify the Resident of the inspection by sending a letter at least three (3) days prior to the visit.
- b. The Staff member who is conducting the inspection will use the Authority's Inspection Form.
- c. When major work items are found, they should be listed on the Inspection Form in sufficient detail to enable the preparation of a work order.
- d. Unusual conditions should also be reported to the Flint Housing Commission Staff in writing on the Inspection Form.
- e. The following items will be checked during the inspection:
 - 1) Faucets - faucets will be inspected for their general condition (peeling, faded chrome, drips, etc.) Faucet handles should be adjusted for proper closure. If proper closure cannot be obtained, the washers on both the hot and cold water spindles will be replaced. When washers are changed, the faucet seat will also be replaced. On faucets equipped with non-renewable seats, defective seats will be ground to a smooth surface.
 - 2) Ranges - ranges will be inspected for oven door closure, knobs, flame adjustments, gas cock adjustments, oven spring tension, and top and oven burner condition. Defects will be corrected immediately. If the range is found to be in poor condition, defects will be corrected immediately. If the range is found to be in poor or dirty condition because of Resident neglect or lack of care, the problem will be reported on the Inspection Form and reported to the Maintenance Staff.
 - 3) Hardware - entrance door hinges will be lubricated if necessary and checked for spring tension closure. Unit door locks, knobs, strike plates, and stops will be checked for fastening, alignment, and workability. Defects will be corrected immediately. Door cylinders will be checked for proper key way and pinning to the unit master key. Cabinet hinges, friction catches, and pull handles will be inspected for proper closure, fastening, and alignment. Defects will be corrected immediately.
 - 4) Tile Floors/Carpet - General condition of the floor will be noted on the form. When indentions, cracks, and bumps are found in the tile, the notation must include the color, size, and quantity of materials, and the room where tile replacement is necessary. Carpet will be inspected for cleanliness, wear and tear, and damages and noted on the inspection form.

- 5) Ceramic Tile - the general condition of floor tile will be noted on the form. When cracked, broken, or missing tile is found, the notation must include the color, quantity, and size of material needed for the repair.
- 6) Electrical - switches will be operated to check their workability. Defective switches and outlets and missing or badly cracked cover plates will be replaced. Loose fixtures will be tightened. Fuse cutout boxes will be inspected for conformity to fuse stats and adapters. Any deviation from these fuse stats will be corrected immediately. If there are indications of tampering with fuse boxes, a notation will be made on the form and a report made to the Maintenance Staff. Light fixture will be checked for cleanliness and damage and working bulbs.
- 7) Plumbing Fixtures - plumbing fixtures will be inspected for fastenings, workability, operation, water tightness and flow to and from the fixtures. Leaks to and from fixtures, including tubing, valves, bonnets, packing and piping, will be repaired immediately. Combination sinks, drain boards, bathtubs, and washbasins will be inspected for damage, wear, or chipping areas. The extent of damage will be recorded on the Inspection Form for disposition by the Maintenance Staff. Flush tanks, flush tank covers, and toilet bowls will be inspected for cracks and chips and for cleanliness and stains. If repair is needed, a notation will be made on the Inspection Form and reported to the Maintenance Staff.
- 8) Refrigerators - will be checked for secure door closure, door seals, thermostat operation, freezing capability, and general condition and cleanliness. If the refrigerator is found to be in poor condition or dirty because of lack of care or abuse, the problem will be noted on the Inspection Form.
- 9) Windows - will be checked for broken, cracked, or loose panes, proper operation of window locks, proper operation of the window opening and closure, weatherization (caulking, etc.), and for cleanliness.
- 10) Blinds/shades - Blinds will be checked for condition and cleanliness of blades and tapes, for bent or broken blades, for proper operation of blind. Shades will be checked for proper operation of shade and condition and cleanliness. All repairs and conditions will be noted on the Inspection Form and reported to the Maintenance Staff.
- 11) General Unit Condition - The general condition of the entire unit will be noted. The following items will be checked and a notation entered on the Inspection Form.
 - (i) Is unit unsanitary, unclean, or unsafe? If so, give details.
 - (ii) Are there other damages, (walls, ceilings, doors, etc)
 - (iii) Check washing machines for fixed connections to water supply and drainage.
 - (iv) Serial and tag number of range and refrigerator will be recorded for use in the annual inventory

- (v) Completed inspection Form will be submitted to the Management Staff who is responsible for initiating the work orders arising from the inspection. These work orders will be categorized as Unit Inspection and their issuance noted on the Inspection Form.

Building and Systems Maintenance

1. Buildings - The Maintenance Staff will inspect each building and all facilities at least monthly. The inspection will include
 - a. the complete building envelope, consisting of roofs, overhangs, exterior walls, windows, screens, doors, railing, and infestation
 - b. All grounds, playground equipment, picnic tables, roads, walks, and the drainage system and lawns (checking for foundation problems or leaks of gas or water).
 - c. Particular attention will be given to evidence c) of sewer problems, water leaks, gas leaks, and the electrical drops, and gas meter installations
 - d. The Maintenance Staff will report the conditions found and indicate the exact location of needed repairs or replacements.
 - e. HVAC Systems - Regular inspections will be made of HVAC systems whether by Flint Housing Commission personnel or contractors.
 - f. Equipment - Whenever a new piece of equipment is purchased, a file is started including all recommended preventive Maintenance servicing dates. This information is recorded for scheduling. A copy of the work order, which confirms the performance of scheduled Maintenance, or the repair, or replacement of any parts, is placed in the file to establish a record of all work performed on the equipment or system.
 - g. General Procedure - Work to be accomplished quarterly is confirmed by work orders produced on the first of March, June, September, and December.

2. Motor Vehicles

a. Scheduled Maintenance

Specified tasks will be performed as required on a daily, weekly, or monthly basis:

Daily- odometer check, visual check

Weekly- (Monday morning before work begins)

Check all fluids; check inside and outside of vehicle

Monthly- Tune-up and oil change as needed (Maximum is 3 000 miles)

- b. The Maintenance Staff is responsible for the condition of the vehicle and assuring that

scheduled Maintenance is performed. This includes the completion of oil changes, lubrication, tune-ups, or other repairs and Maintenance. If the work required is beyond the capacity of Staff, outside services will be secured.

- 1) Broken door locks

3. Painting

a. Exteriors

- 1) The scheduling of exterior painting is the responsibility of the Maintenance Department and is programmed to accomplish the painting of approximately one-fifth (1/5) of the total inventory each year.
- 2) Included in the above inventory are all appendage facilities within each development. These include the Management/Maintenance building, recreation building, pump and meter structures, benches, and signs.
- 3) Painting will be accomplished between cycles if it becomes necessary due to fire damage, hail, graffiti, or other unavoidable circumstances.
- 4) Residents, unless employed to do so by the Flint Housing Commission, are not to apply paint in any manner to building exteriors. Should they do so, they will be responsible for the restoration of the property as directed by the Flint Housing Commission.

b. Interiors

- 1) The condition of the interior paint finish of each unit will be inspected when vacated and a unit will be re-painted as necessary prior to occupancy to bring it to a standard of good property Maintenance.
- 2) The interior of occupied units will be painted according to the cycle painting standard or as soon as feasible. Painting will be done at intervals no longer than every five (5) years for family units; every seven (7) years for elderly units.
- 3) Interior of Management/Maintenance facilities will be painted as necessary but at least every 5 years.

HVAC Systems

Comprehensive HVAC Preventative Maintenance Plan

Objective: to reduce cost as it relates to the operation, repair and replacement of equipment through a three-year systematic schedule of inspection, cleaning, lubrication and adjustments resulting in extended equipment life and dependability.

Priority of scheduling preventative maintenance is based on the intended use of equipment; amount of people served; age; and condition, repair and replacement cost of equipment if not serviced.

These are the basic HVAC systems owned by FHC the general preventative maintenance requirements:

Domestic Water Heating & Pumping Systems (Richert Manor Apts.)

Shall be inspected on a monthly basis for:

- operation vibrations
- leaks
- lubrications
- Boiler Heating Systems (Centerview and Forest Park Apts.)

Shall be inspected on a monthly basis for:

- operation and lubrication of pumps and valves
- Removal of air from system
- leaks

Forced Air Residential Furnaces

Shall be cleaned and inspected on a three year cycle to include:

- Clean and adjust burners and ignition components
- Check amp draws on motors
- Lubrication
- Clean blower wheels
- Test limits and safety devises

- Visually inspect heat changer
- Check venting, draft and perform CO₂ level, test on unit to ensure safe operation
- Filters shall be changed at a minimum of twice yearly

Through Wall Heating & A/C Units (Mince & Kenneth Simmons Square)

Shall be cleaned and inspected on a three year cycle to include:

- Power wash condensers (chemically cleaned if necessary)
- Clean evaporator coils
- Check and recharge refrigerant if needed
- Clean and check condenser drains
- Replace compressor contactors on older units, when necessary
- Lubricate motors where applicable
- Test controls and limits
- Filters shall be cleaned and/or replaced twice yearly

NOTE: Through the wall units with gas heat require the same maintenance as residential furnaces on the heat side.

Roof Top Heat & A/C & Makeup Air Units

- Clean condensers and service A/C and heating yearly
- Change filter twice yearly

Roof Top Exhaust Fans

- Service twice yearly, lubricate motors, replace and adjust belts and pulleys.
- Three year maintenance schedule by priority and sight.

RICHERT MANOR

- 3 Jo-Day 285 hp boilers also provide domestic hot water require year round monthly schedule
- Roof top exhaust fans

- 20 ton roof a/c unit with hot water heat for make up air and heating all hallways on all 12 floors. (currently in a state of disrepair)

HOWARD ESTATES

- has residential Armstrong furnaces in good condition, clean and service in 3rd year.
- laundry room roof top heat & a/c unit service yearly

ATHERTON

- has several makes, models, age and condition of residential furnaces, service 1st year

GARLAND

- boilers and domestic water heater with pumps
- window a/c units, service 3rd year
- roof top exhaust fans

RIVER PARK

- residential Lennox furnaces of varying age and make, service 2nd year
- laundry room roof top heat & a/c unit, service yearly

CENTERVIEW

- boilers and domestic hot water
- roof top exhaust fans (approximately 30 in a state of disrepair & several missing)
- 15 ton roof top heat & a/c for make up air in hall ways (currently not working)

FOREST PARK

- boilers and domestic hot water
- roof top exhaust fans
- window a/c unit, service 3rd year

SCATTERED SITES

- residential furnaces, mix of all makes, models, age and condition, service in 1st year

MINCE

- domestic water boiler and pumps

- through wall heat & a/c units, service 2nd year

ALDRIDGE

- residential Armstrong furnace, good condition, service 3rd year

KMS

- through wall Armstrong heat & a/c units, service 1st year
- domestic hot water & pumps

This report is prepared and based on the initial observations of the HVAC Assistant Manager during his first three weeks of employment with FHC and may be revised.

Annual Unit Inspections

1. Each occupied unit will be inspected annually by Management and/or Maintenance Staff. Staff will provide a list of units that will be inspected in the upcoming week so that they can be scheduled. Management Staff will notify the Resident of the inspection by sending a letter at least three (3) days prior to the visit.
2. The Staff member who is conducting the inspection will use the Housing Commission Inspection Form.
3. When major work items are found, they should be listed on the Inspection Form in sufficient detail to enable the preparation of a work order.
4. Unusual conditions should also be reported to the Site Manager in writing on the Inspection Form.
5. The following items will be checked during the inspection:
 6. Faucets – faucets will be inspected for their general condition (peeling, faded chrome, drips, etc.) Faucet handles should be adjusted for proper closure. If proper closure cannot be obtained, the washers on both the hot and cold water spindles will be replaced. When washers are changed, the faucet seat will also be replaced. Faucet replacement kits will be installed on faucets equipped with non-renewable seats.
 7. Ranges – ranges will be inspected for oven door closure, knobs, flame adjustments, gas cock adjustments, oven spring tension, and top and oven burner condition. Defects will be corrected immediately. If the range is found to be in poor condition, defects will be corrected immediately. If the range is found to be in poor or dirty condition because of Resident neglect or lack of care, the problem will be reported on the Inspection Form and reported to the Maintenance Staff.

8. Hardware – entrance door hinges will be lubricated if necessary and checked for spring tension closure. Unit door locks, knobs, strike plates, and stops will be checked for fastening, alignment, and workability. Defects will be corrected immediately. Door cylinders will be checked for proper key way and pinning to the unit master key. Cabinet hinges, friction catches, and pull handles will be inspected for proper closure, fastening, and alignment. Defects will be corrected immediately.
9. Tile Floors/Carpet – General condition of the floor will be noted on the form. When indentions, cracks, and bumps are found in the tile, the notation must include the color, size, and quantity of materials, and the room where tile replacement is necessary. Carpet will be inspected for cleanliness, wear and tear, and damages and noted on the inspection form.
10. Ceramic Tile – the general condition of floor tile will be noted on the form. When cracked, broken, or missing tile is found, the notation must include the color, quantity, and size of material needed for the repair.
11. Electrical – switches will be operated to check their workability. Defective switches and outlets and missing or badly cracked cover plates will be replaced. Loose fixtures will be tightened. Fuse cut-out boxes will be inspected for conformity to fuse stats and adapters. Any deviation from these fuse stats will be corrected immediately. If there are indications of tampering with fuse boxes, a notation will be made on the form and a report made to the Maintenance Staff. Light fixture will be checked for cleanliness and damage and working bulbs.
12. Plumbing Fixtures – plumbing fixtures will be inspected for fastenings, workability, operation, water tightness and flow to and from the fixtures. Leaks to and from fixtures, including tubing, valves, bonnets, packing and piping, will be repaired immediately. Combination sinks, drain boards, bathtubs, and washbasins will be inspected for damage, wear, or chipping areas. The extent of damage will be recorded on the Inspection Form for disposition by the Maintenance Staff. Flush tanks, flush tank covers, and toilet bowls will be inspected for cracks and chips and for cleanliness and stains. If repair is needed, a notation will be made on the Inspection Form and reported to the Maintenance Staff.
13. Refrigerators – will be checked for secure door closure, door seals, thermostat operation, freezing capability, and general condition and cleanliness. If the refrigerator is found to be in poor condition or dirty because of lack of care or abuse, the problem will be noted on the Inspection Form.
14. Windows – will be checked for broken, cracked, or loose panes, proper operation of window locks, proper operation of the window opening and closure, weatherization (caulking, etc.), and for cleanliness.
15. Blinds/shades – Blinds will be checked for condition and cleanliness of blades and tapes, for bent or broken blades, for proper operation of blind. Shades will be checked for proper operation of shade and condition and cleanliness. All repairs and conditions will be noted on the Inspection Form and reported to the Maintenance Staff.

16. General Unit Condition – The general condition of the entire unit will be noted. The following items will be checked and a notation entered on the Inspection Form.
- a. Is unit unsanitary, unclean, or unsafe? If so, give details.
 - b. Are there other damages, (walls, ceilings, doors, etc)
 - c. Check washing machines for fixed connections to water supply and drainage.
 - d. Serial and tag number of range and refrigerator will be recorded for use in the annual inventory
 - e. Completed Inspection Form will be submitted to the Management Staff who is responsible for initiating the work orders arising from the inspection. These work orders will be categorized as Unit Inspection and their issuance noted on the Inspection Form.
 - f. The Maintenance Staff will report the conditions found and indicate the exact location of needed repairs or replacements.
 - g. Regular inspections will be made of HVAC systems whether by Flint Housing Commission personnel or contractors.

**FLINT HOUSING COMMISSION
VEHICLE/EQUIPMENT REPLACEMENT PLAN**

NARRATIVE

The Flint Housing Commission (FHC) has established a vehicle replacement plan that outlines the FHC’s intent to inspect, grade, and record the condition of our active fleet on, at a minimum, an annual basis to determine when scheduled replacements take place. The Commission currently maintains twenty-eight (28) vehicles including pickup trucks, passenger cars, dump trucks, vans, and other specialized vehicles, many of which should be routinely replaced, based on the mileage, age, and condition of vehicle/equipment.

An aging fleet is subject to frequent breakdowns on the road and more expensive repairs, and can jeopardize the safety of employees and compromise work performance. Henceforth, as older vehicles are replaced, the length of warranty and trade-in value of newer vehicles shall be the criteria used for vehicle and equipment replacement.

PLAN AND METHODOLOGY

For vehicles out of service warranty, FHC will contract with reputable, licensed automotive repair vendors to perform routine maintenance on our vehicles based on manufacturer’s recommendations. In addition, annual fleet inspections will be conducted to confirm the mileage, age, and condition of each vehicle and a rating of good, fair, or poor will be assigned to each vehicle accordingly. The results of these routine preventive maintenance checks and annual inspections will determine which vehicles to replace first. We plan to replace approximately three (3) vehicles per year as the operating budget and other funding allows. The vehicle replacement schedule will continue to be updated as needed.

As illustrated in Table 1.A below the Flint Housing Commission’s current fleet inventory has already aged past normal standards. As illustrated in table 1.B, based on the model year and mileage, twelve (12) vehicles are nearing the end of their useful life, as they have over 55,000 miles on them. Six (6) of these vehicles are over five (5) years old, while six (6) others are over ten (10) years old.

FHC Fleet Vehicles by Age
2004-05

Vehicle Age	Amount
Less than 5 years	5
5 to ten years	10
Over 10 years	13
Total Vehicles	28

Table 1.A

**VEHICLE/EQUIPMENT
REPLACEMENT PLAN CONT.**

Current FHC Fleet Vehicles

Fleet #	Make and Model	Year	Current Mileage	Fleet #	Make and Model	Year	Current Mileage
7	Chevy C30 Bucket Truck	85	106,393	23	Chevy 2500 4x4	95	61,999
16	Chevy Pickup 2500 4x4	88	60,804		Pontiac Grand Am	95	70,997
8	Chevy Van 20	88	96,796	24	Chevy 2500 4x4	95	88,379
4	Chevy Big Dump	89	17,516	30	Chevy Pickup	97	37,234
6	Chevy Hi-Cube Van C30	89	36,798	29	Chevy Pickup 1500	97	51,101
17	Chevy Pickup 2500 4x4	90	61,944	27	Chevy Pickup 1500	97	54,417
20	Chevy Van 20	90	85,85	26	Chevy Pickup 1500	97	60,246
18	Chevy Van 20	90	97,802	28	Chevy Pickup	97	80,675
5	Chevy 3500 Little Dump	91	48,679		Pontiac Transport	97	135,552
19	Chevy 2500	91	57,046		Chevy Silverado 2500 HD	03	21,409
1	Chevy Cavalier	94	32,571	9	Chevy Cargo Van	03	36,910
3	Chevy Cavalier	94	38,447	8	Chevy Cargo Van	03	39,001
22	Chevy Pickup 2500 4x4	94	80,072		Chevy Pickup 1500	04	8,959
14	Chevy G20 Van	95	53,146		GMC 3500	04	11,711

Table 1.B

IMPLEMENTATION STRATEGIES AND TIMELINE

Though the FHC has made periodic purchases of vehicles in the past without a formal replacement plan, it is the Flint Housing Commission’s intention to use this plan for all future purchases. The FHC will implement this vehicle replacement plan in FY 2005, as a valuable management tool to improve inventory, increase efficiency, and reduce costs.

The FHC purchased two (2) vehicles during the 2004 fiscal year out of the Capital Fund Grant. It is the FHC’s intent to replace two (2) full sized vehicles during the 05 fiscal year and purchase ten (10) small grounds utility vehicles equipped with snow plow and salt spreading attachments, using funds from both the operating budget and the Capital Fund Grant monies (See Table 1.C and Table 1.D).

Recommended
Vehicle Replacement Cycle Budget

Fiscal Year	2004-05	2005-06	2006-07	2007-08	2008-09
Operating Budget	(\$0)	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)
Capital Fund Grant	(\$100,000)	(\$75,000)	(\$75,000)	(\$75,000)	(\$75,000)

Table 1.C

The Operating Budget will absorb Twenty-five percent of the cost and the Capital Fund Grant will absorb the other Seventy-five percent. The FHC plans to continue this method of replacing vehicles until the entire fleet is updated.

**VEHICLE/EQUIPMENT
REPLACEMENT PLAN CONT.**

Recommended
Vehicle Replacements by Fiscal Year

2004-05				
(\$25,000)	Fleet #	Make and Model	* Year	* Mileage
(\$75,000)		Pontiac Transport	97	135,552
	7	Chevy C30 Bucket Truck	85	106,393
	16	Chevy Pickup 2500 4x4	88	60,804
	8	Chevy Van 20	88	96,796

* Current Information

2006-07				
(\$25,000)	Fleet #	Make and Model	* Year	* Mileage
(\$75,000)	20	Chevy Van 20	90	85,83
	18	Chevy Van 20	90	97,802
	4	Chevy Big Dump	89	17,516
	6	Chevy Hi-Cube Van C30	89	36,798

2007-08				
(\$25,000)	Fleet #	Make and Model	* Year	* Mileage
(\$75,000)	17	Chevy Pickup 2500 4x4	90	61,944
	22	Chevy Pickup 2500 4x4	94	80,072
	23	Chevy 2500 4x4	95	61,999
		Pontiac Grand Am	95	70,997

* Current Information

2008-09				
(\$25,000)	Fleet #	Make and Model	* Year	* Mileage
(\$75,000)	19	Chevy 2500	91	57,046
	14	Chevy G20 Van	95	53,146
	27	Chevy Pickup 1500	97	54,417

2009-10				
(\$25,000)	Fleet #	Make and Model	* Year	* Mileage
(\$75,000)	26	Chevy Pickup 1500	97	60,246
	29	Chevy Pickup 1500	97	51,10
	28	Chevy Pickup	97	80,675

* Current Information

VEHICLE/EQUIPMENT REPLACEMENT PLAN CONT.

Table 1.D

FISCAL IMPACT

Work vehicles cost an average of \$25,000. Based on the 10-year replacement program, four regular work vehicles should cost \$100,000 each year. The FHC is currently spending an average \$0 from the operating budget annually to replace vehicles. Therefore, the FHC should budget an additional \$25,000 from the operating budget and \$75,000 from the capital fund grant annually for vehicle procurement in the future. The replaced fleet vehicles will be sold via public auction to help offset the replacement plan costs.

CONCLUSION

This plan shows that FHC's existing outdated; high-mileage vehicles can be replaced in a timely and cost-effective manner over the next five to ten years. Although FHC intends to conduct vehicle replacements based on the schedule in this plan, approval for replacements must still be received through the budget and procurement process.

The Maintenance Department, working with the Finance Department, will prepare an annual needs assessment to determine which vehicles require replacement for upcoming fiscal years. The table 1.D on page 3 is the current year-to-year recommendation.

Vehicle replacements will be funded only for the current equivalent equipment class, make, and model. Upgrades may not be funded under the FHC Vehicle Replacement Plan unless equivalent replacements and upgrades need to be changed to meet operational needs and the costs remain within budget targets. If the Maintenance Department determines upgrades are necessary, it has two options: (a) pay for the upgrades from the Department's current operating budget; or (b) request upgrades and additions during the development of the Department budget. In any case, change requests will be discussed with the Finance Department and the requests will go through the normal procurement process prior to proceeding. The Finance Department must approve all charges to the vehicle replacement budget

**FLINT HOUSING COMMISSION
VEHICLE/EQUIPMENT REPLACEMENT PLAN**

Vehicle #	Year	Color	Make/Model	VIN #	Current Mileage	Estimated Disposal Date	Replacement Date
not marked	97	Dk Gray	Pontiac Transport	1GMDX03E0VD131977	135,552	Aug-05	Aug-05
7	85	White	Chevy C30 Bucket Truck	1GBJC34M2FJ166179	106,393	Aug-05	NA
16	88	Lt Blue	Chevy Pickup 2500 4x4	IGCFK24K2JE156797	60,804	Aug-05	Aug-05
8	88	Lt Blue	Chevy Van 20	2GCEG25K7J4134984	96,796	Aug-05	Aug-05
4	89	Lt Blue	Chevy Big Dump	1GBL7D1B4KV107899	17,516	Aug-05	NA
6	89	Lt Blue	Chevy Hi-Cube Van C30	2GBHG32K5K4131581	36,798	Aug-06	Aug-06
17	90	Lt Blue	Chevy Pickup 2500 4x4	1GCGK24K8LE154317	61,944	Aug-07	Aug-07
20	90	Lt Blue	Chevy Van 20	2GCEG25K1L4118072	85,835	Aug-06	Aug-06
18	90	Lt Blue	Chevy Van 20	2GCEG25K3L4119921	97,802	Aug-06	Aug-06
5	91	Lt Blue	Chevy 3500 Little Dump	1GBHK34K4ME218482	48,679	Aug-06	Aug-06
19	91	Lt Blue	Chevy 2500	1GCGK24K5ME198941	57,046	Aug-07	Aug-07
1	94	Red	Chevy Cavalier	1G1JC5445R7361923	32,571	Aug-12	Aug-12
3	94	Blue	Chevy Cavalier	1G1JC5446R7324122	38,447	Aug-12	Aug-12
22	94	Lt Blue	Chevy Pickup 2500 4x4	1GCFK24KXRZ263259	80,072	Aug-06	Aug-06
14	95	Dk Blue	Chevy G20 Van	1GCEG25H6SF221968	53,146	Aug-07	Aug-07
23	95	White	Chevy 2500 4x4	1GCEK252XSE111152	61,999	Aug-07	Aug-07
not marked	95	Turquoise	Pontiac Grand Am	1G2NE55M4SC765038	70,997	Aug-07	Aug-07
24	95	Dk Blue	Chevy 2500 4x4	1GCGK24K5SE191467	88,379	Aug-08	Aug-08
30	97	White	Chevy Pickup	1GCEC14W1VZ153345	37,234	Aug-08	Aug-08

**VEHICLE/EQUIPMENT
REPLACEMENT PLAN CONT.**

29	97	Lt Blue	Chevy Pickup 1500	1GCEC14W4VZ214641	51,101	Aug-09	Aug-09
27	97	Lt Blue	Chevy Pickup 1500	1GCEC14W4VZ214445	54,417	Aug-09	Aug-09
26	97	White	Chevy Pickup 1500	1GCEC14W0VZ152736	60,246	Aug-09	Aug-09
28 not marked	97	Lt Blue	Chevy Pickup Chevy Silverado	1GCEK14W9VZ209907	80,675	Aug-10	Aug-10
	03	Dk Blue	2500HD	1GCHK29U33E199292	21,409	Aug-10	Aug-10
9	03	Dk Blue	Chevy Cargo Van	1GCGF25T631143912	36,910	Aug-10	Aug-10
8 not marked not marked	03	Dk Blue	Chevy Cargo Van	1GCFG25T031144313	39,001	Aug-11	Aug-11
	04	White	Chevy Pickup 1500	1GCEK19V44E238740	8,959	Aug-11	Aug-11
	04	White	GMC 3500	1GTJK34U04E122637	11,711	Aug-11	Aug-11

**FLINT HOUSING COMMISSION
VEHICLE/EQUIPMENT REPLACEMENT PLAN**

TENANT CHARGE LIST

JOB DESCRIPTION	ITEM COST	LABOR	RATE	TOTAL		
LOCK, KEY, MAILBOX						
POSTAL KEY	\$ 6.00		\$37.40	\$6.00		
DOOR KEY	\$6.00		\$37.40	\$6.00		
REPLACEMNT CARD KEY	\$15.00		\$37.40	\$15.00		
LOCK OUT	\$20.00		\$37.40	\$20.00		
LOCK CHANGE	\$25.00	0.50	\$37.40	\$43.70		
REPLACE INTERIOR LOCK SET	\$9.36	0.50	\$37.40	\$28.06		
REPLACE MAILBOX	\$8.63	0.50	\$37.40	\$27.33		
DOORS						
REPLACE STORM DOOR	\$180.00	1.50	\$37.40	\$236.10		
DOOR CLOSER	\$5.85	0.50	\$37.40	\$24.55		
STORM DOOR HANDLE	\$4.56	0.50	\$37.40	\$23.26		
STORM DOOR LATCH	\$1.25	0.50	\$37.40	\$19.95		
Z-BAR	\$21.00	1.50	\$37.40	\$77.10		
STORM DOOR SAFETY CHAIN	\$2.13	0.50	\$37.40	\$20.83		
EXTERIOR DOOR	\$100.00	2.00	\$37.40	\$174.80		
INTERIOR DOOR	\$28.50	1.00	\$37.40	\$65.90		
KITCHEN & BATHROM FIXTURE						
TOILET SEAT	\$6.89	0.50	\$37.40	\$25.59		
TOILET TANK COVER	\$17.00	0.50	\$37.40	\$35.70		
TOILET BOWL	\$38.00	1.00	\$37.40	\$75.40		
TOILET PAPER HOLDER	\$2.50	0.50	\$37.40	\$21.20		
SHOWER ROD	\$2.70	0.50	\$37.40	\$15.10		
REPLACE FAUCET HANDLE	\$7.99	0.50	\$37.40	\$26.69		
REPLACE BROKEN FAUCET	\$64.00	1.00	\$37.40	\$101.40		
MEDICINE CABINET	\$23.00	1.00	\$37.40	\$60.40		
REPLACE MEDICINE SHELF	\$3.50	0.50	\$37.40	\$22.20		
MEDICINE CABINET MIRROR	\$8.00	0.50	\$37.40	\$26.70		
SHOWER HEAD	\$4.57	0.50	\$37.40	\$23.27		
COMPLETE TOILET	\$70.00	1.50	\$37.40	\$126.10		
REPL.VANITY TOP/DAMAGED	\$60.00	1.00	\$37.40	\$97.40		
CABINET HINGES	\$2.09	0.50	\$37.40	\$20.79		
CLOSET DOOR KNOBS	\$3.32	0.50	\$37.40	\$40.72		
CABINET DOOR	\$ 77.00	0.50	\$37.40	\$ 95.70		
CABINET DRAWER	\$ 32.75	0.50	\$37.40	\$ 51.45		
SINK BASKET	\$1.75	0.50	\$37.40	\$20.75		
REPLACE DISPOSAL	\$45.00	1.00	\$37.40	\$82.40		
DISPOSAL STOPPER	\$4.36	0.50	\$37.40	\$23.06		
EXHAUST FANCOVER	\$4.49	0.50	\$37.40	\$23.19		
REPLACE KITCHEN SINK	\$49.00	2.00	\$37.40	\$123.80		
ELECTRICAL						
EXTERIOR LIGHT GLOBE	\$7.50	0.50	\$37.40	\$26.20		
REPLACE EXTERIOR FIXTURE	\$20.77	0.50	\$37.40	\$39.47		
REPLACE CEILING FIXTURE	\$10.07	0.50	\$37.40	\$28.77		
REPLACE LIGHT GLOBE	\$6.50	0.50	\$37.40	\$25.20		
PORCELAIN LIGHT FIXTURE	\$2.50	0.50	\$37.40	\$21.20		
REPLACE LIGHT BULB	\$1.75	0.50	\$37.40	\$20.45		
SMOKE DETECTOR	\$15.02	0.50	\$37.40	\$33.72		
SMOKE DETECTOR BATTERY	\$1.32	0.50	\$37.40	\$20.02		

TENANT CHARGE LIST

JOB DESCRIPTION	ITEM COST	LABOR	RATE	TOTAL		
APPLIANCES						
CLEAN RANGE	\$50.00	3.00	\$37.40	\$162.20		
CLEAN REFRIGERATOR	\$100.00	1.00	\$37.40	\$137.40		
REPLACE RANGE PARTS	\$ 25.00	1.00	\$37.40	\$ 43.70		
REPL. REFRIGERATOR PARTS	\$ 25.00	1.00	\$37.40	\$ 43.70		
RANGE EXTENSIVE DAMAGE	\$ 230.00	1.00	\$37.40	\$ 230.37		
REFRIG EXTENSIVE DAMAGE	\$ 350.00	1.00	\$37.40	\$ 387.40		
SCREENS						
STORM DOOR SCREEN	\$7.00	0.50	\$37.40	\$25.70		
WINDOW SCREEN	\$9.50	0.50	\$37.40	\$28.20		
SECURITY SCREEN		1.00	\$37.40			
SEWER AND DRAIN CLEANING	\$ 50.00	1.00	\$37.40	\$87.40		
SEWER CLEANING	\$ 50.00	1.00	\$37.40	\$87.40		
TOILET AUGER	\$ 50.00	1.00	\$37.40	\$35.00		
REMOVE TOILET	\$ 50.00	1.00	\$37.40	\$49.80		
WINDOW GLASS REPLACEMENT	\$ 41.00	1.00	\$37.40	\$78.40		
CARPENTRY/DRYWALL/PAINT	\$26.00	1.00	\$37.40	\$63.40		
REBUILD OR REPAIR KITCHEN	\$ 70.00	2.00	\$37.40	\$ 144.80		
REPLACE DOOR JAMB	\$ 40.00	1.00	\$37.40	\$ 77.40		
HANDRAIL AND BRACKETS	\$ 14.00	0.50	\$37.40	\$ 32.70		
HEATING						
REPLACE THERMOSTAT	\$17.25	0.50	\$37.40	\$35.95		
REPLACE FL.OOR VENTS	\$5.43	0.50	\$37.40	\$24.13		
NUISANCE						
TRASH AROUND DUMPSTER/PORCH	\$25.00 PER BAG			\$25.00		
DEBRIS IN YARDS	\$25.00 PER BAG			\$25.00		
GRASS CUTTING	\$50.00		\$37.40	\$87.40		
DEBRIS REMOVAL	\$50.00 PER LOAD			\$ 50.00		
SEWAGE CLEAN UP	\$50.00	1.00	\$37.40	\$87.40		
SNOW REMOVAL WALKWAY	\$50.00	1.00	\$37.40	\$87.40		
PEST CONTROL	\$ 40.00			\$ 40.00		
DEBRIS IN DISPOSAL	\$25.00	0.50	\$37.40	\$ 43.70		
REPORTING FALSE EMER.	\$25.00	0.50	\$37.40	\$ 43.70		
ILLEGAL DRYER HOOK UP	\$25.00	0.50	\$37.40	\$ 43.70		
SAFETY CHECK (LEAVING WATER	\$25.00	0.50	\$37.40	\$ 43.70		

RESIDENTIAL LEASE AGREEMENT

THIS AGREEMENT is executed between the Flint Housing Commission (hereinafter called "FHC"), and _____ (herein called the "Resident") and becomes effective as of this date _____.

