

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: Grand Rapids Housing Commission

PHA Number: MI073

PHA Fiscal Year Beginning: (mm/yyyy) 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)
The PHA's mission is: The Grand Rapids Housing Commission provides housing assistance and affordable housing opportunities to lower-income families, the disabled and senior citizens in a manner that is fiscally sound and in ways that support families, neighborhoods and economic self-sufficiency.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers
 - Reduce public housing vacancies
 - Leverage private or other public funds to create additional housing opportunities
 - Acquire or build units or developments
 - Other (See "Other PHA Goals and Objectives," end of Section B)
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management (PHAS score)
 - Improve voucher management (SEMAP score)
 - Increase customer satisfaction

- Concentrate on efforts to improve specific management functions (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units
- Demolish or dispose of obsolete public housing
- Provide replacement public housing
- Provide replacement vouchers
- Other: (See "Other PHA Goals and Objectives," end of Section B)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program
- Implement public housing or other homeownership programs
- Implement public housing site-based waiting lists
- Convert public housing to vouchers
- Other: (See "Other PHA Goals and Objectives," end of Section B)

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

- PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments
- Implement public housing security improvements
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (See "Other PHA Goals and Objectives," end of Section B)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families

- Provide or attract supportive services to improve assistance recipients' employability
- Provide or attract supportive services to increase independence for the elderly or families with disabilities
- Other: (See "Other PHA Goals and Objectives," end of Section B)

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

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

Other PHA Goals and Objectives: (list below)

MANAGEMENT

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

Objectives:

- Maintain a strong and solvent year-end financial position and positive cash flow.
- Operate the Section 8 tenant-based program and Public Housing program so that income exceeds expenses every year.
- Implement procedures that assure the timely submission of the yearly financial audit and all required financial reports.
- Achieve and sustain an occupancy rate of 97% by June 30, 2006.
- Reduce average unit turnover time from 43 days to 30 days by June 30, 2006.

MANAGEMENT (continued)

GRHC Goal: Enhance the knowledge and efficiency of all Housing Commission staff, empowering staff to operate as customer friendly and fiscally prudent leaders in the affordable-housing industry.

- Provide training that will enhance staff understanding of client needs and enable staff to communicate more effectively with internal and external audiences.
- Provide training opportunities to management employees to assure a strong, long-term management team.
- Provide training opportunities to management employees and to those who provide direct client services to familiarize staff with community resources that may supplement the services provided by the GRHC.

COMMUNITY PLANNING

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

Objectives:

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

FISCAL RESPONSIBILITY

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

Objectives:

- Implement an asset-management and project-based accounting system.
- Adhere to and implement all Governmental Accounting Standards Board (GASB) statements and bulletins.

GRHC Goal: Manage GRHC programs in an effective and efficient manner to achieve a score of at least 20 on the annual Public Housing Assessment System evaluation of key financial indicators.

Objectives:

- Achieve and sustain a current ratio higher than 1.5.
- Achieve and maintain a months-of-expendable-fund balance higher than 2.

DEVELOPMENT

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

Objectives:

- Develop 45 new rental affordable-housing units for the low-income elderly in our community by December 2005.
- Apply for 200 additional rental vouchers if these become available through the “Fair Share” voucher program or alternative voucher program.
- Build or acquire 50 units for conversion to Section 8 Homeownership units by June 30, 2006.
- Leverage private or other public funds to create additional housing opportunities for very low-income or low-income families, including constructing one new affordable-housing development for those who have special needs.
- Apply for a Hope VI Grant to revitalize the Campau Commons development that serves 112 low-income families.

MARKETING & PUBLIC RELATIONS

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

Objectives:

- Through staff training, regular facility/service evaluation and the development and implementation of resident services programs, achieve a level of customer satisfaction that gives the GRHC a "high performer" score under the Public Housing Assessment System.
- Maintain proper curb appeal for all developments by improving landscaping, maintaining the grounds and maintaining properties litter free.
- Remove all graffiti within 24 hours of discovering it.
- Partner with the City police department, neighborhood associations, residents and community groups to ensure that all GRHC housing developments offer a safe and secure environment.
- Incorporate a marketing/tenant service questionnaire into housing development applications and Resident Services surveys to provide staff with client input that will drive more effective and efficient marketing campaigns.
- Develop/regularly update client-friendly, client-driven brochures, fact sheets and other materials needed to effectively market the GRHC's public housing developments.
- Evaluate client input via marketing questionnaires and surveys to assess the effectiveness of marketing efforts.

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

Objectives:

- Analyze the current situation within the Greater Grand Rapids affordable-housing marketplace and create a marketing plan that incorporates strategies and tactics designed to:
 - Maximize usage of GRHC programs and services
 - Position the GRHC to compete effectively for available services and resources.
- Market and promote the GRHC and its programs and services by developing and producing such publications as an annual report, quarterly newsletters and program/service brochures.

MARKETING & PUBLIC RELATIONS (continued)

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

Objectives (continued):

- Expand current community partnerships to maximize delivery of services and programs.
- Work with relevant community groups to enhance the GRHC's role in community planning and to improve access to programs and services among minority and non-English-speaking residents.
- Keep the public apprised of newsworthy GRHC events, programs and services through the timely distribution of news releases to local media.
- Promote public awareness and enhance access to programs and services by continuing to develop and promote the GRHC web site.
- Sponsor annual GRHC resident scholarship awards in conjunction with the GRHC Annual Luncheon event.
- Develop and promote a "40th Anniversary" event that enhances the visibility of GRHC programs and services.

SECTION 8 TENANT-BASED PROGRAM

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

Objectives:

- Maintain a U.S. Department of HUD Section 8 Management Assessment Program score of 90% or above.
- Maintain a voucher utilization rate of between 98% and 100%.
- Perform annual certification and inspection of 100% of Section 8 participants.
- Perform initial inspections within 14 days of request for lease approval.

SECTION 8 TENANT-BASED PROGRAM (continued)

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

Objectives:

- Increase Section 8 Homeownership Program participation to achieve 12 new homeowners each year.
- Expand the FSS program beyond the current 308 participants to support the self-sufficiency goals of 42 additional low-income families.
- Administer 190 Section 8 units for persons with disabilities under the Mainstream program.
- In collaboration with HUD and other local housing agencies, continue to conduct outreach to landlords to encourage their participation in the Section 8 program.
- Implement training regarding lead-based paint regulations, safe work practices and abatement testing.
- Offer case management and other supportive services to voucher program participants.

MAINTENANCE

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

Objectives:

- Apply for a Capital Fund Grant and complete improvements under the Capital Fund 5-year plan—approximately \$3.3 million for public housing sites.
- Participate in the Capital Pool Fund to implement \$2.8 million in renovations to public housing developments.
- Complete need assessments at Leonard Terrace, Mt. Mercy and Scattered Sites, and update assessments of Ransom Tower and other Public Housing developments.
- Conduct an annual evaluation of all units to ensure continuing compliance with HUD Uniform Physical Condition Standards and the City of Grand Rapids housing code.
- Increase curb appeal of all housing developments by improving landscaping and grounds maintenance.

MAINTENANCE (continued)

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

Objectives:

- Continue to implement a preventive maintenance program.
- Respond to emergency work orders in less than 24 hours.
- Maintain an average response time of seven days when addressing routine work orders.
- Improve communication with residents regarding maintenance and construction activities.
- Improve maintenance staff skills through cross-training, seminars and vendor instruction.

SAFETY & SECURITY

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

Objectives:

- Support local law enforcement activities that enhance the City's ability to keep GRHC developments and surrounding neighborhood safe and secure.
- Collaborate with the City's Recreation Department to serve young housing development residents and neighborhood youth through the Recreation Reaps Rewards Program.
- Support community policing through the GRHC's family site Neighborhood Centers.
- Continue aggressive screening procedures to reduce evictions due to violations of criminal laws.
- Continue to implement safety and security improvements to address any specific concerns expressed by residents in the annual HUD Resident Assessment Survey.

SUPPORTIVE SERVICES

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

Objectives:

- Apply for funding for FSS coordinators to continue implementation of the Family Self-Sufficiency Program.
- Support the continuation of the Neighborhood Centers that provide resident services at the family sites.
- Expand resident services to include case management services at Mount Mercy and Creston Plaza housing developments.
- Provide or attract supportive services to increase independence for the elderly and families with disabilities.
- Leverage community partnerships to gain social work interns and supportive community volunteers, and to maximize the accessibility and effectiveness of community resources available to participants in GRHC programs.
- Refine and enhance educational and social programs at GRHC housing developments.
- Create and regularly update an “emergency services” handout staff can use to help families quickly access needed community resources.
- Support the Resident Advisory Board to ensure commission-wide representation.

EQUAL OPPORTUNITY

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

Objectives:

- Update and implement the Equal Opportunity Policy and coordinate with the City of Grand Rapids Equal Opportunity Department to ensure that the GRHC continues to utilize the services of highly qualified minority- and women-owned businesses.

EQUAL OPPORTUNITY (continued)

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

Objectives (continued):

- Revise the GRHC's Equal Employment Opportunity policy by June 30, 2005.
- Mix GRHC public housing development populations as much as possible with respect to ethnicity, race and income.
- Help recipients of tenant-based vouchers seek housing opportunities beyond areas of traditional low-income and minority concentration.
- Continue staff participation in annual fair housing activities sponsored by the City's EEO Department and the Fair Housing Center.

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

BACKGROUND

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

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

The GRHC’s management is organized under the executive office and seven main areas. Housing Management is responsible for the day-to-day operation of the agency’s

owned-rental housing developments, i.e., conventional public housing, developments funded by low-income housing tax credits, transitional housing, Section 8 new construction and project-based developments, including programs, services and activities. Program Management is responsible for the agency's leased-housing program and associated activities, i.e., Housing Choice Vouchers, Section 8 Moderate Rehabilitation, Substantial Rehabilitation, and Family Self-Sufficiency, Section 8 Homeownership, Welfare-to-Work and Mainstream programs. Construction and Rehabilitation is responsible for the management of the agency's capital and rehabilitation programs, and activities of housing maintenance. Real Estate Development is responsible for implementing existing housing development strategies and identifying new opportunities to increase the availability of affordable housing. Finance is responsible for management of all accounting, MIS, budgets and auditing. Personnel & Benefits is responsible for personnel, EEO/Affirmative Action and employee benefits. Communications is responsible for developing and implementing communication and public relations activities in support of the Commission's mission. The GRHC directly employs 59 staff and supplements staffing with a combined total of 36 contract employees and volunteers, for a total workforce of 95.

The Grand Rapids Housing Commission has six primary sources of funding; these include Operating, Capital Fund and Section 8 grants, an Emergency Shelter Grant, a Transitional Housing Grant and "other." The GRHC combined FY 2005 budget is \$25.3 million, with HUD providing \$18.4 million of the budget in subsidy and grants. For planning purposes, the GRHC has assumed that the funding for existing programs will remain essentially the same each year. The funding for the public housing and voucher programs is subject to annual HUD appropriations.

The 1998 Quality Housing & Work Responsibility Act (QHWRA) requires that all public housing authorities (PHAs) prepare a five-year agency plan for their Public Housing and Section 8 existing programs. The Grand Rapids Housing Commission has prepared its five-year Agency Plan for fiscal years 2005–2009. One of the critical elements of the five-year plan is the following mission statement, adopted by the Housing Commission on December 7, 1999:

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

In addition to the mission statement, the Grand Rapids Housing Commission has adopted a number of goals and objectives to support its mission and to comply with the requirements of QHWRA. These are incorporated into the GRHC's Five-Year

Agency Plan, and they are also reviewed and updated annually. The remainder of the Executive Summary places the 2005 strategies, goals and objectives outlined in this Annual Plan into the broader context of the programs and services the GRHC provides.

PUBLIC & ASSISTED HOUSING

Starting in 1969 with 188 elderly units (Adams Park) and 40 family units (Campau Commons I) of conventional public housing funded by the U.S. Department of Housing and Urban Development, the GRHC is providing 3,884 units of affordable housing in fiscal year 2005 through a diverse portfolio of housing programs. The GRHC assumes a key role in meeting the housing needs of the City of Grand Rapids, successfully leveraging public and private resources to forge partnerships that have benefited its housing developments and the Grand Rapids community.

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

Conventional Public Housing. The Grand Rapids Housing Commission owns and manages 570 units of conventional public housing also known as low-income public housing. Under this program, the U.S. Department of Housing & Urban Development (HUD) pays to construct the housing developments, and operating costs are funded through rental income and operating subsidies provided by the federal government according to a formula known as the Performance Funding System. The GRHC receives approximately \$800,000 annually in operating subsidy in order to serve very-low-income families under federal regulations. In addition to the operating subsidy we receive in support of the conventional public housing program, the GRHC is also eligible to pursue support of its developments through participation in the following HUD-funded programs:

- *Capital Fund Program.* Housing Commissions of more than 250 units receive funding under the Capital Fund Program in support of capital improvements, modernization and management improvements. The Grand Rapids Housing Commission must submit both an annual statement and a rolling five-year plan on the use of these funds. The amount each agency receives is based on a formula and annual congressional appropriations.
- *Family Self-Sufficiency Program.* The Housing Commission provides monetary incentives and supportive services that encourage participants to seek and maintain employment. As a household's income increases, the family pays a greater portion

of its rent. From the savings the Housing Commission realizes, an escrow account is established to benefit the family. After completing contract requirements and being free of welfare assistance for one year, the family can receive escrow funds.

The Housing Commission will continue to nurture the relationships we have developed with local social service and educational agencies that assist families as they journey toward self-sufficiency; these agencies include the Area Community Service Employment and Training Agency (ACSET), Head Start, Grand Rapids Community College and the Kent County Family Independence Agency. The FSS program is also available to participants in the GRHC's Section 8 Housing Choice Voucher Program.

