

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

PHA Plans

5 Year Plan for Fiscal Years 2007 - 2011

Annual Plan for Fiscal Year 2007

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

PHA Plan Agency Identification

PHA Name: Flint Housing Commission **PHA Number:** MI009

PHA Fiscal Year Beginning: 06/2007

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
 Number of public housing units: 1248 Number of S8 units: Number of public housing units:
 Number of S8 units: 963

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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)

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

5-YEAR PLAN
PHA FISCAL YEARS 2007 - 2011
[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.
- X The PHA's mission is: (state mission here)
The Flint Housing Commission is committed to helping our Community to grow and our residents to prosper by providing Quality housing in pleasant communities at sensible rents.

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 Apply for additional rental vouchers:
 Reduce public housing vacancies:
 Leverage private or other public funds to create additional housing opportunities:
 Acquire or build units or developments
 Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
 Improve public housing management: (PHAS score) 75
 Improve voucher management: (SEMAP score) 70
 Increase customer satisfaction:
 Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)

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

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

Other PHA Goals and Objectives: (list below)

- o Reduce Program Fraud and Abuse.
- o Increase Income & Family Status Verification Standards
- o Open mini-police stations at Atherton East, Howard Estates and River Park
- o Re-condition basketball courts for residents
- o Work with City to re-pave road through-out the developments
- o Complete conversion to asset based management

Annual PHA Plan
PHA Fiscal Year 2007
[24 CFR Part 903.7]

i. Annual Plan Type:

- Standard Plan**
- Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The Flint Housing Commission has been designated as troubled based on the recent management assessment completed by the U.S. Department of Housing and Urban Development. Although FHC has made major accomplishments, we still have a tremendous amount of work to do as it relates to the number of vacant housing units and management deficiencies. However, we are committed to provide a wide range of housing opportunities with a focus on affordable housing, promoting community and economic development, and administering its programs in a creative cooperative, responsive and effective manner.

The FHC Annual Plan updates for 2007 are minimal in terms of specific program changes. We are currently focusing on the rehabilitation efforts to get our unoccupied units on line. We are continually in pursuit of various programs and training to lessen the deficiencies in the management of our operations.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	4
ii. Table of Contents	4
iii. Housing Needs	8
1. Financial Resources	17
2. Policies on Eligibility, Selection and Admissions	18
3. Rent Determination Policies	26
4. Operations and Management Policies	29
5. Grievance Procedures	30
6. Capital Improvement Needs	37
7. Demolition and Disposition	38
8. Designation of Housing	39
9. Conversions of Public Housing	40
10. Homeownership	41
11. Community Service Programs	43
12. Crime and Safety	47
13. Pets (Inactive for January 1 PHAs)	49
14. Civil Rights Certifications (included with PHA Plan Certifications)	50
15. Audit	50
16. Asset Management	51
17. Other Information	53

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:

- X Admissions Policy for Deconcentration
- X FY 2007 Capital Fund Program Annual Statement
- X Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X List of Resident Advisory Board Members
- X List of Resident Board Member
- X Community Service Description of Implementation
- X Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- X Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- X FY 2007 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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;

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
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
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public	Annual Plan: Designation of

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	housing (Designated Housing Plans)	Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

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

- Consolidated Plan of the Jurisdiction/s: **City of Flint**
Indicate year: **2005 - 2010**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,358		175
Extremely low income <=30% AMI	1301	95.80	
Very low income (>30% but <=50% AMI)	54	3.97	
Low income (>50% but <80% AMI)	3	.22	
Families with children	1,259	92.71	
Elderly families			
Families with Disabilities	90	6.63	
White	115	8.47	
Black	1237	91.09	
Indian	6	.44	
Hispanic	15	1.10	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	23	1.69	
1 BR	71	5.23	
2 BR	665	48.97	
3 BR	492	36.23	
4 BR	93	6.85	
5 BR	0	0	0

Housing Needs of Families on the Waiting List

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

If yes: The 1 bedroom list was re-opened on February 5, 2007, and the 2 bedroom list has been closed since November of 2005. The efficiency, 3 and 4 bedroom list are open.

How long has it been closed (# of months)? 15

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:

The Public Housing Department would like to purge the Waiting List this year so that we identify all of the potential Residents who really intend to move into Public Housing. There are potential Residents who are still on the Waiting List whose situation has changed and they no longer intend to move into Public Housing, but they still remain on the Waiting List. Once the Waiting List is purged that problem would be addressed.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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)

Housing Needs of Families on the Waiting List

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/sub jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	572		125
Extremely low income <=30% AMI	475	83%	
Very low income (>30% but <=50% AMI)	85	15%	
Low income (>50% but <80% AMI)	13	2%	
Families with children	470	82%	
Elderly families			
Families with Disabilities	44	8%	
White	6	1%	
Black	562	98%	
Indian			
Hispanic	4	.69%	

Characteristics by Bedroom Size (Public Housing Only)

0BR	7	1%	
1 BR	95	17%	
2 BR	209	36%	
3 BR	201	35%	
4 BR	60	10%	
5 BR	0	0	0

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

If yes:

How long has it been closed (# of months)? 3

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)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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 2007 grants)		
a) Public Housing Operating Fund	3,322,981	
b) Public Housing Capital Fund	1,953,260	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,387,805	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2005 CFG	388,196	
2006 CFG	1,521,409	
3. Public Housing Dwelling Rental Income	1,467,441	
4. Other income (list below)		
VIACOM	850	
NEXTEL	22,054	
4. Non-federal sources (list below)		
Total resources	6,787,755	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

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: 50
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
 - **The PHA will attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history and exercise discretion in determining suitability for tenancy taking into consideration the circumstances that may have contributed to the negative reporting.**

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

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

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

(2)Waiting List Organization

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

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

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

- PHA main administrative office

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

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

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

(3) Assignment

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

(4) Admissions Preferences

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

- **Domestic Violence**

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? **None** (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.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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:
Howard Estates, Atherton East, & River Park

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)

- **Domestic Violence- Attempt to ascertain whether domestic violence was a factor in the poor rental and tenancy history or criminal activity and exercise discretion in determining suitability for tenancy about the circumstances that may have contributed to the negative reporting.**

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)

This is what we share with prospective landlords regarding criminal or drug-related activity;

- **Our clients are only allowed to move if they are in good standing with the previous landlord.**
- **According to our Admin Plan we do criminal background checks on all our clients and we give them a copy of the One Strike Policy. We can not provide any additional information regarding this matter. It would be up to the landlord's discretion to proceed with any additional background checks. We then provide the landlord with information about Fair Housing and discrimination.**

(2) Waiting List Organization

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

When the HCV has open enrollment there is a public announcement when and where, via radio, public television, Social services and local news paper. On some occasions due to the large volume of possible participants the HCV open enrollment may be held at a large public place. On those occasions advertisement would reflect when, where, and time, making sure public access is available. Applications would still be available at the PHA main administrative office.