- (1) **Premises:** The FHC, relying upon the representations of Resident as to Resident's income, household composition and housing need, leases to Resident, the dwelling unit located at _____ (and hereinafter called the "premises") to be occupied exclusively as a private residence by Resident and household. The Resident Unit Number is: _____. The premises leased to Resident is subject to change in the event of Transfer as provided in this lease at Section VII(k).
- (2) **Household Composition:** The Resident's household is composed of the individuals listed below. (Other than the Head or Spouse) each household member should be listed by age, oldest to youngest.

Name & Relationship	Date of Birth

- (3) **Term:** The Lease shall begin on the effective date set forth in Part I (6) above, and end at midnight on the last day of the same calendar month, and thereafter shall be renewed from month to month at the rental specified in Part 1 (5) above, subject to adjustment as herein provided. Tenant shall pay prorated rent from the effective date to the last day of the same calendar month, twelve o'clock midnight which rent is stated in Part (7) above, in advance on the first day of occupancy.
- (4) **Security Deposit:** Repayment agreement of Security Deposit, if offered. Move-in special of _____ issue 1st of the following month.
- (5) **Rent:** Rent in the amount of \$_____ per month shall be payable in advance on the first day of each month. If this lease begins on a day other than the first day of the month, the first month's rent shall be \$_____.
- (6) **Utilities and Appliances: PHA-Supplied Utilities**
 If indicated by an (x) below, FHC provides the indicated utility as part of the rent for the premises:

- () Electricity () Gas () Heating Fuel
 () Water/Sewer () Waste Collection

If indicated by an (x) below, the FHC shall provide the following appliances for the premises:

Stove Refrigerator

(6) **Utilities Allowances:** Resident-Paid Utilities

If indicated by an (x) below, the FHC shall provide Resident with a Utility Allowance based on the bedroom size of the unit and be paid directly to the utility supplier.

Electricity Gas Heat Water Sewage

(7) **Charges for Excess Appliances** (Not applicable to tenants who pay utilities directly to utility supplier). Charges for excess appliances are due per the following:

Air Conditioners: An additional charge of \$_____ per month will be payable for each air conditioner in the premises for each month of occupancy.

Other Appliances: If checked below, an additional charge of \$_____ per month for each month of occupancy for each excess appliance on the premises.

Freezer, type:_____ Extra Refrigerator
 Automatic washer
 Other:_____ Other:_____

(8) **Security Deposit:**

Resident agrees to pay \$_____ as a security deposit. See Section V of this lease for information on treatment of the Security Deposit.

I. Description of the Parties and Premises:

- (a) The FHC, using verified data about income, family composition, and needs, leases to Resident, the property (called "premises" or "dwelling unit") described in Section (1) of this Lease Agreement, subject to the terms and conditions contained in this lease.
- (b) Premises must be used only as a private residence, solely for Resident and the household members named in Section (2). The FHC may, by prior written approval, consent to Resident's use of the unit for legal profit-making activities incidental to the residential use subject to the FHC's policy on such activities.
- (c) Any additions to the household members named on the lease, including Live-in Aides and foster children, but excluding natural births, require the advance written approval of the FHC. Such approval will be granted only if the new family members pass the authority's screening criteria and a unit of the appropriate size is available. Permission to add Live-in Aides and foster children shall not be unreasonably refused and does not require additional bedrooms.
- (d) Resident agrees to wait for the FHC's approval before allowing additional persons to move into the Premises. Failure on the part of Resident to comply with this provision is a serious violation of the material terms of the lease, for which the FHC may terminate the lease in accordance with Section XIV.

- (e) Not to assign lease or sublease the unit; not to provide accommodation for boarders or lodgers. Boarders or lodgers shall mean person(s) not authorized on the lease who shall reside in excess of 14 days.
- (f) Deletions (for any reason) from the household members named on the lease shall be reported by the Resident to the FHC in writing, within 10 days of the occurrence.

II. Lease Term and Rent Collection Policy

- (a) This Lease shall begin on _____. The term shall be month to month, unless terminated as provided by this Lease.
- (b) The rent amount is stated in Section (4) of this Lease.

Rent shall remain in effect unless adjusted by the FHC in accordance with Section VII herein.

_____ this rent is based on the FHC-Determined flat rent for this unit.

_____ this rent is based on the income and other information reported by the Resident.

- (c) Families may change rent calculation methods at any recertification. Families who have chosen the flat rent option may request a reexamination and change to the formula-based method at any time if the family's income has decreased, their on-going expenses for such purposes as child care and medical care have changed or any other circumstances that create a hardship for the family that should be alleviated by a change. Anytime a family experiences an increase above the threshold amount of \$200 a month, it must be reported. If a family experiences a decrease in income of less than \$25 per month, it does not have to be reported.
- (d) **Rent is DUE and PAYABLE IN FULL in advance on the first day of each month and shall be considered delinquent after the fifth calendar day of the month. NO PARTIAL PAYMENTS OR CASH OF ANY DOLLAR AMOUNT WILL BE ACCEPTED.** Rent may include utilities as described in Section VI below.

- (e) When the FHC makes any change in the amount of the Total Resident Payment or Resident Rent, the FHC shall give written notice to Resident. The notice shall state the new amount, and the date from which the new amount is applicable. Rent re-determinations subject to the Administrative Grievance Procedure. The notice shall also state the Resident may ask for an explanation of how the amount is computed by the FHC. If Resident asks for an explanation, the FHC shall respond in a reasonable time.
- (f) The amount of the Total Resident Payment and Resident Rent shall be determined by the FHC in compliance with HUD regulations and requirements and in accordance with the FHC's Admissions and Continued Occupancy Policy.

III. Other Charges

In addition to rent, Resident is responsible for the payment of certain other charges specified in this lease. Other charges can include:

- (a) Maintenance costs - The cost for services or repairs due to intentional or negligent damage to the dwelling unit, common areas or grounds beyond normal wear and tear, caused by Resident, household members or by guests. When the FHC determines that needed maintenance is not caused by normal wear and tear, Resident shall be charged for the cost of such service, either in accordance with the Schedule of Maintenance Charges posted by the FHC or (for work not listed on the Schedule of Maintenance Charges) based on the actual cost to the FHC for the labor and materials needed to complete the work. If overtime work is required, overtime rates shall be charged.
- (b) **Excess Utility Charges** - At developments where utilities are provided by the FHC, a charge shall be assessed for excess utility consumption due to the operation of major tenant-supplied appliances. This charge does not apply to Residents who pay their utilities directly to a utility supplier.
- (c) **Late Charges** - All rent not paid by the 5th day of the month will be assigned a late charge of \$25.00. PARTIAL PAYMENTS WILL NOT BE ACCEPTED AND WILL BE RETURNED. A Notice to Quit will be mailed on the 7th day of the month. Rent not paid by the 10th of the month will be assigned an additional late charge of \$25.00. If rent is not received in the Central Office by the 21st of the month, a Notice to Quit will be filed with the court system on the 22nd of the month.
- (d) A charge of \$30.00 will be assessed against the tenant for checks which are returned for non-sufficient funds (NSF), or checks written on a closed account. If the check is not redeemed and the rent satisfied within 5 calendar days after notification, the rent will be considered unpaid.
- (e) **Vendor Payments** –Vendor payments MUST be received for the full amount by the last day of the month. If a vendor payment is short, the Resident will be responsible for the shortage and if not paid by the 5th of the following month, they will incur a \$25.00 late fee. A Notice to Quit will be mailed on the 7th day of the month. Rent not paid by the 10th of the month will be assigned an additional late charge of \$25.00. If rent is not received in the Central Office by the 21st of the

month, a Notice to Quit will be filed with the court system on the 22nd of the month.

IV. Payment Location

Rent and other charges must be mailed to the FHC Office to be received by the fifth of the month or paid in person at the FHC Office located at 3820 Richfield Road, Flint, MI 48506. However, if needed as a reasonable accommodation, the FHC shall make other arrangements for payment of rent. The FHC will not accept cash of any amount. Failure to pay all charges when due shall be regarded as a material breach of this agreement and may justify termination as provided in Section 16 hereof. When a repayment of a debt involves a rent increase, payment of the increased rental amount shall be subject to the attached FHC's Rent Collection Policy.

V. Security Deposit

- (a) **Resident Responsibilities:** Resident agrees to pay an amount equal to one month's Total Resident Payment. The dollar amount of the security deposit is noted in Section (8) above.
- (b) **FHC's Responsibilities:** The FHC will use the Security Deposit at the termination of this Lease:
 - 1. To pay the cost of any rent or any other charges owed by Resident at the termination of this lease.
 - 2. To reimburse the cost of repairing any intentional or negligent damages to the dwelling unit caused by Resident, household members or guests.
- (c) The FHC shall not charge a higher security deposit for tenants with disabilities who use wheelchairs and/or have service or companion animals necessary as a reasonable accommodation.
- (d) The Security Deposit may not be used to pay rent or other charges while Resident occupies the dwelling unit. No refund of the Security Deposit will be made until Resident has vacated, and the dwelling unit has been inspected by the FHC and left in condition it was found except for normal wear and tear.
- (e) The return of a security deposit shall occur within 30 days after Resident moves out. The FHC agrees to return the Security Deposit plus accrued interest (subject to applicable laws), if any, to Resident when he/she vacates, less any deductions for any costs indicated above, so long as Resident furnishes the FHC with a forwarding address. If no forwarding address is given, last known address will be used. If any deductions are made, the Commission will furnish Resident with a written statement of any such costs for damages and/or other charges deducted from the Security Deposit. The rental unit must be restored to the same conditions as when the family move-in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

VI. Utilities and Appliances

- (a) **FHC-Supplied Utilities:** If indicated by an (x) in Section (5) or (6) of the Lease Agreement, the FHC will supply the indicated utility: electricity, gas, heating fuel, water, and sewer service. The FHC will not be liable for the failure to supply utility service for any cause whatsoever beyond its control. Resident will be charged if stove or refrigerator is dirty beyond normal wear and tear and unusable due to infestation.
- (b) If indicated by an (x) in Section (5) of the Lease Agreement, the FHC will provide a stove and refrigerator which must remain in the unit when the resident vacates. Other major electrical appliances, air conditioners, freezers, extra refrigerators, washers, dryers, etc., may be installed and operated only with the written approval of the FHC. A monthly service charge will be payable by Resident for the electricity used in the operation of such appliances, as shown on the Schedule posted in the management office except residents paying directly to the utility company.
- (c) The Utility Allowance Schedule for Resident Paid Utilities and the Schedule of Excess Utility Charges are posted in the management office. Resident shall pay any excess utilities consumed in their unit over and above the set forth in the Schedule. Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revision based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.
- (d) **Resident Responsibilities:** Resident agrees not to waste the utilities provided by the FHC and to comply with any applicable law, regulation, or guideline of any governmental entity regulating utilities or fuels.
- (e) Resident also agrees to abide by any local ordinance or House rules restricting or prohibiting the use of space heaters in multi-dwelling units. Space heaters will only be supplied to residents on an emergency basis and must be returned to the FHC upon heat problem being repaired is resolved. If resident refuses to return heater, a fee of \$_____ will be added to the resident's account.

VII. Terms and Conditions

The following terms and conditions of occupancy are made a part of the Lease.

- (a) **USE AND OCCUPANCY OF DWELLING UNIT:** Resident shall have the right to exclusive use and occupancy of the dwelling unit for Resident and other household members listed on the lease. With the prior written consent of the FHC, members of the household may engage in legal profit making activities in the dwelling unit incidental to the residential use.
- (b) his provision permits accommodation of Resident's guests or visitors for a period not exceeding fourteen (14) days each year. Permission may be granted, upon written request to the FHC, for an extension of this provision.
- (c) At the time of admission, all Residents must identify the family member(s) to be contacted if they become unable to comply with lease terms.

- (d) **RENT RECERTIFICATION:** Each year, by the date specified by the FHC, Residents who are paying rent based on their income shall provide updated information regarding income, assets, expenses, and family composition. The FHC shall verify the information supplied by the Resident through third party or doctor supplied by resident and if no response within 10 days of information being sent and use the verified information to establish the amount of the Resident's rent for the next year. At the time of the annual review, the FHC shall advise the Resident of any income that will be excluded from consideration. Earned Income Disallowance Increased earnings due to employment shall be excluded during the twelve month period following hire for families whose income has increased because of the employment of a family member who was previously unemployed for one or more years; because of participation in a self-sufficiently program, or was assisted by a State TANF program within the last six months.
1. Resident promises to supply the FHC, when requested, with accurate information about: family composition, age of family members, income and source of income of all family members, assets, and related information necessary to determine eligibility, annual income, adjusted income and rent.
 2. Failure to supply such information when requested is a serious violation of the terms of the lease, and the authority may terminate the lease.
 3. All information must be verified. Resident agrees to comply with the FHC's requests for verification by signing Authorization for Release of Information Form for third-party sources presiding documents for review, or providing other suitable forms of verification.
 4. Income review will be held every third year for Residents choosing the flat rent option. Residents who have chosen this option will be notified at the appropriate time for their recertification.
 5. At the time of the recertification appointment the Resident may elect to change his or her rent choice option to Flat Rent or Income Based Rent.
 6. In cases where annual income cannot be projected for a twelve-month periods or the Resident is reporting no income (zero) and Resident has chosen the percentile of income rent option, the FHC will schedule special rent reviews every three months. Residents claiming zero income must comply with HUD's requirement to perform eight (8) hours of community service on a monthly basis and supply FHC with documentation how they are supporting themselves. If a Resident fails to comply with HUD requirements to participate in the community service program, the lease will not be renewed due to noncompliance. In addition, the Resident may request a change in the rent choice option before the date of the review if the family experience a decrease in income; their circumstances have change increasing their expenses for child care, medical, etc.; or other circumstance creating a hardship on the family such that the formula method would be more financially feasible for the family.

7. Residents paying rent based on income may meet with the FHC to discuss any change in rent resulting from the recertification process; and if the Resident does not agree with the determination of Resident rent, the Resident may request a hearing in accordance with the FHC's grievance procedures.
- (e) **Interim Rent Adjustments:** Residents must report to the FHC within 10 days of the change, any of the following changes in household circumstances when they occur between Annual Rent Recertifications:
1. A member has been added to the family through birth, adoption or court-awarded custody.
 2. A household member is leaving or has left the family unit.
 3. Changes in income of any kind.
- (f) In addition, Residents paying rent based on a percentage of income may report the following activities that occur between Annual Rent Recertifications:
1. A decrease in annual income;
 2. Childcare expenses for children under the age of 13 that is necessary to enable a member of the household to be employed or to go to school;
 3. Handicapped assistance expense, which enable a family member to work;
 4. Medical expenses of elderly, disabled, or handicapped headed households that are not covered by insurance; or
 5. Other family changes that impact their adjusted income.
 6. Change in child support.
 7. TANF benefits start or stop.
 8. Loss or gain of employment.
- (g) Notwithstanding the provisions listed above, a Resident's rent shall not be reduced if the decrease in the family's annual income is caused by a reduction in the TANF or public assistance benefits (sanctioned) received by the family that is a result of the Resident's failure to comply with the conditions of the assistance program requiring participation in an economic self-sufficiency program or other work activities. In addition, if the decrease in the family's annual income is caused by a reduction in welfare or public assistance benefits received by the family that is the result of an act of fraud, such decrease in income shall not result in a rent reduction. In such cases, the amount of income to be attributed to the family shall include what the family would have received had they complied with the TANF requirements or had not committed an action of fraud. For purposes of rent adjustments, the reduction of welfare or public assistance benefits to a family that occurs as a result of the expiration of a time limit for the receipt of assistance will not be considered a failure to comply with program requirements. Accordingly, a resident's rent will be reduced as a result of such a decrease.
- (h) The FHC shall verify the information provided by the Resident to determine if a decrease in the rent is warranted. Resident must fill out and sign document to certify claim.

- (i) **Effective date of rent change:** the FHC shall give the Resident written notice of any change in the Resident's rent. The notice shall be signed by the FHC, state the new amount the Resident is required to pay, and the effective date of the new rental amount.
1. **Rent Decreases:** The FHC shall process rent decreases so that the lowered rent amount becomes effective on the first day of the month after the Resident reports the change in household circumstances. Resident reports any change in his/her circumstances (such as a decline or increase in income or a change in family composition). The information must be reported within 10 days of the change. This rent change may be made retroactive to the appropriate date if less than five (5) working days have been given to the FHC to process this change.
 2. **Rent Increases:** the FHC shall process rent increase so that the Resident is given no less than 30 days advance written notice of the amount due. Once the rental rate is established, it shall remain in effect until the effective date of the next annual review, unless another interim review and change is warranted or the Resident elects to change to or from flat rent calculation method.
- (j) **Resident Obligation to Repay:** Residents who pay rent based on income shall reimburse the FHC for the difference between the rent that was paid and the rent that should have been charged if proper notice of income change had been given and if the following circumstances occur:
1. Resident does not submit rent review information by the date specified in the FHC's request; or
 2. Resident submits false information at Admission or at annual, special or interim review. Resident is not required to reimburse the FHC for undercharges caused solely by the FHC's failure to follow U.S. Department of Housing and Urban Developments procedures for computing rent.
- (k) **Transfers:** The FHC will consider any Resident requests for transfers in accordance with the Admissions and Continued Occupancy Policy. See transfer policy in ACOP. Management determines if the size of the dwelling unit is no longer appropriate for Resident's needs, based on their family composition. Management has the right to transfer said resident in accordance with HUD and Federal regulations to another appropriate Housing Commission unit, giving the Resident a reasonable time in which to move. The family must pay in advance the renovation cost (beyond normal wear and tear) of the unit from which the family is moving.

VIII. FHC Obligations

The FHC shall be obligated:

- (a) To maintain the dwelling unit and the project in decent, safe and sanitary condition;

- (b) To comply with the requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety.
- (c) To make necessary repairs to the dwelling unit.
- (d) To keep project building, facilities, and common areas, not otherwise assigned to Resident for maintenance and upkeep, in a clean and safe condition.
- (e) To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, including elevators supplied or required to be supplied by the FHC.
- (f) To provide and maintain appropriate receptacles and facilities (except container for the exclusive use of an individual tenant family) for the deposit of garbage, rubbish, and other waste removed from the premise by Resident as required by this Lease, and to provide disposal service for garbage, rubbish and other solid waste removed from the premise by Resident and supplied as required by the Lease.
- (g) To supply running water and reasonable amounts of hot water and reasonable amount of heat at appropriate times of the year according to local custom and usage; EXCEPT where the building that includes the dwelling unit is not required by law to be equipped for that purpose, or where heat or hot water is generated by an installation within the exclusive control of Resident and supplied by a direct utility connection.
- (h) To notify Resident of the specific grounds for any proposed adverse action by the FHC. (Such adverse action includes, but is not limited to, a proposed lease termination, transfer of Resident to another unit, or imposition of charges for maintenance and repair, or for excess consumption of utilities.) When the FHC is required to offer Resident the opportunity for a hearing under the FHC's grievance procedure for a grievance concerning a proposed adverse action:

- (1) The Notice of the proposed adverse action shall inform Resident of the right to request such hearing. In the case of lease termination, a notice of lease termination that complies with 966.4(1)(3) shall constitute adequate notice of proposed adverse action
- (2) In the case of a proposed adverse action other than a proposed lease termination, the FHC shall not take the proposed action until time to request such a hearing has and (if hearing was timely requested) the grievance process has been completed.

(i) **Reasonable Accommodations for Residents with Disabilities:**

IX. Resident's Obligations

Resident shall be obligated:

- (a) Not to assign the Lease, nor sublease the dwelling unit.
- (b)
 - (1) Not to give accommodation to boarders or lodgers
 - (2) Not to give accommodation to long term guests (in excess of 14 calendar days per year) without the advance written consent of the FHC; FHC has no obligation to consent. A Notice to Quit may be issued for violation of lease.
- (c) To use the dwelling unit solely as a private dwelling for Resident and Resident's household and not to use or permit its use for any other purpose.

This provision does not exclude the care of foster children or live-in care of a member of Resident's family, provided the accommodation of such persons conforms to the FHC's Occupancy Standards, and so long as the FHC has granted prior written approval for the foster child(ren), or live-in aide to reside in the unit.

- (d) To abide by necessary and reasonable regulations promulgated by the FHC for the benefit and well-being of the housing development and Residents. These regulations shall be posted in a conspicuous manner in the management office and incorporated by reference in this Lease. Violation of such regulations constitutes a violation of the Lease.
- (e) To comply with the requirements of applicable state and local building or housing codes, materially affecting health and/or safety of Resident and household.
- (f) To keep the dwelling unit and other such areas as may be assigned to Resident for exclusive use in a clean and safe condition. This includes keeping front and rear entrances and walkways for the exclusive use of Resident, free from hazards and trash and keeping the yard free of debris and litter. A \$50.00 charge will be applied to the Resident's account if this is not followed.
- (g) To dispose of all garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner only in containers approved or provided by the FHC. To refrain from, and cause members of Resident's household or guest to refrain

from, littering or leaving trash and debris in common areas, on porches, in yards, and around dumpsters. A charge of \$50.00 will be applied to the Resident's account if this is not followed.

- (h) To use only in reasonable manner all electrical, sanitary, heating, ventilating, air-conditioning, and other facilities and appurtenances including elevators.
- (i) To refrain from, and to cause household and guests to refrain from, destroying, defacing, damaging, or removing any part of dwelling unit or project.
- (j) To pay reasonable charges (other than for normal wear and tear) for the repair of damages to the dwelling unit, site development buildings, facilities, or common areas caused by Resident, household members or guests.
- (k) To act, and cause household members or guests to act in a manner that will:
 - (1) Not disturb other residents' peaceful enjoyment of their accommodations; and
 - (2) Be conducive to maintaining all FHC developments in a decent, safe, and sanitary condition.
- (l) To assure the Resident, any member of the household, guest, or another person under Resident's control, shall not engage in:
 - (1) Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the FHC's Public Housing premises to other residents or employees of the FHC, or;
 - (2) Any drug-related criminal activity on or off the premises. Any criminal activity in violation of the preceding sentence shall be cause for termination of tenancy, and for eviction from the unit. (For the purposes of this lease, the term drug-related criminal activity means the illegal possession, manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance as defined in Section 102 of the Controlled Substances Act.)
- (m) To make no alterations or repairs or redecorating to the interior of the dwelling unit or to the equipment, nor to install additional equipment or major appliances without written consent of the FHC. To make no changes to locks or install new locks on exterior doors without the FHC's written approval. If granted permission to change locks, key must be given immediately to the management office. To use no nails, tacks, screws, brackets, or fasteners on any part of the dwelling unit (a reasonable number of picture hangers accepted) without authorization by the FHC.
- (n) To give prompt prior notice to the FHC, in accordance with Section VIII hereof, of Resident's leaving dwelling unit unoccupied for any period exceeding one calendar week. If unit is unoccupied longer (abandoned) than one calendar week, management has the right to take possession immediately.
- (o) Curfew Ordinance:

- (1) Shall be enforced in accordance with the City of Flint Curfew Ordinance.
 - (2) Residents shall be responsible for children at all times.
 - (3) Children under the age of 15 should never be left unattended, home alone or without adult supervision.
- (p) To act in a cooperative manner with neighbors and the FHC's Staff. To refrain from and cause members of Resident's household or guests to refrain from, acting or speaking in an abusive or threatening manner toward neighbors and the FHC's staff.
- (q) Not to display, use, or possess or allow members of Resident's household or guests to display, use or possess any firearms, (operable or inoperable) or other offensive weapons as defined by the laws and courts of the State of Michigan anywhere in the unit or elsewhere on the property of the FHC.
- (r) To take reasonable precautions to prevent fires and to refrain from storing or keeping flammable materials upon the premises.
- (s) To avoid obstructing sidewalks, areaways, galleries, passages, elevators, balconies or stairs, and to avoid using these for purposes other than going in and out of the dwelling unit.
- (t) To insure that no member of their household keeps, maintains, harbors, or boards any dog, cat, livestock, or pet of any nature in the dwelling unit or on the grounds of any FHC development except in accordance with the FHC's pet policy. Exclusion for assistive and service animals that assist persons with disabilities, as well as assistive and service animals that visit these projects. To qualify for exclusion, the resident or prospective resident certifies in writing that the tenant, or a member of his or her family, is a person with a disability; the animal has been trained to assist persons with that specific disability; or the animal actually assists the person with the disability.
- (u) To ensure that vehicles owned by or registered to the Resident or members of the Resident's household or guests shall not be parked on FHC property except with current and valid registration, proper licensing and inspection stickers. To refrain from parking any vehicles in front of dumpsters, on the grass, and any right of way or fire lane designated and marked by the FHC, any inoperable, unregistered or unlicensed motor vehicles as described above will be removed from FHC property at Resident's expense including motorcycles, dirt bikes and ATVs. Residents shall not perform automobile repairs or car washing on Housing FHC property. Parking in No Parking Zones will result in cars being towed at owner's expense.
- (v) To remove any personal property left on FHC property when Resident leaves, abandons or surrenders the dwelling unit. Property left for more than 24 hours shall be considered abandoned and will be disposed of by the FHC at an expense to the resident.
- (w) To use reasonable care to keep the dwelling unit in such condition as to ensure proper health and sanitation standards for Resident, household members and neighbors. TENANTS SHALL NOTIFY THE COMMISSION PROMPTLY OF KNOWN NEED FOR REPAIRS TO THE DWELLING UNIT, and of known unsafe

or unsanitary conditions in the dwelling unit or in common areas and grounds of the Development. Resident's failure to report the need for repairs in a timely manner shall be considered to contribute to any damage that occurs and negligence of the Resident.

- (x)
 - (1) Not to commit any fraud in connection with any Federal housing assistance program, and
 - (2) Not to receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of the lease.
 - (3) Not to owe any amount balance or monies to HCV Program or any other HA prior to being accepted into the program.
- (y) To pay promptly any utility bills for utilities supplied to Resident by a direct connection to the utility company, and to avoid disconnection of utility service for such utilities. The FHC prohibits any resident or their guest(s) from stealing utility services and/or cable services from another resident or vacant unit on FHC premises through the use of an illegal connection (splitting and connecting cable lines or turning on services previously disconnected). Any household caught doing this illegal activity will be issued a 30-day Notice to Quit for violation of the lease.
- (z) Restrictions on alteration: The Resident shall not do any of the following without first obtaining the FHC's **written** permission:
 - 1. Dismantle, change or remove any part of the appliances, fixtures or equipment in the dwelling unit;
 - 2. Paint or install wallpaper or contact paper in the dwelling unit;
 - 3. Attach awnings or window guards in the dwelling unit;
 - 4. Attach or place any fixtures, signs or fences on the building(s), the common areas or the property grounds;
 - 5. Attach any shelves, screen doors, or other permanent improvements in the dwelling unit;
 - 6. Install or alter carpeting, resurface floors or alter woodwork;
 - 7. Install washing machines, dryers, fans, heaters, or air conditioners;
 - 8. 220 Electrical lines must be installed by licensed electrician at the expense of the resident;
 - 9. Place any aerials, antennas or other electrical connection on the dwelling unit;
 - 10. Install additional or different locks or gates on any doors or window of the dwelling unit; or
 - 11. Operate a business as an incidental use in the dwelling unit.