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

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

- *Family Self-Sufficiency Program.* See program description above.
- *Mainstream Program.* The Mainstream Program provides 190 vouchers to families whose head of household or spouse has disabilities. The GRHC works with the local social service agency Disability Advocates to identify the need for affordable housing among disabled residents of Kent County. Disability Advocates uses city and county funds to provide wheelchair access ramps and similar modifications for families who need them. The local social service agency Home Repair Services has contracted to install the ramps and make other needed modifications.
- *Section 8 Homeownership Program.* In 2002, the Grand Rapids Housing Commission launched a Homeownership Program to help low-income families who wish to apply Housing Choice Voucher funds toward the purchase of their own home. Under this program, a low-income family identifies the property it wishes to

purchase and arranges for a mortgage. The GRHC requires the family to obtain a certified inspection and to attend classes designed specifically for new homeowners. The GRHC pays a portion of the mortgage payment directly to the lending institution from Housing Assistance Payment funds. The program has celebrated a total of 14 client closings as of December 31, 2004. Our goal in the coming year is to increase both the number and success rate of participants in this exciting new program.

- *Project-Based Program.* This program enables the GRHC to assign housing vouchers to specific housing sites targeted toward homeless women with children, low-income senior citizens and the disabled. The GRHC administers a total of 425 units under this program.

During FY 2003, the Housing Commission designated a total of 200 vouchers to the GRHC's Mt. Mercy housing development and Oroquois Apartments and Emerald Creek Apartments in Grand Rapids. During FY 2004, an additional 100 vouchers were designated to Mt. Mercy and Heron Court and Heron Manor Apartments.

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

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

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

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

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

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

- *Mount Mercy Development.* In 1990, the Grand Rapids Housing Commission purchased the Mount Mercy Academy property on Grand Rapids' northwest side for the purpose of renovating and constructing a 125-unit development to house the low-income elderly. Mt. Mercy Limited Partnership and the Mt. Mercy Housing Corporation were formed to own and operate these housing facilities. The development is financed with the proceeds of the federal low-income tax credit and a mortgage issued by the Grand Rapids Housing Commission. The facility is managed by the GRHC, which is also the sole member of the Mt. Mercy Housing Corporation. The Mt. Mercy Limited Partnership has the right to sell the property and the Grand Rapids Housing Commission is obligated to purchase it in 2008.

In 2003, the Mt. Mercy development was converted to 117 Section 8 Project-Based units for the elderly. The GRHC recently completed a two-phase, \$7.8 million renovation and expansion project to modernize the building's north wing, expand community space and construct an addition that's making 55 new one-bedroom units available to low-income seniors.

- *Hope Community Development.* The Grand Rapids Hope Limited Partnership I & II and the Hope Community Housing Corporation were formed for the purpose of owning and operating housing facilities for homeless women with children. The Greater Grand Rapids Home Builders Association and Hope Community, Inc., raised funds for the development and construction of a complex that consists of a 12-unit main service center and 12 satellite units of detached duplexes. The housing facilities are financed with the proceeds of the federal low-income tax credit and a

mortgage issued by the Grand Rapids Housing Commission. The facilities are managed by the GRHC, which is also the sole member of the Hope Community Housing Corporation. The Hope Limited Partnership has the right to sell the properties and the GRHC is obligated to purchase them starting in 2007.

- *Sheldon Housing Development.* In 2002, Sheldon Avenue Limited Partnership was formed for the purpose of transforming a vacant school building and grounds on Grand Rapids' southeast side into a 20-unit, two-story apartment building flanked by 25 new one-bedroom cottages, all designed to serve senior citizens and the disabled. In late 2004, the GRHC was awarded federal Low-Income Housing Tax Credits and a Federal Home Loan Bank of Indianapolis Affordable Housing Program grant in support of this development. The \$4.8 million project got underway in winter 2004 and is scheduled to be completed in winter 2005.

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

RESIDENT SERVICES PROGRAM

The GRHC's Housing Management staff and Resident Services Manager are using the results of resident surveys conducted in 2001-2002 and 2004 to develop and enhance resident service programs.

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

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

During 2003, the Housing Commission hired four permanent, full-time Resident Services Specialists to make the case management services offered through the Hope Community Transitional Housing Program and at Adams Park Apartments more responsive to resident needs and to staff a new on-site case management office at

Ransom Tower Apartments. Case managers help residents access available community resources. In 2004, the GRHC hired a temporary contract employee who provides case management services at our Campau Commons family housing development. Case management services will also be offered at Mount Mercy Apartments beginning in 2005.

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

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

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1-8
ii. Table of Contents	
1. Housing Needs	13-20
2. Financial Resources	20-21
3. Policies on Eligibility, Selection and Admissions	22-31
4. Rent Determination Policies	31-35
5. Operations and Management Policies	35-38
6. Grievance Procedures	39
7. Capital Improvement Needs	39-41
8. Demolition and Disposition	41-42
9. Designation of Housing	42-43
10. Conversions of Public Housing	43-45
11. Homeownership Programs	45-48
12. Community Service and Self-Sufficiency Programs	48-51
13. Crime and Safety	51-54
14. Pets (Inactive for January 1 PHAs)	54, 58
15. Civil Rights Certifications (included with PHA Plan Certifications)	54
16. Audit	54
17. Asset Management	54-55
18. Other Information	55-59

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (Attachment A)
- FY 2005 Capital Fund Program Annual Statement (Attachments B thru L)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart (Attachment N)
- FY 2005 Capital Fund Program 5-Year Action Plan (Attachment B)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (Attachment O)
- Other (List below, providing each attachment name)
 - Component 3 (6) Deconcentration and Income Mixing (Attachment P)
 - Component 10 (B) Voluntary Conversion Initial Assessments (Attachment Q)
 - Certification by Local Official of PHA Plan Consistent with Consolidated Plan (Attachment R)
 - PHA Certification of Compliance (Attachment S)
 - Form HUD-50070, Certification for a Drug-Free Workplace (Attachment T)
 - Form HUD-50071, Certification of Payments to Influence Federal Transaction (Attachment U)
 - Standard Form SF-LLL and SF-LLL, Disclosure of Lobbying Activities (Attachment V)
 - GRHC – 2004 Accomplishments (Attachment W)
 - Follow-Up Plan for 2004 Resident Assessment Survey (Attachment X)

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 (ACOP), 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 (ACOP)	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 (ACOP)	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing (ACOP)	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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5-Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
X	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	11,048	5	5	4	1	1	5
Income >30% but <=50% of AMI	9,194	5	5	4	1	1	5
Income >50% but <80% of AMI	13,959	5	3	4	1	1	5
Senior Citizens	4,258	5	2	2	2	2	2
Families with Disabilities	2,100	5	5	4	5	2	2
African American	7,501	5	5	4	1	1	5
Hispanic	1,374	5	5	4	1	1	5

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

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

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

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

Housing Needs of Families on the Waiting List, Section 8

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- 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	8,092	100%	
Extremely low income <=30% AMI	6,689	83%	
Very low income (>30% but <=50% AMI)	1,403	17%	
Low income (>50% but <80% AMI)			
Families with children	4,766	59%	
Elderly families	469	6%	
Families with Disabilities	2,033	25%	
Caucasian	3,639	45%	
African American	4,264	53%	
Native American or Alaskan	126	1%	
Asian	63	1%	
Hispanic	506	6%	
Non-Hispanic	7,586	94%	
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)? 8 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 type="checkbox"/> No <input checked="" type="checkbox"/> Yes (graduates of transitional housing programs)			

Housing Needs of Families on the Waiting List, Public Housing

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 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	2,448		
Extremely low income <=30% AMI	To be determined	To be determined	
Very low income (>30% but <=50% AMI)	To be determined	To be determined	
Low income (>50% but <80% AMI)	To be determined	To be determined	
Families with children	1,440	59%	
Elderly families	61	2%	
Families with disabilities	467	19%	
Caucasian	1,270	52%	
African American	1,123	46%	
Native American or Alaskan	33	1%	
Asian	22	1%	
Hispanic	148	6%	
Non-Hispanic	2,300	94%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	263	34%	
2 BR	1,093	45%	
3 BR	497	20%	
4 BR	10	.7%	
5 BR	5	.3%	
5+ BR			

Housing Needs of Families on the Waiting List, Public Housing

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

If yes:

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

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
 - Continue to develop resident services for the elderly
 - Develop additional housing for the low-income elderly
 - Outreach to community partners that serve the low-income elderly

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
Develop resident services for the disabled

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

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	876,308	
b) Public Housing Capital Fund	808,000	
c) HOPE VI Revitalization	13,860,000	
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	14,200,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
a) Resident Opportunity and Self-Sufficiency Grants	200,000	
b) Community Development Block Grant		
c) HOME		
Other Federal Grants (list below)		
Section 8 New Construction	720,000	
Section 8 Sub. Rehabilitation	1,320,000	
Section 8 Mod. Rehabilitation	615,000	
Transitional Housing Grant	120,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2003 Capital Fund	97,000	Pub. Hsg. Capital Imp.
2004 Capital Fund	738,509	
3. Public Housing Dwelling Rental Income	900,000	Pub. Hsg. Operations
4. Other income (list below)		
Interest	5,000	Pub. Hsg. Operations
Other Tenant Charges	15,000	Pub. Hsg. Operations
4. Non-federal sources (list below)		
Total resources	34,474,817	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- Credit history
- Threatening/abusive behavior toward staff and/or residents
- Debt owed to other assisted-housing development

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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? Five

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

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)
Information and application forms available online at www.grhousing.org

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)
 - To assist in meeting deconcentration goals
 - Due to crime or domestic violence issues

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

5 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

- The PHA-resident lease
- The PHA's Admissions and Continued Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)
Pet Policy
Rent Collection Policy
Transfer Policy
Facilities Use Policy
Grievance Procedures

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the Section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to Section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office (Waiting list is currently closed.)
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

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

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - Moderate Rehab development
 - Graduates of transitional housing programs for the homeless
 - Targeted programs such as the Welfare-to-Work and Mainstream programs

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

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special-Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other (list below)
GRHC web site: www.grhousing.org

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income-Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

- c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- Annually
 - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- Success rates of assisted families
 - Rent burdens of assisted families
 - Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- \$0
 - \$1-\$25
 - \$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)
Exemption for financial hardship, if tenant meets established criteria.

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:

Starting in 1969 with 188 elderly units (Adams Park) and 40 family units (Campau Commons I) of conventional public housing funded by the U.S. Department of Housing and Urban Development, the Housing Commission has expanded to provide affordable housing to more than 3,600 households in fiscal year 2005 through a diverse portfolio of housing programs. The Housing Commission assumes a strong role in meeting the housing needs of the City of Grand Rapids, successfully leveraging public and private resources to forge partnerships that have benefited its housing developments and the Grand Rapids community. Examples of the fruits of these a \$7.8 million renovation and expansion project at our Mount Mercy senior housing development; and an ongoing \$4.8 million renovation and construction project that will make 45 new units available to low-income senior citizens and the disabled. After extensive consultation with city officials, community leaders and affected tenants, we also recently applied for a Hope VI grant that will help us revitalize a distressed family housing development. The Grand Rapids Housing Commission will continue to take a leadership role in addressing the housing and supportive needs identified by the City in its Consolidated Plan.

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	445	150
Section 8 Vouchers	2,690	300
Section 8 Certificates	0	0
Section 8 Mod Rehab	132	22
Special Purpose Section 8 Certificates/Vouchers (list individually)	Mainstream 190 Welfare-to-Work 269	20
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		
Public Hsng. Homeownership	125	0
Section 8 New Const.	153	26
Section 8 Sub. Rehab	190	40
Non-Federal: Low-Income Tax Credit	204	57

C. Management and Maintenance Policies

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

The Grand Rapids Housing Commission has updated its management and maintenance policy for Public Housing and Section 8 programs in compliance with the 1998 Quality Housing & Work Responsibility Act. The following is a list of policies governing the maintenance and management of the GRHC and its Public Housing developments and programs. Copies of these rules, standards and policies are maintained and may be reviewed at the GRHC's main administrative office.

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

a. GENERAL MANAGEMENT POLICIES/PROCEDURES

Computer, Internet and E-Mail Policy

Criminal Drug Treatment and Registered Sex Offender Classification
Management Policy

Economic Uplift – Self-Improvement Program

Equal Housing Opportunity Policy

FSS/CDBG Complaint Procedures

Hazardous Materials Policy

Minority & Women Business Enterprise Policy and Plan

Resident Initiative Policies and Procedures

Resident Participation Management

Economic Development/Self-Sufficiency

Anti-Drug Strategy and Security

Homeownership Opportunities

Resident Representation Resolution

Risk Control Policy

Tracking and Reporting of Crime

Travel Policy

Freedom of Information Policy

Blood-Borne Pathogens Policy

Medical Emergency Policy

Jean McKee Resident Scholarship Program

Vehicle Use Policy

Computer Security Policy

Weapons Policy

b. SITE MANAGEMENT POLICIES

Deceased Tenant Policy

Facilities Use Policy

Grievance Procedures

Maintenance Policy
Pest Control Policy
Pet Policy
Rent Collection Policy
Utility Allowances and Surcharges
Maintenance/Excess Charges Policy

c. ACCOUNTING POLICIES

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

d. PERSONNEL POLICIES

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

e. ADMISSIONS POLICIES

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

(2) Section 8 Management: (list below)

Section 8 Administrative Plan
Claim Procedures
Family Self-Sufficiency Action Plan
FMR/Utilities Payment Standard
Grievance Procedures (Policy)
Homeownership Program
Occupancy Standards
One Strike 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:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

Housing Commissions of more than 250 units receive funding under the Capital Fund Program (CFP) for capital improvements, modernization and management improvements. The Grand Rapids Housing Commission must submit both an annual statement and a rolling five-year plan on the use of these funds for FFY 2005-2009. The amount each agency receives is based on a formula and annual congressional appropriations.