(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:

With good cause, an extension will be granted. The HCV staff would work closely with the family and schedule a second appointment.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence

Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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: \$50.00 per month.
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families

Other (list below)

Rent Reasonableness Survey

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	985	200
Section 8 Vouchers	658	125
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

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C. Management and Maintenance Policies

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

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

- Admissions and Continued Occupancy Policy
- Grievance Policy
- Deconcentration Analysis
- Pet Policy
- Procurement Policy
- Disposition Policy
- Investment Policy
- Vehicle Policy

(2) Section 8 Management: (list below)

The Flint Housing Commission adheres to the acceptability criteria as found in 24 CFR 982.403 and the HUD Inspection Booklet (governing the HCV Housing Quality Inspection Standards). HUD’s Housing Quality Standards are applicable to all housing assisted under any form of HAP contract.

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.

GRIEVANCE PROCEDURE

Grievances shall be handled in accordance with the PHA's approved Grievance Procedures. The written grievance procedure is incorporated into this document by reference and is the guideline to be used for grievances and appeals.

A. COMPLAINTS

Complaints from families. If a family disagrees with an action or inaction of the PHA, complaints will be referred to the Senior Manager/or Section 8 Coordinator (or designee). Complaints regarding physical condition of the units may be reported by phone to the Senior Manager

Complaints from staff. If a staff person reports a family is violating or has violated a lease provision or is not complying with program rules, the complaints will be referred to the Senior Manager/or Section 8 Coordinator (or designee).

Complaints from the general public. Complaints or referrals from persons in the community in regard to the PHA or a family will be referred to the Senior Manager/or Section 8 Coordinator (or designee).

* **Anonymous complaints will be checked whenever possible.**

B. APPEALS BY APPLICANTS

Applicants who are determined ineligible, who do not meet the PHA's admission standards, or where the PHA does not have an appropriate size and type of unit in its inventory or a decision has been made to deny or terminate Section 8 assistance, will be given written notification promptly, including the reason for the determination.

Ineligible applicants will be promptly provided with a letter detailing their individual status, stating the reason for their ineligibility, and offering them an opportunity for an informal hearing.

Applicants must submit their request for an informal hearing in writing to the PHA within 7 working days from the date of the notification of their ineligibility.

If the applicant requests an informal hearing, the PHA will provide an informal hearing within 15 working days of receiving the request. The PHA will notify the applicant of the place, date, and time.

Informal hearings will be conducted by an impartial hearing officer. The person who is designated as the hearing officer cannot be the person who made the determination of ineligibility or a subordinate of that person.

The applicant may bring to the hearing any documentation or evidences he wishes and the evidence along with the data compiled by the PHA will be considered by the hearing officer.

The hearing officer will make a determination based upon the merits of the evidence presented by both sides. Within 2 working days of the date of the hearing, the hearing officer will mail a written decision to the applicant and place a copy of the decision in the applicant's file.

The grievance procedures for Public Housing tenants do not apply to PHA determinations that affect applicants.

C. APPEALS BY TENANTS

Grievances or appeals concerning the obligations of the tenant or the PHA under the provisions of the lease shall be processed and resolved in accordance with the Grievance Procedure of the PHA, which is in effect at the time such grievance or appeal arises.

D. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS"

Assistance to the family may not be delayed, denied or terminated on the basis of immigration status at any time prior to the receipt of the decision on the INS appeal.

Assistance to a family may not be terminated or denied while the PHA hearing is pending but assistance to an applicant may be delayed pending the PHA hearing.

INS Determination of Ineligibility

If a family member claims to be an eligible immigrant and the INS SAVE system and manual search do not verify the claim, the PHA notifies the applicant or tenant within ten days of their right to appeal to the INS within thirty days or to request an informal hearing with the PHA either in lieu of or subsequent to the INS appeal.

If the family appeals to the INS, they must give the PHA a copy of the appeal and proof of mailing or the PHA may proceed to deny or terminate. The time period to request an appeal may be extended by the PHA for good cause.

The request for a PHA hearing must be made within fourteen days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within fourteen days of receipt of that notice.

After receipt of a request for an informal hearing, the hearing is conducted as described in the "Grievance Procedures" section of this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family members the PHA will:

Deny the applicant family.

Defer termination if the family is a participant and qualifies for deferral.

Terminate the participant if the family does not qualify for deferral.

If there are eligible members in the family, the PHA will offer to prorate assistance or give the family the option to remove the ineligible members.

All other complaints related to eligible citizen/immigrant status:

If any family member fails to provide documentation or certification as required by the regulation, that member is treated as ineligible. If all family members fail to provide, the family will be denied or terminated for failure to provide.

Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.

Participants whose assistance is pro-rated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of Tenant Rent and Total Tenant Payment. (Not including determination of the Authority's schedule of utility Allowances)

Families denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

E. GRIEVANCE PROCEDURES

Right to a Hearing

After exhausting the meeting between the site manager, the grievance manager and/or Section 8 Coordinator or designee, (later referred to in the procedure section) , a complainant shall be entitled to a hearing before a Hearing Officer.

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

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

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

Definitions

Complainant is defined as any tenant or former tenant or tenants designated payee as to security deposit claims whose rights, duties, welfare or status are or may be adversely affected by Flint Housing Commission (FHC) action or failure to act and who files a grievance or complaint with the FHC with respect to such action or failure to act.

Grievance or Complaint is defined as any dispute with respect to FHC action or failure to act in accordance with lease requirements or any FHC action or failure to act involving interpretation or application of FHC regulations, policies, procedures, or current HUD requirements and regulations including, but not limited to requirements or recommendations contained in HUD Circular CHI-RHM 785.1 which are made part hereof as applicable which affects the rights, duties, welfare or status of the complainant groups with single representation or otherwise.

Hearing Officer is defined as a person selected in accordance with this grievance procedure to hear grievances and render a decision with respect thereto.

Tenant is defined as a lessee or the remaining head of household of any tenant family residing in housing accommodations owned or leased by the FHC or subsidized through the FHC's Section 8 program.

Grievance Manager is defined as the person who coordinates the grievance proceedings. The Grievance Manager for LIPH shall be the Senior Manager. The Grievance Manager for Section 8 shall be the Section 8 Coordinator.

Elements of Due Process. An eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required.

Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;

Opportunity for the tenant to examine all relevant documents, records, and regulations of the FHC prior to the trial for the purpose of preparing a defense;

Right of the tenant to be represented by counsel;

Opportunity for the tenant to refute the evidence presented by the FHC including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;

A decision on the merits of the case.

Procedure prior to a hearing

Any grievance or complaint must be presented according to the following procedure:

The complainant must first present the grievance or complaint in writing to the Site Manager and in the case of a Section 8 Complaint, to the Section 8 designee. The Site Manager or Section 8 designee will notify the Grievance Manager that a complaint has been made.

The Grievance Manager will either solve the grievance along with the Site Manager or Section 8 designee, or refer the matter to the Grievance Hearing Officer.