X. Defects Hazardous to Life, Health or Safety

In the event that the dwelling unit is damaged to the extent that conditions are created which are hazardous to the life, health, or safety of the occupants:

FHC Responsibilities:

- (a) The FHC shall be responsible for repair of the unit within a reasonable period of time after receiving notice from Resident, provided, if the damage was caused by Resident, household members, or guests, the reasonable cost of the repairs shall be charged to Resident.
- (b) The FHC shall offer Resident a replacement dwelling unit, if available, if necessary repairs cannot be made within a reasonable time. The FHC is not required to offer Resident a replacement unit if the hazardous condition was caused by Resident, household members, or guests. Nor will resident be transferred if housekeeping is poor or unit unlivable due to infestation.
- (c) In the event repairs cannot be made by the FHC, as described above, or alternative accommodations are not provided, then rent shall abate in proportion to the seriousness of the damage and loss in value as a dwelling. No abatement of rent shall occur if Resident rejects alternative accommodations when offered or if the damage was caused by Resident, household members, or guests.
- (d) If the FHC determines that the dwelling unit is unlivable because of imminent danger to the life, health, and safety of Resident or household members, and alternative accommodations are refused by Resident, this Lease shall be terminated with a 30 day Notice to Quit, and any rent paid will be refunded to Resident.

Resident Responsibilities:

- (a) Resident shall immediately notify the FHC of the damage and intent to abate rent or put rent in escrow with the court system, when the damage is or becomes sufficiently severe that Resident believes he/she is justified in abating rent.
- (b) Resident agrees to continue to pay full rent, less the abated portion agreed upon by the FHC, during the time in which the defect remains uncorrected.
- (c) Resident shall accept any replacement unit offered by the FHC. Failure to do so will result in a 30 day Notice to Quite being issued.

XI. Inspections

- (a) **Move-in Inspection:** The FHC and Resident or representative shall inspect the dwelling unit prior to occupancy by Resident. The FHC will give Resident a written statement of the condition of the dwelling unit, both inside and outside, and note any appliances (stove and/or refrigerator) provided with the unit. The statement shall be signed by the FHC and Resident and a copy of the statement retained in Resident's folder. Any deficiencies noted on the inspection report will be corrected by the authority, at no charge to Resident immediately.
- (b) **Other Inspections/Special Inspections:** The FHC will inspect the unit at least annually to check needed maintenance, tenant housekeeping, and other lease compliance matters. A written statement specifying the purpose of the Management's entry, delivered to the premises at least 48 hours prior to such entry, shall be considered reasonable advance notification. Management may enter the premises at any time without advance notification when there is reasonable cause to believe that an emergency exists; and in the event that the tenant and all adult members of his/her household are absent from the premises at the time of entry, Management shall leave on the premises a written statement specifying date, time, and purpose of entry prior to leaving the premises. Resident will receive a written statement of the charges, if any, for repairs or removal of non-approved alterations to the unit. Management determines if the size of the dwelling unit is no longer appropriate for Resident's needs, based on their family composition. Management has the right to transfer said Resident in accordance with federal and HUD regulations to another appropriate Housing Commission unit, giving the resident reasonable time in which to move. The family must pay in advance the renovation costs (beyond normal wear and tear) of the unit from which the family is moving.
- (c) **Move-out Inspection:** The FHC will inspect the unit at the time Resident vacates with the Resident and give Resident a written statement for the charges, if any, for which Resident is responsible. Resident and/or representative may join in such inspection, unless Resident vacates without notice to the FHC.

XII. Entry of Premises During Tenancy

- (a) **Resident Responsibilities:**
 - (1) Resident agrees that the duly authorized agent, employee, or contractor of the FHC will be permitted to enter Resident's dwelling during reasonable hours (8:00 a.m. to 5:00 p.m.) for the purpose of performing routine maintenance, making improvements or repairs, inspecting the unit, or showing the unit for releasing.
 - (2) When Resident calls to request maintenance on the unit, the FHC shall attempt to provide such maintenance at a time convenient to Resident. If tenant is absent from the dwelling unit when the FHC comes to perform maintenance, Resident's request for maintenance shall constitute permission to enter. Stand-by maintenance is available from 5:00 p.m. to 8:00 a.m. for emergencies only. They may be reached at 810-736-3060.
- (b) **FHC's Responsibilities:**

- (1) FHC shall give Resident at least 48 hours written notice that the FHC intends to enter the unit except when entry is at the request of a Resident generated maintenance work order. FHC may enter only at reasonable times.
- (2) The FHC may enter Resident's dwelling unit with PTE at any time without advance notification when there is reasonable cause to believe that an emergency exists, (such as no heat, floods, damage to property, poor housekeeping, etc.).
- (3) If Resident and all adult members of the household are absent from the dwelling unit at the time of entry, FHC shall leave in the dwelling unit a written statement specifying the date, time and purpose of entry prior to leaving the dwelling unit.

Notice Procedures

- (a) **Resident Responsibility:** Any notice to the FHC must be in writing, delivered to the FHC's central office, or sent by prepaid first-class mail, properly addressed.
- (b) **FHC Responsibility:** Notice to Resident must be in writing, delivered to Resident or to any adult member of the household on the lease residing in the dwelling unit, or sent by prepaid first-class mail addressed to Resident.
- (c) Unopened, canceled, first class mail returned by the Post Office shall be sufficient evidence that notice was given, whether signed or unsigned.
- (d) If Resident is visually impaired, all notices must be in an accessible format.

XIII. Termination of Lease

Any termination of this lease shall be carried out in accordance with U.S. Department of Housing and Urban Development regulations, State and local law, and the terms of this Lease. In terminating the Lease, the following procedures shall be followed by the FHC and Resident:

- (a) This Lease may be terminated only for serious or repeated violations of material terms of the Lease, such as failure to make rental payments due under the lease or to fulfill Resident obligations set forth in section IX above, or for other good cause.

- (b) Such serious or repeated violations of terms shall include but not limited to:
- (1) The failure to pay rent or any monies outstanding (work order changes, late charges, Consumer Energy or utility charges, court costs) or other payments when due;
 - (2) Repeated late payment, which shall be defined as failure to pay the amount of rent or other charges due by the fifth (5th) of the month. Two such late payments within a six (6) month period shall constitute a repeated late payment and procedures to evict will be enforced;
 - (3) Failure to pay utility bills or maintain utilities in Resident's name (lease holders) when Resident is responsible for paying such bills directly to the supplier of utilities;
 - (4) Misrepresentation of family income, assets, or composition (considered as fraud);
 - (5) Failure to provide timely and accurate statements of income, assets, and family composition at Admission, Interim, Special or Annual Rent Recertification, to attend scheduled reexamination interview or to cooperate in the verification process if the Resident has chosen to pay rent based on a percentage of income.
 - (6) Serious or repeated damage to the dwelling unit, poor housekeeping, creation of physical hazards in the unit, common areas, grounds, or parking areas of any FHC Community or development;
 - (7) Criminal activity by Resident, household member, guest, or other person under Resident's control, including criminal activity that threatens the health, safety or right to peaceful enjoyment of the FHC's public housing premises by other residents or employees, or any drug-related criminal activity on or off the premises. In which case, **the Residents shall not be entitled to the provisions of the FHC's Grievance Procedure.**
 - (8) Alcohol abuse that the FHC determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
 - (9) Smoking in the building, on premises outside the unit, Community Room, leaving the door open, loud music, disturbing the peace, etc.
 - (10) Weapons or illegal drugs seized in an FHC unit by a law enforcement officer or security of the Commission;
 - (11) Any fire on FHC premises caused by the tenant, household members or guests' actions or neglect or failure to supervise children or unattended cooking.
 - (12) Failure to abide by applicable building and housing codes materially affecting health or safety;

- (13) Failure to dispose of garbage, waste and rubbish in a safe and sanitary manner; poor housekeeping, excessive trash and debris.
 - (14) Failure to use electrical, plumbing, sanitary, heating, ventilating, air conditioner and other equipment, including elevator, in a safe manner.
 - (15) Any activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of the FHC
 - (16) Failure to perform required community service or be exempted there from; Lease will not be renewed and a Notice to Quit will be issued.
 - (17) Determination that a family member has knowingly permitted an ineligible non-citizen not listed on the lease to permanently resides in their public housing unit;
 - (18) Determination or discovery that a resident or anyone resident in the household is a registered sex offender; or
- (c) The FHC shall give written notice of the proposed termination of the Lease of:
- (1) 14 days in the case of failure to pay rent;
 - (2) A reasonable time, but not to exceed 30 days, considering the seriousness of the situation when the health or safety of other tenants or FHC staff is threatened or for drug related criminal activity;
 - (3) 30 days in any other case.
- (d) The notice of termination:
- (1) The notice of termination to Resident shall state specific reasons for the termination, shall inform Resident of his/her right to make such reply as he/she may wish, and of Resident's right to examine FHC documents directly relevant to the termination or eviction.
 - (2) When the FHC is required to offer Resident the opportunity for a grievance hearing, the notice shall also inform Resident of the right to request such a hearing in accordance with the FHC's grievance procedures.
 - (3) Any notice to vacate (or quit) which is required by State or local law may be combined with, or run concurrently, with the notice of lease termination under this section.

The Notice to Vacate must be in writing, and specify that if Resident fails to vacate the premises within the applicable statutory period, appropriate action will be brought against Resident, and Resident may be required to pay the costs of court and attorneys fees.

- (4) When the FHC is required to offer Resident the opportunity for a grievance hearing under the FHC's grievance procedure for a grievance

concerning the lease termination, the tenancy shall not terminate (even if any Notice to Vacate under State and Local law has expired) until the period to request a hearing has expired, or (if a hearing is requested) the grievance process has been completed.

- (5) When the FHC is not required to offer Resident the opportunity for a hearing under the grievance procedure and the FHC has decided to exclude such grievance from FHC grievance procedure, the notice of lease termination shall
 - (a) State that Resident is not entitled to a grievance hearing on the termination;
 - (b) Specify the judicial eviction procedure to be used by the FHC for eviction and state that HUD has determined that this eviction procedure provides the opportunity for a hearing in a court that contains the basic elements of due process as defined in HUD regulations; and
 - (c) State whether the eviction is for a criminal activity that threatens health or safety of residents or staff or for drug-related criminal activity.
- (6) The FHC may evict Resident from the unit only by bringing a court action.
- (7) Payment of rent when due shall continue during the pendency of court proceedings between the FHC and tenant for breach of lease or other because of action, so long as tenant continues to occupy the unit. Acceptance of such rent shall not constitute a waiver by the FHC of any claim or causes of action against tenant including pending claims.
- (8) Resident may terminate this Lease at any time by giving 30 days written notice as described in Section XIII, above.
- (9) In deciding to evict for criminal activity, the FHC shall have discretion to consider all of the circumstances of the case, including the seriousness of the offense, the extent of participation by or awareness of family members, and the effects that the eviction would have on both family members not involved in the prescribed activity and on the family's neighbors. In appropriate cases, the FHC may permit continued occupancy by remaining family members and may impose a condition that family members who engaged in the prescribed activity will neither reside in nor visit the unit. The FHC may require a family member who has engaged in the illegal use of drugs to present credible evidence of successful completion of a treatment program as a condition to being allowed to reside in the unit.
- (10) In deciding to evict for damage to unit or for excessive poor housekeepers.
- (11) In deciding to attend mandatory housekeeping classes provided by the Commission.

XIV. Waiver

No delay or failure by the FHC in exercising any right under this lease agreement, and no partial or single exercise of any such right shall constitute a waiver (post or prospective) of that or any other right, unless otherwise expressly provided herein.

XV. Non-Waiver

The failure of the FHC or Resident to exercise any right or remedy as provided herein shall not affect the right to do so at a later date for similar or other causes. Similarly, a demand by the FHC for payment of rent with knowledge that tenant has breached any covenant or the breach of any covenant or condition hereof, shall not be deemed a waiver of any such breach. The FHC may proceed with legal action to terminate the tenancy based on any breach notwithstanding the demand or receipt of rent after the occurrence of such breach.

Further, the FHC may additionally proceed to terminate the Lease based upon the failure of the Resident to pay rent demanded by the FHC after a breach by the Resident, and that by proceeding to terminate the Lease on this additional ground, the FHC has not waived its right to seek to terminate the Lease for any such breach not related to the non-payment of rent.

XVI. Modifications:

Modifications of this Lease must be accompanied by a written rider to the Lease executed by Management and Resident, except for rent re-determination, eligibility for low rent housing, appropriateness of dwelling size, schedules of special charges for services, repairs and utilities and rules and regulations which are incorporated in the Lease by reference. Matters incorporated in the Lease by reference shall be publicly posted in a conspicuous manner in the management office and shall be furnished to Residents on request. If such schedules, rules and regulations are modified, the Management shall give at least a 30 day written notice to each affected Resident setting forth the proposed modification, the reasons therefore, and provide the tenant an opportunity to present written comments which shall be considered by Management prior to the effective date of the proposed modification.

XVII. Housekeeping Standards

In an effort to improve the livability and conditions of the apartments owned and managed by the FHC, uniform standards for resident housekeeping have been developed for all tenant families.

- (a) **FHC Responsibility:** The standards that follow will be applied fairly and uniformly to all Residents. The FHC will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection, the FHC will notify Resident in writing if he/she fails to comply with the standards. The FHC will advise Resident of the specific correction(s) required to establish compliance, and indicate that training and housekeeping classes are available. Within a reasonable period of time, the FHC will schedule a second inspection. Failure of a second inspection will constitute a violation of the lease terms and a Notice to Quit will be issued.
- (b) **Resident Responsibility:** Resident is required to abide by the standards set forth below. **Failure to abide by the Housekeeping Standards that result in the creation or maintenance of a threat to health or safety is a violation of the lease terms and can result in eviction.**
- (c) **Housekeeping Standards:** Inside the Apartment
General:
- (1) Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
 - (2) Floors: should be clean, clear, dry and free of hazards.
 - (3) Ceilings: should be clean and free of cobwebs.
 - (4) Windows: should be clean and not nailed shut. Shades or blinds should be intact. No sheets, towels, blankets or newspapers are to be used for window treatments at all. Window seals should not be blocked or used to set or store fans, stuffed animals, televisions, stereos, or any items.
 - (5) Woodwork: should be clean, free of dust, gouges, or scratches.
 - (6) Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work. Exit/Entry not blocked with furniture or any items.
 - (7) Heating units: should be dusted and access uncluttered.
 - (8) Trash: shall be disposed of properly and not left in the unit or in front on doorstep.
 - (9) Entire unit should be free of rodent or insect infestation.

Kitchen:

- (1) Stove: should be clean and free of food and grease.
- (2) Refrigerator: should be clean. Freezer door should close properly and freezer have no more than one inch of ice. Freezer should not be overstocked to prevent proper function.
- (3) Cabinets: should be clean and neat. Cabinet surfaces and counter top should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.
- (4) Exhaust Fan: should be free of grease and dust.
- (5) Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner. Water should not be left standing in sink with dishes for several days.
- (6) Food storage areas: should be neat and clean without spilled food.
- (7) Trash/garbage: should be stored in a covered container until removed to the disposal area.

Bathroom:

- (1) Toilet and tank: should be clean and odor free.
- (2) Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
- (3) Sink: should be clean.
- (4) Exhaust Fans: should be free of dust.
- (5) Floor: should be clean and dry.

Storage Areas:

- (1) Linen closet: should be neat and clean.
- (2) Other closets: should be neat and clean. No highly flammable materials should be stored in the unit.
- (3) Other storage areas: should be clean, neat and free of hazards.

Basement:

- (1) Should be neat and clean, with no clothing, toys, debris, unorganized or scattered abroad.

- (2) Should not have beds set up with appearance of a bedroom.
- (3) No sleeping allowed in basement.

(c) **Housekeeping Standards:** Outside the Apartment

The following standards apply to family and scattered site development only; some standards apply only when the area noted is for the exclusive use of Resident:

- (1) Yards: should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti. A \$50.00 charge will be put on resident's account if debris or trash isn't the yard or on property of FHC.
- (2) Porches and balconies (front and rear): should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit.
- (3) Steps (front and rear): should be clean and free of hazards.
- (4) Sidewalks: should be clean and free of hazards.
- (5) Outside: patio style chairs and tables only allowed. Regular dining room tables and chairs, sofas, recliners, Community Room style chairs are prohibited from being out in front or back of home.
- (6) Storm doors: should be clean, with glass or screens intact.
- (7) Parking lot: should be free of abandoned cars. There should be no car repairs or car washing in the lots or on property.
- (8) Hallways: should be clean and free of hazards.
- (9) Stairwells: should be clean and uncluttered.
- (10) Laundry areas: should be clean and neat.
- (11) Utility room: should be free of debris, motor vehicle parts, and flammable materials.

XIX. FHC RESIDENT REQUIRED IDENTIFICATION BADGES

All FHC residents on the dwelling lease age 12 and older are required to take a FHC photo identification badge upon execution of the lease. It is a requirement that the resident carries the identification badge with them and produce it to FHC management and/or security when requested. The badges are to be taken at the Central Office during the lease up procedure prior to the resident moving in.

XX. FHC PARKING PERMITS AND WARNING VIOLATIONS

All resident owned vehicles parked in FHC parking spaces/lots must have an assigned registered FHC parking permit. One (1) FHC parking permit will be issued (per household) to the head of the household ONLY, or any one (1) adult family member currently on the lease, other than the head of household (must be approved in writing by the head of the household to request the one (1) parking permit to be issued to a different adult member of the household). Only one vehicle per household is allowed on FHC property; all other vehicles will be towed at the owner's expense.

Warning Violations Issued: A warning violation will be issued to any vehicle not registered and parked in the parking spaces provided for registered FHC resident vehicles. All vehicles parked on the property without proper tags and registration will be towed at the owner's expense after the required warning of 48 hours has been posted on the vehicle. No major car repairs are allowed on FHC property. Only minor repairs, such as changing a flat, etc. are allowed. No car washing is allowed on FHC property at any time.

Additional Parking Violations that will contribute to having a vehicle towed is as follows:

- * Illegally parked in front of dumpster (Immediate towing)
- * Parked in front of Post Office Mailboxes (Immediate towing)
- * Parking in Fire Lanes (Immediate towing)
- * Pending Hazards, i.e. leaks, unattended vehicles up on jack, etc. (Immediate towing)
- * Illegally parked in no parking zones (City streets to be ticketed by Police Department)
- * Illegally parked in front of walkways/sidewalks in front of resident homes, or illegally parked in front of the FHC Central Office
- * Illegally parked on the grass at any time
- * Improper or expired tags
- * Flat tires or busted out windows
- * Inoperable or non-working vehicles
- * Vehicles involved in an accident are prohibited from being on FHC property

Registration of Vehicles

The FHC Management office will issue Parking Permits upon the following documents being provided by the head of the household:

- * Current Drivers License of Head of Household or designated owner
- * Current Proof of Insurance
- * Current Registration and Title of Vehicle

TENANT AGREES THAT ALL THE PROVISIONS OF THIS LEASE HAVE BEEN READ AND ARE UNDERSTOOD AND FURTHER AGREES TO BE BOUND BY ITS PROVISIONS AND CONDITIONS AS WRITTEN. (Signature required on Part II of this Lease).

(9) **Execution:** By Resident's signature below, Resident and household members agree to the terms and conditions of this Lease and all additional documents made as part of the lease by reference.

By the signature(s) below I/we also acknowledge that the Provisions of Part 1 of this Lease Agreement have been received and thoroughly explained to me/us.

Head of Household: _____ Date: _____

Co-Head: _____ Date: _____

Other Adult: _____ Date: _____

Manager: _____ Date: _____

TENANT'S CERTIFICATION

I, _____ hereby certify that I, and other members of my household, have not committed any fraud in connection with any federal housing assistance program, unless such fraud was fully disclosed to the FHC before execution of the lease, or before the FHC's approval for occupancy of the unit by the household member.

I further certify that all information or documentation submitted by myself or other household members to the FHC in connection with any federal housing assistance program (before and during the lease term) are true and complete to the best of my knowledge and belief.

Resident's Signature

Date

Emergency Stand-by Maintenance Telephone Number: 810-736-3060 5:00 p.m. - 8:00 a.m.
7 days a week (including holidays)

Main Office Address to mail rent payments;
Flint Housing Commission
3820 Richfield Road
Flint, MI 48506

STATEMENT ON RECEIPT OF INFORMATION

I/We have received a copy of the following information including and they have been thoroughly explained to me/us. I/We understand the possibility that lead-based paint may exist in the unit.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Reference/Screening for Suitability Policy | <input checked="" type="checkbox"/> House Rules |
| <input checked="" type="checkbox"/> Community Service Requirement Policy | <input checked="" type="checkbox"/> Pet Policy |
| <input checked="" type="checkbox"/> Grievance Procedure | <input type="checkbox"/> Repayment Agreement |
| <input checked="" type="checkbox"/> Watch out for Lead Paint Poisoning | <input type="checkbox"/> Loitering Policy |
| <input checked="" type="checkbox"/> Curfew Ordinances | <input checked="" type="checkbox"/> Tenant Charge List |
| <input type="checkbox"/> Other: _____ | |

Head of Household: _____ Date: _____

Co-Head: _____ Date: _____

Other Adult: _____ Date: _____

Manager: _____ Date: _____

PET POLICY

24 CFR 5.309]

INTRODUCTION

PHAs have discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains the FHC's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of this FHC to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the FHC.

The purpose of this policy is to establish the FHC's policy and procedures for ownership of pets in elderly/disabled and family units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

- * **The FHC chooses not to publish rules governing the keeping of common household pets. Residents will comply with the dwelling lease, which requires that no animals or pets of any kind are permitted on the premises without prior written approval of the FHC. This does not apply to animals that are used to assist persons with disabilities.**
- * **Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.**

ANIMALS THAT ASSIST PERSONS WITH DISABILITIES

Pet rules will not be applied to animals that assist persons with disabilities.

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability

A. MANAGEMENT APPROVAL OF PETS

All pets must be approved in advance by the FHC management.

The pet owner must submit and enter into a Pet Agreement with the FHC.

Registration of Pets

Pets must be registered with the FHC before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

- * **Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.**
- * **Execution of a Pet Agreement with the FHC stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.**
- * **Registration must be renewed and will be coordinated with the annual recertification date.**
- * **Approval for the keeping of a pet shall not be extended pending the completion of these requirements.**

Refusal To Register Pets

The FHC may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the FHC refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The FHC will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The FHC reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the FHC and agree to abide by all of the pet rules in writing.

B. STANDARDS FOR PETS

- * **If an approved pet gives birth to a litter, resident must remove all pets from the litter. Resident is only permitted to have one pet.**

Pet rules will not be applied to animals that assist persons with disabilities.

Persons With Disabilities

To be excluded from the pet policy, the resident/pet owner must certify:

- * **That there is a person with disabilities in the household;**
- * **That the animal has been trained to assist with the specified disability; and**
- * **That the animal actually assists the person with the disability.**

Types of Pets Allowed

No vicious types of animals such as pit bulls are permitted on FHC property.

No types of pets other than the following may be kept by a resident.

- * **Tenants are not permitted to have more than one *type* of pet.**

1. Dogs

- * **Maximum number: 1**
- * **Maximum adult weight: 20 pounds**
- * **Maximum adult height: 18 inches**
- * **Must be housebroken**
- * **Must have required inoculations (shots)**
- * **Must be licensed as specified now or in the future by State law and local ordinance**

2. Cats

- * **Maximum number: 1**
- * **Must have required inoculations (shots)**
- * **Must be trained to use a litter box or other waste receptacle**
- * **Must be licensed as specified now or in the future by State law or local ordinance**

3. Birds

- * **Maximum number: 1 (Grand-fathered: any birds already owned by resident prior to year 2004 may remain. Effective after year 2004, maximum number of birds allowed is limited to one (1)).**
- * **Must be enclosed in a cage at all times**

4. Fish

Maximum aquarium size: **30 gallons**

- * **Must be maintained on an approved stand**

All pets must be kept on a leash when walking on FHC property. No pet is allowed to freely roam the halls or property.

C. PETS TEMPORARILY ON THE PREMISES

- * **Pets, which are not owned by a tenant, will not be allowed.**
- * **Residents are prohibited from feeding or harboring stray animals.**
- * **This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the FHC.**
- * **State or local laws governing pets temporarily in dwelling accommodations shall prevail.**

D. DESIGNATION OF PET/NO-PET AREAS

- * **The following areas are designated no-pet areas:**

Lobbies, Community Rooms, Laundry Rooms, other indoor Common Areas, Kitchens

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

- * **The FHC reserves the right to change or increase the required deposit by amendment to these rules.**
- * **The FHC will refund the Pet Deposit to the tenant, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.**
- * **The FHC will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.**
- * **The FHC will provide the tenant or designee identified above with a written list of any charges against the pet deposit. If the tenant disagrees**

with the amount charged to the pet deposit, the FHC will provide a meeting to discuss the charges.

- * All reasonable expenses incurred by the FHC as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit;

- Fumigation of the dwelling unit;

- Common areas of the project.

- A separate charge of \$50.00 will be assessed to any pet that is found unattended/without leash.

- * Pet Deposits are not a part of rent payable by the resident.

F. ALTERATIONS TO UNIT

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

G. PET WASTE REMOVAL CHARGE

- * A separate pet waste removal charge of \$25.00-50.00 per occurrence will be assessed depending on the number of occurrences, against resident for violation of the pet policy regarding pet waste removal.

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

- * All reasonable expenses incurred by the FHC as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:

- * The cost of repairs and replacements to the dwelling unit;

- * Fumigation of the dwelling unit.

- * If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.

- * If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit.

- * The pet deposit will be refunded when the resident moves out or no longer has a pet on the premises and has provided documentation and a housekeeping inspection has been completed. Charged will be deducted from the pet deposit if damages are assessed where applicable.

- * The expense of flea de-infestation shall be the responsibility of the resident.

H. PET AREA RESTRICTIONS

- * Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash (4ft or less) or carried and under the control of the resident or other responsible individual at all times.
- * Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.
- * An area of the development grounds has been designated as the area in which to exercise animals and to permit dogs to relieve themselves of bodily wastes.
- * Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

I. NOISE

- * Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

J. CLEANLINESS REQUIREMENTS

- * **Litter Box Requirements.** All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.
 - * Litter shall not be disposed of by being flushed through a toilet.
 - * Litter boxes shall be stored inside the resident's dwelling unit.
- * **Removal of Waste From Other Locations.** The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area by placing it in a sealed plastic bag and disposing of it in an outside trash bin.
- * The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

K. PET CARE

- * **No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 10 hours.**
- * **All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.**
- * **Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.**

L. RESPONSIBLE PARTIES

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

M. INSPECTIONS

- * **The FHC may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.**
- * **The FHC may enter and inspect the unit only if a written complaint is received alleging that the conduct or condition of the pet in the unit constitutes a nuisance or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.**

N. PET RULE VIOLATION NOTICE

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) which were violated. The notice will also state:

That the resident/pet owner has 5 calendar days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

- * If the pet owner requests a meeting within the 5 day period, the meeting will be scheduled no later than 10 calendar days before the effective date of service of the notice, unless the pet owner agrees to a later date in writing.

O. NOTICE FOR PET REMOVAL

If the resident/pet owner and the FHC are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the FHC, the FHC may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the FHC's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within **5 calendar** days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

P. TERMINATION OF TENANCY

The FHC may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

Q. PET REMOVAL

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. Includes pets that are poorly cared for or have been left unattended for over **10** hours.

If the responsible party is unwilling or unable to care for the pet, or if the FHC after reasonable efforts cannot contact the responsible party, the FHC may contact the appropriate State or local agency and request the removal of the pet.

*** If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises and the resident may be issued a Notice to Quit if the pet is not removed as required.**

R. EMERGENCIES

The FHC will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

- * If it is necessary for the FHC to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

FLINT HOUSING COMMISSION COMMUNITY SERVICE REQUIREMENT POLICY

Federal law (the Public Housing Reform Act of 1998) currently requires each non-exempt adult to perform 8 hours of Community Service each month.

Community Service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Every adult resident, 18 years and older must either:

- Contribute an average of 8 hours of community service each month
- Participate in a self-sufficiency program for at least 8 hours every month i.e., Flint Housing Commission's (FSS) Family Self-Sufficiency Program, FIA Work First Program, Student (minimum 2 courses per semester)
- Perform 8 hours of combined activities each month.

The following adults are exempt from the requirement:

- Elderly, 62 years or older
- Disabled or the primary caretaker of such individual
- Engaged in work activities (minimum 20 hours per week)
- Exempt from work requirements under State welfare-to-work program requirements

Blind or disabled as defined under 216 (i)(1) or 1416 of the Social Security Act (42 U.S.c. 416 (i)(1); 1382 c), and who signs certification that because of this disability she/he is unable to comply with Community Service requirements.

Any adult member deemed non-exempt from the requirement can at any time provide documentation certifying exempt status under guidelines noted above.

FHC will review/verify family compliance once a year, at least 30-days prior to the expiration of the resident's lease (during the Annual Interview).

Flint Housing Commission may not terminate families during the lease term for failure to comply.

Flint Housing Commission will allow head of household and or family member found to be in noncompliance to renew its lease if the family agrees to comply and make-up the community service requirements. The head of household and/or family will sign a makeup agreement stating that the deficient hours will be made up in addition to complying with the Community Service requirement for the next certification year.

If the Flint Housing Commission determines at the next certification appointment that the family has not complied with the terms of the make-up agreement, the Flint Housing

Commission will deem the family noncompliant to the Community Service requirement and the lease will not be renewed.

The Flint Housing Commission will not renew the lease of families found to be in noncompliance unless the head of household provides written assurance satisfactory to the Flint Housing Commission (drivers license is not acceptable) that the noncompliant family member no longer resides in the unit and fill out the necessary paperwork with the Flint Housing Commission removing the member from the lease.



FLINT HOUSING COMMISSION

3820 Richfield Rd. • Flint, Michigan 48506
Phone: (810) 736-3050

Community Service Family Status

Federal law (the Public Housing Reform Act of 1998) currently requires each nonexempt adult to perform 8 hours of Community Service each month.

Community Service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

The following adults are exempt from the requirements:

- Elderly, 62 years or older
- Disabled or the primary caretaker of such individual
- Engage in work activities (minimum 20 hours per week)
- Exempt from the work requirements under the State welfare-to-work program requirements

Blind or disabled as defined under 216 (i) (1) or 1416 of the Social Security Act (42 U.S.C. 416 (i) (1); 1382c), and who signs certification that because of this disability she/he is unable to comply with Community Service requirements.

Any Adult member deemed non-exempt from the requirement could at any time provide documentation certifying exempt status under guidelines noted above.

FHC will review/verify family compliance once a year, at least 30 days prior to the expiration of the resident's lease (during the Annual Interview).