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) B & C

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

If yes, list development name/s below:

Campau Commons

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

If yes, list developments or activities below:

Campau Commons

Sheldon Housing Development

- 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:

Planned revitalization of Campau Commons (pending award of Hope VI grant)

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Campau Commons
1b. Development (project) number: MI73-1 & -3
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (11/8/04)
5. Number of units affected: 112
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 10/31/06 b. Projected end date of activity: 12/29/06

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<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 type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (_____)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <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:	Scattered Site II
1b. Development (project) number:	P073-010
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	07/08/1991
5. Number of units affected:	50
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Scattered Site III	
1b. Development (project) number: P073-012	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I	
<input checked="" type="checkbox"/> 5(h)	
<input type="checkbox"/> Turnkey III	
<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program	
<input type="checkbox"/> Submitted, pending approval	
<input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>10/27/1994</u>	
5. Number of units affected: 25	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Scattered Site IV	
1b. Development (project) number: P073-013	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I	
<input checked="" type="checkbox"/> 5(h)	
<input type="checkbox"/> Turnkey III	
<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program	
<input type="checkbox"/> Submitted, pending approval	
<input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>10/27/1994</u>	
5. Number of units affected: 25	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name: Scattered Site V	
1b. Development (project) number: P073-014	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<u>10/01/1997</u>
6. Number of units affected: 50	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description: The GRHC's full-time Homeownership Program Manager facilitates eligible Section 8 voucher holders' participation in the program, which enables families to apply their Section 8 rental subsidy toward home mortgage payments. Participants are required to complete homeownership classes, locate a home and GRHC-approved lender and obtain required inspections prior to purchase.

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

- Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

- A. *Family Self-Sufficiency Program.* In 1993, the Housing Commission implemented the Section 8 Family Self-Sufficiency program. In 1999, it expanded its Family Self-Sufficiency program to include GRHC public housing sites. The GRHC provides monetary incentives and support services to encourage client families to seek and maintain employment. As a household's income increases, the family pays a higher dollar amount of its rent. From the savings the GRHC realizes, an escrow account is established to benefit the family. After completing contract requirements and being free of welfare assistance for one year, the family can receive the escrowed funds. The GRHC has developed relationships with the Area Community Service Employment and Training Agency (ACSET), Head Start, Goodwill Industries, Grand Rapids Community College and the Kent County Family Independence Agency to provide the support families need as they make the transition to self-sufficiency.
- B. *Community Service Requirements.* The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt public housing adult residents (18 or older) contribute eight hours per month of community service or participate in eight hours of training, counseling, classes or other activities designed to help the individual achieve self-sufficiency.

The GRHC works with affected residents to ensure compliance with this community service requirement. Residents attend informational meetings facilitated by the GRHC's Family Self-Sufficiency Program Manager. Every public housing resident over the age of 18 is required to sign a "Community

Service Compliance Certification” or a “Community Service Exemption Certification” that lists the specific exemption(s) for which the resident qualifies. In addition, non-exempt residents are required to complete and return to the GRHC a monthly “Community Service Time Sheet” that documents and verifies the community service activities they have undertaken. Approved activities include volunteer work at schools, churches or local social service agencies, job readiness programs, GED or English-as-a-second-language classes, substance abuse or mental health counseling, and full-time school attendance. Residents who fail to comply with the community service requirement are notified 90 days before their annual recertification that they must meet the requirement or their lease will not be renewed.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 03/01/00

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)
Security Deposit Program that provides low-income families with the security deposit funds they need in order to participate in the Section 8 program.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or Section 8 participants or both)
Welfare-to-Work	269	Waiting list	Section 8/Main Office	Section 8
Family Self-Sufficiency, Sec. 8	310	Self-referral	Homeownership Center	Section 8
Family Self-Sufficiency, Public Housing	50	Self-referral	Homeownership Center	Public Housing
Security Deposit	86	As needed	Section 8/Main Office	Section 8/FIA
Sec. 8 Homeownership Program	25+	Specific criteria	Homeownership Center	Section 8
5(h) Homeownership Program	125	Specific criteria	Homeownership Center	Public Housing
Case Management Services	411	Self-referral	Housing Site Offices	Public Housing
Transitional Housing Program	23	Specific criteria	Hope Community	LIHTC/Section 8

(2) Family Self Sufficiency programs

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 02/01/05)
Public Housing	N/A	50
Section 8	239	310

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti

- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)
Concerns expressed by representatives of community agencies (i.e., Senior Neighbors, Senior Meals, etc.)

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- Other (describe below)
Needs assessment completed by a local college
Concerns expressed by representatives of community agencies

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

Adams Park
Campau Commons
Creston Plaza
Ransom Tower

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime prevention through environmental design
- Activities targeted to at-risk youth, adults or seniors
Recreation Reaps Rewards. The Grand Rapids Housing Commission intends to continue its existing partnership with the Grand Rapids Parks and Recreation Department through its “Recreation Reaps Rewards” program. This innovative program provides a targeted, flexible and wholesome program of educational, life skills and recreational services in partnership with area

schools, neighborhoods, social service agencies and departments of the City of Grand Rapids. The purpose of the program is to provide positive alternative activities for youth and families that are “at risk” for drug use and related activities. Funding will be provided through a Capital Fund Grant from the Department of Housing and Urban Development. The Grand Rapids Housing Commission’s Comprehensive Family Training program and Learning Center programs have been coordinated through the Recreation Reaps Rewards program at its family housing development Neighborhood Centers.

- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
 - Increased security lighting, security cameras, limiting access points
 - Through community-oriented teams coordinated by staff and representatives of local units of government

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

Adams Park
Campau Commons
Creston Plaza

C. Coordination between PHA and the police

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

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

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

Adams Park
Campau Commons
Creston Plaza

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 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)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)
Staff training re asset management is underway, activities are under development

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 O
- Provided below:

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

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Grand Rapids

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

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

- Increasing homeownership opportunities through the construction of affordable single-family homes
- Developing 100 units of housing for seniors and the disabled through the rehabilitation of existing structures and the construction of new units

Other: (list below)

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

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

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

D. Other Information Required by HUD

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

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

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

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

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

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

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

3. **Pet Policy**

In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1998, the Grand Rapids Housing Commission has established a pet policy permitting residents of Public Housing developments to own and keep common household pets in their apartments. The GRHC has limited pets to birds, fish, and small dogs and cats. At no time will the GRHC approve exotic pets such as snakes, monkeys, game pets, ferrets, etc. Every pet must be registered annually with the GRHC, must be current with licensing and inoculations, and the owner must identify the person who accepts responsibility for the care of a pet in his or her absence. Each pet owner is liable for damages by their pet, and the tenant will be required to exempt the GRHC from any and all responsibility for injury or illness caused by tenant-owned pets. Owners of pet dogs and cats will agree to pay a “damage deposit” to the Commission in advance, in compliance with Michigan Security Deposit Law.

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

The Grand Rapids Housing Commission continues to make significant progress toward accomplishing its stated mission of providing housing assistance and affordable housing

opportunities to lower income families, disabled and senior citizens in a manner that is fiscally sound and in a way that supports families, neighborhoods and economic self-sufficiency.

Attachment W is a list of staff accomplishments toward attaining the Grand Rapids Housing Commission's established goals and objectives. Some of the most significant accomplishments include a \$7.8 million renovation and expansion at the GRHC's Mount Mercy senior housing development and securing funding to develop a 45-unit, \$4.8 million senior development on Grand Rapids' southeast side. These accomplishments were completed with an improved year-end financial position and a positive cash flow for the fiscal year ended 6/30/04.

5. **Resident Members to Grand Rapids Housing Commission**

Ms. Angela Bunn is the resident member of the Grand Rapids Housing Commission. Appointed by the City Manager and City Commission, Ms. Bunn's four-year term will expire in April 2008.

6. **Membership of the Resident Advisory Board**

Angela Bunn
Marcie Douthett
Louise Jackson
Robert Jenkins
Earl Kasper, Sr.
Tammy Robertson
Jacqueline Williams

Attachments

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

- A. Admission Policy for Deconcentration
- B. Estimated FFY 2005 Capital Fund Program (CFP) Annual Statement & 5-Year Action Plan
- C. Estimated FFY 2005 CFP Replacement Housing Factor – Annual Statement & 5-Year Action Plan
- D. FFY 2004 CFP – Performance and Evaluation Report, 12/31/04
- E. FFY 2004 CFP Replacement Housing Factor – Performance & Evaluation Report, 12/31/04
- F. FFY 2003 CFP – Performance & Evaluation Report, 12/31/04
- G. FFY 2003 CFP - Supplemental
- H. FFY 2003 CFP Replacement Housing Factor – Performance & Evaluation Report, 12/31/04
- I. FFY 2002 CFP – Final Performance & Evaluation Report
- J. FFY 2002 CFP Replacement Housing Factor – Performance & Evaluation Report
- K. FFY 2001 CFP Replacement Housing Factor – Performance & Evaluation Report
- L. FFY 2000 CFP Replacement Housing Factor – Performance & Evaluation Report
- M. Grand Rapids Housing Commission Board Approved Operating Budget
- N. Management Organizational Chart
- O. Comments of Resident Advisory Board, Comments from Public Hearing
- P. Component 3 (6) Deconcentration and Income Mixing
- Q. Component 10 (B) Voluntary Conversion Initial Assessments
- R. Certification by Local Official PHA Plan Consistent with Consolidated Plan
- S. PHA Certification of Compliance
- T. Form HUD-50070, Certification for a Drug-Free Workplace
- U. Form HUD-50071, Certification of Payments to Influence Federal Transaction
- V. Standard Form SF-LLL and Disclosure of Lobbying Activities
- W. FY 2004 Accomplishments
- X. Follow-Up Plan for 2004 Resident Assessment Survey

ATTACHMENT A

10.4 DECONCENTRATION POLICY

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

The Grand Rapids Housing Commission will affirmatively market our housing to all eligible income groups. Lower-income residents will not be steered toward housing developments in which the average family income is below the median income in our community, and higher-income residents will not be steered toward developments in which the average family income is higher than the median income. Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located and the income levels of the families on the waiting list. Based on this analysis, we will determine the marketing strategies and deconcentration incentives to implement.

10.5 DECONCENTRATION INCENTIVES

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

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

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07350105 ESTIMATED Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12-31-2004 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	147,700			
3	1408 Management Improvements Soft Costs	135,000			
	Management Improvements Hard Costs				
4	1410 Administration	60,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	39,000			
10	1460 Dwelling Structures	249,100			
11	1465.1 Dwelling Equipment—Nonexpendable	29,000			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	38,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	Collaterization or Debt Service				
20	Contingency	5,709			
21	Amount of Annual Grant: (sum of lines.....)	738,509			
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 Related to Security-- Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350105 EST. Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 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	Original	Revised	
MI 73-1	Cabinetry	1460		8,200				
Adams Park	Unit Carpeting	1460		11,000				
	Heating Line Repairs	1460		10,000				
	Plumbing Repairs	1460		8,000				
	Appliance Replacement	1465	15 units	10,000				
	Sub-Total			47,200				
MI 73-1 & 3	Appliance Replacement	1465	10 Units	8,500				
Campau	Asphalt Repairs	1450	As Needed	17,000				
Commons	Concrete Repairs	1450	As Needed	10,000				
	Exterior Doors	1460	32	16,000				
	Siding Replacement	1460	3 Bldgs.	32,500				
	Sub-Total			84,000				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350105 EST. Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 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	
MI 73-2	Heating Upgrades	1460		8,000				
Creston Park	Water Heaters	1460	10 Units	5,000				
	Laundry Room Liners	1460		18,900				
	Siding Replacement	1460	2 Bldgs.	29,000				
	Unit Retiling	1460	9 Units	35,000				
	Appliance Replacements	1465	10 Units	8,500				
	Resurface Basketball Court	1450		8,000				
	Accordion Doors	1460		10,000				
	Exterior Doors	1460	14 Units	7,000				
	Tub Enclosures	1460		21,500				
	Exterior Painting	1460		9,000				
	Subtotal			159,900				
MI 73-8/14	Appliance Replacement	1465		2,000				
Scattered Site	Water Heaters	1460		2,000				
	Floor Replacement	1460		2,000				
	Siding Repairs	1460		2,000				
	Roofs	1460		2,000				
	Windows	1460		2,000				
	Furnaces	1460		2,000				
	Plumbing	1460		2,000				
	Electrical	1460		2,000				
	Cabinets	1460		2,000				
	Concrete Repairs	1450		2,000				
	Tree Removal/Landscaping	1450		2,000				
	Doors	1460		2,000				
	Subtotal			26,000				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350105 EST. Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 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	
PHA-Wide	Operations	1406		147,700				
	Support Services Coordinator	1408		55,000				
	Recreation Reaps Rewards Program	1408		80,000				
	Administrative, Partial Salaries for Program Administrators	1410		60,000				
	A & E Services, Other Fees & Costs	1430		35,000				
	Computer Equipment	1475		30,000				
	Maintenance Tools, Equipment	1475		8,000				
	Contingency	1502		5,709				
	Sub-Total			421,409				