If the Grievance Hearing Officer decides that the complaint is justifiable and should be pursued further, the complainant can next present his grievance in writing to the Hearing Officer or other appropriate FHC official. An attempt should be made to informally settle the grievance without a hearing at the time it is presented to the Site Manager or Section 8 designee. The grievance must be signed by complainant and filed in the project office. The grievance shall be date-stamped in the presence of the tenant and representative. The date stamped on his grievance is the date from which the FHC action failure to act is computed. It may be simply stated, but must specify:

The particular ground(s) upon which it is based, and The action requested.

Copies of the grievance or complaint should be provided for all parties involved, including the Site Manager, the complainant, the Grievance Hearing Manager and Hearing Officer, or the Section 8 Coordinator and Section 8 designee. All originals and copies must be date-stamped at time of receipt.

The tenant shall retain the .rights to all hearings under RHM 7465.9, notwithstanding the Grievance Hearing Officer's decision.

An answer in writing shall be kept by the Site Manager and/or the Section 8 designee or other appropriate FHC official and copies given to the Grievance Hearing Manager, Grievance Hearing Officer, and the complainant within five (5) working days. The answer shall specify:

The proposed disposition of the complaint and the specific reasons therefore.

The right of the complainant to a hearing.

The procedure by which a hearing may be obtained.

If the complainant is dissatisfied with the proposed disposition of his/her complaint, as stated in the Site Manager's, Section 8 designee, or Grievance Manager's answer, he may submit a written request to the FHC's Grievance Hearing Officer for a hearing. The written request shall be made within seven (7) working days of the date of the answer to the complaint. The written request for a hearing must be date-stamped and filed in the appropriate FHC office along with the complaint and answer. The Hearing Officer shall be advised of the request by the appropriated FHC official; shall schedule the hearing as soon as possible for date, time, and place reasonably convenient to the complainant, and shall inform the complainant thereof in writing.

If the complainant does not request a hearing within the time period allowed in Subsection "C" above, he waives his right to the hearing, and the FHC's proposed disposition of the grievance will become final. This shall not, however, constitute a waiver of the complainant's right thereafter to contest the FHC's disposition of his grievance in an appropriate judicial proceeding.

The Grievance Hearing Officer

The role of the Grievance Hearing Officer shall be a person or persons designated by the Flint Housing Commission. The final decision will rest with the Grievance Hearing Officer.

The Hearing

The parties shall be entitled to a fair hearing before the Hearing Officer and may be represented by counsel or another person chosen as a representative.

The hearing shall be private unless complainant requests and the Hearing Officer agrees to a public hearing. This shall not be construed to limit the attendance of persons with a valid interest in the proceedings.

Complainant may examine before the hearing; and, at the expense of the FHC, copy all documents, records and regulations of the FHC that are relevant to the hearing. Any document not made available after request therefore by complainant, may not be relied on by the FHC of the Hearing Officer at the hearing. The complainant may request, in advance and at his/her expense transcripts of the hearing.

If the dispute is over the amount of rent or other charges which the FHC claims is due, the complainant shall deposit the amount in dispute in an escrow account pending settlement of the dispute by the Hearing Officer. If the complainant fails to do so, the Officer may determine that the complainant has waived his right to the hearing. Such determination shall not constitute a waiver of the complainant's right to thereafter contest the FHC's disposition of his grievance in an appropriate judicial proceeding.

If a complainant fails to appear at a hearing,, the panel may postpone the hearing for five (5) working days, or may make a determination that the complainant has waived his right to the hearing. Such determination shall not constitute a waiver of the complainant's right to thereafter contest the FHC's disposition of his grievance in an appropriate judicial proceeding.

At the hearing the complainant must make a prima facie case and the burden of proof is on the FHC or Hearing Officer to justify the action or inaction proposed by it in its answer to the complaint. The complainant may present evidence and arguments in support of his complaint, controvert evidence relied on by the FHC or project management, and confront and cross examine all witnesses on whose testimony or information the FHC or Hearing Officers relies. Hearings conducted by the Hearing Officer shall be informal, and any oral or documentary evidence, as limited however, to the facts and issues raised by the complaint and answer, may be received by the Hearing Officer without regard to whether that evidence would be admissible under rules of evidence employed in judicial proceedings.

Decision of the Hearing Officer

The decision of the Hearing Officer shall be based solely and exclusively upon facts presented at the hearing and upon applicable FHC and HUD regulations. To the extent that the decision is not inconsistent with state law, the United States Housing Act of 1937, as amended, HUD regulations and requirements promulgated thereunder, the Annual Contributions Contract, and an equitable and fair resolution of the complaint, the decision of the Hearing Officer shall be binding in the FHC.

If both parties agree to prepare a proposed decision to the Hearing Officer, each party shall submit same to the Hearing Officer for his consideration.

The Hearing Officer shall prepare his written decision including a statement of findings and conclusions, as well as the reasons or basis therefore, upon all material issues raised by the parties. This shall be done within a reasonable time after the date of the hearing. Copies thereof shall be mailed or delivered to the parties and/or their representatives.

The written decision of the Hearing Officer shall be maintained on file by the FHC and made available for inspection by a prospective or complainant or his representative.

Any judicial decision or related settlement pertaining to the decision of the Hearing Officer shall also be maintained on file by the FHC and made available for inspection. If the decision is in favor of the complainant, the FHC shall promptly take all actions necessary to carry out such decision or refrain from any action prohibited by such decision, unless the Board of Commissioners of the FHC determines and notifies the complainant in writing within two (2) working days that the Hearing Officer has acted arbitrarily or exceeded its authority. In such event, the Hearing Officer's decision may be judicially reviewed.

Appeals from the Hearing Officer's Decision

A decision by the Hearing Officer, which is in favor of the FHC, and denies the complainant his requested relief in whole or in part, shall not constitute waiver of, nor affect in any manner, whatever rights the complainant may have to a trial de novo in judicial proceedings which may thereafter be brought in the matter. In such judicial proceedings, the FHC shall, by stipulation or other appropriate means, be limited to invoking against the complainant the grounds originally relied on by the FHC in its proposed disposition of the complaint or grievance.

Notice to Vacate Premises

At the time of the private conference require by Low-Rent Housing Handbook RHM 7465.1, the tenant must be informed in writing of:

The specific reason for proposed eviction; and His right to request a hearing upon the proposed eviction within five working days from the date of the conference.

If the tenant has requested a hearing on the proposed eviction and the Hearing Officer, by his/her decision, upholds the FHC's Site Manager's proposal to evict, an action to regain possession may not be commenced until after the tenant's right to use and/or occupy the premises has been terminated by lawful notice. Such notice to vacate shall not be given prior to the date on which the Hearing Officer's decision upholding the proposed eviction is delivered or mailed to the tenant.

All tenants shall be entitled to a notice of termination under Paragraph 10 of the lease whether they request a hearing before the Hearing Officer or not.

When such a notice to vacate is given to the tenant, he must be informed in writing that:

If he fails to quit the premises within three days after the expiration of the notice of termination requested in Paragraph 10 of the lease, appropriate legal action (dependent on state law) will be brought against him;

If suit is brought against him/her, he/she may be required to pay court costs and attorney fees incurred;

If he/she chooses to contest the legal action, the FHC or project management must prove that the reason upon which it originally relied constituted good cause for eviction under the applicable law, rules, and regulations.