Flint Housing Commission has designated the following state of EXEMPT or NON-EXEMPT to the members of your household who are currently on your Lease:

M19-1
Richert Manor (Elderly)
902 E. Court St. 48503

M19-2
Howard Estates (Family)
80 I Aoral Park 48503
(810) 234-4614

M19-3
Atherton East (Family)
3123 Chambers 48507
(810) 743-4810

M19-4
Garland Apartments (Elderly)
820 & 906 Garland St. 48503

\119-5
River Park Apartments (Family)
7002 Pemberton Dr. 48505 (810)
789-3464

MJ9-6
Centerview Apartments (Elderly)
200 1 N. Center Rd. 48506

M19-7
Forest Park (Elderly) 4060
M.L. King Ave. 48505

M19-8 & M19-10
Scattered Sites (Family)

M1 9-11
Mince Manor (Elderly)
3800 Richfield Rd. 48506
(810) 736-3377

M19-14
Aldridge Place (Farruly) 5838
Edgar Holt Drive 48505 (810)
785-8102

\119-15
K-nneth M. Simmons Square
(Elderly)
2101 Stedron 48504
(810) 787-5910

Section 8 Progr.un
(810) 736-3050

- 1.
- 2.
- 3.
- 4.

FHC Representative

Date

If you dispute the decision of The Flint Housing Commission regarding your exemption status, you have a right to request a Grievance Hearing. Please refer to The Flint Housing Commission Grievance Procedure.

TOO: (810) 736-5212



Fax: (810) 736-0158



FLINT HOUSING COMMISSION

3820 Richfield Rd. • Flint, Michigan 48506 Phone:
(810) 736-3050

M19-1
Richer1 Manor (Elderly)
902 E. Cour1 SI. 48503

M19-2
Howard Estates (Family)
801 floral Park 48503
(810) 234-4614

M19-3
Ather10n East (Family)
3123 Chambers 48507
(810) 743-4810

M19-4
Garland Apar1ments (Elderly)
820 & 906 Garland SI. 48503

M19-5
River Park Apar1ments (Family)
7002 Pember10n Dr. 48505
(810) 789-3464

M19-6
Centerview Apar1ments (Elderly)
200 I N. Center Rd. 48506

M19-7
Forest Park (Elderly) 4060
ML. King Ave. 48505

M19-8 & M19-10
Scattered Sites (Family)

M19-11
Mince Manor (Elderly) 3800
Richfield Rd. 48506 (810)
736- 3377

M19-14
Aldridge Place (Family) 5838
Edgar Holt Drive 48505 (810)
785-8102

M19-15
K-nneth M. Simmons
Square (Elderly)
2101 Stedron 48504
(810) 787-5910

Section 8 Program
(810) 736-3050

COMMUNITY SERVICE EXEMPT STATUS CERTIFICATION

Federal law (the Public Housing Refonn Act of 1998) currently requires each non-exempt adult to perfonn 8 hours of Community Service each month.

The following adults are exempt from the requirements:

- Elderly, 62 years or older
- Disabled or the primary caretaker of such individual
- Engaged in work activities (minimum 20 hours per week)
- Exempt from work requirements under State welfare to work program requirements

Any adult member deemed non-exempt from the requirements can provide documentation certifying exempt status guidelines noted above.

I _____ certify that I am eligible I to claim exempt status as described above. understand that this certification will expire in one year.

FHC Resident/Family Member _____ Date

FHC Representative _____ Date

TDD: (810) 736-5212



Fax: (810) 736-0158

CHAPTER 15

COMMUNITY SERVICE

[24 CFR Part 960 Subpart F and 24 CFR 903.7]

INTRODUCTION

A. REQUIREMENT

Each adult resident of the FHC shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

B. EXEMPTIONS

The FHC shall provide an exemption from the community service requirement for any individual who:

Is 62 years of age or older;

is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

The FHC will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.

The FHC will permit residents to change exemption status during the year if status changes.

C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

* In addition to the HUD definition above, the FHC definition includes any of the following:

- * Participating in the Family Self-Sufficiency Program and attending at least three FSS events annually.
- * Other activities as approved by the FHC on a case-by case basis.

The FHC will give residents the greatest choice possible in identifying community service opportunities.

The FHC will consider a broad range of self-sufficiency opportunities.

D. ANNUAL DETERMINATIONS

Requirement - For each public housing resident subject to the requirement of community service, the FHC shall, 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

The FHC will verify compliance annually. If qualifying activities are administered by an organization other than the FHC, the FHC will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

E. NONCOMPLIANCE

If the FHC determines that a resident subject to the community service requirement has not complied with the requirement, the FHC shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the FHC's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The FHC may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the FHC enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

Ineligibility for Occupancy for Noncompliance

The FHC shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

F. FHC RESPONSIBILITY

The FHC will ensure that all community service programs are accessible for persons with disabilities.

The FHC will ensure that:

The conditions under which the work is to be performed are not hazardous;

The work is not labor that would be performed by the FHC's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.

G. FHC IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

- * **The FHC will administer its own community service program, with cooperative relationships with other entities.**
- * **The FHC will administer the community service program through contracts and collaborative agreements with volunteer and community agencies.**

FLINT HOUSING COMMISSION

* The FHC will provide to residents a brochure of community service and volunteer opportunities available throughout the community.

FLINT HOUSING COMMISSION

ACOP MEETING WITH THE RESIDENT ADVISORY BOARD

DATE: FEBRUARY 3, 2005

LOCATION: MINCE MANOR COMMUNITY ROOM

**FACILITATOR: TERI BARNETT,
SR. HOUSING PROGRAM MANAGER**

18 ATTENDEES:

1. Glenora Roland, Mince Manor Resident
2. Stella C. Lewicki, Mince Manor Resident
3. Matthew Ashley, Caretaker/Mince Manor Resident
4. Annie Patrick, Mince Manor Resident
5. Lillian Walker, Mince Manor Resident
6. Oleta Wendland, Mince Manor Resident
7. Willie M. Holliday, President Resident Council/Centerview Apts. Resident
8. Erma Poindexter, Secretary/Centerview Apts.
9. William Harper, President/Resident Council/Richert Manor
10. Patricia Perry, President/Resident Council/KNS Square
11. Angela Williams, President/Resident Council/Aldridge Place
12. Valerie Radford, Resident, Mince Manor
13. Natasha Cooper, Assistant Housing Program Manager/FHC
14. Belinda Ross, Assistant Housing Program Manager/FHC
15. Teri Barnett, Sr. Housing Program Manager/FHC
16. Cynthia Howell, President of RAB Board & Resident Council President/River Park
17. Teresa Walker, Resident, River Park
18. Teresa Sanders, Office Assistant, Mince Manor

TOPICS OF DISCUSSION

- Updates to the New Lease
- Curfew
- Loitering
- Screening of Applicants
- Preferences (Local Preferences: Elderly/Disabled, Working, Veterans)
- Community Service
- Pet Policy
- Grievance Procedure
- Repayment Agreement



CHANGES MADE TO THE ACOP 2005

CHAPTER 1

TRANSFER AS REASONABLE ACCOMMODATION

Verification of a Request for Accommodation

Pg. 1-4

Added: to end of third paragraph from bottom after “knowledgeable professional”, put: such as a Physician, Licensed health professional, Professional representing a social service agency, or a Disability agency or clinic.

Pg. 1-4

Added: to the very last paragraph, behind “knowledgeable professional” put: such as a Physician, Licensed health professional, Professional representing a social service agency, or a Disability agency or clinic.

Reasonable Accommodation

Pg. 1-5

Added: behind the second paragraph: The entire Flint Housing Commission Reasonable Accommodation Policy & Procedures.

Translation of Documents Pg. 1-7

Changed: Number of families in Flint who do not speak English, Spanish, or other languages.

Changed: Estimated cost to the FHC per client of translation of English written documents into Spanish or other languages.

Added: If necessary FHC will provide translator for applicants or residents speaking Spanish or other languages.

Pg. 1-8

Changed: all FHCS to PHAS (Note: Incorrect abbreviation of PHAS was used for Public Housing Management Assessment. Should be PHAS, not FHCS)

CHAPTER 2

Eligibility for Admission Pg. 2-2

Capitalized: Tenant (in the 3rd paragraph from last sentences at Meets or exceeds the Tenant Selection and etc.)

Pg. 2-10

Changed: Denial of Admission for Previous Debts owed to the FHC or any HUD subsidized housing program.

Changed word payment to repayment in 2nd, 3rd, & 4th paragraphs.

Pg. 2-11

F. One Strike Policy

Added: Zero Tolerance Policy behind One Strike Policy

Added: Below One Strike/Zero Tolerance Policy statement of: FHC has zero tolerance when it comes to drugs and criminal activity.

Pg. 2-12

Added to the 2nd paragraph behind One Strike the words Zero Tolerance.

Changed: in 3rd paragraph (The FHC will not be obligated to ferret out information to The FHC will not be obligated to distribute information...)

Pg. 2-19

Removed 1st paragraph. Had exact paragraph repeated word for word on previous page 2-18 beginning with the FHC will complete a home visit at the current residence of all applicants, etc....

Pg. 2-20

Rent Paying Habits

Added: To end of 2nd paragraph: If applicant owes any monies to the FHC Public Housing Program, FHC Housing Choice Voucher Program or any HUD government subsidized housing program, all monies and outstanding debts must be paid in full prior to being accepted into the program.

Pg. 2-20

Moved: Screening Applicants Who Claim Mitigating Circumstances to top of following page.

CHAPTER 3

APPLYING FOR ADMISSION

Pg. 3-1

Changed: (near bottom of page at #1) The word incorrectly spelled FHCse was changed to phase. Should state: This first phase is to determine the family's eligibility for etc...

Pg. 3-2

B. "Initial" Application Procedures

Added: At end of 2nd paragraph: Applicant must provide proof of preference claimed at time of application in order to be given the preference on the waiting list. When applicants name reach the top of the waiting list due to the preference claimed, proof of preference claimed must be obtained from applicant in order to qualify for the preference. If the applicant no longer qualifies for the preference claimed at time of application, applicants name will go back on the waiting list and the preference will be removed, putting the applicant name in its original position had a preference not been claimed.

Pg. 3-2

Added: to 3rd paragraph down behind word Spanish: or other languages.

Pg. 3-2

Added: in paragraph regarding the pre-application will contain questions designed to obtain the following information: Date of Birth for head, spouse, and adult members.

Pg. 3-3

Added: to 3rd paragraph behind last sentence: when purging the waiting list.

Pg. 3-5

D. COMPLETION OF A FULL APPLICATION

Added: to 3rd paragraph behind end of sentence at current status: If applicant fails to provide proof of qualifying for preference claimed at time of pre-application, the preference will be removed and applicant's name will be put back on the waiting list at its original position had a preference not been claimed.

Pg. 3-8

E. PROCESSING APPLICATIONS

Changed: Social Security Number of all family members including children (six) years of age and under. The use of 999-99-9999 for Social Security Numbers is not valid for use for any household member regardless of age.

Pg. 3-9

F. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY

Added: to 2nd paragraph, second sentence behind words applicant's eligibility, "and position on waiting list due to preference claimed".

CHAPTER 4

TENANT SELECTION AND ASSIGNMENT PLAN

Pg. 4-2

FHC Objectives

Added: to end of 3rd paragraph behind word sequence: Family claiming preference must provide proof of preference upon name reaching top of waiting list. Family may change preference at anytime while on the waiting list, but must provide proof when preference is claimed.

Pg. 4-3

Added to bottom of page: Courier, Comcast Cable Channel 17, Family Independence Agency, Genesee County Mental Health, Shelter of Flint

Pg. 4-4

Changed: 4th sentence down, words Section 8 to Housing Choice Voucher participants must submit a separate application in order to apply for Public Housing only if the waiting list is opened.

Pg. 4-4

Added: A heading: PURGING OF WAITING LIST to the last paragraph on page.

Pg. 4-9

B. WAITING LIST PREFERENCES

Local Preferences

Changed: 3rd paragraph the FHC uses the following Local Preferences and ranks in the following order to:

1. **Working Residency/Elderly & Disabled Preference:** (24 CFR 5.415) (which equally includes Elderly & Disabled applicants whose head or spouse are age 62 years or older or meet the HUD/Social Security definition as being disabled). To qualify for the Working Residency Preference, the applicant must be consistently employed at a minimum of 12 months, without any interruptions, at the time of application, and at the time of admission (when their name reaches the top of the waiting list). The Working Residency Preference does NOT include Work First program participants, graduates or participants in educational and training programs.
2. **Residency Preference:** Local residents residing in Genesee County.
3. **Veterans Preference:** Veterans of any declared United States war or conflict.
4. **Involuntarily Displaced Preference:** Families are considered involuntarily displaced, if they are required to vacate their home or housing or loss their housing as a result of one of the following situations. The FHC can provide immediate housing (without name going on the waiting list) for families involuntarily displaced for the following reasons in cases of emergencies when approved only by the Executive Director.
 - A natural disaster such as a fire, flood, tornado, earthquake, or any similar catastrophes, that may have caused the home to be unlivable.
 - Witness Protection Program. To avoid reprisals due to the family providing information on criminal activities to law enforcement agencies and, after a threat assessment, the law enforcement agency recommends re-housing and re-locating the family to avoid or reduce risk of violence against the family. The family must be part of the Witness Protection Program and the HUD Office or law enforcement agency must have informed the Executive Director of the FHC that the family is part of a similar program.

- **Loss of funding or funding cuts from other HUD subsidized programs such as Housing Choice Vouchers (HCV). HCV participants of Elderly/Disabled and Families households that may lose their vouchers due to budget cuts, or loss of funding will be offered Public Housing units, having priority over applicants on waiting list, regardless of how long the applicant have been on the list.**

Pg. 4-9

Local Preferences

Removed: the following statements (middle of page): This includes families who are graduates of or participants in educational and training programs designed to prepare the individual for the job market.

Pg. 4-9

Removed: the preference for Victims of Domestic Violence.

Pg. 4-9

Removed: last sentence on page regarding: Descriptions of these Preferences and “definitional options” (or sub-categories) follow.

Pg. 4-10

Involuntarily Displacement Preferences

Removed: 1st paragraph regarding Involuntarily Displaced applicants.

Removed: #3 Action by housing owner (removed entire paragraph).

Removed: entire paragraphs and comments following paragraph #3 on pg. 4-10

Pg. 4-11

Removed entire #4 Section Displacement by non-suitability of the unit.

Removed entire section on critical elements are...

Pg. 4-12

Removed: entire page on victims of domestic violence and actual or threatened physical violence.

Pg. 4-13

Removed: entire page on Definition of Standard Replacement Housing.

Pg. 4-17

E. UNITS DESIGNATED FOR THE ELDERLY

Added: 1st paragraph behind last sentence: The FHC is considering to possibly implement an Elderly Congregate Housing Program in the future.

Pg. 4-24

Removed: FHC will allow occupancy standards of one child per bedroom. (Is mentioned word for word on previous page).

Pg. 4-26

M. REMOVAL FROM WAITING LIST AND PURGING

Corrected: word in 3rd paragraph second to last word, “proscibed” to “prescribed”.

Added: after (paragraph #3 the word “within” the prescribed period. Removal from waiting list means: Applicant must reapply in order to have their name put back on the waiting list and start the waiting process over.

Pg. 4-26

Changed: 5th paragraph from #M: grace period days of 15 days from 30 days after completion of purge.

Pg. 4-26

Changed: last paragraph at bottom: Applicants are notified at pre-application that they are responsible for notifying the FHC within 30 calendar days, if they have a change of address. (Added at end of sentence): Failure to notify the FHC of address changes may result in applicant being made inactive.

Pg. 4-27

N. OFFER OF ACCESSIBLE UNITS

Changed: Heading N. to Offer of Accessible Units & 504 Physically Impaired Units

Changed: 1st paragraph at end of sentence after units, (add) or 504 physically impaired units.

Pg. 4-27

Added: to 5th indented paragraph; “although the family may not qualify for the bedroom size of the unit, if no family is available to occupy the unit immediately, the family qualified for the accessible unit may move into the unit, with the understanding that if a family qualifying for the bedroom size is in need of the unit, the family agrees to be transferred to the correct bedroom size when a different accessible unit becomes available to accommodate them. Applicant must have signed a written statement agreeing to the understanding of this requirement prior to moving into the accessible unit”.

Pg. 4-28

Q. APPLICANT STATUS AFTER FINAL UNIT OFFER

Removed: under section Q. Removal from the waiting list means; the applicant must reapply. (Already stated under section M)

Pgs. 4-30

Applicants With a Change in Family Size or Status

Added: at end of 1st paragraph behind occupancy will overcrowd or underutilize the unit add; “unless there is no qualified family on the waiting list available to occupy the unit, with the applicant’s understanding when a family does become available, the family currently residing in the unit must be transferred to the appropriate bedroom size, when one becomes available. Applicant must sign a

written statement agreeing to the understanding of this requirement prior to moving into the unit”.

Chapter 5

OCCUPANCY GUIDELINES

Pg. 5-1

Added: at end of page last paragraph below *Separate bedrooms should be allocated for persons of the opposite sex:

***Separate bedroom(s) will be offered to children of same sex whose ages are five (5) years apart or more.**

***Teenage children of the same sex, ages 14 years and older, shall not be required to share bedrooms with children under 14 years of age.**

***Children under age six (6) of opposite sex can share same bedroom.**

Added: below 3rd paragraph below *Single person families shall be allocated zero or one bedroom.

***If Single person families are offered a zero bedroom/efficiency unit, due to the unit being hard to rent, the person may move in out of sequence if their name is near the top of the waiting list in order to prevent the efficiency from remaining vacant. However, once the applicant is housed, they can not request to be transferred into a one bedroom unit, unless there are no applicants above them on the current waiting list in the position in which they would have been had their name remained on the waiting.**

Pg. 5-2

Added: If one member of the family have children only living in the home for six (6) months out of the year, and the other family member have the children the remaining six (6) months out of the year, the family would qualify for the appropriate bedroom size; an interim rent is done for the months the children are absent from the home if income for the children has been counted.

Pg. 5-5

C. INCENTIVES TO ATTRACT HIGHER INCOME FAMILIES TO LOWER INCOME DEVELOPMENTS

Changed: end of 1st paragraph removed River Park and added: “All FHC family developments.

CHAPTER 6

DETERMINATION OF TOTAL TENANT PAYMENT

Added: to entire chapter 6 (page number at bottom of each page needed a 6 in front of the number to reflect the chapter, i.e. 6-1, 6-2, 6-3....up to page 18)

Pg. 6-15

R. Income Changes Resulting From Welfare Program Requirements

Changed: wording throughout page of “welfare” to TANF (Temporary Assistant for Needy Families) starting with # R.

Pg. 6-15

S. Utility Allowance and Utility Reimbursement Payments

Changed: 2nd paragraph stating, “The check will be made out directly to the tenant to: The check will be made out directly to Consumers Energy or the utility provider.

Pg. 6-16

Changed: 1st paragraph second to last sentence: AFDC to TANF.

Pgs. 6-16

Changed: 3rd paragraph: If a resident or applicant is unable to get utilities “turned on in his/her own name” because of a previous balance owed to the utility company, the resident/applicant will not be permitted to move into or permitted to remain occupying the unit that requires the resident to be responsible for and to pay their own utilities. This may mean that a current resident cannot transfer to a scattered site or that an applicant cannot be admitted to a unit where residents are responsible for paying their own utilities.

Pg. 6-16

Added: 3rd paragraph: applicant/resident will be given the opportunity to seek assistance and given referrals to The Salvation Army, and other agencies that may, at the discretion of that agency, assist them in paying the outstanding debt in order to assist them in obtaining or keeping their housing assistance.

Pg. 6-16

Added: 4th paragraph: at end of sentence behind grounds for eviction, add “Failure to keep and maintain utilities is grounds for eviction. If the utility service is put back in the FHC’s name by the utility provider due to a shut off or for any other reason, an attempt will be made by the FHC to put the service back into the head of the household’s (or other adult age 18 and over, whose name is on the lease) name. If this is not possible, the resident will be given five (5) business days, to get the service in their own name. Failure to do so will result in a Notice to Quit being issued to that resident.

CHAPTER 7

Pg. 7-1

VERIFICATION PROCEDURES

A. Methods of Verification and Time Allowed

Changed: at #1 regarding the Up-front income Verification (UIV) to: **Enterprise Income Verification (EIV): Mandatory to use:** The FHC must use the EIV system for the verification of income received by residents. The EIV system does computer matching of residents, and allows the FHC to obtain earned income information regarding wages received, unemployment wages, and SS/SSI benefits. (See following page Appendix # A: HUD Guidelines for Projecting Annual Income When Enterprise Income Verification (EIV) Data is Available)

Pg. 7-4

C. Computer Matching

Changed: at 3rd inset paragraph *Send a written notice to family to state: Send a written notice to the family, advising the family to contact the management office in person within 10 days to disclose the contents of the family's notice from HUD.

Pg. 7-5

Added: Behind 2nd paragraph behind re-certification interview (put in bold) All applicants claiming zero income, and are able to work must perform eight (8) hours of community service per month as required by HUD. (See Community Service Policy for more details)

Pg. 7-5 VERIFICATION OF INCOME

Added: Behind last paragraph at bottom of page: The FHC MUST utilize the EIV System (Enterprise Income Verification) to do computer matching of income received such as employment, unemployment, and SS/SSI benefits. However, the following procedures will be used to obtain the verifications, in the event of a problem with the EIV System or the System is down or unavailable.

Pg. 7-6

Added: After each Income Subheading of Employment, SS, Pensions, etc. put in () Must use EIV System, see page 7-1.

Pg. 7-7

Added: After Unemployment Compensation, in () Must use EIV System, see page 7-1.

Pg. 7-10

Zero Income Status

Changed: in 1st paragraph AFDC to TANF

Added: After 1st paragraph: FHC may run credit reports to verify income if zero income is claimed.

Added: new paragraph: Person claiming zero income must inform FHC how they are able to live without any income. FHC may count assets owned by residents as income.

Pg. 7-22

Housekeeping

Changed: 2nd paragraph at end of sentence, or no landlord reference available.

Pg. 7-22

4. Involuntarily Displaced

Removed: Entire section on involuntarily displaced. Irrelevant to this section and this entire section on preferences has been discussed in chapter 4 under Local Preferences.

Pg. 7-23

4. Involuntarily Displaced

Removed: Entire page on preferences. Irrelevant to this section and this entire section on preferences has been discussed in chapter 4 under Local Preferences.

Chapter 8 TRANSPER POLICY

Pg. 8-1

A. GENERAL STATEMENT

Added: To 2nd paragraph, (Must provide proof for need of reasonable accommodation from a qualified knowledgeable professional i.e. Doctor or therapist prior to transfer being granted).

Pg. 8-1

A. GENERAL STATEMENT

Removed: At 5th paragraph any move out charges will be posted to the new unit.

Added: At 5th paragraph, All move-out charges and damage charges must be paid upfront and in full before the family is allowed to transfer.

Added: Behind *Delinquent in its rent, work order charges, Consumer or utility charges, court cost, and any other outstanding charges owed by the resident.

Added: Behind sentence near bottom: *Not in good standing with the FHC (a new sentence stating:) *Poor housekeeping/infestation: Must have unit cleaned and exterminated prior to transfer.

Pg. 8-1

Rank Order of Transfer List

Added: At bottom of page at *Medical hardship (Proof of qualified knowledgeable professional i.e. doctor or therapist)

Pg. 8-2

Added: Behind *Unit too large or small (causing over-housing or under-housing)

Removed: last sentence, Date of removal.

Pg. 8-3

MANDATORY TRANSFERS

Added: 5th paragraph behind last sentence: Resident will not determine if they will not move, if reason is valid and other appropriate housing is offered and available to

correct and solve any problems which may have occurred, or continuously occur at current residence.

Pg. 8-3

MANDATORY TRANSFERS

Added: New paragraph at the end of last paragraph: FHC is responsible for transferring resident and paying for moving expenses, if the move is in result of the FHC'S request or decision, i.e. unit damaged and can't be repaired while resident is living in the home, or transfer is required in order to complete major rehab or to renovate in or around the area where the resident lives. The resident is solely responsible for packing their own items and obtaining their own boxes for the move. Residents are required to pack and move at their own expense if they are transferred in the result of being over-housed, under-housed, reasonable accommodations, or any other reason outside of the FHC'S request or decision.

Pg. 8-6

Changed: Last sentence to: There currently is a computer-learning center at River Park Apartment complex. FHC'S goal is to have additional computer-learning centers at all family and elderly developments, which will be operated by the Resident Councils.

Pg. 8-7

Added: 4th paragraph middle of page, behind significantly remodeled, or in area of unit being reconstructed, such as 504 physically impaired units.

Added: Behind 4th paragraph, resident is responsible for any and all damages to the unit in which they temporarily lived in. Charges must be assessed by the site Manager, and paid in full before resident is allowed a transfer back to previous their unit.

Pg. 8-7

Moving Cost

Added: Last paragraph at end of sentence: and is solely responsible for packing and transporting all items from one location to the other.

Pg. 8-8

Security Deposits

Added: to 2nd sentence behind billed, add: upfront for any charges or damages caused by resident, family members, or guest and must pay in full prior to transfer being allowed.

Pg. 8-8

Moving Cost

Removed: In 2nd sentence: that occur as a result of the resident moving out of the apartment.

Pg. 8-9

C. TRANSFERS FROM NON-ELDERLY TO ELDERLY DEVELOPMENTS

Added: 2nd paragraph to end of sentence, or to location with elevators.

Pg. 8-11

G. TRANSFER REQUEST PROCEDURE

Added: 7th paragraph to last sentence, and informed that all damages to unit and any outstanding charges, must be paid in full prior to the transfer being done.

Resident must be in good standing with no lease violations before approval.

CHAPTER 9

LEASING

Pg. 9-7

F. Utility Services

Added: under F. Utility Services, 1st paragraph, Utility services for Consumers or utility provider must be put in applicants name prior to moving into a unit; applicant's failure to have the ability to contract with the utility provider will be denied access into the program, and given the opportunity to obtain the service in their own name. Applicant may be advised to seek assistance from outside agencies, i.e. Salvation Army, and other resources, for help in paying the outstanding debts.

Pg. 9-8

G. Security Deposits

Added: 4th sentence regarding pet deposits, add behind pet deposit is \$150 for elderly/disabled families and \$200.00 for families, that must be paid in full, upfront prior to the pet moving in.

Removed: 4th sentence, statement on: one half total tenant payment.

Removed: 5th entire sentence, statement on: The remainder of the deposit must be paid within 30 days.

Pg. 9-10

I. FEES AND NON-PAYMENT PENALTIES

Added: at end of 2nd paragraph, If rent payment is not received by the 10th of the month, an additional \$25.00 will be charged to the account, and a notice to quit will be issued for non-payment of rent. Any payments not received in the drop box located at the Central Office (3820 Richfield Road) the following business day, on the 6th of the month at 8:00 a.m. will be considered late, and a late fee of \$25.00 will be assessed.

Pg. 9-10

I. FEES AND NON-PAYMENT PENALTIES

Added: 6th paragraph after resident's account, such as, work order fees, late fees, court costs, consumer utility charges, pet fees, or any kind of outstanding charges prior to the payment being applied to the rent charges.

Pg. 9-14

Emergency Repairs to be completed in less than 24 hours

Added: at *Lock-out (with proper FHC identification of resident)

Pg. 9-14

Emergency Repairs to be completed in less than 24 hours

Added: to very last sentence: and a \$25.00 fee will be charged to resident's account, per smoke detector if batteries are missing, and smoke detector is not operable, due to residence negligence.

Pg. 9-15

Entry of Premises Notices

Added: 2nd paragraph FHC will provide the family with 48 hour written notice...

Added: 7th paragraph FHC will provide the family with 48 hour written notice...

CHAPTER 10

Pet Policy

Pg. 10-1

Changed: 2nd paragraph line two, add, in elderly/disabled and family units...

Pg. 10-3

Registration of Pets

Removed: 5th paragraph down: *Dogs and cats must be spayed or neutered.

Pg. 10-5

B. Standards for Pets

Changed: 1st sentence: If an approved pet gives birth to a litter, resident must remove all pets from the litter. Resident is only permitted to have one pet.

Pg. 10-6

Types of Pets allowed

Added: directly under Types of Pets: No vicious types of animals such as pit bulls are permitted on FHC property.

Pg. 10-6

1. Dogs

Added: Maximum adult weight for dogs is 20 pounds

Removed: *Must be spayed or neutered

Added: *Must have required inoculations (shots)

Pg. 10-7

2. Cats

Removed: *Must be de-clawed

Removed: *Must be spayed or neutered

Added: *Must have required inoculations (shots)

Pg. 10-7

3. Birds

Changed: *Maximum number of birds allowed is one (1) (Grand-fathered: any birds already owned by resident prior to year 2004 may remain. Effective after year 2004, maximum number of birds allowed are limited to one (1).

Pg. 10-7

4. Turtles

Removed: Entire section on Turtles. No turtles allowed on premises.

Pg. 10-7

Added: At very end, a comment regarding: All pets must be kept on a leash when walking on FHC property. No pet is allowed to freely roam the halls or property.

Pg. 10-9

E. Additional Fees and Deposits for Pets

Removed: First three paragraphs: already stated earlier in chapter about pet deposit.

Pg. 10-11

G. PET WASTE REMOVAL CHARGE

Changed: A separate pet waste removal charge of \$25- \$50 per occurrence, will be assessed depending on the number of occurrences, against resident for violation of the pet policy regarding pet waste removal.

Pg. 10-11

Added: to second to last sentence on page behind the premises, and has provided documentation and a housekeeping inspection has been completed. Charges will be deducted from the pet deposit if damages are assessed where applicable.

Pg. 10-15

Q. PET REMOVAL

Added: to 3rd paragraph end of last sentence, and the resident may be issued a notice to quit if the pet is not removed as required.

CHAPTER 11

REXAMINATIONS

Pg. 11-3

Requirements to Attend

Added: 2nd paragraph at *the head of household (removed “only”) and any member of the household 18 years of age or older, (unless the person is in the military, or away for educational reasons.

Pg. 11-14

H. REMAINING MEMBER OF TENANT FAMILY – RETENTION OF UNIT

Added: directly beneath sentence, at end of sentence behind living in the unit with their name on the dwelling lease.

Pg. 11-14

H. REMAINING MEMBER OF TENANT FAMILY – RETENTION OF UNIT

Added: If elderly/disabled family member is on the lease and living in the unit, when the head of the household plans to move out and leave the co-head in the unit alone, the elderly/disabled family member must be transferred according to the FHC transfer policy to the appropriate bedroom size if a unit is available.