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

PHA Name: GRAND RAPIDS HOUSING COMMISS		Grant Type and Number Capital Fund Program No: MI33P07350105 ESTIMATED Replacement Housing Factor No:				Federal FY of Grant: FFY 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	
MI 73-1 Adams Park	4/30/07			4/30/09			
MI 73-1 & 3 Campau Commons	4/30/07			4/30/09			
MI 73-2 Creston Park	4/30/07			4/30/09			
MI 73-8/14 Scattered Site	4/30/07			4/30/09			
PHA-Wide	4/30/07			4/30/09			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name GRAND RAPIDS HOUSING COMMISS		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010
Adams Park MI 73-1	Annual Statement	65,000	170,000	105,000	130,000
Campau Commons MI 73-1&3		123,100	57,500	94,500	85,000
Creston Park MI 73-2		132,400	68,700	105,500	115,000
Scattered Sites MI 73-8/14		0	43,800	0	0
PHA-Wide		25,000			
Physical Improvements Subtotal		320,500	320,000	330,000	330,000
Management Improvements		135,000	135,000	135,000	135,000
HA Wide Nondwelling Equip		38,000	38,000	28,000	28,000
Administration		60,000	60,000	60,000	60,000
A & E Services		30,000	30,000	30,000	30,000
Other Fees, Contingency, Etc.		7,309	7,809	7,809	7,809
Operations		147,700	147,700	147,700	147,700
Total CFP Funds (Est.)	738,509	738,509	738,509	738,509	738,509
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : <u> 2 </u> FFY Grant: 2006 PHA FY: 2007			Activities for Year: <u> 3 </u> FFY Grant: 2007 PHA FY: 2008		
FFY 2004	Description of Activity	Quantity	Estimated Cost	Description of Activity	Quantity	Estimated Cost
See	Creston Park MI 73-2			Creston Park MI 73		
Annual Statement	Appliance Replacements	10 Units	8,500	Roof Replacements	3 bldgs.	21,200
	Plumbing, Sewer Replacement	15 units.	45,000	Appliance Replacements	9 Units	7,500
	Heating Upgrades		15,000	Landscaping		10,000
	Water Heaters	12 Units	5,000	Framing Replacement		10,000
	Unit Retiling	13 Units	30,000	Asphalt Repairs		10,000
	Accordion Doors		15,000	Concrete Repairs		10,000
	LR/DR Ceiling Replacement		13,900	Sub-Total		68,700
	Sub-Total		132,400			
				Scattered Sites		
				Siding Replacement	3 bldgs.	20,000
				Appliance Replacements	10 Units	3,800
						23,800
	PHA-WIDE			PHA-WIDE		
	Resident Services Coordinator		55,000	Resident Services Coordinator		55,000
	Recreation Reaps Rewards Program		80,000	Recreation Reaps Rewards Program		80,000
	Computer Equipment		30,000	Computer Equipment		30,000
	Maintenance Equipment, Tools		8,000	Maintenance Equipment, Tools		8,000
	Administration		60,000	Administration		60,000
	A & E Services		30,000	A & E Services		30,000
	Other Fees, Contingency, Etc.		7,309	Other Fees, Contingency, Etc.		7,809
	Operations		147,700	Operations		147,700
	Sub-Total		418,009	Sub-Total		418,509

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350105 ESTIMATED	Federal FY of Grant: FFY 2005
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Original Annual Statement & Five Year Plan Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:12-31-2004 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities		36,330		
19	Collateralization Expenses or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines.....)		36,330		
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 related to Security-- Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name GRAND RAPIDS HOUSING COMMISSION		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2007	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010
PHA - WIDE	Annual Statement	36,330 Yr. 2 of 2nd Five Year Increment of Replacement Housing Funds	36,330 Yr. 3 of 2nd Five Year Increment of Replacement Housing Funds	36,330 Yr. 4 of 2nd Five Year Increment of Replacement Housing Funds	36,330 Yr. 5 of 2nd Five Year Increment of Replacement Housing Funds
Total CFP Funds (Est.)					
Total Replacement Housing Factor Funds	36,330	36,330	36,330	36,330	36,330

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

Activities for Year 1	Activities for Year : <u>2</u> ____ FFY Grant: 2006 PHA FY: 2007			Activities for Year: <u>3</u> ____ FFY Grant: 2007 PHA FY: 2008		
	Description of Activity	Quantity	Estimated Cost	Description of Activity	Quantity	Estimated Cost
See Annual Statement	Replacement Housing Development Cost	100%	36,330	Replacement Housing	100%	36,330
				Debt Service on 10 Units of Replacement Housing		

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

Activities for Year 1	Activities for Year : <u>4</u> ___ FFY Grant: 2008 PHA FY: 2009			Activities for Year: <u>5</u> ___ FFY Grant: 2009 PHA FY: 2010		
	Description of Activity	Quantity	Estimated Cost	Description of Activity	Quantity	Estimated Cost
See Annual Statement	Replacement Housing	100%	36,330	Replacement Housing	100%	36,330
	Debt Service on 10			Debt Service on 10		
	Units of Replacement Housing			Units of Replacement Housing		

Annual Statement/Performance and Evaluation Report

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07350104 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2004
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 12-31-2004
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	147,700		0	0
3	1408 Management Improvements Soft Costs	135,000		0	0
	Management Improvements Hard Costs				
4	1410 Administration	60,000		0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	72,000		0	0
10	1460 Dwelling Structures	216,700		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	20,500		0	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	38,000		0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	Collaterization or Debt Service				
20	Contingency	13,609		0	0
21	Amount of Annual Grant: (sum of lines.....)	738,509		0	0
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 Related to Security-- Hard Costs	45,000		0	0
	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350104 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MI 73-1	Window Wall Replacement	1460		58,200		0	0	
Adams Park	Irrigation System	1450		23,000		0	0	
	Compactor Upgrade	1460	5 floor	22,000		0	0	
	Unit Carpeting	1460	10 units	9,000		0	0	
	Appliance Replacement	1465	15 units	6,000		0	0	
	Sub-Total			118,200		0	0	
MI 73-1 & 3	Security Upgrade - Division Ave.	1450		45,000		0	0	
Campau	Plumbing, Sewer Replacement	1460	As Needed	20,000		0	0	
Commons	Furnace Replacement	1460	6 units	12,000		0	0	
	Exterior Doors	1460		8,000		0	0	
	Appliances	1465		4,000		0	0	
	Sub-Total			89,000		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: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350104 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Original	Revised	
MI 73-2	Water Heaters	1,460	10	3,000		0	0	
Creston Park	Heating System Upgrade	1,460		10,000		0	0	
	Unit Retiling	1460	5 units	20,000		0	0	
	Cabinet Replacement	1,460	5 units	15,000		0	0	
	Accordion Doors	1,460	5 units	5,000		0	0	
	Exterior Doors	1,460	10	6,000		0	0	
	Tub Enclosures	1,460	15	8,500		0	0	
	Appliances	1,465	10 Units	8,500		0	0	
	Subtotal			76,000		0	0	
MI 73-8/14	Appliance Replacement	1465		2,000		0	0	
Scattered Site	Water Heaters	1460		2,000		0	0	
	Floor Replacement	1460		2,000		0	0	
	Siding Repairs	1460		2,000		0	0	
	Roofs	1460		2,000		0	0	
	Windows	1460		2,000		0	0	
	Furnaces	1460		2,000		0	0	
	Plumbing	1460		2,000		0	0	
	Electrical	1460		2,000		0	0	
	Cabinets	1460		2,000		0	0	
	Concrete Repairs	1450		2,000		0	0	
	Tree Removal/Landscaping	1450		2,000		0	0	
	Doors	1460		2,000		0	0	
	Subtotal			26,000		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: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350104 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
PHA-Wide	Operations	1406		147,700		0	0	
	Support Services Coordinator	1408		55,000		0	0	
	Recreation Reaps Rewards Program	1408		80,000		0	0	
	Administrative, Partial Salaries for Program Administrators	1410		60,000		0	0	
	A & E Services, Other Fees & Costs	1430		35,000		0	0	
	Computer Equipment	1475		30,000		0	0	
	Maintenance Tools, Equipment	1475		8,000		0	0	
	Contingency	1502		13,609		0	0	
	Sub-Total			429,309		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: GRAND RAPIDS HOUSING COMMISS		Grant Type and Number Capital Fund Program No: MI33P07350104 Replacement Housing Factor No:				Federal FY of Grant: FFY 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI 73-1 Adams Park	9/13/06			9/13/08			
MI 73-1 & 3 Campau Commons	9/13/06			9/13/08			
MI 73-2 Creston Park	9/13/06			9/13/08			
MI 73-8/14 Scattered Site	9/13/06			9/13/08			
PHA-Wide	9/13/06			9/13/08			

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350104	Federal FY of Grant: FFY 2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:
 Performance and Evaluation Report for Period Ending: 12/31/2004 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	36,330		0	0
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	36,330		0	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07350103 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 2)
 Performance and Evaluation Report for Period Ending: 12/31/2004 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	128,000	128,000	128,000	128,000
3	1408 Management Improvements Soft Costs	130,000	139,555	139,555	139,555
	Management Improvements Hard Costs				
4	1410 Administration	60,000	60,000	60,000	26,471
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000	38,777	38,777	28,733
8	1440 Site Acquisition				
9	1450 Site Improvement	50,000	15,660	11,585	11,585
10	1460 Dwelling Structures	177,000	195,061	146,821	110,279
11	1465.1 Dwelling Equipment—Nonexpendable	36,500	22,970	20,903	20,903
12	1470 Nondwelling Structures	0	2,607	2,607	2,340
13	1475 Nondwelling Equipment	38,000	58,000	25,239	25,239
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	Collateralization or Debt Service				
20	Contingency	14,329	9,591	0	0
21	Amount of Annual Grant: (sum of lines.....)	668,829	668,829	573,487	493,105
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 Related to Security-- Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350103 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Original	Revised	
MI 73-1	Coomon Area Furniture/Office Equip.	1465		20,000	20,000	4,857	4,857	
Adams Park	Relocate Window Air Conditioners	1460	5 floor	5,000	0	0	0	
	Unit Carpeting	1460	20 units	17,000	17,000	1,313	1,313	
	Appliance Replacement	1465	15 units	6,000	6,000	3,950	3,950	
	Asphalt Repair/ Seal Cracks	1450		0	4,000	4,000	4,000	
	Back-Flow Hydrant	1460		0	975	975	975	
	Subtotal			48,000	47,975	15,095	15,095	
MI 73-1 & 3	Security Upgrade - Division Ave.	1450		45,000	2,310	0	0	
Campau	Siding Replacement	1460	5 bldgs	55,000	0	0	0	
Commons	Furnace Replacemnt	1460	6 units	12,000	12,000	4,312	4,312	
	Plexiglas Window Replacement	1460		5,000	0	0	0	
	Appliances	1465		4,000	5,169	5,169	5,169	
	Sidewalk	1450		0	2,850	2,850	2,850	
	Subtotal			121,000	22,329	12,331	12,331	

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350103 Replacement Housing Factor Grant No:					Federal FY of Grant: FFY 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Original	Revised		
MI 73-2	Water Heaters	1460	10	3,000	3,000	1,345	1,345		
Creston Park	Unit Retiling	1460	5 units	20,000	17,509	17,509	17,509		
	Cabinet Replacement	1460	5 units	15,000	48,523	48,523	48,523		
	Accordion Doors	1460	5 units	5,000	0	0	0		
	Exterior Doors	1460	10	6,000	0	0	0		
	Exterior Painting	1460	7 bldgs.	9,000	894	894	0		
	Appliances	1465		4,000	9,301	9,301	9,301		
	Heating Repairs	1460		0	4,391	4,391	4,391		
	Windows	1460		0	32,377	32,377	24,221		
	Structural Repair	1460	1 bldg.	0	27,492	27,492	0		
	Column Repair - Gym	1470		0	2,607	2,607	2,340		
	Mailboxes	1460	84	0	5,900	5,900	5,900		
	Parking Lot/Driveway Repair	1450	As Needed	0	1,500	1,500	1,500		
	Subtotal			62,000	153,494	151,839	115,030		
MI 73-8/14	Appliance Replacement	1465		2,500	2,500	2,483	2,483		
Scattered Site	Water Heaters	1460		2,500	2,500	0	0		
	Floor Replacement	1460		2,500	2,500	0	0		
	Siding Repairs	1460		2,500	2,500	0	0		
	Roofs	1460		2,500	2,500	0	0		
	Windows	1460		2,500	2,500	0	0		
	Furnaces	1460		2,500	2,500	840	840		
	Plumbing	1460		2,500	2,500	0	0		
	Electrical	1460		2,500	2,500	950	950		
	Cabinets	1460		2,500	1,750	0	0		
Cont on next page	Concrete Repairs	1450		2,500	3,250	3,235	3,235		

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350103 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Original	Revised	
MI 73-8/14	Tree Removal/Landscaping	1450		2,500	2,500	0	0	
Scattered Site	Doors	1460		2,500	2,500	0	0	
	Subtotal			32,500	32,500	7,508	7,508	
PHA-Wide	Operations	1406		128,000	128,000	128,000	128,000	
	Support Services Coordinator	1408		50,000	50,000	50,000	50,000	
	Recreation Reaps Rewards Program	1408		80,000	89,555	89,555	89,555	
	Administrative, Partial Salaries for Program Administrators	1410		60,000	60,000	60,000	26,471	
	A & E Services, Other Fees & Costs	1430		35,000	38,777	38,777	28,733	
	Computer Equipment	1475		30,000	30,000	16,958	16,958	
	Maintenance Tools, Equipment	1475		8,000	8,000	3,424	3,424	
	Contingency	1502		14,329	9,591	0	0	
	Sub-Total			405,329	413,923	386,714	343,141	