Grievance Procedure Expenditures

After adoption of the Grievance Procedure by the FHC, the FHC shall provide, as authorized by HUD, reasonable expenses, i.e., transportation, child-care, meals, etc., for attendance at meetings by Hearing Officers, Hearing Managers, Site Managers, Section 8 Coordinator and/or Section 8 designee and tenant representative. The FHC shall also provide, as authorized by HUD, office space, office supplies, postage, telephone, service and clerical service as may be reasonably necessary for the officers, groups, and representatives to perform their duties.

A. Public Housing

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

If yes, list additions to federal requirements below:

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Select one:

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

-or-

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description	
1a. Development name: Mince Manor	
1b. Development (project) number: 9-11	
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: 4/1/07	
5. If approved, will this designation constitute a (select one)	<input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 110	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to

component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

We have collaborated with MSHDA and their Home Ownership Program. Once, the client becomes credit worthy and income eligible the Flint Housing Commission Ports the voucher to MSHDA for submission to their home ownership program. This allows the client to participate this program even though we are not providing those services. We also have a memorandum of agreement with Metro Housing; this program provides self-sufficiency and first time home owner classes for the clients. In addition, Salem Housing, Mission of Peace, and STRIVE are also working closely with HCV program to provide services for home ownership and self-sufficiency.

a. Size of Program

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

MSHDA has not given a definite number at this time of how many clients can participate.

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

COMMUNITY SERVICE REQUIREMENT POLICY

Federal law (the Public Housing Reform Act of 1998) current requires each non-exempt adult to perform eight (8) hours of Community Service each month.

Community Service is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities.

Every adult resident, 18 years and older must either:

- **Contribute an average of 8 hours of community service each month**
- **Participate in a self-sufficiency program for at least 8 hours every month, i.e. Flint Housing Commissioner's (FSS) Family Self-Sufficiency Program, FIA Work First Program, Student (minimum 2 courses per semester)**

- **Perform 8 hours of combined activities each month**

The following adults are exempt from the requirements:

- **Elderly, 62 years or older**
- **Disabled or the primary caretaker of such individual**
- **Engage in work activities (minimum 20 hours per week)**
- **Exempt from the work requirements under the State welfare-to-work program requirements**

Blind or disabled as defined under 216 (i)(1) or 1416 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who signs certification that because of this disability she/he is unable to comply with Community Service requirements.

Any adult member deemed non-exempt from the requirement could at any time provide documentation certifying exempt status under guidelines noted above.

FHC will review/verify family compliance once a year, at least 30 days prior to the expiration of the resident's lease (during the Annual Interview).

Flint Housing Commission may not terminate families during the least term for failure to comply.

Flint Housing Commission will allow head of household and/or family member found to be in noncompliance to renew its lease if the family agrees to comply and make-up the community service requirements. The head of household and/or family will sign a make-up agreement stating that the deficient hours will be made up in addition to complying with the Community Service requirement for the next certification year.

If the Flint Housing Commission determines at the next certification appointment that the family has not complied with the terms of the make-up agreement, the Flint Housing Commission will deem the family noncompliant to the Community Service requirement and the lease will not be renewed.

The Flint Housing Commission will not renew the lease of families found to be in noncompliance unless the head of household provides written assurance satisfactory to the Flint Housing Commission (drivers license is not acceptable) that the noncompliant family member no longer resides in the unit and fill out the necessary paperwork with the Flint Housing Commission removing the member from the lease.

A. PHA Coordination with the Welfare (TANF) Agency

FHC IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

- * **The FHC will administer its own community service program, with cooperative relationships with other entities.**
- * **The FHC will administer the community service program through contracts and collaborative agreements with volunteer and community agencies.**
- * **The FHC will provide to residents a brochure of community service and volunteer opportunities available throughout the community.**

1. Cooperative agreements:

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

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

There has been an on-going verbal agreement and collaboration between the FHC and the Department of Human Services. Majority of our residents already participate in program services offered through the Department of Human Services.

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method	Access (development office /	Eligibility (public housing or

		(waiting list/random selection/specific criteria/other)	PHA main office / other provider name)	section 8 participants or both)
<i>FHC Resident Management Corporation</i>	15	<i>Random selection</i>	<i>River Park Apartments</i>	<i>Public Housing</i>
Flint STRIVE	40	Specific criteria	Family sites	Public Housing
Flint STRIVE	On Going	Zero Income or Interested Participants for Home Ownership	Strive Office	Housing Choice Voucher
Metro Housing	On Going	Interested Participants Home Ownership	Metro Office	H C V
Mission of Peace	On Going	Interested Participants Home Ownership	Mission of Peace Office	H C V
Salem Housing	On Going	Interested Participants	Salem Office	H C V

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	On-going	10
Section 8	On-going	03/29/2006

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

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination

- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Howard Estates, Atherton East, River Park & Scattered Sites

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

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

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

3. Which developments are most affected? (list below)
The same developments listed above.

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)
The Developments listed above.

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)]

Flint Housing Commission Pet Policy

Exhibit B

DOGS, CATS, POULTRY, VERMIN, AND REPTILE ANIMALS MAY NOT BE KEPT OR HARBORED ON ANY FAMILY HOUSING COMPLEX. To safeguard the health and safety of tenants and their children, it is MANDATORY that every family cooperate with Management in enforcing this policy. This may seem like a drastic policy to the pet owner, but when you consider the large number of children who live in our housing developments, and no practical way to protect the children from the pets or to protect the pets from the children, we believe you will agree that protecting the health and safety of children is of greater importance than allowing pets. Pets are like people, some are well behaved and others are not. Please do not ask for an exception to this rule as no exceptions can be made.

- (A) Only common household pets are allowed by the Flint Housing Commission for elderly and handicapped persons living in Senior developments. A common household pet is defined as a domesticated animal such as a dog, cat, bird, rabbit, gerbil, hamster, guinea pig, fish, or turtle, that is traditionally kept in the home for pleasure. No reptiles will be allowed. Non-humane primates are not allowed. (No Monkeys, etc.)
- (B) Only one cat or dog or one other pet is allowed per apartment. If you already have bird, you cannot have a cat or dog.
- (C) The size of any pet is limited to 18" in height and 30 pounds in weight.
- (D) One half month gross rent for Pet Deposit is required. The deposit is refundable if no damages have been caused by the pet when the tenant moves out.
- (E) Residents may not keep a pet on a temporary basis as in "Pet Sitting." Tenants are not allowed to have pets as visitors.
- (F) All pets must be on a leash when not in owner's (Tenant's) apartment. The leash must be four feet or less in length. (No leash may be longer than four feet.) Animals running at large is prohibited.
- (G) Dogs must be provided with a dog bed or box within the apartment. No dog houses will be allowed on Flint Housing Commission property. All other pets, except cats, must be kept in a cage or other appropriate closed container.
- (H) Dogs, cats, and rabbits must wear flea collars. Dogs and cats must wear tags at all times.
- (I) The owner of pets will be responsible for the immediate removal of waste (feces) left by the pet on Flint Housing Commission property and all waste must be disposed of properly. For dogs, we suggest a "Pooper Scooper" from a local pet store and ziplock bags. Waste must be in a fastened plastic bag and placed in the dumpster or container outdoors.
- (J) Tenants owning a cat shall provide a litter box and it must be cleaned and feces disposed of on a daily basis. Litter and feces must be in a fastened plastic bag and placed in the dumpster on container outdoors.
- (K) Animal waste may not be placed in the trash chutes at any time ! ! ! ! !