Pg. 11-15

H. REMAINING MEMBER OF TENANT FAMILY – RETENTION OF UNIT

Added: 4th paragraph down behind Standards, “Family or person must pay and is responsible for paying all damages in old unit before they are transferred to a different location”.

CHAPTER 14

(Insert page #'s i.e. 14-1, 14-2, etc....)

Pg. 14-2

Late Payments

Removed: Last paragraph “If the payment is not received by the close of the business day a late fee of \$25.00 will be charged.

Changed: 2nd paragraph removed “on which the payment was due, and change to the 1st of each month.

Changed: 3rd paragraph removed “4 days after the due date.

Pg. 14-2

Changed & Added: 4th paragraph removed “sixth” and put in “fifth”. At end of sentence add: Late fees will be charged after the fifth of each month, on the morning of the sixth,(or the next business day after the fifth) if the full rent payment owed is not received in the FHC payment drop box (located outside of the front lobby area of 3820 Richfield Road, Flint, MI by 8:00 A.M.) “If the rent payment is still not paid in full by the tenth of the month, an additional charge of \$25.00 will be applied and court proceeding for non-payment of rent will begin. Any resident late paying rent three (3) times will be issued a notice to quit and will be required to move (on the 3rd time)”. Resident will have No Right of Redemption and must sign a document stating “No Right of Redemption” when they are late paying rent three times. The amount of any monies applied toward the rent will be applied first to

any outstanding balances on residents account, such as late fees, court costs, work orders, utility balances, and any other charges on the account.

Pg. 14-2

PARTIAL PAYMENTS OF MONTHLY RENT

Added: NO PARTIAL RENT PAYMENTS OF MONTHLY RENTS WILL BE ACCEPTED AT ANY TIME. If the full amount of rent owed is not brought or mailed in, to cover the current month owed, it will be rejected and given or mailed back to the resident. Failure to pay the FULL amount of rent owed, will result in a delay of your rent payment being processed, and additional late fees will be applied for failure to pay the full rent amount owed when due. Residents may apply rent payments ahead of time to reflect a credit on their account to be applied to upcoming monthly rent if they choose to do so.

Pg. 14-3

B. DEBTS DUE TO FRAUD/NON-REPORTING OF INFORMATION

Program Fraud

Removed: 1st paragraph regarding Families who owe money to the FHC due to program fraud.....

Added: 2nd paragraph If the family owes any amount of monies (removed “which equals or exceed \$500.00) as a result of program fraud, the case will.....

Added: Put see FHC Fraud Policy.

IL GLOSSARY OF HOUSING TERMS

Pg. GL-9

Removed: Ceiling Rents section. (We now use Flat Rents, which is defined)

Pg. GL-11

Added: Enterprise Income Verification (EIV) – Mandatory verification system required by HUD for PHA’s to use in order to computer match and obtain income verifications from applicants and residents.

NEW POLICIES & PROCEDURES TO ADD TO THE ACOP & LEASE

The following are policies & procedures we wish to implement in our new lease and add to the ACOP:

CHAPTER 9

LEASING

Pg. 9-1

A. Lease Orientation Section

Added: (Insert # B.) FHC RESIDENT REQUIRED IDENTIFICATION BADGES

All FHC residents on the dwelling lease age 12 and older are required to take a FHC photo identification badge upon execution of the lease. It is a requirement that the resident carry the identification badge with them and produce it to FHC management and/or security when requested. The badges are to be taken at the Central Office during the lease up procedure prior to the resident moving in.

CHAPTER 9

LEASING

Pg. 9-1

Added: (Insert # C.) FHC PARKING PERMITS AND WARNING VIOLATIONS

All resident owned vehicles parked in FHC parking spaces/lots must have an assigned registered FHC parking permit. One (1) FHC parking permit will be issued (per household) to the head of the household ONLY, or any one (1) adult family member currently on the lease, other than the head of household (must be approved in writing by the head of the household to request the one (1) parking permit to be issued to a different adult member of the household). Only one vehicle per household is allowed on the FHC property; all other vehicles will be towed at the owner's expense.

Added: REGISTRATION OF VEHICLES

The FHC Management office will issue Parking Permits upon the following documents being provided by the head of the household:

- Current Drivers License of Head of Household or designated owner
- Current Proof of Insurance
- Current Registration & Title of Vehicle

Added: (following above insert)

Warning Violations Issued: A warning violation will be issued to any vehicle not registered and parked in the parking spaces provided for registered FHC resident vehicles. All vehicles parked on the property without proper tags and registration will be towed at the owners expense after the required warning of 48 hours has been posted on the vehicle. No major car repairs are allowed on FHC property. Only minor repairs, such as changing a flat, etc. are allowed. No car washing is allowed on FHC property at any time.

Additional Parking Violations that will contribute to having a vehicle towed is as follows:

- Illegally parked in front of dumpsters (Immediate towing)
- Parked in front of Post Office Mailboxes (Immediate towing)
- Parking in Fire Lanes (Immediate towing)

- Pending Hazards, i.e. leaks, unattended vehicles up on jack, etc. (Immediate towing)
- Illegally parked in no parking zones (City streets to be ticketed by Police Department)
- Illegally parked in front of walkways/sidewalks in front of resident homes, or illegally parked in front of the FHC Central Office
- Illegally parked on the grass at anytime
- Improper tags or expired tags
- Flat tires or busted out windows
- Inoperable or non-working vehicles
- Vehicles involved in an accident are prohibited from being on FHC property

LEASING

Pg. 9-16

Added: to end of chapter: Heading: N. SNOW REMOVAL: All FHC Residents and guests are required to move their vehicles out of the parking lots prior to FHC maintenance personnel or any company the FHC has designated or contracted with to remove snow from the FHC parking lots, to allow for proper snow removal, whenever the need may arise.

LEASING

Pg. 9-16

Added: to end of chapter: Heading: O. WINDOW TREATMENT: The FHC will provide window coverings on a phase in basis over the next five (5) years for residents in order to enhance its curb appeal. All FHC development sites will have blinds installed by the FHC. All residents will be required to have FHC blinds phased in over a period of time (at the signing of a new lease/annual review). At the signing of a new or renewal of a lease agreement we will supply window coverings, (vertical blinds). Residents are not allowed to put anything up at the window without FHC's authorization. If residents wish to put up curtains of their choosing on the inside, we must see the white/cream colored blind backings provided by the FHC from the outside of the home.

LEASING

Pg. 9-16

Added: to end of chapter: Heading: COST FOR BLIND REPLACEMENT: The FHC will charge a replacement fee of \$25.00 per set, for any blinds needing to be replaced due to the negligence of the resident, family member, or guest. If the resident chooses not to have the blinds replaced, the FHC will replace them and charge the resident's account accordingly, in order to maintain curb appeal.

LEASING

Pg. 9-16

Added: to end of chapter: Heading: OUTDOOR LAWN/PATIO FURNITURE: The FHC prohibits the maintaining of regular indoor furniture such as: Kitchen tables, dinette tables and chairs, sofa recliners, couches, etc. to be kept outside and

used as permanent lawn furniture. Only regular outdoor lawn patio furniture is allowed to be kept outside in the backyard, on a permanent basis on FHC property.

LEASING

Pg. 9-16

Added: to end of chapter: Heading: THEFT OF UTILITY SERVICES & CABLE

The FHC prohibits any resident or their guest from stealing utility services and/or cable services from another resident, or vacant unit on FHC premises through the use of an illegal connection (splitting and connecting cable lines or turning on services previously disconnected). Any household caught doing this illegal activity will be issued 30-day notice to quit for violation of the lease.

LEASING

Pg. 9-16

Added: to end of chapter: Heading: SATILLITE DISHES ON FHC PROPERTY

Satellite dishes are prohibited at all FHC elderly and family developments with the exception of Scattered Sites, (single family homes) by being in accordance with FHC's established policies. Satellite dishes cannot be mounted in the front of the property, and can only be placed in rear yard on a base or tripod. The satellite dish cannot be attached to the exterior of the property in any form or fashion. The satellite dish must be a certain size, which must be in accordance with the FHC established policies.

ACOP MEETING WITH THE RESIDENT ADVISORY BOARD

DATE: FEBRUARY 3, 2005

LOCATION: MINCE MANOR COMMUNITY ROOM

**FACILITATOR: TERI BARNETT,
SR. HOUSING PROGRAM MANAGER**

18 ATTENDEES:

1. Glenora Roland, Mince Manor Resident
2. Stella C. Lewicki, Mince Manor Resident
3. Matthew Ashley, Caretaker/Mince Manor Resident
4. Annie Patrick, Mince Manor Resident
5. Lillian Walker, Mince Manor Resident
6. Oleta Wendland, Mince Manor Resident
7. Willie M. Holliday, President Resident Council/Centerview Apts. Resident
8. Erma Poindexter, Secretary/Centerview Apts.
9. William Harper, President/Resident Council/Richert Manor
10. Patricia Perry, President/Resident Council/KMS Square
11. Angela Williams, President/Resident Council/Aldridge Place
12. Valerie Radford, Resident, Mince Manor
13. Natasha Cooper, Assistant Housing Program Manager/FHC
14. Belinda Ross, Assistant Housing Program Manager/FHC
15. Teri Barnett, Sr. Housing Program Manager/FHC
16. Cynthia Howell, President of RAB Board & Resident Council President/River Park
17. Teresa Walker, Resident, River Park
18. Teresa Sanders, Office Assistant, Mince Manor

TOPICS OF DISCUSSION

- Updates to the New Lease
- Curfew
- Loitering
- Screening of Applicants
- Preferences (Local Preferences: Elderly/Disabled, Working, Veterans)
- Community Service
- Pet Policy
- Grievance Procedure
- Repayment Agreement
- Fraud Policy
- Hardship Policy
- Housekeeping Policy
- Utility Allowance Paid Directly to Consumers Energy

DISCUSSION, QUESTIONS, CONCERNS & COMMENTS FROM THE RESIDENT ADVISORY BOARD & RESIDENTS

The meeting began at approximately 1:30 p.m. with a lot of inter-action and discussion from the Resident Advisory Board (RAB) and concerned residents. The Topics of

discussion were reviewed and discussed. A question and answer session regarding the listed topics, as well as other concerns, were answered and addressed by the Sr. Housing Program Manager, along with two Assistant Housing Program Managers.

Residents of Mince Manor had concerns regarding the lights being out in the parking lot in front of the building and stated that the fire alarm on the fourth floor did not work. A plan to check all lights at Mince was brought to the attention of the Caretaker, Matthew Ashley, to ensure that the lights are working properly. Management was to contact maintenance so that Speeds Electric would come out to check all the lights located at Mince Manor. The fire alarm was to be checked by the caretaker and reported to management to ensure that it was working properly.

A Resident at KMS Square had concerns about the number of handicapped parking spaces provided for residents. They were informed that only a certain number of spaces could be allocated for the building; however, management would look into the possibility of increasing the number of parking spaces if required.

A discussion was held about the cable boxes needing to be locked up and secured to prevent other residents from illegally connecting and stealing cable from paying cable customers. A response was made that management will contact the local cable company and work closer with them to ensure that the boxes are locked up in attempts to prevent theft from non-paying residents.

A discussion was held regarding the curfew policy. Resident complained about small children being allowed to run around outside late at night without adult supervision. Parents are to be reminded about the curfew policy, and security must assist FHC in seeing that the residents comply with the policy.

A discussion was held regarding the loitering policy and how residents feel unsafe about the many distractions occurring on the premises. They mentioned that the problem was not as much as the residents, but the residents guest that was doing the loitering and hanging out at the properties. Again, security was mentioned and how FHC will be looking into different sources of security, along with forming resident crime watch with the residents and resident councils

Pet Policy was mentioned, and resident mentioned the different types of large dogs that had previously been kept at Mince Manor until the caretaker discovered it. The dog has been removed. Residents were reminded that they need to update their pet information with the management office on an annual basis.

Ms. Holiday a resident from Centerview stated that her apartment was too small for her to live in and keep all her possessions in comfortably. She inquired about possibly transferring to a larger unit. Ms. Holiday was advised to speak with her manager about the issue, and that her apartment would be looked into to see if it is at all smaller than the rest of the units, as she claims.

Residents from Mince and Centerview requested that the Sr. Aid Program be implemented to assist with cleaning of the buildings five days a week as it was done many years ago in the past. In the past seniors would volunteer and work through a Sr. Aid Program to clean building for the FHC at the elderly developments.

Comments and concerns were discussed about subleasing units, and how many people were known by the residents to be subleasing at their buildings. Management asked the residents to immediately report this type of activity to their site managers in order to look into the problem. The residents were reminded that they are the eyes and ears of the development and management depends on them to assist in fraudulent activities such as this activity.

Questions and concerns were asked and discussed about resident parking. Residents inquired about the problem with non-residents parking in spaces that are provided for residents, and how the residents don't have any place to park their vehicles. They were informed that when the new lease is implemented, registered parking permits will be issued to the residents with a vehicle. The FHC is in the process of issuing one parking permit to the head of the household, or designated person chosen by the head to register their vehicle with the FHC. They were advised that this would allow management the opportunity to track non-registered guests, and vehicles occupying resident parking spaces. The residents were pleased about the upcoming required registered parking permits.

The RAB Board discussed the monthly meeting schedule and briefly discussed having potlucks as they did previously. The dates and times were discussed and given to the managers.

The meeting adjourned at approximately 3:45 p.m.

**CHANGES MADE TO
HOUSING CHOICE VOUCHER PROGRAM
ADMINISTRATIVE PLAN**

REMOVED THROUGHOUT PLAN

Section 8 Program
Coordinator
Occupancy Specialist
Section 8 Director

REPLACED WITH

Housing Choice Voucher Program
Assistant Housing Program Manager
Housing Specialist
Senior Housing Program Manager

Pg. 31 Section F- Eligibility Criteria PF 1.08

REMOVED

... which FHC's Section 8 Program has deemed as three years, before admission decision:

REPLACED WITH

... which FHC Housing Choice Voucher Program has deemed as five years, before admission decision:

Pg. 37 Section G- Determination of Family Income and Factors of Eligibility

ADDED SECTION

9. Termination of Voucher Issuance

Pg. 41 Section H- Eligible Families

REMOVED

...the Commission shall not apply the federal or local preferences.

REPLACED WITH

... the Commission shall apply local preferences.

REMOVED(preferences)

Victims of Domestic Violence

ADDED (preferences)

Local Preferences

Veterans

Pg. 42 Section H Exceptions to the Granting of Local Preferences in Tenant Selection

REMOVED

... if the family has been evicted from any assisted housing during the past three years because of drug related criminal activity.

REPLACED WITH

... if the family has been evicted from any assisted housing during the past five years because of drug related criminal activity.

Pg.49 Section K- Portability

ADDED

The Flint Housing Commission reserves the right to refuse portability based on higher payment standards of the receiving Housing Authority, or if the HCV Program lacks sufficient funding.

Pg. 74 Section V Inspections of Dwelling Unit

REMOVED

Children of the same sex within 10 years of age are expected to share a bedroom

REPLACED WITH

Children of the same sex within 5 years of age are expected to share a bedroom

ADDED

with the exception of children 14 years of age and older.

Pg. 84 Section X One Strike Policy

REMOVED

... cause for refusal of subsequent housing applications for a period of three (3) years.

REPLACED WITH

... cause for refusal of subsequent housing applications for a period of five (5) years.

Pg 90 Section EE Fraud and Repayment Policy and Procedure

REMOVED

Neglecting to inform staff of any income up to \$3,000...

REPLACED WITH

Participant fraud includes, but is not limited to:

- Failure to report income
- Sub-letting an apartment or dwelling
- Harboring fugitives
- Neglecting to report changes in family size

All changes to income and family composition must be reported.

FHC Housing Choice Voucher Program requires that participants report all changes to income and/or family composition. If an HCV participant neglects to inform HCV staff of any changes to income and/or family composition at the interim or annual reexamination, it is constituted as intentional fraudulent activity.

Failure to abide by the reporting requirements shall be cause for termination of assistance.

REMOVED

(d) the repayment agreement is requested within the 14 day delinquency period which is concurrent with the running of the 14- day notice (this requirement may be waived if the tenant can prove that he/she was physically incapable of requesting this agreement during this period of time through no fault of his/her own)

REPLACED WITH

(d) the participant has declared changes to income and/or family composition within 6 months of the interim or annual review.

Page 94 Section GG Rent Reasonableness Policy and Procedure

ADDED

- Housing services
- Maintenance or;
- Utilities

REMOVED

These landlords include these who currently have tenants on the Section 8 program, and who have completed the back portion of the Request for Tenancy form, which inquires about comparable units being leased.

REPLACED WITH

The data collected will be based upon current rental amounts for comparable unassisted units throughout the county. The FHC will also compare the rental amounts for similar units on the premises of community developments.

CHAPTER 15

COMMUNITY SERVICE

[24 CFR Part 960 Subpart F and 24 CFR 903.7]

INTRODUCTION

A. REQUIREMENT

Each adult resident of the FHC shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

B. EXEMPTIONS

The FHC shall provide an exemption from the community service requirement for any individual who:

Is 62 years of age or older;

is a blind or disabled individual, as defined under section 216[i][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program; or

Is in a family receiving assistance under a State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such program.

The FHC will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.

The FHC will permit residents to change exemption status during the year if status changes.

C. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

*** In addition to the HUD definition above, the FHC definition includes any of the following:**

*** Participating in the Family Self-Sufficiency Program and attending at least three FSS events annually.**

*** Other activities as approved by the FHC on a case-by-case basis.**

The FHC will give residents the greatest choice possible in identifying community service opportunities.

The FHC will consider a broad range of self-sufficiency opportunities.

D. ANNUAL DETERMINATIONS

Requirement – For each public housing resident subject to the requirement of community service, the FHC shall, 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

The FHC will verify compliance annually. If qualifying activities are administered by an organization other than the FHC, the FHC will obtain verification of family compliance from such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

E. NONCOMPLIANCE

If the FHC determines that a resident subject to the community service requirement has not complied with the requirement, the FHC shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the FHC's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The FHC may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the FHC enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

Ineligibility for Occupancy for Noncompliance

The FHC shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

F. FHC RESPONSIBILITY

The FHC will ensure that all community service programs are accessible for persons with disabilities.

The FHC will ensure that:

The conditions under which the work is to be performed are not hazardous;

The work is not labor that would be performed by the FHC's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.

G. FHC IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

- * **The FHC will administer its own community service program, with cooperative relationships with other entities.**
- * **The FHC will administer the community service program through contracts and collaborative agreements with volunteer and community agencies.**

- * **The FHC will provide to residents a brochure of community service and volunteer opportunities available throughout the community.**

GRIEVANCE PROCEDURE

Grievances shall be handled in accordance with the PHA's approved Grievance Procedures. The written grievance procedure is incorporated into this document by reference and is the guideline to be used for grievances and appeals.

A. COMPLAINTS

Complaints from families. If a family disagrees with an action or inaction of the PHA, complaints will be referred to the Senior Manager/or Section 8 Coordinator (or designee). Complaints regarding physical condition of the units may be reported by phone to the Senior Manager.

Complaints from staff. If a staff person reports a family is violating or has violated a lease provision or is not complying with program rules, the complaints will be referred to the Senior Manager/or Section 8 Coordinator (or designee).

Complaints from the general public. Complaints or referrals from persons in the community in regard to the PHA or a family will be referred to the Senior Manager/or Section 8 Coordinator (or designee).

*** Anonymous complaints will be checked whenever possible.**

B. APPEALS BY APPLICANTS

Applicants who are determined ineligible, who do not meet the PHA's admission standards, or where the PHA does not have an appropriate size and type of unit in its inventory or a decision has been made to deny or terminate Section 8 assistance, will be given written notification promptly, including the reason for the determination.

Ineligible applicants will be promptly provided with a letter detailing their individual status, stating the reason for their ineligibility, and offering them an opportunity for an informal hearing.

Applicants must submit their request for an informal hearing in writing to the PHA within 7 working days from the date of the notification of their ineligibility.

If the applicant requests an informal hearing, the PHA will provide an informal hearing within 15 working days of receiving the request. The PHA will notify the applicant of the place, date, and time.

Informal hearings will be conducted by an impartial hearing officer. The person who is designated as the hearing officer cannot be the person who made the determination of ineligibility or a subordinate of that person.

The applicant may bring to the hearing any documentation or evidences he wishes and the evidence along with the data compiled by the PHA will be considered by the hearing officer.

The hearing officer will make a determination based upon the merits of the evidence presented by both sides. Within 2 working days of the date of the hearing, the hearing officer will mail a written decision to the applicant and place a copy of the decision in the applicant's file.

The grievance procedures for Public Housing tenants do not apply to PHA determinations that affect applicants.

C. APPEALS BY TENANTS

Grievances or appeals concerning the obligations of the tenant or the PHA under the provisions of the lease shall be processed and resolved in accordance with the Grievance Procedure of the PHA, which is in effect at the time such grievance or appeal arises.

D. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS"

Assistance to the family may not be delayed, denied or terminated on the basis of immigration status at any time prior to the receipt of the decision on the INS appeal.

Assistance to a family may not be terminated or denied while the PHA hearing is pending but assistance to an applicant may be delayed pending the PHA hearing.

INS Determination of Ineligibility

If a family member claims to be an eligible immigrant and the INS SAVE system and manual search do not verify the claim, the PHA notifies the applicant or tenant within ten days of their right to appeal to the INS within thirty days or to request an informal hearing with the PHA either in lieu of or subsequent to the INS appeal.

If the family appeals to the INS, they must give the PHA a copy of the appeal and proof of mailing or the PHA may proceed to deny or terminate. The time period to request an appeal may be extended by the PHA for good cause.

The request for a PHA hearing must be made within fourteen days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within fourteen days of receipt of that notice.

After receipt of a request for an informal hearing, the hearing is conducted as described in the "Grievance Procedures" section of this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family members the PHA will:

Deny the applicant family.

Defer termination if the family is a participant and qualifies for deferral.

Terminate the participant if the family does not qualify for deferral.

If there are eligible members in the family, the PHA will offer to prorate assistance or give the family the option to remove the ineligible members.

All other complaints related to eligible citizen/immigrant status:

If any family member fails to provide documentation or certification as required by the regulation, that member is treated as ineligible. If all family members fail to provide, the family will be denied or terminated for failure to provide.

Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.

Participants whose assistance is pro-rated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of Tenant Rent and Total Tenant Payment. (Not including determination of the Authority's schedule of utility Allowances)

Families denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

E. GRIEVANCE PROCEDURES

Right to a Hearing

After exhausting the meeting between the site manager, the grievance manager and/or Section 8 Coordinator or designee, (later referred to in the procedure section) , a complainant shall be entitled to a hearing before a Hearing Officer.

If rescheduling of the hearing is necessary, the hearing must be rescheduled at least 24 hours in advance of the scheduled hearing time or the complainant waives their right to a hearing.

If the complainant fails to appear within 15 minutes of the scheduled time, the complainant waives the right to a hearing.

Upon filing of written request as provided herein and as stated in the tenant lease agreement, the complainant(s) shall be entitled to a hearing before the Hearing Officer.

Definitions

Complainant is defined as any tenant or former tenant or tenants designated payee as to security deposit claims whose rights, duties, welfare or status are or may be adversely affected by Flint Housing Commission (FHC) action or failure to act and who files a grievance or complaint with the FHC with respect to such action or failure to act.

Grievance or Complaint is defined as any dispute with respect to FHC action or failure to act in accordance with lease requirements or any FHC action or failure to act involving interpretation or application of FHC regulations, policies, procedures, or current HUD requirements and regulations including, but not limited to requirements or recommendations contained in HUD Circular CHI-RHM 785.1 which are made part hereof as applicable which affects the rights, duties, welfare or status of the complainant groups with single representation or otherwise.

Hearing Officer is defined as a person selected in accordance with this grievance procedure to hear grievances and render a decision with respect thereto.

Tenant is defined as a lessee or the remaining head of household of any tenant family residing in housing accommodations owned or leased by the FHC or subsidized through the FHC's Section 8 program.

Grievance Manager is defined as the person who coordinates the grievance proceedings. The Grievance Manager for LIPH shall be the Senior Manager. The Grievance Manager for Section 8 shall be the Section 8 Coordinator.

Elements of Due Process. An eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required.

Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;

Opportunity for the tenant to examine all relevant documents, records, and regulations of the FHC prior to the trial for the purpose of preparing a defense;

Right of the tenant to be represented by counsel;

Opportunity for the tenant to refute the evidence presented by the FHC including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;

A decision on the merits of the case.

Procedure prior to a hearing

Any grievance or complaint must be presented according to the following procedure:

The complainant must first present the grievance or complaint in writing to the Site Manager and in the case of a Section 8 Complaint, to the Section 8 designee. The Site Manager or Section 8 designee will notify the Grievance Manager that a complaint has been made.

The Grievance Manager will either solve the grievance along with the Site Manager or Section 8 designee, or refer the matter to the Grievance Hearing Officer.

If the Grievance Hearing Officer decides that the complaint is justifiable and should be pursued further, the complainant can next present his grievance in writing to the Hearing Officer or other appropriate FHC official. An attempt should be made to informally settle the grievance without a hearing at the time it is presented to the Site Manager or Section 8 designee. The grievance must be signed by complainant and filed in the project office. The grievance shall be date-stamped in the presence of the tenant and representative. The date stamped on his grievance is the date from which the FHC action failure to act is computed. It may be simply stated, but must specify:

The particular ground(s) upon which it is based, and The action requested.

Copies of the grievance or complaint should be provided for all parties involved, including the Site Manager, the complainant, the Grievance Hearing Manager and Hearing Officer, or the Section 8 Coordinator and Section 8 designee. All originals and copies must be date-stamped at time of receipt.

The tenant shall retain the rights to all hearings under RHM 7465.9, notwithstanding the Grievance Hearing Officer's decision.

An answer in writing shall be kept by the Site Manager and/or the Section 8 designee or other appropriate FHC official and copies given to the Grievance Hearing Manager, Grievance` Hearing Officer, and the complainant within five (5) working days. The answer shall specify:

The proposed disposition of the complaint and the specific reasons therefore.

The right of the complainant to a hearing.

The procedure by which a hearing may be obtained.

If the complainant is dissatisfied with the proposed disposition of his/her complaint, as stated in the Site Manager's, Section 8 designee, or Grievance Manager's answer, he may submit a written request to the FHC's Grievance Hearing Officer for a hearing. The written request shall be made within seven (7) working days of the date of the answer to the complaint. The written request for a hearing must be date-stamped and filed in the appropriate FHC office along with the complaint and answer. The Hearing Officer shall be advised of the request by the appropriated FHC official; shall schedule the hearing as soon as possible for date, time , and place reasonably convenient to the complainant, and shall inform the complainant thereof in writing.

If the complainant does not request a hearing within the time period allowed in Subsection "C" above, he waives his right to the hearing, and the FHC's proposed disposition of the grievance will become final. This shall not, however, constitute a waiver of the complainant's right thereafter to contest the FHC's disposition of his grievance in an appropriate judicial proceeding.

The Grievance Hearing Officer

The role of the Grievance Hearing Officer shall be a person or persons designated by the Flint Housing Commission. The final decision will rest with the Grievance Hearing Officer.

The Hearing

The parties shall be entitled to a fair hearing before the Hearing Officer and may be represented by counsel or another person chosen as a representative.

The hearing shall be private unless complainant requests and the Hearing Officer agrees to a public hearing. This shall not be construed to limit the attendance of persons with a valid interest in the proceedings.

Complainant may examine before the hearing: and, at the expense of the FHC, copy all documents, records and regulations of the FHC that are relevant to the hearing. Any document not made available after request therefore by complainant, may not be relied on by the FHC of the Hearing Officer at the hearing. The complainant may request, in advance and at his/her expense transcripts of the hearing.

If the dispute is over the amount of rent or other charges which the FHC claims is due, the complainant shall deposit the amount in dispute in an escrow account pending settlement of the dispute by the Hearing Officer. If the complainant fails to do so, the Officer may determine that the complainant has waived his right to the hearing. Such determination shall not constitute a waiver of the complainant's right to thereafter contest the FHC's disposition of his grievance in an appropriate judicial proceeding.

If a complainant fails to appear at a hearing,, the panel may postpone the hearing for five (5) working days, or may make a determination that the complainant has waived his right to the hearing. Such determination shall not constitute a waiver of the complainant's right to thereafter contest the FHC's disposition of his grievance in an appropriate judicial proceeding.

At the hearing the complainant must make a prima facie case and the burden of proof is on the FHC or Hearing Officer to justify the action or inaction proposed by it in its answer to the complaint. The complainant may present evidence and arguments in support of his complaint, controvert evidence relied on by the FHC or project management, and confront and cross examine all witnesses on whose testimony or information the FHC or Hearing Officers relies. Hearings conducted by the Hearing Officer shall be informal, and any oral or documentary evidence, as limited however, to the facts and issues raised by the complaint and answer, may be received by the Hearing Officer without regard to whether that evidence would be admissible under rules of evidence employed in judicial proceedings.

Decision of the Hearing Officer

The decision of the Hearing Officer shall be based solely and exclusively upon facts presented at the hearing and upon applicable FHC and HUD regulations. To the extent that the decision is not inconsistent with state law, the United States Housing Act of 1937, as amended, HUD regulations and requirements promulgated thereunder, the Annual Contributions Contract, and an equitable and fair resolution of the complaint, the decision of the Hearing Officer shall be binding in the FHC.

If both parties agree to prepare a proposed decision to the Hearing Officer, each party shall submit same to the Hearing Officer for his consideration.

The Hearing Officer shall prepare his written decision including a statement of findings and conclusions, as well as the reasons or basis therefore, upon all material issues raised by the parties. This shall be done within a reasonable time after the date of the hearing. Copies thereof shall be mailed or delivered to the parties and/or their representatives.

The written decision of the Hearing Officer shall be maintained on file by the FHC and made available for inspection by a prospective or complainant or his representative.

Any judicial decision or related settlement pertaining to the decision of the Hearing Officer shall also be maintained on file by the FHC and made available for inspection. If the decision is in favor of the complainant, the FHC shall promptly take all actions necessary to carry out such decision or refrain from any action prohibited by such decision, unless the Board of Commissioners of the FHC determines and notifies the complainant in writing within two (2) working days that the Hearing Officer has acted arbitrarily or exceeded its authority. In such event, the Hearing Officer's decision may be judicially reviewed.

Appeals from the Hearing Officer's Decision

A decision by the Hearing Officer, which is in favor of the FHC, and denies the complainant his requested relief in whole or in part, shall not constitute waiver of, nor affect in any manner, whatever rights the complainant may have to a trial de novo in judicial proceedings which may thereafter be brought in the matter. In such judicial proceedings, the FHC shall, by stipulation or other appropriate means, be limited to

invoking against the complainant the grounds originally relied on by the FHC in its proposed disposition of the complaint or grievance.