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

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

Annual Statement/Performance and Evaluation Report

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07350203 (Supplemental) Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2003
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Original Annual Statement & Five Year Plan
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 12-31-2004
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	27,852	27,852	27,852	27,852
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000	5,761	5,761	5,761
10	1460 Dwelling Structures	87,000	81,184	81,184	80,231
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	20,000	25,055	25,055	25,055
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	Collateralization Expenses or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines.....)	139,852	139,852	139,852	138,899
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance				
	Amount of line 21 Related to Security -Soft Costs				
	Amount of Line 21 related to Security-- Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350203 (Supplemental) Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI 73-1	Exterior Doors	1460		5,000	1,566	1,566	1,566		
Adams Park	Subtotal			5,000	1,566	1,566	1,566		
MI 73-1 &3	Railings	1460	4 Bldgs.	15,000	6,720	6,720	6,720		
Campau	Sidewalks	1450	35 Units	5,000	3,061	3,061	3,061		
Commons	Fire Alarm System - Gym	1470	5 Units	10,000	8,600	8,600	8,600		
	Campau Gym Painting	1470		0	3,928	3,928	3,928		
	Subtotal			30,000	22,309	22,309	22,309		
MI 73-2	Heat Covers & Fin Tubes	1460	As needed	25,000	5,875	5,875	5,875		
Creston Park	Exterior Lights	1460	10 Units	5,000	64,353	64,353	64,353		
	Fire Alarm System - Gym	1470	3 Bldgs.	10,000	8,600	8,600	8,600		
	Windows, Screens Sills	1460	As needed	37,000	0	0	0		
	Concrete Repairs	1450	As Needed	0	2,700	2,700	2,700		
	Creston Gym Painting	1470		0	3,927	3,927	3,927		
	City Mechanical Inspections	1460		0	2,670	2,670	2,670		
	Subtotal			77,000	88,125	88,125	88,125		
PHA Wide	Operations			27,852	27,852	27,852	27,852		

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

PHA Name: GRAND RAPIDS HOUSING COMMISS	Grant Type and Number Capital Fund Program No: MI33P07350203 (Supplemental) Replacement Housing Factor No:	Federal FY of Grant: FFY 2003
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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	
MI 73-1 Adams Park	2/13/06			2/13/08			
MI 73-1 & 3 Campau Commons	2/13/06			2/13/08			
MI 73-2 Creston Park	2/13/06			2/13/08			
PHA-Wide	2/13/06			2/13/08			

Annual Statement/Performance and Evaluation Report

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350103	Federal FY of Grant: FFY 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:
 Performance and Evaluation Report for Period Ending: 12/31/2004
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	32,902		0	0
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	32,902		0	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: MI33P07350102 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 5)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	128,000	162,000	162,000	162,000
3	1408 Management Improvements Soft Costs	105,475	127,687	127,687	127,687
	Management Improvements Hard Costs				
4	1410 Administration	60,000	60,000	60,000	60,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	45,000	35,911	35,911	35,911
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000	9,160	9,160	9,160
10	1460 Dwelling Structures	324,500	315,749	315,749	315,749
11	1465.1 Dwelling Equipment—Nonexpendable	16,500	17,847	17,847	17,847
12	1470 Nondwelling Structures	40,000	34,498	34,498	34,498
13	1475 Nondwelling Equipment	70,000	50,032	50,032	50,032
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	Collaterization or Debt Service				
20	Contingency	18,409	0	0	0
21	Amount of Annual Grant: (sum of lines.....)	812,884	812,884	812,884	812,884
	Amount of line 21 Related to LBP Activities				
	Amount of line 21 Related to Section 504 compliance	0	0		
	Amount of line 21 Related to Security –Soft Costs				
	Amount of Line 21 Related to Security-- Hard Costs				
	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350102 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI 73-1	Unit Carpeting	1460	10 units	7,000	4,387	4,387	4,387		
Adams Park	Appliance Replacement	1465	15 units	6,000	3,453	3,453	3,453		
	Kitchen Remodel	1460	2 Units	8,000	12,650	12,650	12,650	Contract	
	Exterior Wall Repair	1460		10,000	1,500	1,500	1,500	Completed	
	Office/Community Room Expansion	1470		40,000	34,498	34,498	34,498		
	Sub-Total			71,000	60,456	60,456	60,456		
MI 73-1 & 3	Siding Replacement	1460	5 bldgs	55,000	42,400	42,400	42,400	Contract	
Campau	Basement Window Replacement	1460	120	12,000	7,360	7,360	7,360	Completed	
Commons	Plexiglas Window Replacement	1460		10,000	18,228	18,228	18,228		
	Appliances	1465		4,000	3,668	3,668	3,668		
	Storm Doors	1460	35	17,000	14,175	14,175	14,175		
	Hardwood Floor Repair	1460	5 Units	15,000	10,979	10,979	10,979		
	Franklin/Division Landscaping	1450		0	2,294	2,294	2,294		
	Furnaces	1460		0	827	827	827		
	Sub-Total			113,000	99,931	99,931	99,931		

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350102 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI 73-2	Water Heaters	1460	10	3,000	1,203	1,203	1,203		
Creston Park	Replace Siding	1460	3bldgs.	70,000	0	0	0		
	Unit Retiling	1460	5 units	25,000	40,300	40,300	40,300	Contract	
	Cabinet Replacement	1460	5 units	15,000	35,371	35,371	35,371	Completed	
	Accordion Doors	1460	5 units	5,000	9,150	9,150	9,150		
	Exterior Doors	1460	10	36,000	32,400	32,400	32,400		
	Exterior Painting	1460	7 bldgs.	9,000	0	0	0		
	Appliances	1465		4,000	7,526	7,526	7,526		
	Heating Upgrades	1460		0	52,503	52,503	52,503		
	Security Cameras	1475		0	1,677	1,677	1,677		
	Water Damage Repairs	1460	1 unit	0	9,406	9,406	9,406		
	Subtotal			167,000	189,536	189,536	189,536		
MI 73-8/14	Appliance Replacement	1465		2,500	1,523	1,523	1,523	Work	
Scattered Site	Water Heaters	1460		2,500	2,120	2,120	2,120	Completed	
	Floor Replacement	1460		2,500	4,592	4,592	4,592		
	Siding Repairs	1460		2,500	0	0	0		
	Roofs	1460		2,500	5,550	5,550	5,550		
	Windows	1460		2,500	0	0	0		
	Furnaces	1460		2,500	4,899	4,899	4,899		
	Plumbing	1460		2,500	1,044	1,044	1,044		
	Electrical	1460		2,500	737	737	737		
	Cabinets	1460		2,500	0	0	0		
	Concrete Repairs	1450		2,500	700	700	700		
	Tree Removal/Landscaping	1450		2,500	6,166	6,166	6,166		
	Doors	1460		2,500	0	0	0		
	Subtotal			32,500	27,331	27,331	27,331		

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION		Grant Type and Number Capital Fund Program Grant No: MI33P07350102 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2002			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
PHA-Wide	Operations	1406		128,000	162,000	162,000	162,000	Completed	
	Support Services Coordinator	1408		50,000	44,900	44,900	44,900		
	Occupancy Training	1408		5,475	7,098	7,098	7,098	Jan 04	
	Recreation Reaps Rewards Program	1408		50,000	75,689	75,689	75,689	Completed	
	Administrative, Partial Salaries for Program Administrators	1410		60,000	60,000	60,000	60,000	Completed	
	A & E Services, Other Fees & Costs	1430		45,000	35,911	35,911	35,911	Completed	
	Computer Equipment	1475		40,000	20,000	20,000	20,000	Completed	
	Maintenance Vehicles	1475		25,000	24,795	24,795	24,795	Completed	
	Maintenance Tools, Equipment	1475		5,000	5,237	5,237	5,237	Completed	
	Contingency	1502		18,409	0	0			
	Sub-Total			426,884	435,630	435,630	435,630		

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

PHA Name: GRAND RAPIDS HOUSING COMMISS		Grant Type and Number Capital Fund Program No: MI33P07350102 Replacement Housing Factor No:				Federal FY of Grant: FFY 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
MI 73-1 Adams Park	6/30/04		6/30/04	6/30/05		9/30/04	
MI 73-1 & 3 Campau Commons	6/30/04		6/30/04	6/30/05		9/30/04	
MI 73-2 Creston Park	6/30/04		6/30/04	6/30/05		9/30/04	
MI 73-8/14 Scattered Site	6/30/04		6/30/04	6/30/05		9/30/04	
PHA-Wide	6/30/04		6/30/04	6/30/05		9/30/04	

Annual Statement/Performance and Evaluation Report

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350102	Federal FY of Grant: FFY 2002
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: _____)
 Performance and Evaluation Report for Period Ending: 12/31/2004
 Final Performance and Evaluation Report

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

Annual Statement/Performance and Evaluation Report

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350101	Federal FY of Grant: FFY 2001
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: _____)
 Performance and Evaluation Report for Period Ending: 12/31/2004
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	36,176		0	0
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	36,176		0	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report

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

PHA Name: GRAND RAPIDS HOUSING COMMISSION	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI33R07350100	Federal FY of Grant: FFY 2000
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no: _____)
 Performance and Evaluation Report for Period Ending: 12/31/2004
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	35,518		0	0
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	35,518		0	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

GRAND RAPIDS HOUSING COMMISSION
Proposed Operating Budget - Cash Basis
Fiscal Year Ending June 30, 2006

ATTACHMENT M

Revenue:

Management Fee - Ransom	58,740
Management Fee - Mt Mercy	52,000
Management Fee - Leonard	26,600
HUD Grants	18,360,956
Vacancies	(101,116)
Tenant Assistance Payment	1,857,000
Administrative Fee	1,396,530
Hard to House Fee	11,656
FSS Fee	120,166
Dwelling Rental	2,213,352
Excess Utilities	7,800
Investment Income-unrestricted	64,500
Fraud Recovery Funds	5,000
Other Income	242,303
Donations	1,000
Interest on Notes Receivable	281,352
FIA Child Care	40,000
MSHDA ESG	57,150
Development Fee	450,000
Principal Payments on Mortgages	132,229
Second Mortgages Repaid	25,000
Proceeds from Sale of Houses	40,000

Total Revenue 25,342,218

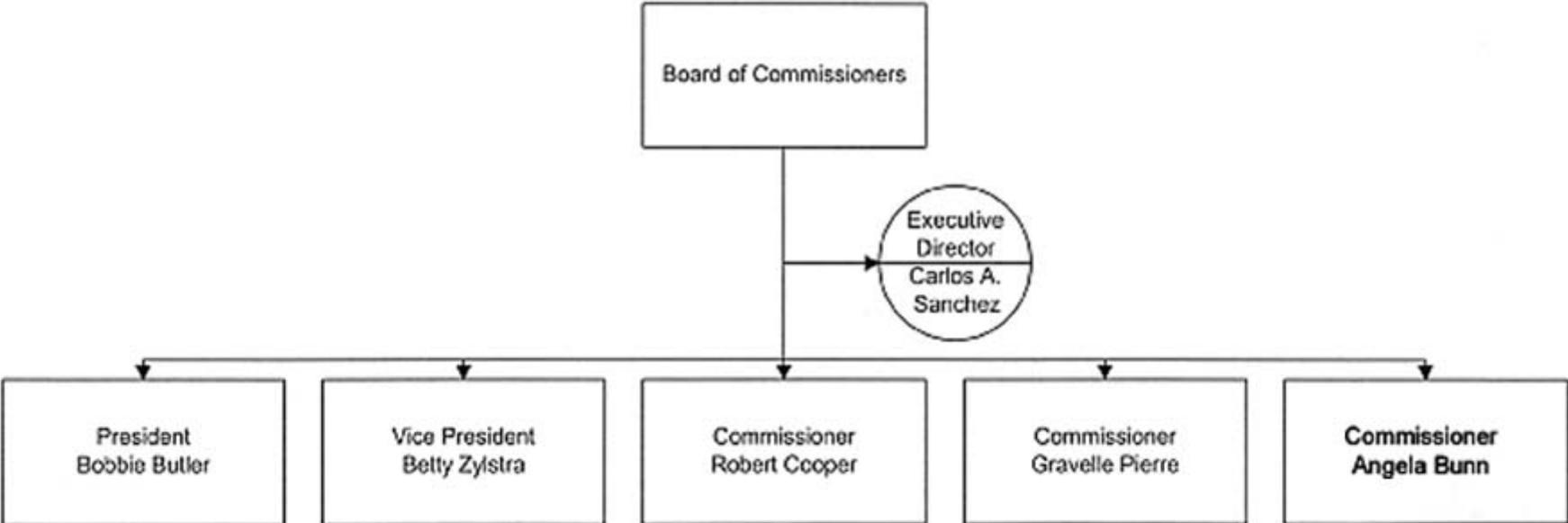
Expenditures:

Administrative	
Salaries	1,993,782
Salaries-Fss	94,146
Salaries-Management	0
Legal Fees	25,800
Training	11,368
Travel	46,155
Auditing Fees	43,600
Office Rent	0
Employee Benefits	608,811
Employee Benefits-FSS	26,020
Employee Benefits - Management	0
Office Supplies	36,200
Telephone Charges	52,763
Advertising	20,000
Eviction/Collection Costs	26,350
Copy Machine	28,400
Portable Admin Fee	13,600
Rent Free Unit	0
Sundry Charges to Tenant	0
Other Sundry	210,297
Management Fee	137,340
Total Administrative	<u>3,374,632</u>