- (L) There will be a \$5.00 charge per incident if the Flint Housing Commission staff has to clean up after someone's pet.
- (M) The Flint Housing Commission will have designated areas on the grounds for walking your pets. Check with your Management Office for the designated areas at your complex.
- (N) No pet shall be tied up on the outside or left unattended ever! Cruelty to animals is also prohibited by City Ordinance.
- (O) Pets will not be allowed in the lobbies of any Flint Housing Commission building except when entering and exiting. Pets will also not be allowed in the community rooms, laundry rooms, or other public spaces including meeting rooms, pool rooms, library, etc.
- (P) Apartments must be kept free of pet odors and maintained in a clean and sanitary manner. Tenant apartments will be subject to inspection once a month or as deemed necessary by Management.
- (Q) If pet poses a nuisance such as excessive noise, barking, or whining which disrupts the peace of the complex, the owner (Tenant) will be required to remove the pet from the premises. Occasional or infrequent barking is understood. The Flint Housing Commission may also require removal of the pet if there is a threat to health or safety.
- (R) Every pet must be registered annually with the Flint Housing Commission Management Office. Registering your dog or cat requires proof of current license, inoculations as required by the veterinarian including the renewal date and identification tag. It is also required that your dog or cat be spayed or neutered by a veterinarian. Michigan law requires a rabies vaccine.
- (S) Every pet owner will also provide the Flint Housing Commission Management Office with a color print snapshot of the pet and a written statement designating a caretaker for the pet in case of illness, hospitalization, or other emergency. The person who accepts responsibility for your pet must also provide their willingness in writing. Forms will be available from your Management Office.
- (T) Violation of the Pet Policy may be grounds for removal of the pet and may be grounds for termination of the Tenant's Lease.
- (U) Michigan Law states that the owner of any dogs which shall without provocation bite any person lawfully on or in a public or private place shall be liable for such damages as may be suffered by the person bitten.
- (V) If you plan to have a cat or dog in your apartment, visit your veterinarian for proper inoculations, obtain the proper licensing from the Genesee County Animal Control Shelter, and provide the Flint Housing Commission with all information as required.
- (W) In no event may Tenant keep or maintain in his/her dwelling more than one type or kind of animal described in subsection A above.
- (X) No part of this Pet Policy shall be applicable to animals that are used to assist the handicapped. These animals are not considered to be pets, but rather aids necessary to insure the independence of handicapped individuals. Nothing herein contained shall limit or impair the rights of handicapped individuals under federal, state or local law.

I, _____ hereby certify that I read and received a copy of the Flint Housing Commission Pet Policy.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?

(If no, skip to component 17.)

2. Yes No: Was the most recent fiscal audit submitted to HUD?

3. Yes No: Were there any findings as the result of that audit?

4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____

5. Yes No: Have responses to any unresolved findings been submitted to HUD?

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

The RAB was given the PHA Plan and it was explained in a meeting of the RAB Board, but no comments came from the meeting.

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

- Attached at Attachment (File name)
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
 - The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - Other: (list below)

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) **Board Resident is appointed by the Mayor.**
Current Board Member: Geraldine Redmond (Mince Manor Apts)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: **City of Flint**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

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

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

D. Other Information Required by HUD

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

“Substantial Deviation” is defined as follows:

- Changes to rent or admissions policies or organization of the waiting lists.
- Additions of non-emergency work items (Items not included in the FHC’s Annual Statement or Five-Year Action Plan) or change in the use of replacement reserve funds under the Capital Fund.
- Additions of any new activities not included in the current PHA Plan.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

“Significant Amendments to the PHA Plan”

Any significant amendment caused by a substantial deviation to the PHA Annual and Five-Year Plan are subject to the same requirements as the original PHA Plan (including time frames).

Attachments

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

Capital Fund Performance & Evaluation Reports

2004 Capital Fund

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50104 Capital Fund Program Grant No: 50104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/06 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	210,134	210,134	210,134	210,134
3	1408 Management Improvements Soft Costs	234,000	234,000	234,000	234,000
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	186,776	171,513.02	155,994.14	65,919.38

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50104 Capital Fund Program Grant No: 50104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:
 Performance and Evaluation Report for Period Ending: 12/31/06 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
5	1411 Audit	1,500	1,500	1,500	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	170,000	170,000	188,713.39	178,713.39
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	101,000	101,000	42,361	39,241
10	1460 Dwelling Structures	1,002,000	1,002,000	1,057,444.49	871,150.44
11	1465.1 Dwelling Equipment—Nonexpendable	20,000	30,985	30,985	30,985
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	195,000	199,277.98	199,277.98	199,277.98
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	2,120,410	2,120,410	2,120,410	1,829,421
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	330,000	333,698	333,698	333,698
	Amount of line XX Related to Security –Soft Costs	200,000	211,559.26	211,559.26	211,559.26
	Amount of Line XX related to Security-- Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50104 Capital Fund Program Grant No: 50104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI28P009-001	Replace parking lot	1450	1	18,000	0	0	0		
Richert Manor	Put in Removable core lock	1460	100%	54,000	0	0	0		
	Garbage chute doors/trash compactor	1460	100%	3,000	24,536	24,536	20,732.40		
	Replace flooring-14 units	1460	15	0	0	0	0		
	ADA Front Door	1460	1	<u>0</u>	9,437.50	9,437.50	9,437.50		
	Total			<u>75,000</u>	33,973.50	33,973.50	30,169.90		
MI28P009-002	Fix Handrails-porches	1450	100%	2,000	0	0	0		
Howard Estates	Paint rail by road	1450	1	3,000	0	0	0		
	Fix Admin. Bldg:								
	504 bathroom access								
	Repair Damaged brick								
	Replace doors and frames								
	Install security screens								
	Replace porch light	1460		3,000	0	0	0		
	Landscaping	1450		3,000	0	0	0		
	504 compliance- 2 (4) units	1460	4	320,000	264,615	264,615	264,615		
	504 compliance sidewalks/ramps	1450	4	0	32,000	32,000	32,000		
	Total			<u>331,000</u>	296,615	296,615	296,615		