Notice to Vacate Premises

At the time of the private conference require by Low-Rent Housing Handbook RHM 7465.1, the tenant must be informed in writing of:

The specific reason for proposed eviction; and His right to request a hearing upon the proposed eviction within five working days from the date of the conference.

If the tenant has requested a hearing on the proposed eviction and the Hearing Officer, by his/her decision, upholds the FHC's Site Manager's proposal to evict, an action to regain possession may not be commenced until after the tenant's right to use and/or occupy the premises has been terminated by lawful notice. Such notice to vacate shall not be given prior to the date on which the Hearing Officer's decision upholding the proposed eviction is delivered or mailed to the tenant.

All tenants shall be entitled to a notice of termination under Paragraph 10 of the lease whether they request a hearing before the Hearing Officer or not.

When such a notice to vacate is given to the tenant, he must be informed in writing that:

If he fails to quit the premises within three days after the expiration of the notice of termination requested in Paragraph 10 of the lease, appropriate legal action (dependent on state law) will be brought against him;

If suit is brought against him/her, he/she may be required to pay court costs and attorney fees incurred;

If he/she chooses to contest the legal action, the FHC or project management must prove that the reason upon which it originally relied constituted good cause for eviction under the applicable law, rules, and regulations.

Grievance Procedure Expenditures

After adoption of the Grievance Procedure by the FHC, the FHC shall provide, as authorized by HUD, reasonable expenses, i.e., transportation, child-care, meals, etc., for attendance at meetings by Hearing Officers, Hearing Managers, Site Managers, Section 8 Coordinator and/or Section 8 designee and tenant representative. The FHC shall also provide, as authorized by HUD, office space, office supplies, postage, telephone, service and clerical service as may be reasonably necessary for the officers, groups, and representatives to perform their duties.

Could we please have this ad placed in the Journal for Sunday, February 20th? Please send the bill to the Flint Housing Commission, 3820 Richfield Road, Flint, MI 48506 Attn: Clyde Caldwell, Executive Director. Please send a copy of the ad with the billing if possible.

Thank you,

Candace Gawne
Senior Housing Program Manager
Flint Housing Commission

ANNUAL AND FIVE (5) YEAR PLAN

The Flint Housing Commission has revised its 2005 Annual and Five Year Plan, Housing Choice Voucher Administrative Plan, and Public Housing Admissions and Continued Occupancy Policy. These documents are available for public review at the main office located at 3820 Richfield Road, Flint, MI 48506, Monday-Friday from 9:00 a.m. until 4:00 p.m. In accordance with HUD Regulations, the 45 day period for public comments will begin on Tuesday, February 22, 2005 at 8:00 a.m. and end on April 7, 2005 at 5:00 p.m. Forward all **written** comments to the Flint Housing Commission, Attention: Candace Gawne, Senior Housing Program Manager. Comments postmarked after the April 7th deadline will not be considered. A Public Hearing regarding the Annual and Five Year Plan will be held at 10:00 a.m. on Friday, April 8, 2005, at the Flint Housing Commission at 3820 Richfield Road, Flint, MI 48506.



FLINT HOUSING COMMISSION

3820 Richfield Road, Flint, Michigan 48506
Phone: (810) 736-3050 Fax: (810) 736-0158

FLINT HOUSING COMMISSION

SAFETY AND HEALTH PROGRAM MANUAL

PREPARED BY THE FHC SAFETY AND HEALTH COMMITTEE

Teri Barnett, Senior Housing Program Manager
Gloria Chatman, Assistant Housing Program Manager
Natasha Cooper, Assistant Housing Program Manager
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Roderick Slaughter, Assistant Housing Program Manager
Elgene Wilson, Assistant Housing Program Manager, Maintenance

January 18, 2005

Mr. CLYDE CALDWELL
EXECUTIVE DIRECTOR

FLINT HOUSING COMMISSION

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Flint Housing Commission Safety and Health Policy Statement

We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving the Flint Housing Commission assets and property.

At the Flint Housing Commission, our most valuable resource are the people who work for us. Injuries can be prevented. To achieve this objective, the Flint Housing Commission will make all reasonable efforts to comply with all government regulations pertaining to safety and health issues. An effective Safety and Health Program will be carried out throughout our organization.

The Safety and Health Program will assist management and non-supervisory employees in controlling hazards and risks which will minimize employee and customer injuries, damage to customer's property and damage or destruction of the Flint Housing Commission property.

All employees will follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees and customers. To accomplish our safety and health goals, all members of management are responsible and accountable for implementing this policy, and to insure it is followed.

The Flint Housing Commission is sincerely interested in the employee's safety. The policy of the Flint Housing Commission is to provide safe equipment, adequate tools and training, and the necessary protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices, which the Flint Housing Commission provides.

Safety Education and Training Program

The Flint Housing Commission is committed to instructing all employees in safe and healthy work practices. The Flint Housing Commission will provide training to each employee with regard to general, acceptable, safety procedures and to any hazards or safety procedures that are specific to that employee's work situation.

Purpose of a Hazard Communication Program:

To provide employees with the knowledge and training necessary to understand and protect themselves and others from the chemicals they use. Also, to comply with the OSHA Hazard Communication Standard (1910.1200).

Training Will Occur:

Upon Hiring

The Flint Housing Commission believes additional training is warranted

An employee is given a new job assignment

New substances, equipment, or new procedures are introduced which represent a new hazard

The Flint Housing Commission is made aware of a new hazard

Training Areas:

Employee training will consist of new employee orientation, periodic group meetings, and one-on-one training. The Safety and Health training provided to employees will include:

- Employee Safety Handbook
- First Aid
- The Flint Housing Commission Safety and Health Policy
- The Flint Housing Commission Safety and Health Program
- Incident Reporting
- Hazard Communication
- Hazardous Material Spill Response
- Personal Protective Equipment requirements
- Emergency Procedures
- Housekeeping
- Job Specific Hazards

Training Documentation:

Employee Training will be documented using the forms on the next two pages.

Employee Safety Training Checklist

Employee Name: _____ Hire Date: _____

Position: _____ Trainer: _____

I acknowledge that I have been trained in the SAFETY AND HEALTH areas checked below, and agree to follow all the Flint Housing Commission Safety and Health Rules, Policies and Procedures.

_____ Safety and Health Program

My right to ask questions, or report any safety hazards, either directly or anonymously without any fear of reprisal.

The location of the Flint Housing Commission safety bulletins and required safety postings (i.e., summary of occupational injuries and illnesses, and Safety and Health Protection Poster).

Disciplinary procedures that may be used to ensure compliance with safe work practices.

Reporting safety concerns.

Accessing the department safety committee.

_____ Incident Reports and Reporting Occupational Injuries and Illnesses.

_____ Hazard Communication

The potential occupational hazards in the work area associated with my job assignment.

The safe work practices and personal protective equipment required for my job title.

The hazards of any chemicals to which I may be exposed, and my right to the information contained on Material Safety Data Sheets (MSDS's) for those Chemicals.

The location and availability of MSDS's.

_____ Hazardous Material Spill Response

_____ Bloodborne Pathogen Response

_____ Personal Protective Equipment

_____ Employee Safety Manual

_____ Machinery Tag Out Program

_____ Emergency Procedures

_____ Other: _____

I understand the above items and agree to comply with safe work practices in my work area.

Employee Signature

Date

I have trained the above employee in the categories indicated on this form.

Trainers Signature

Date

Safety Meeting Record

Job: _____

Department or Crew: _____ **Date:** _____

OUTLINE

Safety Title:

Key Points:

1. _____
2. _____
3. _____
4. _____
5. _____

Applications to Project:

_____.

Safety Reminders:

_____.

Employee Safety Recommendations:

_____.

Meeting Attended By:

Safety and Health Communication

Communicating With Employees on Safety and Health Issues

Communicating with employees regarding health and safety issues must be a two way street. It must consist of both employer-to-employee **and** employee-to-employer communications. Employees will be trained during new employee orientation, and when training is required when specific to new or current job assignment and/or hazard.

Reporting of Safety and Health Hazards:

The Flint Housing Commission has a system for the employee to report a hazard or unsafe condition. The form on the next page will be used for reporting and documenting such hazards. The employee shall also notify his/her immediate supervisor verbally of such hazard or condition. The “Safety Suggestion Form” (page 9) will be sent to the employee’s supervisor or designated Safety Manager. A prompt and thorough investigation will be conducted of the situation.

Postings:

As a routine part of the Safety and Health Program, postings required by state and federal law (for example, Safety and Health protection on the Job, state OSHA citations and responses, etc.) will be prominently displayed in employee areas. Postings are to be made by authorized personnel only.

Training:

The Flint Housing Commission has training requirements designed to instruct each employee on general safety procedures as well as safety procedures specific to the employee’s job. These training requirements are described in greater detail in the chapter entitled SAFETY AND HEALTH TRAINING.

Employee Safety Handbook:

All employees will be provided with an Employee Safety Handbook before they are to begin work and at the time of orientation. (Management will photocopy the Employee Safety Handbook section of this manual, staple the pages together, and give it to every new hire). They are to read the handbook and acknowledge its receipt by filling out the second page of the handbook. This page will be removed from the handbook and placed in their personnel record.

Safety Committee of the Flint Housing Commission

The Safety Committee will be composed of FHC employees. The Executive Director will appoint the Safety Committee Chairperson and members of the committee. The Safety Committee will function as an advisory body to develop and recommend to the Flint Housing Commission Management matters of policy and procedure affecting administration of the Flint Housing Commission Safety and Health Program.

The Committee will meet at a mutually convenient time, at the request of a member of the Committee, but not less than once every two months and/or as necessary. The Committee is responsible for:

Reviewing statistical data, records, and reports of safety matters to determine the effectiveness of overall accident and loss prevention efforts and to develop recommendations for improvement.

Reviewing and analyzing accident and property loss investigation reports for:

Accuracy and completeness (recommending follow-up investigation if necessary).

Provide recommendations for corrective action and provide consistency throughout the Flint Housing Commission operations.

Identification of accident problem or trend and determination of what order they should be given attention.

Reviewing safety and property inspection reports, job safety analyses, supervisor's safety observation reports, and employees' suggestions for:

Possible changes in work practices or procedures.

Need for safety procedures.

Need for protective device or equipment.

Need for training.

Developing practical safety and property inspection procedures, and assisting in making inspections when requested by a member of the Safety Committee or the Executive Director.

- Keeping Managers and site Managers informed of the progress of the Safety Program and informed as to the safety records of employees or other segments of the Flint Housing Commission.

Assisting in developing the records and statistical data necessary to provide an accurate picture of the Flint Housing Commission safety problems.

Identify unsafe work practices and conditions and suggest appropriate remedies. Ensure that employees and others (visitors, contractors, etc.) are informed about safety policies, training programs, injury risks and causation, and other health and safety-related matters.

Maintain an open channel of communication between employees and management concerning occupational and environmental health and safety matters.

Provide a means by which employees can utilize their knowledge of workplace operations to advise management in the improvement of policies, condition, and practices.

SAFETY SUGGESTION FORM

NAME: _____ **DATE:** _____
(OPTIONAL)

DESCRIPTION OF UNSAFE CONDITION OR PRACTICE:

CAUSE OR CONTRIBUTING FACTORS:

SUGGESTION FOR IMPROVING SAFETY:

Draw a picture to describe situation:

Hazard Identification and Communication

The purpose of this notice is to inform you that the Flint Housing Commission is complying with the OSHA HAZARD COMMUNICATION STANDARD, TITLE 29 CODE OF FEDERAL REGULATIONS 1910.1200, by using MSDS's, by compiling a Hazards Chemicals List, by insuring that containers are labeled, and by providing each employee with training.

This program applies to all work operations in the Flint Housing Commission where the employee may be exposed to hazardous substances under normal working conditions or during emergency situations.

The FHC Safety Committee is the program coordinator, acting as the representative of the Flint Housing Commission, who has overall responsibility for the program. The FHC Safety Committee will review and update the program as necessary. Copies of the written program may be obtained from the FHC Safety Committee.

Under this program, each employee will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which they will use, safe handling procedures, and measures to be taken to protect themselves from these chemicals. Employees will also be informed of the hazards associated with chemicals in unlabeled pipes.

List of Hazardous Chemicals

The FHC Safety Committee will make a list of all hazardous chemicals and related work practices used in the Flint Housing Commission and will update the list as necessary. This list of chemicals will be found at all locations the Flint Housing Commission conducts business. This list also identifies the corresponding Material Safety Data Sheet (MSDS) for each chemical. Any new hazardous chemicals received by the Flint Housing Commission will have an MSDS document available for inspection before any employee uses the chemical. A master list of these chemicals will be maintained by, and is available from the FHC Safety Committee. The **MSDS Master List** form on page 10 will be used.

Material Safety Data Sheets (MSDS's)

MSDS's provide each employee with specific information on the chemicals used. The Safety Committee and/or site Manager will maintain a binder with an MSDS on every substance on the list of hazardous chemicals. The MSDS will be a fully completed OSHA Form 174 or equivalent (Page 8 and 9). The Flint Housing Commissions on site Manager, and Safety Committee, will insure that each site maintains an MSDS for hazardous materials in that area and will be made readily available to any employee at every work site.

Material Safety Data Sheet

May be used to comply with OSHA's Hazard Communication Standard 29 CFR 1910.1200. Standard must be consulted for specific requirements

U.S. Department of Labor

Occupational Safety and Health Administration
(Non-mandatory Form)
Form Approved OMB No. 1218-0072

Manufacturer's Name	Emergency Telephone Number
Address (<i>Number, Street, City, State, and ZIP Code</i>)	Telephone Number for Information
	Date Prepared
	Signature of Preparer (<i>optional</i>)

Section II - Hazard Ingredients/Identity Information

Boiling Point		Specific Gravity (H ₂ O = 1)	
Vapor Pressure (mm Hg.)		Melting Point	
Vapor Density (AIR = 1)		Evaporation Rate (Butyl Acetate = 1)	
Solubility in Water			
Appearance and Odor			

Section IV - Fire and Explosion Hazard Data

Reproduce locally)	
--------------------	--

Section V - Reactivity Data

Route(s) of Entry:	Inhalation?	Skin?	Ingestion?
Health Hazards (<i>Acute and Chronic</i>)			
Carcinogenicity:	NTP?	IARC Monographs?	OSHA Regulated?
Signs and Symptoms of Exposure			
Medical Conditions Generally Aggravated by Exposure			
Emergency and First Aid Procedures			

Section VI – Health Hazard Data

Route(s) of Entry:	Inhalation?	Skin?	Ingestion?
Health Hazards (Acute and Chronic)			
Carcinogenicity:	NTP?	IARC Monographs?	OSHA Regulated?
Signs and Symptoms of Exposure			
Medical Conditions- Generally Aggravated by Exposure			
Emergency and First Aid Procedures			

Section VII - Precautions for Safe Handling and Use

Steps to Be Taken in Case Material is Released or Spilled
Waste Disposal Method
Precautions to Be taken in Handling and Storing
Other Precautions

Section VII - Precautions for Safe Handling and Use

Respiratory Protection (<i>Specify Type</i>)		
Ventilation	Local Exhaust	Special
	Mechanical (<i>General</i>)	Other
Protective Gloves	Eye Protection	
Other Protective Clothing or Equipment		
Work/Hygienic Practices		

MSDS Responsibility

The FHC Safety Committee is responsible for acquiring and updating MSDS's. The FHC Safety Committee will contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment. The form on page 13 will be used to request hazardous information.

Labels and Other Forms of Warning

The FHC Safety Committee will insure that all hazardous chemicals in the work place are properly labeled and updated as necessary. Labels should list at least the chemicals identity, appropriate hazard warnings, and the name, and address of the manufacturer, importer, or other responsible party. The FHC Safety Committee will refer to the corresponding MSDS to assist each employee in verifying label information. Labels are required on portable containers.

Non-Routine Tasks

When employees are required to perform hazardous, non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc.), a special training session will be conducted to inform them of the hazardous conditions to which they may become exposed to, and the precautions to take to reduce and avoid exposure or danger.

Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Standard and the safe use of those hazardous chemicals by the FHC Safety Committee. Whenever a new hazard is introduced, additional training will be conducted to address the new hazard and protective measures to be taken.

The training plan will emphasize these components:

- Summary of the standard and this written program.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity, etc.) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.), health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.

The training plan will emphasize these components (continued):

Procedures to protect against hazards (e.g. personal protective equipment required, proper use and maintenance, work practices, methods to assure the proper use and handling techniques, and procedures for emergency response).

Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.

- Where MSDS's are located, how to read and interpret information on both labels and MSDS's and how employees may obtain additional hazard information.

Contractor Employees

The Safety Committee and on site Manager will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the Flint Housing Commission premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, these individuals will be notified of the location of all MSDS's. Each contractor that brings chemicals onto the Flint Housing Commission premises must provide the Flint Housing Commission with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

Identification of Workplace Hazards:

Periodic, scheduled inspections will occur as a routine part of the Flint Housing Commission business. The FHC Safety Committee will insure these inspections occur. The Safety Inspection Checklist (a copy of which are on pages 15 through 17) will be used for that purpose.

Employees who wish to remain anonymous may report unsafe conditions or hazards by submitting a Safety Suggestion Form (page 6) to the FHC Safety Committee, or their immediate supervisor, without identifying themselves.

Employees must report immediately any unsafe condition or unsafe practice. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition. Failure to report any obvious unsafe situation may result in disciplinary action, up to and including termination.

The FHC Safety Committee will insure that Material Safety Data Sheets are present, up to date, and accessible at the appropriate locations. In addition, the FHC Safety Committee will assure that employees are trained in the Hazard Communication Program before beginning work or changing job functions, and will continuously monitor the work site to assure employees follow safe work practices.

Material Safety Data Sheet Request Form

Please Print!

Company Name: _____

Date of Request: _____

Phone: _____

Street Address: _____

FAX: _____

City/ State / Zip: _____

Requestor's Name: _____

Product Description:

Full Label Name: _____

Manufacturer: _____

Vendor (if known): _____

Address: _____

Telephone Number: _____

Container Size: _____

Other: _____

Safety Inspection Checklist

Inspected By: _____ Date: _____

(Mark N/A as appropriate)

WORK SITE INFORMATION:

- a. Posting OSHA and other work site warning posters _____
- b. Are Safety Meetings conducted periodically? _____
When was the last meeting? _____
- c. First aid equipment properly stocked _____
- d. Are work site injury records being kept? _____
- e. Are emergency telephone numbers conspicuously posted? _____
- f. Is the EMERGENCY INFORMATION form posted? (Page 8) _____

Describe Violation – Location – Remedy Taken

HOUSEKEEPING AND SANITATION :

- a. Are emergency and exit lights fully operational? _____
- b. General neatness of working areas _____
- c. Regular disposal of waste and trash _____
- d. Passageways and walkway exits egress & clear _____
- e. Waste containers provided and used _____
- f. Sanitary facilities adequate and clean _____
- g. Adequate supply of water _____
- h. Adequate lighting _____
- i. Trash receptacle for drinking cups _____
- j. Are handrails and stair treads in good repair? _____
- k. Is smoking restricted to certain locations? _____
- l. Are electrical cords and plugs in good condition? _____
- m. Is a clearance of 3' maintained around hot water heaters
electric breaker panels, heating units, and fire sprinkler riser? _____
- n. Are electric circuit breakers free of obstructions? _____

Describe Violation – Location – Remedy Taken

FIRE PREVENTION:

- a. Fire instruction to personnel _____
- b. Fire extinguishers identified, accessible, and fully charged _____
- c. "No Smoking" signs posted and enforced where needed _____
- d. Good housekeeping _____
- e. Storage, use and handling of flammable liquids properly done _____
- f. Fire hazards checked _____
- g. Is gasoline contained only in UL listed containers? _____

Describe Violation – Location – Remedy Taken

HANDLING AND STORAGE OF MATERIALS:

- a. Are materials properly stored and stacked? _____
- b. Are passageways clear? _____
- c. Shelves in stockrooms are properly anchored for materials stored on shelves. _____
- d. Stacks on firm footing, not too high _____
- e. Are employees lifting loads correctly? _____
- f. Are materials protected from weather conditions? _____
- g. Flammable liquids or any other material are to be stored in exits or stairways _____

Describe Violation – Location – Remedy Taken

HAND TOOLS:

- a. Proper tool being used for each job _____
- b. Neat storage, safe carrying _____
- c. Inspection and maintenance _____
- d. Electric tools are grounded _____

Describe Violation – Location – Remedy Taken

PERSONAL PROTECTIVE EQUIPMENT:

- a. Eye protection _____
- b. Respirators and masks _____
- c. Helmets, hoods, head protection _____
- d. Gloves, aprons, sleeves _____
- e. Hearing protection _____
- f. Safety harnesses and lifelines _____
- g. Shirts are to be worn _____
- h. Back support belts _____

Describe Violation – Location – Remedy Taken

HAZARDOUS MATERIALS:

- a. Is a binder containing MSDS for supplies containing hazardous chemicals available to employees before using? _____
- b. Are “Material Safety Data Sheets are Available on Request” signs posted in conspicuous locations? _____
- c. Is the hazardous waste inventory log maintained? _____
- d. Are hazardous waste storage areas inspected weekly? _____
- e. Is the hazardous material dispositioning log maintained? _____
- f. All containers clearly identified _____
- g. Proper storage practices observed _____
- h. Proper storage temperatures and protection _____
- i. Proper type and number of extinguishers nearby _____
- j. Are Spill control kits available? _____
- k. Is Decontamination nearby? _____

Describe Violation – Location – Remedy Taken

Unsafe acts and/or practices observed

EMERGENCY INFORMATION

(To Be Posted)

FIRE:

Telephone Fire Department: _____ 911 _____

Nearest Alarm Box: _____

Crime:

Telephone Police: _____ 911 _____

Injury/Illness:

Avoid infection of minor injuries; always get medical attention or skilled first aid

Employees who are First Aid and/or CPR Certified

Doctor _____

Office _____ Phone _____

Residence _____ Phone _____

Hospital _____

Address _____ Phone _____

Ambulance _____

Address _____ Phone _____

In all cases of Fire, Crime, Accident, or Sickness, promptly notify:

1. Name _____ Office Phone _____

Home Phone _____

2. Name _____ Office Phone _____

Home Phone _____

Additional Numbers: _____

(Alarm Company., Office Phone, etc.)

Employee Safety Handbook

**PREPARED BY
FHC'S SAFETY AND HEALTH COMMITTEE**

Teri Barnett, Senior Housing Program Manager
Gloria Chatman, Assistant Housing Program Manager
Natasha Cooper, Assistant Housing Program Manager
Gail P. Edwards, Director of Administrative Services
Candace Gawne, Senior Housing Program Manager, Capital Funds
Jacob Hawkins, Senior Housing Program Manager, Maintenance
Kristie Mosley, Senior Housing Program Manager, HCV
Belinda Ross, Assistant Housing Program Manager
Roderick Slaughter, Assistant Housing Program Manager
Elgene Wilson, Assistant Housing Program Manager, Maintenance

January 18, 2005

FHC

Safety Handbook Acknowledgement

Name

Date of Hire

Signature

Date

(Remove and retain this sheet in the Employee's Personnel File)

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FHC SAFETY POLICY

Employee Safety Handbook

At the Flint Housing Commission, our most valued resources are our employees, our customers, and the communities we serve. We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving the Flint Housing Commission properties and assets. Injuries can be prevented. In order to achieve an accident free workplace, an organized and effective Safety Program must be carried out company-wide to make this policy work.

The Safety and Health Program will assist management and employees in controlling hazards which will minimize employee and customer injuries, damage to customer's property and damage to the Flint Housing Commission property.

All employees will follow this program

Please take the time to study and understand these safety policies and procedures. It is your responsibility (and ours) to make this program work. You are a valued member of the team, and we care about your safety.

Safety and Health Requirements

All employees will comply with the provisions of the OSHA Health Act of 1970. Therefore, any employee who, knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policy, or is a repeated safety or health offender, will be discharged. Grounds for immediate discharge are:

- Drinking alcohol, and/or drug abuse prior to or during working hours
- Fighting
- Theft
- Willful damage to property
- Failure to wear eye protection, hearing protection, safety helmets, etc.
- Not using safety harness and lanyards when there is a potential for falling
- Removing and/or making inoperative safety guards on tools and equipment
- Removing barriers and/or guardrails and not replacing them
- Failure to follow recognized industry practices
- Engaging in dangerous horseplay
- Failure to notify the Flint Housing Commission of a hazardous situation
- Smoking is not allowed in FHC buildings or vehicles, smoking is permitted outside of building 30 feet from the entrance or exit of said buildings.

The following safety and accident activities will be adhered to:

- Report all injuries immediately to your supervisor
- Notify your supervisor should you become ill while on the job
- Inform your supervisor if you have a disability or physical handicap
- Never move an injured or ill person, unless to prevent further injury

Minor safety violations will be documented and a copy of the form below will become a part of the employee's personnel record:

<u>Safety Hazard Citation</u>		Date: _____
Name of Violator:	_____	
Location of Violation:	_____	
Type of Violation:	_____	

Violator's Signature:	_____	

Accident and Incident Reporting

It is important that you report all accidents and incidents that result in injury, illness, or damage (however slight), to your supervisor immediately. The Flint Housing Commission can learn how to prevent them from occurring in the future. It is the Flint Housing Commission's responsibility to investigate each incident, and your responsibility to report them when they occur no matter how minor, i.e. severe paper cut or smashed finger. FHC must report any work place injury within 24 hours to our workers compensation carrier, in order to insure the incident is covered. The First Report Injury form must be completed within 24 hours of the incident, and a verbal report can be initiated, but the First Report Injury Form must be submitted within 24 hours (Form #505 attached).

First Aid and Medical Treatment

The Flint Housing Commission provides a First Aid Kit at each site for employee use as requested. It is there for your use in the treatment of minor scratches, burns, headaches, nausea, etc. Ask your supervisor to show you its location. Let your supervisor know if you need to use the First Aid Kit.

If you have a work related injury or illness that requires professional medical assistance notify your supervisor immediately, he/she will release you to report to Human Resources for a treatment form. If you fail to notify your supervisor, you may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.

FIRST AID PROCEDURES AND INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

EMERGENCY PHONE NUMBERS

On Site Manager's: **Poison Control: 1- 800-222-1222**

Fire Department: 911

Ambulance: 911

Police: 911

Medical Clinic: Genesys Occupational Network

Clinic Address: 3021 South Dort Highway

Minor First Aid Treatment

If you sustain a minor injury or are involved in an accident requiring minor first aid treatment:

Inform your supervisor.

You may request first supplies from your on site manager for your use.

If a first aid kit is used, indicate usage on the accident investigation report.

Access to a first aid kit is not intended to be a substitute for medical attention.

Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

Inform your supervisor.

Proceed to Human Resources to obtain an authorization form for treatment at the medical clinic. Your supervisor will assist with transportation, if necessary.

Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

Call for help and seek assistance from a co-worker.

Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.

Provide details for the completion of the accident investigation report.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures-
Wash the wound using soap and water; rinse it well.
Cover the wound using clean dressing.

Major: Large, deep and bleeding
Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
Keep pressure on the wound until medical help arrives.

BROKEN BONES:

Do not move the victim unless it is absolutely necessary.
In an emergency if the victim must be moved, "splint" the injured area. Use a board, cardboard or rolled newspaper as a splint.

BURNS:

Thermal (Heat)

Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
Cover the area using sterile gauze or a clean cloth.

Chemical

Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

Do not rub your eyes.
Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

If a particle is stuck in the eye, do not attempt to remove it.
Cover both eyes with bandage.

Chemical

Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

Loosen the victim's tight clothing.
Give the victim "sips" of cool water.
Make the victim lie down in a cooler place with the feet raised.

Workers' Compensation

Every state has a Workers' Compensation Law to provide benefits to employees for lost wages and medical bills resulting from a work related injury or illness. You are covered under Workers' Compensation. Qualification for benefits is determined by the state, not the Flint Housing Commission. Your responsibilities are to keep appointments, follow all doctors' instructions on and off the job, maintain good communication with your supervisor and Workers' Compensation Insurer, and to fully cooperate with all instructions you are given.

Workers' Compensation provides wages at a lower pay scale than what you may earn by working.

Doesn't it make sense to be safe so that you don't have to be out on Workers' Compensation?

Your Safety Rights

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of. They are:

- The right to a safe work-place free from recognized hazards
- The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.

The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.

- The right to question any instruction which requires you to disobey a safety rule, which puts yourself or someone else in unnecessary danger of serious injury, or requires you to perform a task for which you have not been trained to safely perform.
- The right of freedom from retaliation for demanding your safety rights.

Your Safety Responsibilities

You also have some important responsibilities concerning safety. These are:

- The responsibility of reporting all injuries and illnesses to your supervisor, no matter how small.
- The responsibility of always following the safety rules for every task you perform,
- The responsibility of reporting any hazards you see.
- The responsibility of helping your co-workers recognize unsafe actions or conditions they cause.

The responsibility of asking about the safety rules you are not sure about.

Employee Safety Rules

It is impossible to list or include all safety rules for all the possible tasks you may have to do. But the following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to do. You should study and follow the rules provided in this booklet, and ask your supervisor for additional rules when asked to do a task you are not familiar with and this booklet does not cover. Failure to follow safety rules and /or safe practices will result in disciplinary action, up to and including termination.

GENERAL SAFETY RULES:

- Read and follow the safety notices and other information that is posted.
- Observe and follow all safety instructions, signs, and operation procedures.
- Help your fellow employee when they ask for assistance or when needed for their safety.
- Never participate in “horseplay”. Horseplay that results in injury is often not covered by Workers’ Compensation.
- Clean up spills immediately.
- Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.
- Wear personal protective equipment as provided or required by FHC to reduce injury potential. Use gloves, safety glasses, back support belts, etc., as necessary.
- Never stand on chairs, furniture, or anything other than an approved ladder or step stool.
- Never use intoxicating beverages or controlled drugs before or during work. Prescription medication should only be used at work with your Doctor’s approval.

FIRE SAFETY:

- Report all fire hazards to your supervisor immediately.
- Fire fighting equipment shall be used only for fire fighting purposes.
- Smoking is only permitted outside of the building thirty (30) feet from the entrance and exit of all buildings.

FIRE SAFETY (continued):

- Do not block off access to fire fighting equipment.
- Keep doors, aisles, fire escapes and stairways completely unobstructed at all times.
- In the case of a fire, your first consideration must be the safety of all persons, then attention should be directed to the protection of property.
- Change clothes immediately if they are soaked with oil, gasoline, paint thinner or any other flammable liquid, place them in an approved metal container with lid.
- Know how to report a fire and how to turn on a fire alarm.
- Know the location of all fire extinguishers, and how to use them.
- Know the fire exits to be used in an emergency.