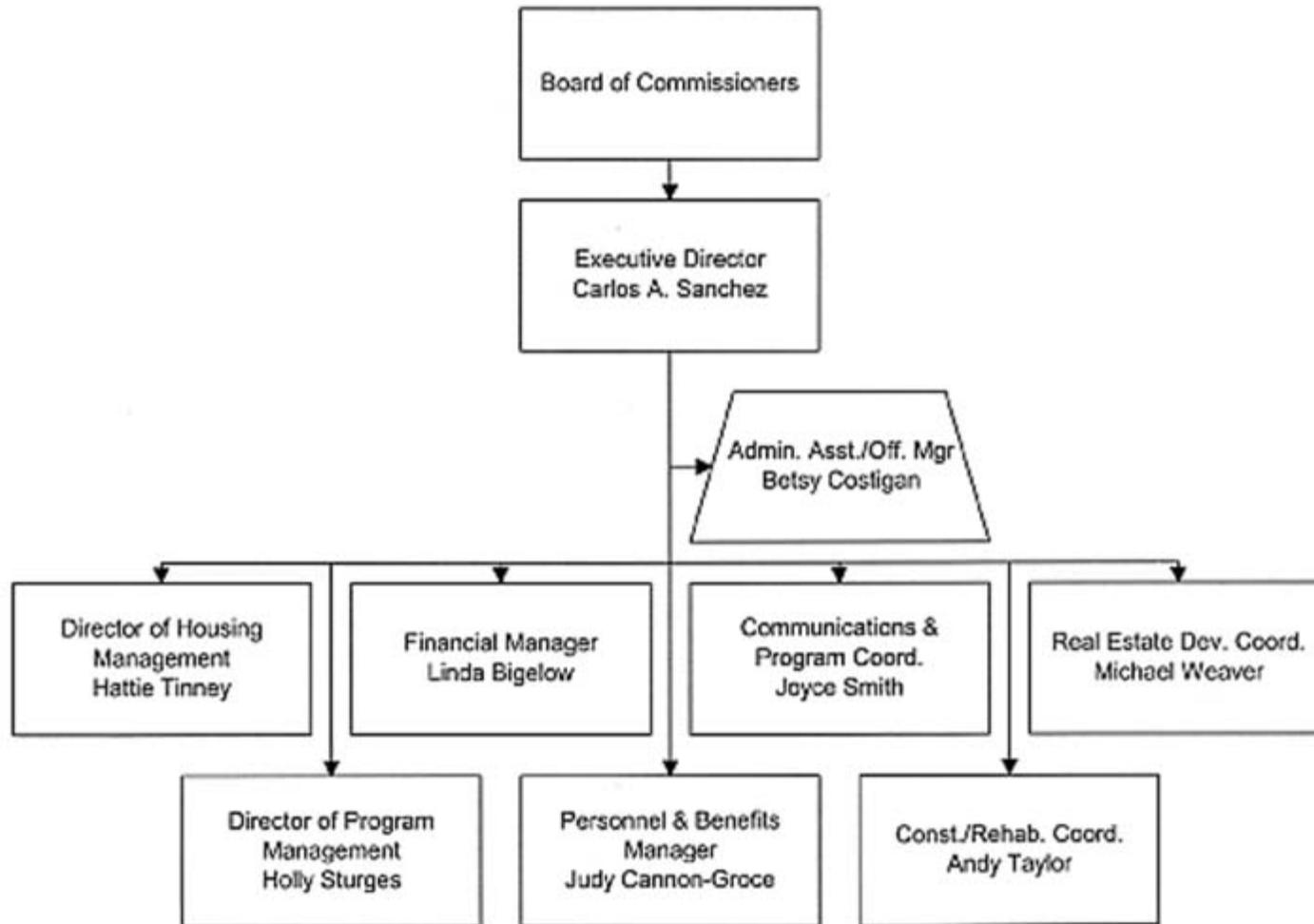
Tenant Services	
Tenant Services - Salaries	313,951
Tenant Services- Benefits	85,554
Tenant Services-Other	1,000
Child Care	150,000
Total Tenant Services	<u>550,505</u>
Utilities	
Water	256,271
Electricity	282,993
Gas	541,147
Total Utilities	<u>1,080,411</u>
Maintenance	
Maintenance Labor	483,549
Maintenance Materials	79,880
Cleaning Supplies	23,800
Painting Supplies	11,150
Other Supplies	18,472
Routine Maintenance	32,200
Heating Repairs	48,400
Elevator Maintenance	22,000
Lawn Care	30,700
Snow Plowing	32,248
Electrical Repairs	11,600
Carpet/Tile Replacement	42,600
Other Contract Costs	81,100
Trash Removal	92,377
Maintenance Travel	4,630
Maintenance Benefits	158,182
Painting	66,200
Total Maintenance	<u>1,239,088</u>
General Expenses	
Insurance	298,700
PILOT	97,712
Bad Debt-Tenants	20,550
Interest-Mortgage	604,852
Interest-Bonds	279,600
Other General Expense	22,950
Resident Participation	10,750
Housing Assistance	16,757,036
FSS Escrow	344,000
Total General	<u>18,436,150</u>
Capital Expenditures	30,000
Mortgage Principal Payments	490,929
Deposits to Reserve Accounts	47,556
Total Expenditures	25,249,271
Net Cash Flow	92,947

**GRAND RAPIDS HOUSING COMMISSION
ORGANIZATIONAL CHART -
COMMISSIONERS**

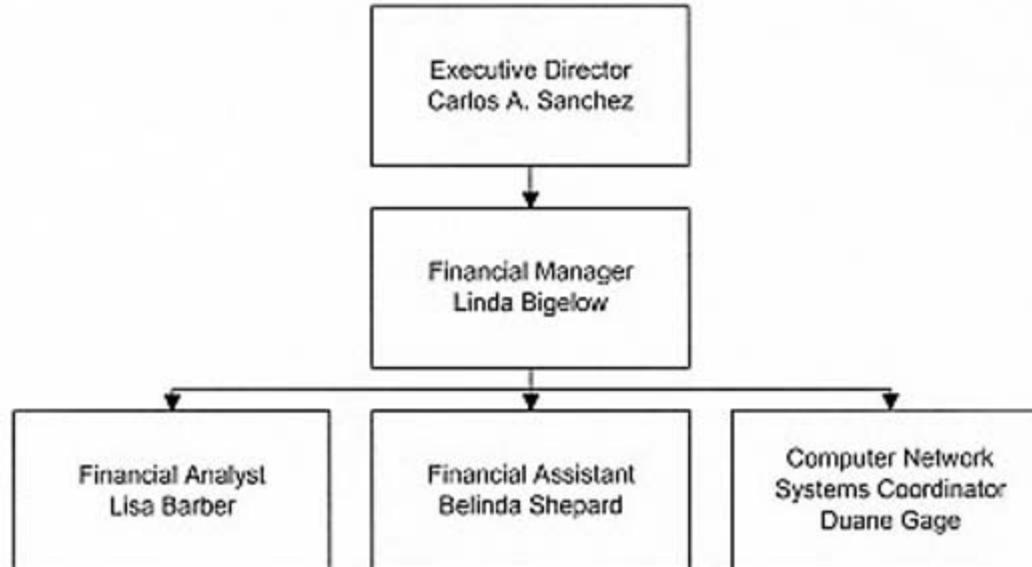
ATTACHMENT N



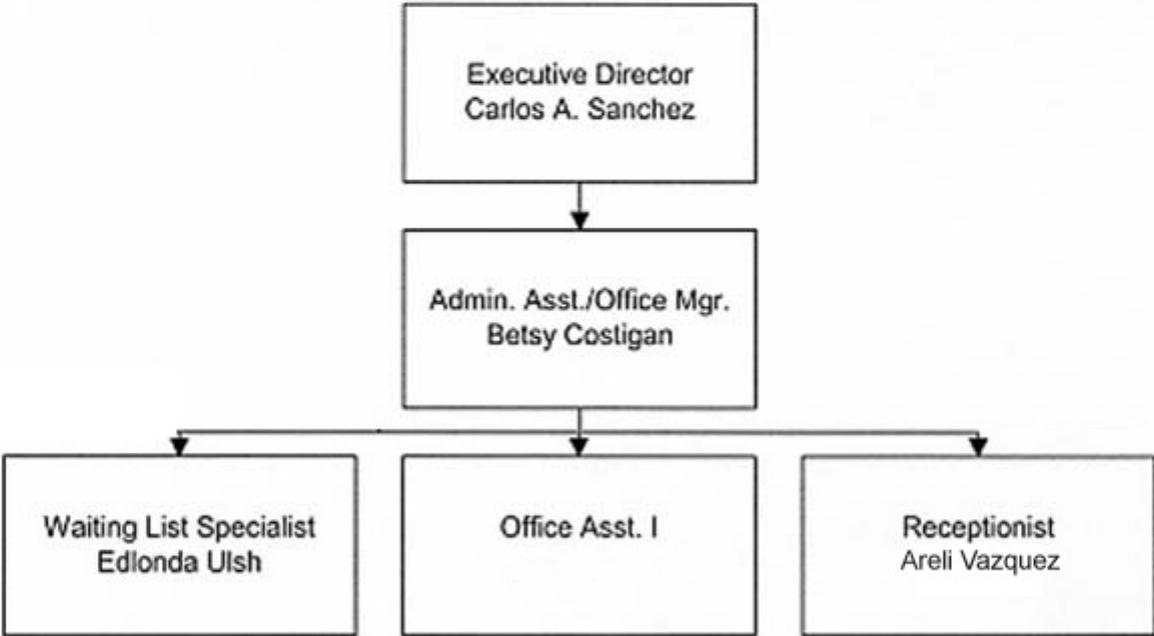
GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART



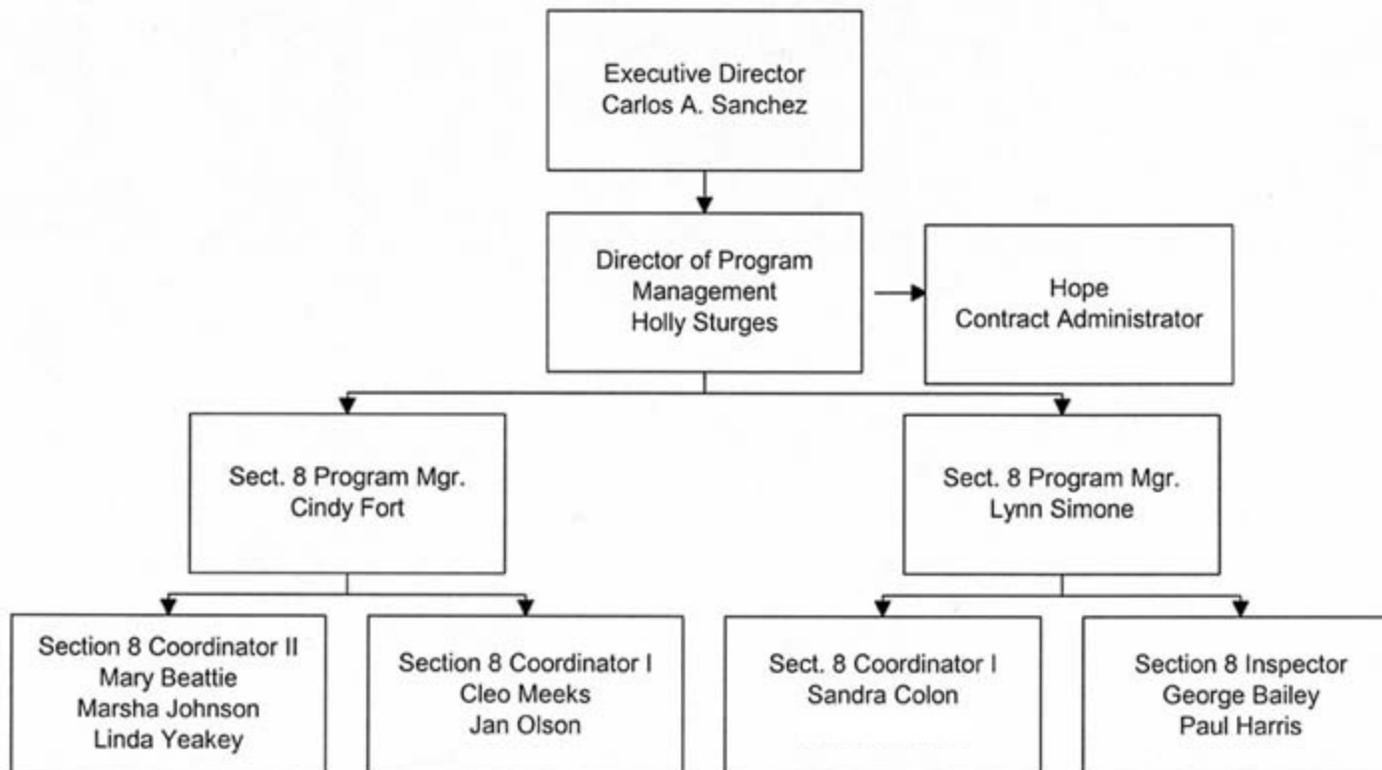
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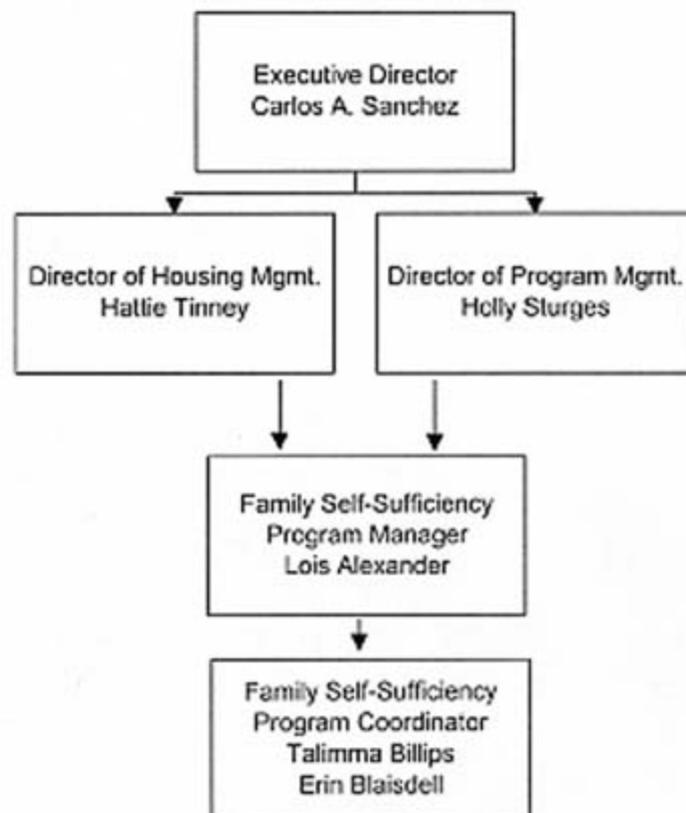
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ORGANIZATIONAL CHART - A**