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50104 Capital Fund Program Grant No: 50104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
PHA WIDE	Vacancy Reduction	1460	20	425,000	691,788.49	691,788.49	528,029.49		
	Site work	1450		0	10,361	10,361	7,241		
	Total			425,000	702,149	702,149	535,270		
MI28P009-003	office 504 access bath;renovations	1460	1	60,000	0	0	0		
Atherton East				60,000	0	0	0		
MI28P009-005	Furnaces	1460	25%	30,000	0	0	0		
River Park	Storm/Screen Doors	1460	50%	30,000	0	0	0		
	Total			60,000	0	0	0		
MI28P009-006	504 accessible front door	1460	1	10,000	24,707.50	24,707.50	24,707.50		
Centerview	Final payment 504 unit-2003 CFG	1460	1	0	2,938	2,938	2,938		
	Total			10,000	27,645.50	27,645.50	27,645.50		
MI28P009-011	Paint units	1460	100%	100,000	0	0	0		
Mince Manor	Intercoms	1460	100%	33,000	16,500	16,500	0		
	Parking Lot (new)	1450	1	75,000	0	0	0		
	Total			208,000	16,500	16,500	0		

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

PHA Name: Flint Housing Commission		Grant Type and Number MI28P009 50104 Capital Fund Program Grant No: 50104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004			
Development Number Name/HA-Wide Acti	General Description of Major Work Category		Dev. Acc	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
MI28P009-014	Replace hot water heaters		1460	100%	46,000	0	0	0	
Aldridge Place	Total				<u>46,000</u>	0	0	0	
MI28P009-015									
KMS Square	Intercom System		1460	1	0	22,922	22,922	22,922	
	Total				0	22,922	22,922	22,922	
Operating	Operating		1406		210,134	210,134	210,134	210,134	
Management	Security		1408		200,000	200,000	211,559.26	211,559.26	
Improvements	Applicant Screening		1408		2,000	2,000	1,054.69	1,054.69	
	Commissioners Training		1408		2,000	2,000	0	0	
	Staff/Maintenance Training		1408		20,000	20,000	21,386.05	21,386.05	
	Computer Software		1408		10,000	10,000	0	0	
	Total				234,000	234,000	234,000	234,000	

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50104 Capital Fund Program Grant No: 50104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activity	General Description of Major Work Category	Dev. Acct	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
Administration	Modernization Coordinator and staff	1410		186,776	171,513	155,994.14	65,919.38	
Audit	Audit for Modernization Dept	1411		1,500	1,500	1,500	0	
Appliances	Stoves & Refrigerators for units	1465.1		20,000	30,985	30,985	30,985	
Non-dwelling	Office Equipment (phones)	1475		80,000	44,808	44,808	44,808	
Equipment	Maintenance Equipment	1475		30,000	0	0	0	
	Maintenance Vehicles	1475		75,000	150,000	150,000	150,000	
	Computer Equipment	1475		10,000	4,469.98	4,469.98	4,469.98	
	Total			195,000	199,277.98	199,277.98	199,277.98	
A/E Fees	Vacancy Reduction	1430		28,500	78,066	78,066	74,066	
	Richert Manor	1430		31,400	14,500	14,500	13,000	
	Howard Estates	1430		22,000	34,000	34,000	30,400	
	Centerview Apts	1430		28,500	4,000	4,000	3,300	
	River Park	1430		6,000	2,000	2,000	1,800	
	Mince Manor	1430		21,500	1,000	1,000	1,000	
	Aldridge Place	1430		4,600	1,000	1,000	1,000	
	Sundries	1430		4,000	1,104.02	1,104.02	1,104.02	
	Total			118,000	135,670.02	135,670.02	125,670.02	
	Needs Assessment A/E Fees	1430		0	53,043.37	53,043.37	53,043.37	

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

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

2005 Capital Fund Grant

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12-31-06 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	409,960	346,617	230,992.84	230,992.84
3	1408 Management Improvements Soft Costs	409,960	409,960	409,960	409,960
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	204,000	204,000	19,225.69	0
5	1411 Audit	1,500	1,500	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	65,800	124,600	124,600	73,700
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	174,800	118,615	58,475	2,700
10	1460 Dwelling Structures	677,091	717,819	717,819	105,778.60
11	1465.1 Dwelling Equipment—Nonexpendable	15,000	15,000	15,000	15,000
12	1470 Non-dwelling Structures	0	0	0	0
13	1475 Non-dwelling Equipment	111,698	111,698	85,540.27	85,540.27
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 12-31-06 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	2,049,809	2,049,809	1,661,612.80	923,671.71
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	340,000	645,739	645,739	105,778.60
	Amount of line XX Related to Security –Soft Costs	375,000	390,007.38	390,007.38	390,007.38
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI28P009-001	ADA Bath Renovations	1460	11	0	41,953.50	41,953.50	37,758.50		
Richert Manor	Total			0	41,953.50	41,953.50	37,758.50		
MI28P009-002	Paint downspouts	1450	1	4,800	0	0	0		
Howard Estates	504 accessible units from 2004			0	90,385	90,385	12,718.60		
	Total				90,385	90,385	12,718.60		
MI28P009-003	2 (4) 504 conversion	1460	1	340,000	450,454	450,454	0		
Atherton East	Fix 173 porches	1450	100%	75,000	60,140	0	0		
	Community Room Roof-emergency	1460		0	25,100	25,100	21,414		
	Manhole cover-emergency	1450	1	0	2,700	2,700	2,700		
	Total			0	538,394	478,254	24,114		
MI28P009-004	Move Breaker Boxes	1460	100%	24,000	0	0	0		
Garland/Chase	Install Removable core locks	1460	100%	18,000	0	0	0		
	Total			42,000	0	0	0		
MI28P009-005	Landscaping	1450	10%	20,000	0	0	0		
River Park	Replace damaged cabinets, flooring, doors	1460	25%	130,000	0	0	0		
	Total			170,000	0	0	0		
MI28P009-006	Intercom System	1460	1	30,000	0	0	0		
Centerview Apts.	ADA Bath renovations	1460		0	14,471.50	14,471.50	13,024.35		
	Total			30,000	14,471.50	14,471.50	13,024.35		

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI28P009-007	Install Removable Core locks/doors	1460	19	4,000	13,355	13,355	0		
Forest Park Apts.	Total			4,000	13,355	13,355	0		
MI28P009-008	504 compliance units (2)	1460	2	60,000	0	0	0		
Scattered Sites	Landscaping; sidewalks;								
	Driveways; roofs; sec. lights;	1450	25%	75,000	0	0	0		
	Total			135,000	0	0	0		
MI28P009-011	ADA bath renovations	1460	8	0	21,233.50	21,233.50	19,110.15		
Mince Manor									
MI28P009-014	Repair eaves, downspouts, siding	1450		0	64,110	64,110	0		
Aldridge Place									
MI28P009-015	Smoke Detectors	1460	100%	12,000	0	0	0		
KMS Square	11 awnings	1460	11	5,000	0	0	0		
	ADA bath renovations	1460	10	0	27,241.50	27,241.50	23,167.35		
	Install removable core locks/doors	1460	159	34,091	27,990	27,990	0		
	Total			51,091	55,231.50	55,231.50	23,167.35		