HAND TOOL SAFETY:

- Wear protective equipment necessary for the job you are performing. Discuss any required safety equipment with your supervisor as changes occur.
- Defective tools must not be used in the maintenance department.
- Do not carry sharp hand tools in clothing.
- Check all wiring on electric hand tools for proper insulation and 3-prong plug grounding.
- **Hammers:** Use eye protection at all times!
- **Screwdrivers:** Use the right size and type of screwdriver for the job. Do not use a screwdriver as a chisel.
- **Wrenches:** In using any wrench, it is better to pull than to push. If you have to push, use your open palm. Use the proper wrench for the job.
- **Handsaws:** Saws that are sharp and rust free are less likely to bind or jump. Insure the object being cut is secured tightly to a flat surface.

PROTECTIVE EQUIPMENT:

- Approved eye protection (safety glasses with side shields, goggles, etc.) must be worn at all times when assigned any certain job classifications. It is important to check with your supervisor to assure compliance.
- Maintenance employees are required to wear steel toe boots/shoes which are provided by FHC.

- Maintenance employees shall wear protective clothing and equipment as required by your job classification to protect against hazards at hand. These include, but are not limited to, hard hats, steel toed shoes, gloves respiratory masks, ear plugs, etc.

MATERIAL HANDLING SAFETY RULES:

- When lifting, lift properly. Keep the back straight, stand close to the load, and use your leg muscles to do the lifting, keeping the load close to the body. Never twist your upper body while carrying a load.
- When lifting heavy objects, utilize a two-wheeled dolly, or, ask for assistance from another employee.
- Inspect the object you are going to lift for sharp corners, nails, black widow spiders, or other things that may cause injury.
- Use gloves when handling rough or sharp materials.

HOUSEKEEPING:

- Do not place materials in aisles, stairways, or any designated path of travel.
- Stack material at a safe height so that material will not fall if bumped. Insure heavy loads have proper support, and make sure there is no overhanging or irregular stacking of material.
- Place all trash or scrap in places provided. Clean up all spills immediately.
- Report worn or broken flooring, stair treads, handrails, furniture, or other office equipment.
- Smoking is permitted outside of buildings thirty (30) feet from the entrance and exit. Use appropriate receptacle for disposing of butts. Do not throw butts on the ground place in disposal revertible.

Personal Protective Equipment

Purpose:

To establish the policy for employees to wear Personal Protective Equipment.

Policy:

The Flint Housing Commission is dedicated to providing a safe and healthy workplace. All employees are expected to do their part to achieve this goal. Employees can do their part by using the proper Personal Protective Equipment (PPE) provided them.

Personal Protective Equipment will be provided, used and maintained in a sanitary and reliable condition wherever it is necessary to prevent injury. Personal Protective Equipment requirements include, but are not necessarily limited to the items below:

Protective Headwear:

Where there is the exposure of overhead danger from falling objects or from electric shock or burns, protective headwear must be worn. Protective headwear is an approved hard hat that meets the requirements of the American National Standards Institute (ANSI Z889.1-1969).

Protective headwear will be issued to the required employees. Employees are responsible for using their hard hats while working. Also, employees must notify their supervisor about a damaged or lost hardhat immediately.

Protective Eyewear:

When there is an exposure to the eyes from flying objects, glare or liquids, protective eyewear is required. Protective eyewear is an approved safety eye protector or safety goggle, which meets the standards of the American National Standards Institute (ANSI Z87.1-1968).

Protective eyewear will be issued to the required employees.

Disposable Dust Masks:

When there is the potential of exposure to airborne nuisance dust or particles, disposable dust masks are required.

Protective Gloves:

When there is an exposure to the hands, protective gloves are required. Protective gloves are construction type work gloves and chemical resistive gloves.

Construction type work gloves are required for, but not limited to, employees that have an opportunity of cutting, pinching, hitting, or burning their hands.

Chemical resistive gloves are required for, but not limited to, employees that have an opportunity of spilling hazardous chemicals or corrosive material onto their hands.

Back Supports:

When employees are required to perform heavy lifting or repetitive lifting, back support devices are required and will be provided by FHC on as need basis.

Machinery Tag Out Program

Purpose:

This policy and procedure establishes the minimum requirements for the Flint Housing Commission Machinery Tag Out Program. It governs lock out and/or tag out procedures to be used to verify that equipment or machines are isolated from all potentially hazardous energy. Machinery is to be locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energizing, start up or release of stored energy could cause injury. If the lock out and/or tag out procedure involves any life threatening systems i.e.: alarm, sprinkler system or smoke detection notify the your supervisor first.

Policy:

Procedures described apply to all electrical equipment and machinery connected to an energy source by either hard wire or other permanent connection (hydraulic lines, electrical, etc.) that is repaired, serviced, or maintained by the Flint Housing Commission personnel. The Machinery Tag Out Program applies to all equipment or machinery operated by mechanical, hydraulic, pneumatic, chemical, thermal, or other energy resources where the unexpected energizing could cause injury to employees or customers.

Circuit breakers disconnect switches, and other energy isolating devices used to control the flow of energy to the machine/equipment must be operated in such a manner as to shut off or “isolate” all energy to the machine.

Definitions:

Energy Source- Any source of electrical, mechanical, hydraulic, chemical, thermal, or any other energy source.

Energized- Connected to an energy source or containing residual or stored energy.

Energy Isolating Device- A mechanical device that physically prevents the transmission or release of energy (for example, circuit breaker, disconnect switch, slide gate, line valve, etc.)

Lock out- Placing a lock out device on an energy isolating device to shut down it's flow of energy.

Lock out device- A device such as a lock, either combination or key type, to hold an energy isolating device in the “safe” position and prevent energizing of a machine or equipment.

Tag out- Placing a tag or sign on an energy isolating device indicating that the equipment shall not be operated until the tag out sign is removed.

Tag out device- A prominent warning device or sign that can be attached to the energy isolating device. Tags will state the following:

DANGER-DO NOT OPERATE

Initial Training:

Employees involved in the use of this Machinery Tag Out Program must receive training in the requirements of this program upon initial assignment. The FHC Safety Committee is responsible for verifying that training is completed as required by this program.

Authorized employees will be trained in the recognition of hazardous energy sources present at the location they work, the type and magnitude of the energy available in the workplace, and the methods/means needed for energy isolation and control.

Employees must be trained to recognize when the Machinery Tag Out Program is being implemented and understand the purpose of the procedure and the importance of not attempting to start up or use machinery or equipment that has been locked or tagged out.

When tags are used, employees must be specifically instructed in the following limitations of tags:

- Tags are warning devices: they do not provide physical restraint that a lock out does.
- When a tag or lock is attached, it is not to be removed by anyone without authorization from the employee who placed it on the machine or equipment. They are never to be bypassed, ignored, or defaced.
- Tags must be legible and understandable to be effective.
- Tags and locks, and their means of attachment must be made of material that will withstand the working environment where the tags will be used.
- Tags and locks must be attached securely so they cannot inadvertently be detached during use.
- Tags evoke a false sense of security. They are only part of the entire Machinery Tagout Program.

Machinery Tag Out Program Inspection Form

This form will be used when inspecting the Tag Out/ Lock Out Procedure

Inspector's Name _____ Date _____

MACHINERY / EQUIPMENT INSPECTED	COMMENTS
1. _____	_____.
2. _____	_____.
3. _____	_____.
4. _____	_____.
5. _____	_____.
6. _____	_____.
7. _____	_____.
8. _____	_____.
9. _____	_____.
10. _____	_____.

I hereby certify that I have inspected the Lock Out/Tag Out procedure for the above listed equipment, have interviewed operators of such equipment and determined that compliance with the Flint Housing Commission Lock Out/Tag Out procedure is satisfactory.

Inspectors Signature

Date

Hazard Prevention and Control

The Flint Housing Commission shall undertake efforts as outlined in this section to correct or control potential hazards in a timely manner.

The Flint Housing Commission will implement methods to eliminate the hazard, and will implement procedures for safe work. Safe work will be done through training, correction of unsafe performance, and compliance through the disciplinary system.

Identified Safety and Health Concerns:

All identified potential workplace safety and health hazards should be reported to the FHC Safety Committee, or a member of management. Situations that are unsafe, or posing as a safety and health hazard, will be reviewed and reported to management for corrective action.

Newly Identified Safety and Health Concerns:

Anytime a new substance, procedure, equipment, or process is introduced into the workplace, which creates or is reported to create an unsafe condition or situation, the FHC Safety Committee will evaluate the substance, procedure, equipment, or process. Employees will have an opportunity to submit their recommendations and suggestions regarding new workplace hazards at any time.

Hazards Which Create a Risk of Imminent Harm:

When a hazard exists which the Flint Housing Commission cannot control or abate immediately without endangering employees and /or property, all exposed personnel will be removed from the immediate area of potential exposure, except those employees that are necessary to correct the hazardous condition. All employees involved in correcting the hazardous situation will receive appropriate training and/or instruction in how to do so. They will also be provided with the appropriate personal protective equipment.

Hazards Which Do Not Create a Risk of Imminent Harm:

Unless there are factors beyond the Flint Housing Commission reasonable control, such hazards are to be abated within 5 days or less.

Housekeeping:

Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the potential for accidents and injuries. Each employee is responsible for keeping his or her work area neat, orderly, and free of any hazardous condition.

Property Maintenance

Purpose:

To establish the policy for property maintenance.

Policy:

The Flint Housing Commission goal is to provide its customers and employees with a safe facility. The following guidelines will help management determine if needed repairs are necessary.

Guidelines for Property Maintenance and Repair:

Property maintenance and repair will be performed to meet the standards of:

- Safety
- Any applicable codes, including
 - Occupational Safety and Health Administration (OSHA)
 - National Fire Protection Association (NFPA) which include
 - National Electric Code
 - Flammable Liquids Code
 - Life Safety Code
 - National Fuel Gas Code
 - Uniform Fire Code (UFC)
 - Building Officials and Code Administrators International Building Code (BOCA)
- Americans With Disabilities Act (ADA)
- Continued operation of the business

Management must promptly, as appropriate, fix, repair, train employees, and/or give warnings of safety hazards. Management must promptly fix or repair any item necessary for the continued operation of the business. In the event an accident occurs, the FHC Safety Committee will fill out the **Liability Report Form** on the next page, and maintain a record thereof.

FHC Liability Report Form

Date: _____

Claimant's Name: _____ Age: _____ Phone: _____

Address: _____

Description of Occurrence: _____

_____.

Injuries: _____ Medical Care? YES NO

Ambulance? YES NO Hospital or Doctor: _____

Property Damage? YES NO describe same: _____

_____.

Is a Product Involved? YES NO Name and Size: _____

Name and Address of Manufacturer: _____
_____.

Did Claimant Slip, Fall, or Trip? _____ Was Area Inspected? YES NO

Foreign Matter or Debris Found on Floor? YES NO Describe: _____
_____.

Witnesses: Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Photos Taken? YES NO Additional Remarks: _____

Report Prepared By: _____

Emergency Action Plan

Purpose:

To establish the policy and procedures regarding management's and employee's response to various emergency situations. Examples of an emergency are fire, tornado, earthquake, and bomb threat.

Overview:

The procedures cover the following topics:

Fire Reporting and Response

Evacuation

Tornado Preparation and Emergency

Bomb Threat

First Aid

Hazardous Material Spill

Robbery

Public Disturbance

Utility Failure – Emergency

Vehicle Accidents

Media Inquiries

Policy:

The Flint Housing Commission has developed plans that address emergency situations that may arise in the Flint Housing Commission locations and which may threaten human health and safety, and damages the Flint Housing Commission assets. Management is responsible for implementing the Emergency Action Plans. These Emergency Action Plans will meet the following objectives:

1. Provide a means of notifying employees, customers and local authorities of an emergency situation.
2. Provide for a safe and orderly method of evacuation of employees and customers from the Flint Housing Commission premises.
3. Account for all employees who occupied the Flint Housing Commission premises at the time of evacuation, should one occur.

4. Provide emergency first aid treatment or summon emergency medical assistance for injured individuals
5. Provide training and needed information to those employees responsible for taking action in the event of an emergency.

Signs as required by ordinance, regulation, or law will identify emergency exits. Employees are required to be familiar with the location(s) of alarm pull stations and emergency exits.

Training on Emergency Action Plans will take place during new employee orientation, when changes occur in the action plans, and periodically as coordinated by the FHC Safety Committee.

Smoking is never allowed anywhere on the Flint Housing Commission premises during an emergency

If hazardous materials are involved, disposal must be done in compliance with federal, state, and local environmental laws.

Procedure:

Fire Reporting and Procedure:

If a fire alarm or alert is sounded or a fire is reported by an employee, regardless of the reason for the alarm or the severity of the fire, the following action must be taken immediately:

Senior Management
or designated personnel

1. Immediately notifies the Fire Department by dialing 911
2. Gives the Flint Housing Commissions name, address, and area where the fire is located.

I. Fire Reporting and Procedure (continued):

3. Assigns an employee to wait for the fire department outside the Flint Housing Commission and direct them to the fire's location.
4. Announces evacuation instructions over the public address system (Speaker Phone). "Ladies and Gentlemen, The Flint Housing Commission is being temporarily closed. We request that you leave by the nearest exit immediately. Thank you."

Senior Management

or designated personnel

5. Once outside the Flint Housing Commission, take a head count of employees to insure all were safely evacuated. Double checks that all individuals are out of the Flint Housing Commission premises.

Note: When one or more employees are unaccounted for, employees are not to re-enter the building to conduct a search. Notify the ranking fire or other emergency response official on the scene and their approximate location.

6. Immediately after the fire, notify the Executive Director of the Flint Housing Commission and all other management individuals. Coordinate any salvage and repair operations.

Employee

7. If trained in the use of fire extinguishers, may attempt to suppress a small fire, until it becomes apparent that the fire cannot be controlled by fire extinguishers.

Note: Employees should never attempt to control a fire, which endangers their health. They must immediately evacuate the area when it becomes apparent that the fire cannot be controlled or when conditions become more hazardous.

Evacuation:

Senior Management

or designated personnel

1. Telephones the local emergency agency (for example, fire, police, hazardous materials team, etc.).
2. Makes the following announcement on the public address system, "Ladies and Gentlemen. The Flint Housing Commission is being temporarily closed. Please leave by the nearest exit immediately. Thank you." Make this announcement twice, and repeats it every minute or more frequently if needed.
3. Checks all areas of their respective departments, restrooms, and public areas to verify that employees and individuals are evacuated.

Senior Management

or designated personnel

4. Secures all cash, checks, and charge documents in the safe if time permits.

5. Designates a safe area outside the Flint Housing Commission as a gathering point for all employees. Takes a head count of employees to insure all were safely evacuated.

Note: Employees are not to re-enter the building. Management will notify the ranking fire or other emergency response official on the scene of a potentially trapped person and their approximate whereabouts.

6. Dismisses all non-essential employees.
7. Telephones the Executive Director of the Flint Housing Commission and all other management personnel.

II. Tornado Preparation and Emergency:

Prior to any tornado emergency, Management will designate safe shelter areas within the buildings for employees and individuals. There are some general guidelines that may be used to aid in the selection of such spaces. When selecting a safe shelter, consider:

- The lowest floor, preferably a basement
- Interior spaces- rooms with no walls on the exterior
- Areas supported by secure, rigid structural frame members
- Short roof spans

The Flint Housing Commissions safe shelter area is located at the FHC Administrative/Maintenance Offices and Sites Community Centers.

Tornado Watch Procedures

Senior Management

or designated personnel

1. A Tornado Watch means that conditions are right for Severe thunderstorms and possible tornadoes to develop. When notified of a tornado watch in the area, Senior Management will tune the radio to the National Weather Service channel to stay current on the storm progress.
2. Checks to insure that all safe shelter areas are unlocked and accessible.
3. Checks to be sure that medical supplies and flashlights are stored in the safe shelter area.
4. If time permits, "X" the windows with tape or secure plywood to the outside of windows.

Tornado Warning Procedures

Senior Management

or designated personnel

1. A Tornado Warning means a tornado has been seen or detected by radar. Senior Management or designated personnel will inform all employees and individuals to take cover in shelter areas immediately.
2. Makes the following announcement on the P.A. System: "Ladies and Gentlemen. The National Weather Service has issued a Tornado Warning for this area. Due to this warning, the Flint Housing Commission is being temporarily closed. **Please do not leave the building.** We request that you proceed to the shelter area or areas designated.
3. Assigns someone to shut off the main gas and electrical system.
4. Afterwards, coordinates first aid assistance to individuals.

Bomb Threat:

When someone calls and says there is a bomb in the building, the following steps will be performed:

Employee

(Receiving Threat)

1. Keep the caller on the line as long as possible. Ask the caller to repeat the message. Try to write down every word spoken by the caller or record the conversation.
2. Asks the caller where the bomb is located and when it will go off.
3. Tells the caller that the building is occupied and detonation of a bomb could result in the death and injury to innocent people.
4. Pays particular attention to background noises, such as music playing, engine noises, etc.
5. Listens to the voice, male, female, voice quality, accent, and speech impediments.
6. When the caller hangs up, **do not hang up the phone!** Sometimes, phones can be traced back to the source. Immediately notify management and describe the threat.

Senior Management

or designated personnel

7. Call the local Police or Fire Department to report the Incident. Follows all recommendations and instructions provided by either department.
8. If the Police or Fire Department declines to give instructions to evacuate the building, search the premises (if time permits) for any suspicious looking device or package. If one is found, follow the Evacuation Plan. **Do not touch any suspicious device or package.**
9. Turn on all lights as you leave.
10. Leave OPEN all doors and windows as you leave.
11. Notify Executive Director of the situation.
12. Do not use two-way radio communication or cellular telephones.

III. First Aid:

If an employee / individual is injured, the initial responsibility of management is to provide the needed first aid or arrange for emergency medical response or professional medical care.

Senior Management

or designated personnel

1. Treats the injured individual using the supplies from the Flint Housing Commission first aid kit.
2. In the event an employee is seriously injured and requires professional medical care, drive the employee to a medical provider. If any individual is not mobile or has a life threatening injury or illness, arrange for emergency care and transportation (call 911).

IV. Hazardous Material Spill:

Management will respond to incidental releases of hazardous substances when the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate area or by maintenance personnel. If a large spill or fire occurs that is not controllable, Management will contact the appropriate local authorities, such as the Fire Department (911).

Note: 1 gal of Ammoniacan evacuate an entire building. Pour one cup of whole flour on it to clean it up.

V. Robbery:

In the event a robbery occurs, the main objective is to reduce the risk of injury to employees and individuals and to get the robber out of the building as soon as possible.

Employee

1. Be attentive and calm. Listen to the robber and do exactly what he/she asks you to do.
2. Do not give up money as demanded.
3. Remain alert. Try to remember details of the robber's appearance, clothing, speech, etc.
4. If possible, watch the robber's method and direction of escape.
5. Expect foul/strong language. Expect to lie on the floor.
6. Do not make any sudden movements.
7. Don't overreact. Do not grab for the weapon or call for help.
8. Do not argue.
9. After the robbery, write everything down.

Senior Management
or designated personnel

10. Call the Police
11. Call the Executive Director of the Flint Housing Commission
12. Have all witnesses write everything they can recall.

ROBBERY CHECK LIST
(Please print all information)

Suspect Number: _____ Male _____ Female _____ Race _____
(If more than one suspect, use new form for each and identify by number.)

WEAPON SEEN: Yes _____ No _____

If Yes, describe weapon _____

Held in which hand? _____

AGE: _____ HEIGHT _____ WEIGHT _____ COLOR OF HAIR _____ COLOR OF EYES _____

HAIR LENGTH/STYLE _____

FACIAL HAIR? (Beard, mustache, etc.) _____

CLOTHING _____

DISTINGUISHING CHARACTERISTICS

PHYSICAL: POSTURE _____ MOVEMENT _____

VOICE: LOUD _____ SOFT _____ RASPY _____ DEEP _____ PLEASANT _____
INTOXICATED _____

SPEECH: FAST _____ SLOW _____ NASAL _____ SLURRED _____ STUTTER _____ DISTINCT _____

LANGUAGE: EXCELLENT/EDUCATED _____ GOOD _____ FAIR _____ POOR _____ FOUL _____

ACCENT: FOREIGN _____ ETHNIC _____ NORTHEASTERN _____ WESTERN _____
SOUTHERN _____

DISTINGUISHING MARKS: (Tattoos, acne, birthmarks, scars, piercings, moles, etc.)

DIRECTION OF ESCAPE _____

VEHICLE SEEN? Yes _____ No _____ Describe vehicle _____

PASSENGERS SEEN? Yes _____ No _____

Describe _____

WERE THERE ANY ADDITIONAL WITNESSES TO THE ROBBERY? Yes _____ No _____

NAME _____ TELEPHONE NUMBER _____

ADDRESS _____

NAME _____ TELEPHONE NUMBER _____

ADDRESS _____

VI. Public Disturbance:

Employees:

1. Immediately contact and advise your Department Head of the situation.
2. Remain in your work area and continue to work unless instructed otherwise. Do not use the phone other than to contact emergency personnel.
3. Do not leave the building unless you have been told it is safe to do so.
4. Avoid window and doorway areas.
5. If aggressors enter your work area, be courteous and do not provoke an incident.
6. Do not become a spectator.
7. Calmly lock all doors and close blinds and take any other precautions deemed necessary.
8. Keep keys available in case of fire.

Department Head/Supervisor:

1. Call 911 and follow any recommendations for actions given. Do not attempt to confront or reason with the persons involved.
2. Lock all doors leading inside the building. Secure property. Carefully monitor movement of employees and other persons in the building.
3. Inform employees of the emergency situation.
4. Keep employees and residents inside the building unless told otherwise by the police.

VIII. Utility Failure - Emergency

Electrical Outage:

1. Turn off or unplug equipment which is sensitive to power surges (computers, televisions, copiers, etc.).
2. Determine the extent of the outage (room, building, area). Notify Maintenance of the situation; provide all information; Maintenance shall notify Consumers Energy.

Water Outage:

1. Notify Maintenance of the situation, provide all information. Maintenance shall notify the City of Flint Water Department.
2. Turn off and leave off all water faucets in the area affected by the outage.

Telephone Outage:

1. Employees should notify Information Technology and follow any instructions given.
2. Residents should contact their telephone company and follow any instructions given.

Gas Leak:

1. Notify Maintenance of the situation, provide all information. Maintenance shall notify Consumers Energy and call 911.
2. Follow any instructions given.

Cable Outage:

1. Residents to notify their cable provider and provide all necessary information.
2. Follow any instructions given.

X. VEHICLE ACCIDENTS

1. If you feel you have been injured, remain in the vehicle and allow emergency services personnel to assist you.
2. Get out of the roadway but do not leave the scene of the accident.
3. Do not move your vehicle unless you are told to do so by the police.
4. If you are trained and capable, offer emergency aid to other injured persons.
5. Notify your Department Head or request a bystander to make notification for you.
6. Be courteous but offer no statements or conclusions to other persons involved in the accident except what is required such as driver's license and insurance information.
7. Cooperate fully with investigating personnel providing your driver's license, vehicle insurance, employer information, and your account of what happened to police. Take breathalyzers test (or such other substance abuse test as requested).
8. Be aware that your attitude can greatly affect the overall outcome of this investigation and possible future litigation.
9. Complete a Vehicle Accident Report and immediately turn in to your supervisor.

10. Record the name, address, and driver's license number of other drivers.
11. Record the name of the insurance company(ices) and the policy number(s) of the involved person(s).
12. Record the police report number, police officer's badge number, time, date, and place of accident.
13. If an employee injury occurs you must complete a First Report of Injury form within 24 hours.

XI. MEDIA INQUIRIES

1. Be polite and avoid delaying the media.
2. Promptly direct the inquiry to a person you believe can best provide the information requested.
3. Generally media inquiries shall be directed to and handled by the department head who is most likely to have information and knowledge of what is being asked.
4. Note who the caller was, which organization they represented, time of the call, and the nature of the inquiry. Provide this information to the Executive Director's office as soon after the call as practical.

OSHA Inspection

Purpose:

To establish the policy for all managers to follow if an OSHA Compliance inspection will be conducted.

Overview:

The Occupational Safety and Health Administration (OSHA) is authorized to conduct workplace inspections to determine whether employees are complying with standards issued by the agency for safe and healthful workplaces. States have their own occupational safety and health programs, and regularly inspect workplaces. Inspections are usually conducted without advance notice and can be conducted for one or more of the following reasons”

Imminent Danger Situations – Any condition where there is a reasonable suspicion that a danger exists that can be expected to immediately cause death or serious harm.

Catastrophes and Fatal Accidents – Investigation of fatalities and accidents resulting in the hospitalization of 3 or more employees. Such catastrophes must be reported to OSHA within 8 hours.

- Employee Complaints
- Programmed Inspections – Based on injury rates, previous citation history, and employee exposure to toxic substances or random computerized selection.

This policy details the phases of an OSHA compliance inspection, the response and attitude of management to an inspection and steps to insure completion of the appropriate follow-up corrective action.

Policy:

The Flint Housing Commission policy is to demonstrate “**good faith**” effort to comply with all OSHA standards and any health and safety issues raised in an OSHA compliance inspection.

Management is responsible for implementing this policy and correcting all health and safety deficiencies revealed during compliance inspections. The FHC Safety Committee will provide technical assistance and coordination of corrective action, as required.

Admitting an OSHA Compliance Officer:

If an OSHA compliance inspector requests to conduct an inspection, the Senior Management or a designated personnel member is to ask to see the officer’s credentials. An OSHA inspector carries either U.S. or the state’s Department of Labor credentials bearing their photograph and a serial number. In every case, verify the authenticity of the compliance inspector’s identification by calling the nearest OSHA office.

Note: DO NOT REFUSE THE COMPLIANCE OFFICER ADMITTANCE.

The Senior Management or designated personnel member is to contact a member of the FHC Safety Committee immediately.

If the Flint Housing Commission requires a Search Warrant, inform the OSHA compliance officer before the opening conference begins. The Flint Housing Commission rights to challenge a warrant may be lost if it permits the inspection to proceed.

OSHA Facts:

An OSHA Inspection is divided into three parts:

- The Opening Conference
- The Walk Around Inspection
- The Closing Conference

There are no time limits specifying how long an inspector may remain on the premises.

Violations are considered to be “alleged violations” until they become a final order of the Occupational Safety and Health Review Commission.

- 1 The Flint Housing Commission may contest (appeal), in writing any part of the citation within 15 working days after it has received it.
2. The citation must be posted in the work place for three days following its receipt or until the condition creating the alleged violation is corrected.
3. Management will ask for clarification about any point(s) an inspector raises that they don’t understand.
4. Management and employees will not admit to violating any safety standard.

If the Flint Housing Commission contests (appeals) an alleged violation, copies of the appeal will be posted at the work site.

Opening Conference:

Before inspecting the premises, the OSHA compliance officer will conduct an opening conference at which they will explain:

- The reason for the inspection (for example. employee or individual complaint)
- Purpose of the visit
- Scope of the inspection

OSHA Standards that apply

The below are listings of all OSHA Standards

OSHA Standards

- 1904, Recording and Reporting Occupational Injuries and Illnesses
 - 1904 Table of Contents/Authority for 1904
 - 1904.1, Purpose and scope.
 - 1904.2, Log and summary of occupational injuries and illnesses.
 - 1904.3, Period covered.
 - 1904.4, Supplementary record.
 - 1904.5, Annual summary.
 - 1904.6, Retention of records.
 - 1904.7, Access to records.
 - 1904.8, Reporting of fatality or multiple hospitalization incidents.
 - 1904.9, Falsification, or failure to keep records or reports.
 - 1904.10, Recordkeeping under approved State plans.
 - 1904.11, Change of ownership.
 - 1904.12, Definitions.
 - 1904.13, Petitions for record keeping exceptions.
 - 1904.14, Employees not in fixed establishments.
 - 1904.15, Small employers.
 - 1904.16, Establishments classified in Standard Industrial Classification Codes (SIC) 52-89, (except 52-54, 70, 75, 76, 79 and 80).
 - 1904.17, Annual OSHA Injury and Illness Survey of Ten or More Employers.
 - 1904.20, Description of statistical program.
 - 1904.21, Duties of employers.
 - 1904.22, Effect of State plans.
 - 1904.30, OMB control numbers under the Paperwork Reduction Act.

- **Other OSHA Standards with Recordkeeping Requirements**
 - 1910.95, Occupational noise exposure
 - 1910.120, Hazardous waste operations and emergency response
 - 1910.440, Recordkeeping requirements
 - 1910.1000, Toxic & Hazardous Substances
 - 1910.1001, Asbestos
 - 1910.1018, Inorganic arsenic
 - 1910.1025, Lead
 - 1910.1027, Cadmium
 - 1910.1028, Benzene
 - 1910.1029, Coke oven emissions
 - 1910.1030, Bloodborne pathogens
 - 1910.1043, Cotton dust
 - 1910.1044, 1,2-dibromo-3-chloropropane
 - 1910.1045, Acrylonitrile
 - 1910.1047, Ethylene oxide
 - 1910.1048, Formaldehyde
 - 1910.1050, Methylenedianiline

- 1910.1051, 1,3-Butadiene
- 1910.1052, Methylene Chloride
- 1910.1450, Occupational exposure to hazardous chemicals in laboratories
- 1913.10, Rules of agency practice and procedure concerning OSHA access to employee medical records
- 1915.7, Competent person
- 1915.1001, Asbestos
- 1919.11, Recordkeeping and related procedures concerning records in custody of accredited persons
- 1919.12, Recordkeeping and related procedures concerning records in custody of the vessel.
- 1925.3, Records
- 1926.60, Methylenedianiline
- 1926.62, Lead
- 1926.65, Hazardous waste operations and emergency response
- 1926.800, Underground Construction
- 1926.1091, Recordkeeping requirements
- 1926.1101, Asbestos
- 1926.1127, Cadmium
- 1960, Federal employees
 - 1960.66, Purpose, scope and general provisions
 - 1960.67, Log of occupational injuries and illnesses
 - 1960.68, Supplementary record of occupational injuries and illnesses
 - 1960.70, Reporting of serious accidents
 - 1960.71, Locations and utilization of records and reports
 - 1960.72, Access to records by Secretary
 - 1960.73, Retention of records
 - 1960.74, Agency annual reports

- **Preambles to OSHA Standards**
 - Reporting of Fatality or Multiple Hospitalization Incidents.

- **OSHA Directives**
 - CPL 2.80, Handling of Cases To Be Proposed for Violation-By-Violation Penalties, (1990, October 21), 15 pages. Includes procedures for record keeping violations.
 - CPL 2.91, Enhanced Verification of Records, (1990, May 13), 6 pages.
 - CPL 2-2.46, 29 CFR 1913.10(b)(6), Authorization and Procedures for Reviewing Medical Records, (1989, January 5), 5 pages.
 - CPL 2-2.33, 29 CFR 1913.10, Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records - Procedures Governing Enforcement Activities, (1982, February 8), 12 pages.
 - CPL 2-2.32, 29 CFR 1913.10(b)(6), Authorization of Review of Specific Medical Information, (1981, January 19), 5 pages.
 - CPL 2-2.30, 29 CFR 1913.10(b)(6), Authorization of Review of Medical Opinions, (1980, November 14), 2 pages.
 - CPL 2.113, Fatality Inspection Procedures, (1996, April 1), 5 pages.