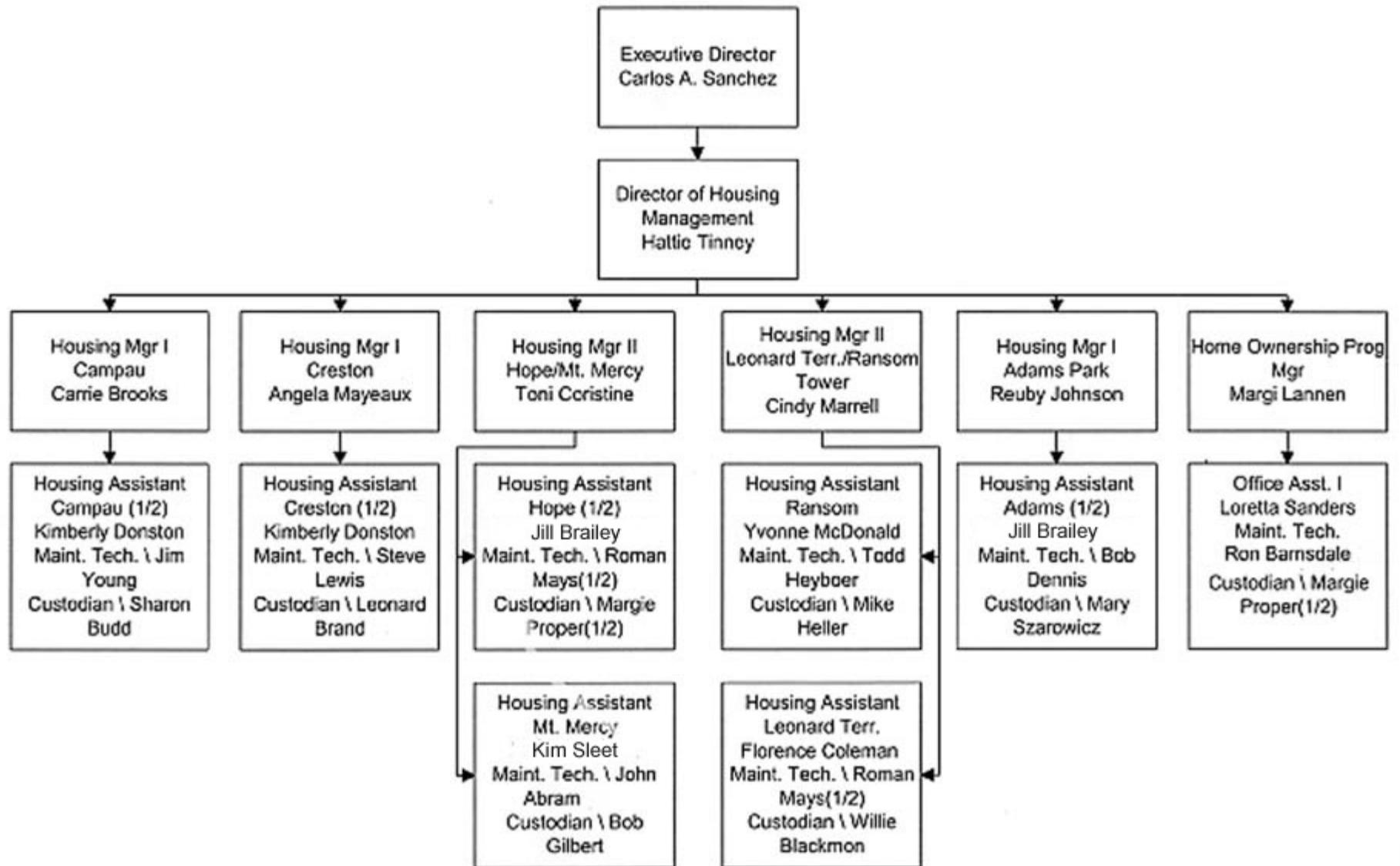
GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART - C



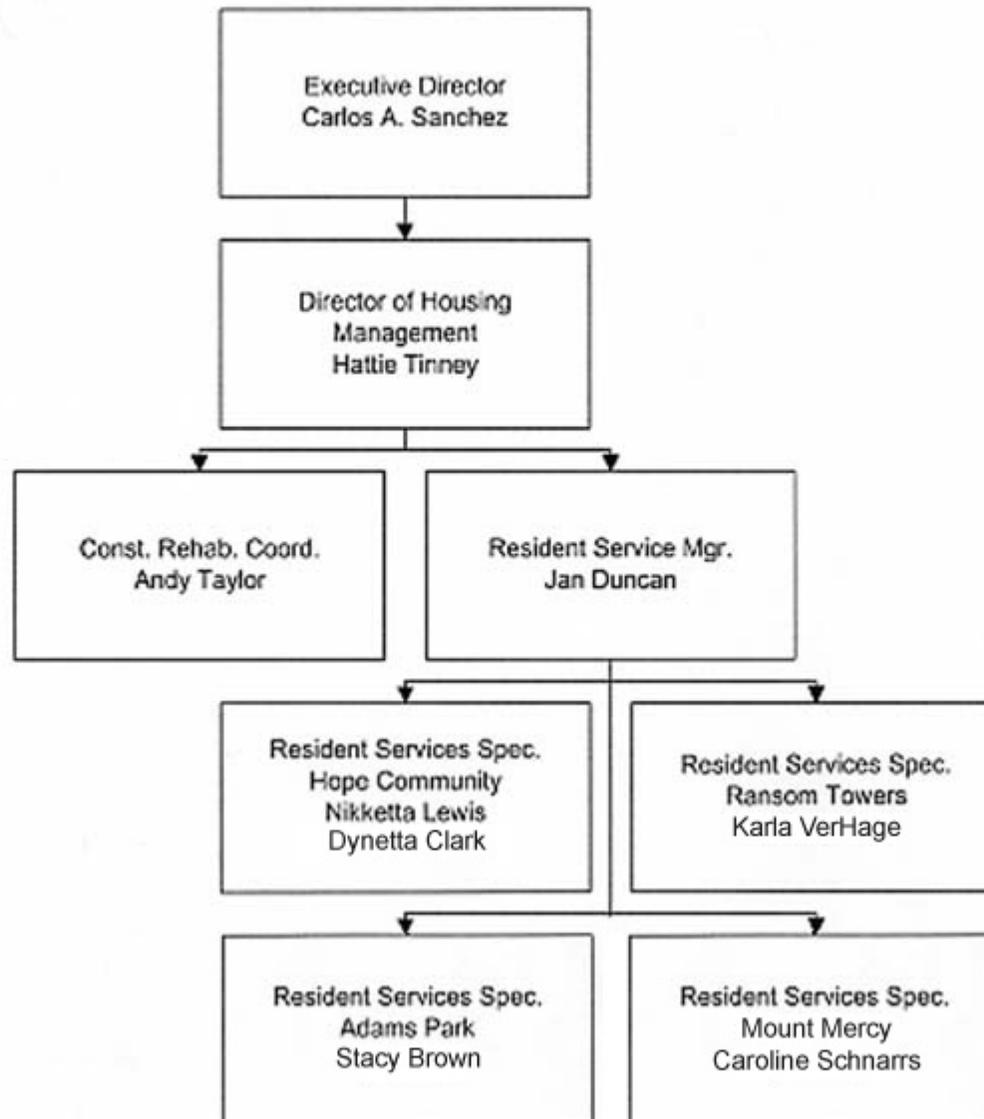
GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART



GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART



GRAND RAPIDS HOUSING COMMISSION ORGANIZATIONAL CHART



ATTACHMENT O

MINUTES OF MARCH 24, 2005 RESIDENT ADVISORY BOARD

The meeting of the Resident Advisory Board was held on March 24, 2005 in the conference room of the administrative building, 1420 Fuller, S.E., Grand Rapids, Michigan. The Chair called the meeting to order at 6:09 p.m.

Roll Call: Present: Angela Bunn, Louise Jackson, Earl Kasper, Jacqueline Williams

Absent: Marci Douthett, Robert Jenkins, Tammy Robertson

Also attending the meeting were Carlos A. Sanchez, Betsy Costigan, Holly Sturges, Hattie Tinney, Jan Duncan and Joyce Smith.

MINUTES:

Louise Jackson, supported by Jacqueline Williams, moved to approve the Minutes of November 17, 2004.

Ayes: Bunn, Jackson, Kasper, Williams

Nays: None

The Chair declared the motion carried.

STAFF REPORT:

1. The Director of Housing Management, Hattie Tinney, updated the Board on revisions to the Low-Income Public Housing Grievance Procedures.
2. The Director presented the Board with copies of the draft Five-Year Agency Plan for 2005-2009 and the draft 2005 Annual Agency Plan for review and offered a brief summary of significant changes in the plans. The Board voiced concern regarding the need for more community safety, noting a high incidence of young drug dealers plying their trade on city streets as particularly problematic.

The Director told the board he would pass their comments and concerns on to Grand Rapids' police chief. He added that the Housing Commission partners with the City's Parks and Recreation Department to offer youth programs at our family housing developments as a way of helping young residents withstand environmental pressures toward involvement in drugs and other illegal activities.

3. The Director informed the Board of the various grant awards received in 2004.

4. Jan Duncan updated the Board on the food pantries that are being provided to Low-Income Public Housing Residents.

5. The Director informed the Board that the yearly Resident Survey will be issued shortly and to watch for it in the mail.

6. Holly Sturges updated the Board on the impact of recent changes to the Housing Choice Voucher Payment Standards.

7. Joyce Smith informed the Board of the upcoming Annual Luncheon scheduled for Wednesday, May 11, 2005, and that we are accepting applications for the 2005 Jean McKee Resident Scholarship Awards.

There being no further business to come before the Board, Louise Jackson, supported by Earl Kasper, moved to adjourn the meeting at 6:47 p.m.


Chair



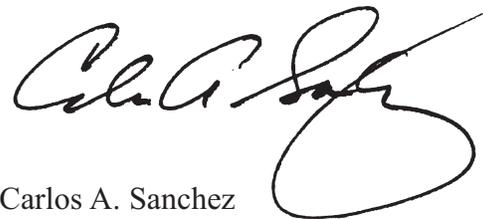
GRAND RAPIDS HOUSING COMMISSION

February 11, 2005

NOTICE

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

The Grand Rapids Housing Commission will hold a public hearing regarding its Agency Plan on Tuesday, April 5, at 6:00 p.m. in the Community Room at Adams Park senior housing development. Adams Park is located at 1440 Fuller Avenue SE, Grand Rapids, Michigan.

A handwritten signature in black ink, appearing to read 'Carlos A. Sanchez', with a large, stylized flourish at the end.

Carlos A. Sanchez
Executive Director

Resident Comments
Agency Plan Public Hearing
04/05/05

Adams Park, Apt. 336 - Concerned about the security in the building—one person has been beaten up twice.

Adams Park, Apt. 310 - Floor captain states there is a need for security after 5:00 p.m. Explained the incident where there was a gun and the parties involved are not residents of Adams.

Adams Park, Apt. 235 - Impossible to get in front door; people letting people who don't live here just walk in; front window was recently broken from someone trying to get in.

Adams Park, Apt 526 - Parking in the front for residents only, the cars in the back of the building that aren't working have been there for a long time, doesn't feel safe any more.

Adams Park, Apt. 136 - Would like the air vents cleaned, and wanted to know if the van could be used again.

Adams Park, Apt. 510 - Would like additional parking spaces for handicapped residents.

Tenants feel there is a parking lot issue—visitors are supposed to be parking in the rear and management doesn't back this policy up. Seniors and the disabled are having to park in the back and walk all the way around.

Floors captains stated that they have all had guns pulled on them, all doors except front door should be locked down. Signing all visitors in even after 5:00 p.m. Need to have police back in. Would like to have cameras up in the front not just with social workers. Need to have the lighting in the parking lot working all at the same time.