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

PHA Name: Flint Housing Commission		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005			
Development Number Name/HA-Wide Act	General Description of Major Work Category		Dev. Acc	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
Operating	Operating		1406		409,960	409,960	230,992.84	230,992.84	
Management	Security		1408		360,878	390,007.38	390,007.38	390,007.38	
Improvements	Applicant Screening		1408		2,000	2,484.33	2,484.33	2,484.33	
	Commissioners Training		1408		12,000	0	0	0	
	Staff/Maint. Training		1408		20,000	8,035	8,035	8,035	
	Computer Software		1408		15,082	9,433.29	9,433.29	9,433.29	
	Total				409,960	409,960	409,960	409,960	
Administration	Administration		1410		204,000	204,000	0	0	
Audit	Audit		1411		1,500	1,500	0	0	
Dwelling	Stoves and Refrigerators		1465.1		15,000	15,000	15,000	15,000	
Equipment									

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activity	General Description of Major Work Category	Dev. Acct	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Non-Dwelling Equipment	Maintenance Vehicles	1475	3	76,698	76,698	71,050	71,050		
	Office Equipment	1475		5,000	5,000	0	0		
	Maintenance Equipment	1475		20,000	20,000	14,077.33	14,077.33		
	Computer Equipment	1475		10,000	10,000	412.94	412.94		
	Total			111,698	111,698	85,540.27	85,540.27		
A/E Fees	Garland/Richert Manor	1430		3,000	4,000	4,000	3,999		
	Howard Estates	1430		450	28,225	28,225	22,325		
	Atherton East	1430		6,000	48,775	48,775	31,552		
	River Park	1430		12,000	35,000	35,000	12,140		
	Centerview Apts.	1430		2,000	300	300	238.80		
	Forest Park	1430		350	3,500	3,500	318.40		
	Debt Service	1430		28,000	0	0	0		
	Scattered Sites	1430		6,000	0	0	0		
	Aldridge Place	1430		0	300	300	238.80		
	KMS Square	1430		4,000	3,000	3,000	2,388		
	Sundries	1430		4,000	1,500	1,500	500		
	Totals			65,800	124,600	124,600	73,700		

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program No: 50105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Richert Manor	6/30/07			6/30/09			
Howard Estates	6/30/07			6/30/09			
Atherton East	6/30/07			6/30/09			
Garland Chase	6/30/07			6/30/09			
River Park	6/30/07			6/30/09			
Centerview	6/30/07			6/30/09			
Forest Park	6/30/07			6/30/09			
Scattered Sites	6/30/07			6/30/09			
KMS Square	6/30/07			6/30/09			
Operating	6/30/07			6/30/09			
Management Improvements	6/30/07			6/30/09			
Audit	6/30/07			6/30/09			
Dwelling Equipment	6/30/07			6/30/09			
Non-dwelling equipment	6/30/07			6/30/09			
A/E Fees	6/30/07			6/30/09			

2006 Capital Fund Grant

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
X Performance and Evaluation Report for Period Ending: 12-31-06 <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	275,000	275,000	0	0
3	1408 Management Improvements Soft Costs	390,652	390,652	390,652	136,011.32
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	100,000	100,000	11,199	11,199
5	1411 Audit	1,500	1,500	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	94,759	94,759	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	24,500	24,500	0	0
10	1460 Dwelling Structures	886,849	886,849	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	30,000	30,000	30,000	11,262
12	1470 Non-dwelling Structures	20,000	20,000	0	0
13	1475 Non-dwelling Equipment	125,000	125,000	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	5,000	5,000	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
X Performance and Evaluation Report for Period Ending: 12-31-06 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	1,953,260	1,953,260	431,851	158,472.32
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504 compliance	680,000	680,000	0	0
	Amount of line XX Related to Security –Soft Costs	368,652	368,652	368,652	123,122.09
	Amount of Line XX related to Security-- Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006			
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		
MI009-001	Install Smoke Detectors-BR's-GFI's	1460	132	20,000	20,000	0	0		
Richert Manor	Caulk windows-seal bldg	1460	100%	55,000	24,200	24,200	0		
				75,000	44,200	24,200	0		
MI009-002	504 Accessible units	1460	2	330,000	360,800	0	0		
Howard Estates	504 Accessible units-driveways	1450	2	10,000	10,000	0	0		
	Repair Down spouts/gutters	1460	720 LF	3,500	3,500	0	0		
				343,500	374,300	0	0		
MI009-005	Repair Gutters/down spouts	1460	2000 LF	9,000	9,000	0	0		
River Park				9,000	9,000	0	0		
+									
MI009-006	Emergency Lighting	1460	10,500SF	9,000	9,000	0	0		
Centerview	Floors, paint, ceiling in office; Mech								
	Room; laundry room	1460		4,000	4,000	0	0		
	Fix garbage chute doors	1460	2	1,800	1,800	0	0		
	A/C sleeves and A/C's	1460	93	90,000	90,000	0	0		
				104,800	104,800	0	0		

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006			
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		
MI009-007	Floor, walls, door-Comm room	1460		5,000	5,000	0	0		
Forest Park	Caulk & seal brick	1460	1000 SF	3,049	3,049	0	0		
				8,049	8,049	0	0		
MI009-008	Down spouts and gutters	1460	3500 LF	16,000	16,000	0	0		
Scattered Sites	Splash blocks	1450	252	2,000	2,000	0	0		
				18,000	18,000	0	0		
MI009-010	Down spouts and gutters	1460	2340 LF	10,500	10,500	0	0		
Scattered Sites	Splash blocks	1450	280	2,500	2,500	0	0		
				13,000	13,000	0	0		
MI009-011	Remove and install gas tanks	1470	2	20,000	20,000	0	0		
Mince Manor	At central office			20,000	20,000	0	0		
MI009-014	504 Handicap Units	1460	2	330,000	330,000	0	0		
Aldridge Place	Driveway for 504 unit	1450	2	10,000	10,000	0	0		
				340,000	340,000	0	0		

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

PHA Name: Flint Housing Commission		Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006			
Development Number Name/HA-Wide Act	General Description of Major Work Category	Dev. Acc	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Operating	Operating		1406	275,000	275,000	0	0		
Management Improvements	Security		1408	368,652	368,652	368,652	123,122.09		
	Applicant Screening		1408	2,000	2,000	2,000	1,198.91		
	Commissioners Training		1408	5,000	5,000	3,309.68	0		
	Staff/Maint. Training		1408	10,000	10,000	11,690.32	11,690.32		
	Computer Software		1408	5,000	5,000	5,000	0		
	Total			390,652	390,652	390,652	136,011.32		
Administration	Administration		1410	100,000	100,000	11,199	11,199		
Audit	Mod Audit		1411	1,500	1,500	0	0		
Dwelling Equipment	Stoves and Refrigerators		1465.1	30,000	30,000	11,262	11,262		
Relocation	Relocation for 504 units		1495	5,000	5,000	0	0		