- **Review Commission Decisions**

- 81-2135, (1985, April 17), 5 pages. Failure to make records available during an inspection.
- 82-630, (1991, February 15), 9 pages. Making medical records available when a Workers Compensation claim is pending.
- 82-1016, (1987, March 18), 7 pages. Privacy of OSHA 200 and related records.
- 89-2614, (1993, February 3), 8 pages. Recording of elevated blood lead levels on the OSHA 200.
- 90-552, (1992, February 21), 2 pages. OSHA 200 must be maintained at each location.
- 89-433, (1993, April 27), 9 pages.
- 90-2179, (1993, April 1), 3 pages. Assessing separate penalties for multiple errors on the OSHA 200
- 87-0922, (1993, February 5), 25 pages.
- 88-237, (1994, May 23), 6 pages.
- 91-0110, (1996, January 19), 6 pages.

Standard Interpretations and Compliance Letters

There are several hundred Standard Interpretations and Compliance Letters relating directly to the topic of Recordkeeping. Please refer to the Search Page on the “<http://www.OSHA.gov>” web site. From here you can access these documents either by the specific regulation, or by conducting a search. You can also contact OSHA at one of their regional offices. They will provide you with forms and answers to any questions you may have. Don’t hesitate to use them as a valuable resource.

Senior Management or designated personnel must arrange for the following to attend the opening conference:

- The Executive Director of the Flint Housing Commission
- Other Personnel, as directed

Management must request copies of all applicable safety and health standards as well as a copy of any employee complaint.

The Walk Around Inspection:

After the opening conference, the OSHA compliance officer will go through the facility to inspect for safety and health hazards. At a minimum, the OSHA compliance officer will likely ask for documentation of the following:

- Compliance with the hazard communication standard.
- Compliance with the lockout/ tagout standard.

Record keeping for employee training

- The employee written safety and health management program

When Senior Management, FHC Compliance Officer and/or other members the Flint Housing Commission accompany an OSHA compliance officer on an inspection, they should be respectful while firmly standing up for the Flint Housing Commission rights and viewpoints. The conduct of the Flint Housing Commission personnel shall be in accordance with the following guidelines:

Do not physically interfere with the OSHA compliance officer when they are making the inspection

- Do not give false or misleading information.
- Accompany the OSHA compliance officer at all times during the inspection.
- Answers to an OSHA compliance officer's questions are to be responsive to the question asked. Do not offer any information beyond the scope of the question. Avoid making any statement that could be construed as an admission of a violation of any recognized health standard.
- Do not discuss with the OSHA compliance officer any previous safety inspections.

The conduct of the Flint Housing Commission personnel shall be in accordance with the following guidelines (continued):

- If the OSHA compliance officer wants to take photographs, Senior Management or designated personnel must request copies of the photographs. Senior Management and/or FHC Compliance Officer or designated personnel will also take photographs of the area from the same and different angle.
- Watch and take notes regarding all activities of the OSHA compliance officer. Notes should be detailed and should include such pertinent information as to the name(s) of the OSHA compliance officer(s), time of arrival, activities of OSHA compliance officer, amount of time spent at each location, comments about violations and potential citations, who was interviewed, what was said, etc.
- Immediately correct minor but apparent safety problems in order to help establish the Flint Housing Commission “**good faith**” effort to comply with all OSHA health and safety standards.

- The OSHA compliance officer cannot and will not act in a consultative capacity. If they see or if the Flint Housing Commission personnel points out a violation, the OSHA compliance officer must issue a citation.

Closing Conference:

After the walk around inspection, a closing conference is held with the OSHA compliance officer, Senior Management, FHC Compliance Officer or other designated personnel, and any employee representative. The OSHA compliance officer will discuss all unsafe and unhealthy situations observed and will identify all applicable sections of the standards which may have been violated. Management will insure that all violations are understood. When appropriate, Management will produce records to show compliance efforts and fully explain any difficulties that will be encountered in the correction of safety hazards. Management and employees will not admit violation or indicate how long it will take to correct a potential violation.

Post Inspection Activities:

Time limits to correct violations generally range from 5 to 30 days, unless an extension is requested. Time limits will be given in person at the closing conference or mailed within 30 days in a written report of the inspection findings. Follow-up action will be documented in writing, by Senior Management, FHC Compliance Officer or designated personnel, listing specific action steps, the individual accountable, and the target date for completion. Management is responsible for completing all corrective action.

OSHA inspection reports, the Flint Housing Commission response, and all correspondence to and from OSHA will be retained permanently by the FHC Safety Committee.

Questions an OSHA Compliance Officer Will Ask

Administrative Interview

1. Do you have a written Hazard Communication Plan?

29CFR 1910.1200 requires employers to have a written plan which describes how the training, labeling, MSDS management and other requirements of "Right-to-Know" will be met. More citations and fines are given for this than anything else.

2. Do you have a complete written inventory (list) of hazardous materials?

29CFR 1910.1200 requires employers maintain a current list of all hazardous materials used in the workplace. This list must be accessible to employees.

3. Has a specific person been assigned responsibility for your safety program?

29CFR 1910.1200 and other regulations require that you assign responsibility for various aspects of the safety program. Some states specifically require that employers name a person with overall safety responsibility.

4. Do you have a formal disciplinary policy relating to safety?

29CFR 1910. Various sections require employers enforce safety rules. Employees may not decide on their own when to follow the rules.

5. Do employees ever complain of headaches, nausea, dizziness or skin problems?
All OSHA standards require that employers evaluate workplace hazards and determine whether material use or employee complaints mean that there is any over-exposure to unsafe conditions. These are typical symptoms of over-exposure.
- 6a. Do employees wear respirators or dust masks?
- 6b. If "Yes": Do you have written respirator procedures?
29CFR 1910.134 requires that if any employee uses a respirator, including a dust mask, written procedures must cover use, fit testing, cleaning and maintenance of the respirator.
- 6c. Do you have records showing fit testing of respirators and training?
29CFR 1910.134 requires employers to test the fit of each respirator on each employee and train the employee to check and properly use the respirator.
7. Do you have written training records?
29CFR 1910.1200, .1450, .1030 and virtually all other OSHA regulations require written training records which document date, subject, attendees and trainer.
- 8a. Do you have more than 10 employees?
- 8b. If "Yes": Do you have a written Emergency Contingency Plan?
29CFR 1910.38 outlines the requirements for an emergency contingency plan for those who employ more than 10 at any one time during the year.
- 8c. Are your Form OSHA Logs up-to-date and posted Feb 1 until April 30?
29CFR 1904 requires that employers of more than 10 at any one time in the year maintain occupational illness and injury reports on Form 301 or equivalent and summarize them on Form OSHA Log, which is posted each Feb. 1 until April 30.
- 9a. Can you reasonably anticipate that any employees will be exposed to human blood this year because of their jobs?

Administrative Interview (continued)

- 9b. Have you assigned responsibility for first-aid to an employee?
- 9c. If "Yes": Do you have written Bloodborne Pathogen Exposure Control Plan?
- 9d. Have employees been trained in protective equipment and procedures?
29CFR 1910.1030 requires that employers develop an Exposure Control Plan, train employees, keep records, and offer Hepatitis B vaccinations if it can be reasonably anticipated that one or more employees could be exposed to human blood or blood products as a result of doing their assigned duties. If you have assigned first aid responsibilities to an employee you are required to have a Bloodborne Pathogen Program. Special waste management and use of approved disinfectants are also required. The key is "reasonable anticipation". Good Samaritan acts are not covered.

Janitorial & Chemical Storage Area Overview

10. Is the area neat and clean, without spills on the floor?
29CFR 1910.22 requires that all work places be clean, orderly and sanitary.
11. Are there any containers without legible labels?
12. Do all secondary container labels list the product, the hazards and the manufacturer?

29CFR 1910.1200 requires that all containers of hazardous materials be labeled. The manufacturer's label is fine if legible. If materials are moved from the original to a "secondary" container, it must be labeled. The label must include the name of the material, a description of the hazard and the manufacturer's name. Just the name is not enough.

13. Is there an MSDS on hand for each hazardous material?

14. Are MSDSs accessible to all employees at all times?

15. Pick a product. Ask to see the MSDS. Could an employee have found it in 4-5 minutes?

29CFR 1910.1200 requires that employers have an MSDS for each hazardous material. Employees must have access to MSDS's at all times during the work shift and be able to find a specific one in less than 5 minutes without asking for access to the collection.

General Work Areas Overview

16. Is the fire extinguisher tag marked for monthly inspections and service in the last year?

29CFR 1910.157 requires that all portable fire extinguishers be visually inspected monthly and serviced annually. If the tag isn't marked it is difficult to prove inspections.

17. Is the area clean and uncluttered?

29CFR 1910.22 requires that all work places be clean, orderly and sanitary.

18. Are oily rags kept anywhere but in metal cans with closed lids?

29CFR 1910.38 requires employers to identify and correct fire hazards. Oily rags should be kept in a closed metal container.

General Work Areas Overview (continued)

19. Are coffee, drinks or food kept near any hazardous materials?

29CFR 1910.142 requires that no employee be allowed to have food or beverages in an area where they could be contaminated with toxic or infectious materials.

20. Are there any unlabeled containers?

29CFR 1910.1200 requires that all containers of hazardous materials be labeled. The manufacturer's label is fine if legible. If materials are moved from the original to a "secondary" container, it must be labeled. The label must include the name of the material, a description of the hazard and the manufacturer's name. Just the name is not enough.

21. Are any respirators stored which are not in bags or cabinets?

29CFR 1910.134 requires that respirators be stored and maintained in a way that they will be cleaned, protected and ready for use. Respirators left in the open may absorb contaminants and become unusable.

22. Are gloves, goggles or safety glasses clean and in good repair?
29CFR 1910.132 requires that safety equipment be maintained in clean and sanitary condition and that it be used only if in good repair. Broken or dirty equipment raises questions in an inspector's mind and leads to a more intensive inspection.
23. Are there extension cords across aisles or walkways?
29CFR 1910.22 requires that all work place be clean, orderly and sanitary. Cords across aisles present a slip and fall hazard as well as a potential electrical hazard.
24. Look at ladders. Are there broken steps or parts in bad repair?
29 CFR 1910.25 requires employers to "inspect ladders frequently and those which have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use"."
25. Are there any broken or missing electrical switch or outlet covers?
29 CFR 1910.305 requires that pull boxes, junction boxes and fittings have plates or covers. Broken plates and covers do not provide adequate protection.

Employee Area Overview

26. Is the OSHA Poster or state equivalent posted?
27. Are emergency phone numbers posted by telephones?
28. Is an evacuation route map posted?
29 CFR 1910.38.
29. Is there a fully stocked first aid kit?
29 CFR 1910.262 requires that there be a first aid kit stocked with supplies appropriate to the situation. It must be continuously stocked for any emergency.
30. Are lunches, snacks or drinks stored in a cabinet or refrigerator with chemicals?
29 CFR 1910.142 requires that no employee be allowed to have food or beverages in an area where it could be contaminated with toxic or infectious materials.

Employee Interview

OSHA uses "performance based" standards for its enforcement of safety regulations. The best program on paper will mean nothing if your employees cannot do the right thing or do not know where to get information. Whether your employees can answer questions correctly (or not) is the test OSHA inspectors use to evaluate your compliance with OSHA rules.

31a. Please show me the MSDS for _____ (name a product) _____.

Did the employee answer -- "What's an MSDS?"

31b. Did the employee know where the MSDS's are kept?

31c. Did it take less than 5 minutes for the employee to find the correct MSDS?

29 CFR 1910.1200 Employees should know what an MSDS is and be able to locate a specific one in less than 5 minutes. MSDS's should be indexed and stored in an organized fashion.

32a. When were you last trained on safety issues?

Did the employee say "I don't remember" or "Never"?

32b. Has training been in the last year?

29 CFR 1910.1200 states that "employers shall provide information and training on hazardous chemicals...at the time of their initial assignment and whenever a new hazard is introduced into their work area." Some states also specifically require annual retraining.

33. If you had to evacuate the building where would you go for a head count?

Did the employee know a pre-determined specific place?

29 CFR 1910.38 requires that emergency contingency plans specify the means of accounting for all employees after an evacuation of the facility.

OSHA Recordkeeping and Posting Requirements

Purpose:

To establish the policy and procedures regarding the Flint Housing Commission requirements for compliance with OSHA record keeping and posting guidelines for occupational injuries and illnesses.

Policy:

All locations are to post the “Job Safety and Health Protection” poster (or state equivalent) in prominent places in the workplace.

OSHA requires that employers maintain a record of certain occupational injuries that occur at each business establishment on the OSHA Form Log 300 and 300A: Log of Work-Related Injuries and Illnesses and Summary of Work-Related Injuries and Illnesses. At the end of each year, OSHA requires the summary section of the OSHA Form Log 300A to be posted at each business establishment no later than February 1 and remain in place until April 30. The Flint Housing Commission will comply with this requirement. The FHC Safety Committee is responsible for maintaining the information on the log in a current status and distributing the OSHA Form Logs.

The “Job Safety and Health Protection” poster and the Form Log and Summary of Occupational Injuries and Illnesses can be ordered from OSHA, free of charge, at 303-844-1600

Record Retention:

OSHA Form Log, January – November reports can be discarded upon receipt of the next monthly report.

Year-end OSHA Form Log 200, 300, 300A, and 301, retain for 5 years following the year to which they relate

Common OSHA Violations

1. Failing to provide information about the Hazard Communication standard and the actual hazards of the chemical that are present.
2. Not having a Hazard Communication Program.
3. Not having a written fire prevention program.
4. OSHA Log hasn't been properly maintained or is missing.
5. Not having an MSDS for every hazardous chemical in use.
6. Not properly labeling all containers or groups of containers containing hazardous chemicals.
7. Not marking exits or accesses to exits.
8. Improper building design, construction, maintenance or occupancy of a building or structure containing employees.
9. Fire extinguishers not located or mounted in an accessible and safe location or not provided.
10. Failure to provide fire extinguisher training.
11. Improper wiring is present in one of the following ways:
 - Unused openings and electrical boxes not closed.
 - Conductors entering boxes are not protected from abrasion
12. Improperly using a flexible cord in one of the following ways:
 - Flexible cord smaller than a #12 was spliced
 - Solder used to splice a flexible cord
 - Used as a substitute for fixed wiring
 - Ran through holes in the ceiling and/or walls
 - Ran through doorways and/or windows
13. Exposed or non-current carrying metal surfaces of fixed equipment are not grounded.

Common OSHA Violations (continued)

14. Failing to provided electrical boxes and fittings with an approved cover, or failing to ground metal covers.
15. Disconnects, circuit breakers, and other over-current devices aren't legibly and Permanently labeled.
16. Tongue guard on grinder is more than ¼" from the edge of the stone.
17. Missing or inadequate machine guarding.
18. Work rest is missing or more than 1/8" from a grinding wheel.
19. Not providing a suitable eyewash or shower.
20. Persons without respirators performing tasks that require respirators.
21. Written standard operating procedures governing the use and selection of respirators shall be established.
22. Employers shall make conveniently available protectors suitable for the task to be performed. Protective eye, head, face, body, feet and hand equipment shall be provided when there is reasonable probability of injury.
23. A Platform four feet or more from the ground is not provided with a standard railing (and toe board) where required.
24. Broken or damaged ladders being used.
25. Furniture, barrels, boxes, or other devices used in lieu of ladders.

BLOODBORNE PATHOGENS

It is imperative that management photocopies these four pages and gives them to all employees during a training session. All employees shall be trained on the risk of bloodborne pathogens and the proper handling of blood and other bodily fluids.

What Everyone Needs to Know

Bloodborne pathogens are microorganisms carried by human blood (and other body fluids) and cannot be seen with the naked eye. They can be spread through contact with infected blood. If they get into the bloodstream, an individual may become infected and sick.

Most personnel cannot reasonably anticipate coming into contact with blood during their day-to-day work duties. That's why it's imperative that all personnel understand the danger of exposure to bloodborne pathogens and ways to minimize their risk.

Bloodborne pathogens may be present in blood and other materials, such as:

- body fluids containing visible blood
- semen and vaginal secretions
- torn or loose skin

Bloodborne pathogens can cause infection by entering the body through:

- open cuts and nicks
- skin abrasions
- dermatitis
- acne
- mucous membranes of the mouth, eyes or nose

WORKPLACE TRANSMISSION

The most common bloodborne pathogens are HIV, Hepatitis B, and Hepatitis C:

HIV (AIDS)

HIV, the human immuno-deficiency virus, attacks the body's immune system causing it to weaken and become vulnerable to infections that can lead to a diagnosis of acquired immune deficiency syndrome or AIDS.

HIV is transmitted mainly through sexual contact and sharing contaminated needles, but also may be spread by contact with infected blood and body fluids. HIV is NOT transmitted indirectly by touching or working around people who are HIV-positive.

WORKPLACE TRANSMISSION (continued)

HIV (AIDS)(continued):

Employees can prevent getting HIV by stopping the passage of the virus from a person who has HIV to them. In many instances, the employee has control over the activities that can transmit HIV. Since HIV is most frequently transmitted by sharing needles or through sexual intercourse, employees can stop transmission by refusing to engage in these behaviors.

Hepatitis B

Hepatitis is a general term used to describe inflammation (swelling) of the liver. Alcohol, certain chemicals or drugs, and viruses such as hepatitis A, B, C, D, E and G may cause hepatitis.

- Hepatitis B is a serious, sometimes fatal disease, caused by a virus that infects and attacks the liver. The virus is transmitted through direct contact with infected blood, semen, or vaginal fluid. It is primarily spread through sexual contact.
- In studies that examine transmission following injections into the skin, HBV is 100 times more contagious than HIV.
- **HIV can also be transmitted indirectly because it can survive on surfaces dried and at room temperature for at least a week!** That's why contaminated surfaces are a major factor in the spread of HBV.
- Each year there are up to 200,000 new infections and 5,000 hepatitis B related deaths in the U.S. (compared to 40,000 new HIV infections per year).
- One in approximately 20 persons now has, or will one day have, hepatitis B
- Transmission of hepatitis B is preventable:
 - Use latex condoms during sex
 - Do not share needles
 - Use universal precautions in the workplace
 - Get the hepatitis B vaccination

WORKPLACE TRANSMISSION (continued)

Hepatitis C

Hepatitis is a general term used to describe inflammation (swelling) of the liver. Alcohol, certain chemicals or drugs, and viruses such as hepatitis A, B, C, D, E and G may cause hepatitis.

- Hepatitis C is a serious, often fatal disease, caused by a virus that infects and attacks the liver. HCV is more common than hepatitis B and ranks slightly below alcoholism as a cause of liver disease.
- However, HCV is not as infectious as HBV because there are generally lower levels of the hepatitis C virus in the blood than of the hepatitis B virus
- HCV is primarily transmitted through blood-to-blood contact -- most commonly through shared needles. The risk of transmitting HCV through sexual contact appears to be low, but precautions should be taken anyway. HCV cannot be transmitted by casual contact such as shaking hands or sharing bathroom facilities.
- Up to 180,000 people may become infected with HCV each year in the U.S.
- Transmission of hepatitis C is preventable:
 - Use latex condoms during sex
 - Do not share needles
 - Use universal precautions in the workplace
 - **HOWEVER**, unlike hepatitis B, currently there is **NO VACCINE** for hepatitis C. And also unlike HBV, there is no drug to prevent HCV infection after an exposure.

Guidelines for Handling Blood and Other Bodily Fluids

Many personnel are concerned that HIV may be spread through contact with blood and other body fluids when an accident occurs at work.

HIV, as noted earlier, has been found in significant concentrations in blood, semen, vaginal secretions, and breast milk. Other body fluids, such as feces, urine, vomit, nasal secretions, tears, sputum, sweat, and saliva do not transmit HIV unless they contain visible blood. However, these body fluids do contain potentially infectious germs from diseases other than AIDS. **If an individual has contact with any of these body fluids, they are at risk of infection from these germs.** It should be remembered that the risk of transmission of these germs depends on many factors, including the type of fluid contacted, the type of contact made, and the duration of the contact.

Very simply, it is good hygiene policy to treat all spills of body fluids as *infectious* in order to protect personnel from becoming infected with any germs and viruses. The procedures outlined below offer protection from all types of infection, and should be followed routinely.

How Should Blood and Body Fluid Spills be Handled?

Whenever possible, employees shall wear disposable, waterproof gloves when they expect to come into direct hand contact with body fluids (when treating bloody noses, handling clothes soiled by incontinence, or cleaning small spills by hand). Gloves used for this purpose shall be put in a plastic bag or lined trash can, secured, and disposed of daily. Hands should always be washed after gloves are removed, even if the gloves appear to be intact.

If an employee has unexpected contact with body fluids or if gloves are not available (for example, applying pressure to a bleeding wound), the employee shall wash their hands and other affected skin for at least 30 seconds with soap and water after the direct contact has ended. This precaution is recommended to prevent exposure to other pathogens, not just HIV. As has been discussed, blood, semen, vaginal secretions, and blood-contaminated body fluids transmit HIV. Wiping a runny nose, saliva, or vomit does not pose a risk for HIV transmission.

Handwashing

Proper handwashing requires the use of soap and warm water and vigorous washing under a stream of running water for at least 30 seconds. If hands remain visibly soiled, more washing is required. Scrubbing hands with soap will suspend easily removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse your hands under running water and dry them thoroughly with paper towels or a blow dryer. When hand-washing facilities are not available, use a waterless antiseptic cleanser, following the manufacturer's directions for use.

Disinfectants

An EPA approved germicide or a solution of 99 parts water to 1 part household bleach (or ¼ cup bleach to one gallon of water) will inactivate HIV, and should be used to clean all body fluid spills. Higher concentrations of bleach can be corrosive, and are unnecessary. Surfaces should be cleaned thoroughly prior to disinfection.

Disinfecting Hard Surfaces and Caring for Equipment

Although hard surfaces have not been found to be a means of transmitting HIV, it is good hygiene policy to clean any soiled hard surfaces thoroughly. To do this, scrub the surface to remove any soil and apply a germicide (like the bleach/water solution described above) to the equipment used. Mops should be soaked in this solution after use and rinsed thoroughly with warm water. The solution should be promptly disposed of down a drainpipe. Remove gloves and discard them in appropriate receptacles, and wash hands as described above.

Laundry Instructions for Clothing Soiled with Body Fluids

It is important to remember that laundry has never been implicated in the transmission of HIV. To ensure safety from transmission of other germs, contaminated clothes must be laundered with soap and water to eliminate potentially infectious agents. The addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids may be washed separately from other items. Pre-soaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual, following the directions provided by the manufacturer of the laundry detergent. If the material can be bleached, add ½ cup of household bleach to the wash cycle. If the material is not colorfast, add ½ cup of non-chlorine bleach to the wash cycle.

It is good hygiene to treat all bodily fluids as infectious.

Hazardous Material Spill Response

Purpose:

To establish the policy and procedures regarding Management and employee response and actions to a hazardous material spill or leak.

Policy:

Federal, state, and local environmental laws dictate the specific handling and disposal methods of hazardous materials. Failure to comply with these laws can be very costly as well as environmentally negligent. The Flint Housing Commission will fully comply with all laws and regulations pertaining to the handling and disposal methods of hazardous materials. The Flint Housing Commission will train all employees in the proper procedures to follow and what to do when they encounter a hazardous spill or leak.

Overview:

There are four classifications of hazardous chemicals that employees will likely come into contact with. These are:

IGNITABLES---TOXICS---CAUSTICS---REACTIVES

IGNITABLES - Ignitable products are either flammable or combustible. A spill of this nature creates two problems: one involving the potential for explosion and/or fire, and the other is the pollution of the environment. Examples are gasoline, paint thinners, petroleum solvents, alcohol, and adhesives.

TOXICS- These products are poisonous to the body and can cause illness or death. Examples are anti-freeze, paint, insecticides, fertilizer, and cleaning fluids.

CAUSTICS- A caustic is anything that burns, strongly irritates, corrodes or simply destroys the skin. Examples are acids and drain cleaners.

REACTIVES- These products react violently when mixed with other products. The most common example is dry or liquid chlorine.

Procedure:

Regardless of the nature of the spill, and before starting any cleanup activities, the employee(s) shall always secure the area around the spill. This is to include asking all other unnecessary employees and customers to move a safe distance away from the spill site. The employee(s) shall also barricade or cordon off access to the site with tape or other visual barriers as needed to keep people from wandering into the spill site. Once the area is secure, Management shall be notified of the spill, it's location, and when the area is clean. Management shall also notify public officials as necessary.

Procedure: (continued)

Employee(s) that are required and directed to conduct the cleanup shall always check the warning label of an unbroken container or the Material Safety Data Sheet (MSDS) of the product involved in the spill or leak. Either the product label or the MSDS should have cleanup procedures (Section VII of the MSDS form). If not, or if time does not permit, the employee(s) shall consider the product extremely hazardous and use the following cleanup procedure:

1. Immediately shut off or eliminate all possible sources of ignition to include turning off anything that might produce a spark, flame, or friction.
2. A fire extinguisher must accompany all ignitable spill cleanups.
3. Cover the spill or leak with absorbent materials to reduce evaporation.
4. Ventilate the area as well as possible by opening doors and windows.
5. If a spill is large, a explosion proof fan shall be set up at least ten feet from the person cleaning up the spill, a number two explosion proof fan should be placed as well. The fan shall be behind the person cleaning up the spill to blow the hazardous vapors away from their breathing area.
6. Wear safety goggles, gloves, disposable overshoes, and respirator (as necessary) prior to cleaning up the substance.
7. Small spills (one pint or less) can be cleaned up with absorbent materials (rags, paper towels, etc.), and placed into a plastic bag. These bags will be labeled as a flammable or combustible. The label on the bag must also have the following information: (1) the name of the product in the bag, (2) the quantity of material in the bag, (3) name of manufacturer, (4) and the date of the spill. The words "Hazardous Waste" must be clearly marked on the bag.
Note: Proper spill proof kits are made available I.E. soda ash for "acids" etc.
8. After the spill area is thoroughly dry, the spill area shall be scrubbed with a mild detergent using a broom or mop.
9. Disposal shall be in accordance to guidelines of local and state regulations. The bags shall then be placed in properly labeled containers for disposal. The FHC Safety Committee shall ensure that storage and disposal shall be in accordance to guidelines of local and state regulations.
10. All efforts shall be taken to prevent hazardous material from entering sewage systems. If infiltration occurs, the fire department shall be notified.

Employee(s) in contact with the hazardous material shall be informed to recognize physical symptoms of accidental exposure (found in MSDS Section V). They shall be told that if they develop a skin rash, shortness of breath, asthma or any abnormal condition, they are to see a doctor immediately for an evaluation!

FHC – (FORM SRU012003)

Safety and Health Program Manual Review & Updates

DATE:

DESCRIPTION: Manual review

SIGNATURE:

DATE:

DESCRIPTION:



FLINT HOUSING COMMISSION

3820 Richfield Road, Flint, Michigan 48506

Phone: (810) 736-3050 Fax: (810) 736-0158

THE FLINT HOUSING COMMISSION

To: Board of Commissioners
From: Clyde Caldwell, Executive Director
Date: March 08, 2005
Re: Resolution # FHCOBFY06-616

.....
Objective: To obtain Board approval to execute and submit fiscal year 2006 Operating Budget to the Department of Housing and Urban Development.

Present Situation: The Department of Housing and Urban Development requires that The Flint Housing Commission annually submit an operating budget for the purpose of calculating the Commission's subsidy in accordance with section 9(a) of the U. S. Housing Act of 1937, 42 U.S.C. 1437g. Section 9(a) authorizes the Secretary of Housing and Urban Development to make annual contributions for the operation of PHA-owned rental housing (operating subsidy).

Advantages: Approval of Resolution # FHCOBFY06-616 will allow the administration to execute and submit the Operating Budget for the fiscal year 2006 to The Department of Housing and Urban Development.

Disadvantage: None that the Administration is aware of.

Action: The Administration recommends approval of Resolution # 616.

FLINT HOUSING COMMISSION
RESOLUTION # 616 FHC05FY06
March 08, 2005

To obtain Board approval to execute and submit Flint Housing Commission's Operating Budget for fiscal year 2006 to The Department of Housing and Urban Development.

The administration informs the Board as follows:

That, it will be in the best interest of FHC to execute and submit an Operating Budget for fiscal year 2006 to The Department of Housing and Urban Development.

That, the administration recommends to the Board of Commissioners to authorize the Executive Director to execute and submit the Operating Budget for fiscal year 2006 to The Department of Housing and Urban Development.

That, approval of Resolution # FHC05FY06-616 will allow the administration to execute and submit the Operating Budget for fiscal year 2006 to The Department of Housing and Urban Development in accordance with section 9(a) of the U. S. Housing Act of 1937, 42 U.S.C. 1437g. Section 9(a) authorizes the Secretary of Housing and Urban Development to make annual contributions for the operation of PHA-owned rental housing (operating subsidy).

Now therefore, be it resolved that the Board of Commissioners of the Flint Housing Commission hereby authorizes the Executive Director to execute and submit the Operating Budget for fiscal year 2006 to The Department of Housing and Urban Development.

Commissioner VanBuren MOVED that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Miller, after discussion and upon roll call vote the "ayes" and "nays" were as follows:

Ayes: President Duncan, Commissioner Miller, Commissioner Kinee, Commissioner VanBuren

Nays: None

Absent: None

The Chairman thereupon declared said motion carried and said Resolution adopted this 8th day of March, 2005.

Signed By: Willie Duncan
Willie Duncan
Title: President, Board of Commissioners

Signed By: Clyde Caldwell
Clyde Caldwell
Title: Executive Director/Secretary



Open meeting
8:00 a.m.

SIGN IN SHEET
2005 PHA Plan
Public Hearing
April 8, 2005
10:00 a.m.

	<u>NAME</u>	<u>ADDRESS</u>
1.	<u>Andrew Jones</u>	<u>FHC</u>
2.	<u>David Hays</u>	<u>FHC</u>
3.	<u>David Edwards</u>	<u>FHC</u>
4.	<u>David Edwards</u>	<u>FHC</u>
5.	<u>Jina Gibson</u>	<u>FHC</u>
6.	<u>Katie Miley</u>	<u>FHC</u>
7.	<u>Clyde Caldwell</u>	<u>FHC</u>
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

Re: 10/10/05

David C.
11-25
Public
Meeting