ATTACHMENT P

Component 3.(6) Deconcentration and Income Mixing

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

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

If yes, list these developments as follows:

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

ATTACHMENT Q

Component 10 (B) Voluntary Conversion Initial Assessments

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

Three: Campau Commons, Creston Plaza, Scattered Sites

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

One: Adams Park

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

All developments were assessed

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

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

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

N/A

ATTACHMENT R

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

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

Kurt F. Kimball 3/30/05

Signed / Dated by Appropriate State or Local Official

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___standard Annual, _X_ standard 5-Year/Annual or ___streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning July 1, 2005, hereinafter referred to as" the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

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

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

Grand Rapids Housing Commission
PHA Name

MI073
PHA Number/HA Code

- Standard PHA Plan for Fiscal Year: 20__
- Standard Five-Year PHA Plan for Fiscal Years 2005 - 2009, including Annual Plan for FY 2005
- Streamlined Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__

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

Name of Authorized Official	Title
Bobbie Butler	President
Signature	Date
X <i>Bobbie Butler</i>	4/26/05

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

ATTACHMENT T

Applicant Name

Grand Rapids Housing Commission

Program/Activity Receiving Federal Grant Funding

Operating Subsidy FFY 2005, CFP FFY 2005

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adams Park, 1440 Fuller Ave. SE, Grand Rapids, MI 49507
Campau Commons, 835 Commons SW, Grand Rapids, MI 49507
Creston Plaza, 1014 Clancy NE, Grand Rapids, MI 49503

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

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

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

Name of Authorized Official

Carlos A. Sanchez

Title

Executive Director

Signature

X



Date

4/12/05

Certification of Payments to Influence Federal Transactions

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

ATTACHMENT U

Applicant Name

Grand Rapids Housing Commission

Program/Activity Receiving Federal Grant Funding

Operating Subsidy FFY 2005, CFP FFY 2005

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

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

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

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

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

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

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

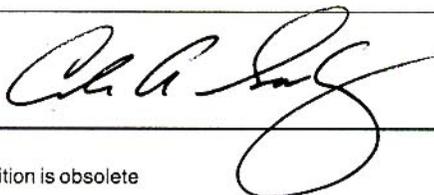
Name of Authorized Official

Carlos A. Sanchez

Title

Executive Director

Signature

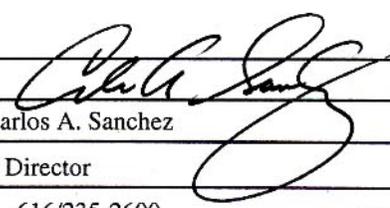


Date (mm/dd/yyyy)

04/12/2005

DISCLOSURE OF LOBBYING ACTIVITIES

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

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Grand Rapids Housing Commission 1420 Fuller Ave. SE Grand Rapids, MI 49507 Congressional District, if known: 3	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known:	
6. Federal Department/Agency: U.S. Dept. of Housing and Urban Development	7. Federal Program Name/Description: Capital Fund Program (CFP), Operating Subsidy CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ Unknown	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> None	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> None	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: Carlos A. Sanchez Title: Executive Director Telephone No.: 616/235-2600 Date: 4/12/05	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

ATTACHMENT W

GRAND RAPIDS HOUSING COMMISSION 2004 ACCOMPLISHMENTS

GENERAL/FINANCIAL/INFORMATION TECHNOLOGY

- Prepared and submitted 2004 Annual Agency Plan to HUD.
- Maintained a positive year-end financial position for the fiscal year ended 6/30/04.
- Implemented direct deposit for 206 property owners who participated in the Section 8 program.
- Developed monthly financial reports for the Section 8 program.
- Completed a \$7.8 million renovation and construction project at Mount Mercy housing development, updating the building's north wing and providing 55 additional units of senior/disabled housing.
- Secured financing and began construction on a \$4.8 million project that is transforming a vacant school building and grounds into a 45-unit housing development for low-income seniors and the disabled.
- Developed/began implementation of an "action plan" designed to maximize the success of the Family Self-Sufficiency Program.
- Earned 2004 HUD "Wall of Fame" Awards for Resident Services and Homeownership programs.
- Conducted 2005 United Way employee campaign. Campaign total: \$6,994; total raised for Hope Community: \$3,991.

COMMUNICATIONS/PUBLIC RELATIONS/INTERNAL RELATIONS

- Held a 2004 Annual Luncheon that included recognition of outstanding community partners.
- Furthered GRHC marketing/public relations goals by producing a variety of publications, including:
 - 2003 Annual Report
 - Family Housing brochure
 - GRHC quarterly newsletters
- Supported GRHC public informational and outreach goals through the distribution of timely, accurate news releases to local media.
- Revised the Jean McKee Resident Scholarship Program to more effectively support the needs of college-bound residents. Awarded and promoted 2004 Scholarship awards.

- Researched Internet search engine technology and regularly updated GRHC web site to ensure timely client/public access to information and optimal placement with the major search engines.
- Redesigned application forms for senior/disabled housing developments to enhance user friendliness and to incorporate a marketing/service questionnaire that will help the Housing Commission plan and implement program and service improvements.
- Developed/conducted tenant recruitment campaign for Mount Mercy housing development.
- Co-sponsored and hosted a successful MBE/WBE Workshop in support of supplier diversity goals.
- Participated in Junior Achievement “Job Shadowing” event that offered local high school students a first-hand look at careers within the affordable housing industry.
- Represented on ASCET Youth Council by Family Self-Sufficiency Program Manager.

PERSONNEL

- Recruited for three vacancies: Real Estate Development Coordinator, Housing Assistant and Maintenance Technician; contracted for temporary office assistance as required.
- Hired three contract social workers to fill service gaps created by a position vacancy and to establish case management services at Campau Commons family housing development.
- Finalized a Summary Plan Description for group health plan to maintain compliance with ERISA regulations.
- Researched and recommended updates for payroll system.
- Revised Vehicle Use Policy.
- Developed a GRHC intranet that includes timely staff information as well as links to commonly accessed Internet sites.
- Renewed contracts for employee health, dental, vision, life and short-term disability insurance, Worker’s Compensation insurance, Employee Assistance Program and flexible spending account for 2005.

SECTION 8 PROGRAMS

- Streamlined and automated work flow for Section 8 staff, trained staff on new procedures.
- Leased up 166 new Enhanced Vouchers in conjunction with a recent renovation at Pheasant Ridge Apartments.

- Submitted all Section 8 information required under the Multi-Tenant Characteristic System, resolving all “fatal errors.”
- Developed systems to monitor and improve the SEMAP score to exceed 90, earning a score of 100% and a “high performer” designation.
- Implemented the Project-Based Assistance Program for 100 vouchers.
- Implemented the GRHC’s Section 8 Housing Choice Voucher Homeownership Program:
 - Fourteen homeownership closings.
 - Twenty-five current program participants.
- Maintained Section 8 waiting list of over 8,000 applicants.
- Scheduled Section 8 program orientation meetings for 276 families.
- Maintained security deposits for 29 families.
- Administered 2,690 Section 8 vouchers, including 292 new families, 604 moving families and 50 families that ported into the GRHC’s program.
- Conducted 4,400 inspections of Section 8 rental units.
- Issued \$137,029 in escrow funds to 25 FSS graduates.
- Maintained Section 8 lease-up at greater than 98%.

HOUSING MANAGEMENT/OPERATION

- Promoted resident satisfaction and safety by successfully evicting problem tenants at all housing sites.
- Worked with the Grand Rapids Police Department to improve the safety and security of the residents, staff and facilities at Hope Community Transitional Housing Program.
- Streamlined the intake process at Hope Community to reduce the amount of time applicants wait for placement.
- Partnered with AARP to provide employment opportunities for senior residents.
- Completed numerous physical improvements to housing sites, including:
 - Renovation of Hope Community Child Care Center.
 - Safety-related improvements at Hope Community and Ransom Tower.
 - Replacement of parking lot and street signage at Adams Park, Leonard Terrace, Mount Mercy and Ransom Tower.

- Revised Admissions and Continued Occupancy Policy, Pet Policy and tenant grievance procedures.
- Revised all lease agreements to ensure consistency in program administration at all housing sites.
- Reinstated personal resident interviews for the recertification process, resulting in a quicker turnover time for recertifications and greater resident satisfaction.
- Partnered with local educational institutions to complete resident needs assessments at Campau Commons and Mount Mercy housing developments.
- Ensured accuracy of recertifications by auditing 100% of files each month.
- Reduced TARs through faster processing of accounting records, delinquent notices, initiation of NTQs and filing of court papers.

RESIDENT SERVICES

- Enhanced resident services by cultivating/strengthening relationships with community partner agencies.
- Partnered with Fuller Avenue Christian Reformed Church to establish a loan fund designed to meet the emergency needs of Adams Park residents.
- Partnered with Senior Neighbors to open a new Senior Center at Leonard Terrace Apartments.
- Partnered with the Grand Rapids Parks & Recreation Department, the Grand Valley State University (GVSU) Ivy Letts Sorority and private donors to offer free computer classes at Adam Park, Campau Commons, Creston Plaza and Ransom Tower Apartments.
- Partnered with Goodwill Industries and Michigan Rehabilitation Services to present a “Ticket to Work” employment program to the disabled residents of Adams Park Apartments.
- Partnered with the GVSU Nursing Program to introduce a two-year program that offers health information and screenings to residents of Leonard Terrace and Ransom Tower Apartments.
- Partnered with the Michigan Secretary of State to hold voter registration drives at all housing sites.
- Coordinated and hosted on-site health fairs at Adams Park, Campau Commons and Creston Plaza.
- Formed a Resident Advisory Council at Adams Park to promote more effective problem-solving discussions between residents and GRHC management.
- Established new food pantries at Campau Commons and Leonard Terrace Apartments.

GRANTS/GRANT ADMINISTRATION

- Applied for and received **\$225,000** ROSS Grant from HUD to fund case management services at Campau Commons and Creston Plaza family housing developments.
- Applied for and received HUD Emergency Shelter grant in support of Hope Community Transitional Housing Program.
- Applied for and received a **\$226,900** HUD Supportive Housing Program grant in support of Hope Community Transitional Housing Program.
- Applied for and received LIHTC grants in support of an addition at Mount Mercy Apartments (**\$465,052**) and the new Sheldon Housing Development (**\$443,632**), a senior/disabled housing development currently under construction.
- Applied for and received a **\$450,000** Affordable Homeownership Program grant from the Federal Home Loan Bank of Indianapolis in support of Sheldon Housing Development.
- Completed 2003 Capital Fund Program (CFP) Construction Contract.
- Solicited and procured Architecture and Engineering services for 2002/2003 Capital Fund Programs.
- Applied for and received **\$738,509** from HUD 2004 Capital Fund Program (CFP).
- Applied for and received **\$36,330** from HUD 2004 Replacement Housing Factor (RHF) Program.
- Applied for and received **\$16,482,203** from HUD for the renewal of 2,690 Section 8 vouchers.
- Applied for and received **\$108,776** from HUD for Section 8 FSS Coordinators.
- Applied for and received **\$431,376** from HUD for the renewal of 86 Section 8 SRO at the Dwelling Place Inn.
- Applied for and received **\$708,573** from HUD for the renewal of 190 Substantial Rehabilitation units at the Weston Apartments.
- Received **\$135,360** for the renewal of 30 Section 8 SRO at the Downtown YMCA.
- Applied for and received **\$102,853** for the renewal of 16 Moderate Rehabilitation units at Calumet Flats.

STAFF EDUCATION/TRAINING

- Supervisory staff: Trained regarding implementation of HIPAA privacy policy; training related to handling difficult employees, managing generational differences and FMLA.
- Housing Management staff: NAHRO training regarding tenant eligibility; city attorney's office training on the eviction process and other legal matters; training regarding dealing with clients who have personality disorders; ongoing RIMS training.
- Maintenance Technicians: Monthly skill development and cross training.
- Resident Services Manager and Case Managers: "Assessing the Mental Health Status of Older Adults" conference; training regarding dealing with clients who have personality disorders.
- All staff: quarterly workshop series regarding the GRHC's mission, role in the community, programs, HUD goals and regulations, sensitivity to the specific needs of disabled persons and those living in poverty, protecting client confidentiality, customer service and networking to build community resources.

ATTACHMENT X

GRAND RAPIDS HOUSING COMMISSION

FOLLOW-UP PLAN FOR 2004 RESIDENT ASSESSMENT SURVEY Projects Michigan 73-1, 73-2 and 73-3

Communication score: 74%

This result included scores of 76.6% from Project MI73-1, an elderly high-rise development; 68.3% from Project MI73-2, a family and elderly development; and 65.7% from Project MI73-3, a family and elderly development.

The Grand Rapids Housing Commission (GRHC) conducted resident surveys at each of the developments listed above. Since each site has a unique character and personality, the surveys included not only a general questionnaire but also one-on-one interviews with residents at each location. Based on our analysis of the survey results, the GRHC is taking the following actions to improve communication with residents:

1. A portion of the Resident Advisory Board Operating Fund is being used to fund the following communication vehicles:
 - Monthly site newsletters created specifically for each individual housing development (established and ongoing)
 - Commission-wide GRHC *Quarterly Newsletter* delivered to each resident (established and ongoing)
 - A GRHC web site that includes information targeted to residents has been developed and is available at “www.grhousing.org.”
2. Capital Fund Program and ROSS Grant funds were used to expand the Community Room and resident services offered at Adams Park Apartments, Project MI73-1; this is making it easier to hold resident meetings and special events, and offers additional opportunities for staff to communicate directly with residents. Additionally, this remodeling project relocated staff offices to afford residents more convenient access to Housing Management staff.
3. The following actions are being taken to address resident communication issues at MI73-2 and MI73-3:
 - Staffing is being adjusted to make the half-time Housing Manager position at each site full-time. (completed)
 - The GRHC’s contract with the City Parks & Recreation Department has been changed to offer a full-time supervisor for the Recreation Reaps Rewards teen/youth program offered at each site. (completed)
 - The GRHC has established an on-site resident case management office at MI73-3, and case management services have also been made available to residents of MI73-2. (completed)
 - The GRHC is hosting community meetings to facilitate communication between staff, residents and community groups. (ongoing)

Housing Development Appearance score: 68%

This result includes scores of 70.8 % from Adams Park Apartments, Project MI73-1, an elderly high-rise development, a score of 62.4% from Creston Plaza, Project MI73-2, a family and elderly development, and 48.9% from Campau Commons, Project MI73-3, a family and elderly development. All of these developments are located in neighborhoods identified as being vulnerable to crime, including vandalism and related activities that impact neighborhood appearance.

The Grand Rapids Housing Commission is taking the following action to address this problem:

1. Capital and Operating Funds have been used to replace sidewalks and parking areas at all three developments, and to replace fogged and deteriorated Plexiglas windows, mailboxes and exterior lights at Creston Plaza, Development MI73-2.
2. Rubbish and trash removal procedures have been revamped at Project MI73-2 to ensure more timely removal and maintenance of the trash disposal area. (completed, ongoing monitoring)
3. The GRHC applied for a Hope VI Revitalization Grant during FY 2004 with the intention of redeveloping Project MI73-3.
4. During 2003 and 2004, Capital and Operating Funds were used to improve landscaping and grounds maintenance at all housing developments (completed June 30, 2004).
5. The GRHC is optimizing maintenance and housing management operations by:
 - Implementing a preventive maintenance program
 - Completing routine work orders within seven days
 - Improving maintenance staff skills through cross-training and vendor instruction
 - Improving communication concerning maintenance and construction activities