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activi	General Description of Major Work Categ	Dev. Acct	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
Non-Dwelling	Maintenance Vehicles	1475		75,000	75,000	0	0		
Equipment	Maintenance Equipment	1475		25,000	25,000	0	0		
	Computer Equipment	1475		25,000	25,000	0	0		
	Total			125,000	125,000	0	0		
A/E Fees	Richert Manor	1430		7,500	7,500	0	0		
	Howard Estates	1430		34,000	34,000	0	0		
	River Park	1430		900	900	0	0		
	Centerview Apts.	1430		10,000	10,000	0	0		
	Forest Park	1430		1,400	1,400	0	0		
	Scattered Sites 9-8	1430		1,800	1,800	0	0		
	Scattered Sites 9-10	1430		1,300	1,300	0	0		
	Mince Manor	1430		2,000	2,000	0	0		
	Aldridge Place	1430		33,859	33,859	0	0		
	Sundries	1430		2,000	2,000	0	0		
	Total			94,759	94,759	0	0		

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50106 Capital Fund Program No: 50106 Replacement Housing Factor No:					Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Richert Manor	6/30/08			6/30/10				
Howard Estates	6/30/08			6/30/10				
Atherton East	6/30/08			6/30/10				
Garland Chase	6/30/08			6/30/10				
River Park	6/30/08			6/30/10				
Centerview	6/30/08			6/30/10				
Forest Park	6/30/08			6/30/10				
Scattered Sites	6/30/08			6/30/10				
KMS Square	6/30/08			6/30/10				
Operating	6/30/08			6/30/10				
Management Improvements	6/30/08			6/30/10				
Audit	6/30/08			6/30/10				
Dwelling Equipment	6/30/08			6/30/10				
Non-dwelling equipment	6/30/08			6/30/10				
A/E Fees	6/30/08			6/30/10				

PHA Plan Table Library

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

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

Capital Fund Grant Number 50107 FFY of Grant Approval: 07/2007

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	250,000
3	1408 Management Improvements	400,652
4	1410 Administration	125,000
5	1411 Audit	1,500
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	75,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	41,900
10	1460 Dwelling Structures	986,915
11	1465.1 Dwelling Equipment-Nonexpendable	30,000
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	100,000
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	2,010,967
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	400,652
24	Amount of line 20 Related to Energy Conservation Measures	0

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MI009-001 Richert Manor	Ceiling tile-Common Area	1460	6,600
	Nurse's aid calls	1460	52,800
MI009-002 Howard Estates	Re-grade/Re-seed bldgs	1450	6,300
MI009-003 Atherton East	Handicap Accessible units	1460	0
	Driveways- handicap units	1450	0
	Vacancy reduction	1460	679,015
	Parking Lot repairs	1450	5,000
MI009-004 Garland/Chase	Fencing Repair/replace	1450	6,000
	Smoke detectors/GFI's	1460	6,000
	Community Room Renovations	1460	6,500
MI009-005 River Park	Sidewalk Repair	1450	24,600
	Storm Doors	1460	32,000
	ADA Bathroom-office/cr	1460	30,000
MI009-007 Forest Park	Smoke Detectors/GFI's	1460	3,000
MI009-008 Scattered Sites	Gutters/Downspouts	1460	16,000
	Roofs	1460	10,000
MI009-010	Gutters/Downspouts	1460	10,500
Scattered Sites	Roofs	1460	10,000
	Vacancy Reduction units	1460	85,000
	Driveway for accessible unit	1450	0

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MI009-011 Mince Manor	Emergency Lighting	9,500
MI009-014 Aldridge Place	Paint exteriors of bldgs.	20,000
MI009-015 KMS Square	Alarm Entry for doors w/key fobs	10,000
Operating Mgmt Improve	Operating	250,000
	Security	378,652
	Applicant Screening	2,000
	Training	15,000
	Computer Software	5,000
Administration	Administration	125,000
Audit	Mod Audit	1,500
Dwell Equip	Stoves & Refrigerators	30,000
Non-dwell Equip	Maint Vehicles	50,000
	Maint. Equipment	25,000
	Computer Equipment	25,000
A/E Fees	A/E fees- all complexes	75,000

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI009-001	Richert Manor	23	17	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Intercom/Camera System			25,000	2008
Replace Parking Lot			15,000	2011
Total estimated cost over next 5 years			40,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI009-002	Howard Estates	29	30	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Parking lot lights			2,349	2008
Office renovations- roof; paint; windows			15,000	2008
Kiosks/addresses			3,000	2011
Furnaces with a/c's			20,000	2011
2-handicap accessible units			410,000	2011
Driveway for handicap unit			10,000	2011
Total estimated cost over next 5 years			460,349	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI009-003	Atherton East	87	45	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Vacancy Reduction- 18 units			732,000	2008
Furnaces w/ air conditioning			15,000	2008
Office bldg; bathrooms ADA and roof			10,000	2008
Roofs for 6 bldgs			142,707	2009
Dryer vents			7,500	2010
Smoke detectors-GFI's			6,000	2010
Total estimated cost over next 5 years			913,207	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI009-004	Garland/Chase Apts	4	9%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Front step replacement			15,000	2011
Total estimated cost over next 5 years			15,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI009-005	River Park Apts.	36	20%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Furnaces w/ air conditioners			25,000	2008
2 handicap accessible units			450,000	2009
Driveways for handicap units			10,000	2009
2 handicap accessible units			660,000	2010
Driveways for handicap units			15,000	2010
landscaping			20,000	2010
Total estimated cost over next 5 years			1,180,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI009-006	Centerview Apts	2	2%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Air conditioner sleeves			45,000	2009
Air conditioners			45,000	2009
Total estimated cost over next 5 years			90,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI009-007	Forest Park Apts.	3	15%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Modernize Kitchens and Bathrooms			80,000	2008
1 unit handicap accessible			53,707	2008
Repair/seal brick			10,000	2011
Total estimated cost over next 5 years			143,707	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI009-008	Scattered Sites	29	46%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Vacancy Reduction			78,108	2011
Roofs; siding; gutters & downspouts			10,000	2011
Total estimated cost over next 5 years			88,108	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI09-010	Scattered Sites	22	31%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Furnaces with air conditioners			15,000	2008
2 handicap accessible units			160,000	2008
Driveways for handicap units			10,000	2009
Driveways; sidewalks; porches; steps			82,108	2010
Total estimated cost over next 5 years			267,108	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI009-011	Mince Manor Apts	9	8%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Trash compactor			15,000	2008
Replace Roof			100,000	2011
Total estimated cost over next 5 years			115,000	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI009-014	Aldridge Place Apts.	13	13%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
2 Handicap units			450,000	2009
Driveways for handicap units			10,000	2009
New parking lot			20,000	2009
Sidewalks			3,349	2009
1 Handicap units			110,000	2010
Driveways for handicap units			5,000	2010
Dryer vents			4,500	2010
Parking blocks			1,000	2011
New sign			3,000	2011
2 Handicap units			410,000	2011
Driveways for handicap units			10,000	2011
Total estimated cost over next 5 years			1,026,849	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI009-015	KMS Square	6	3%	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Security lights- entry drive			5,000	2008
Wrought Iron Fence			25,000	2011
Paint Hallways			20,000	2011
Total estimated cost over next 5 years			50,000	

Operating Budget

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

OMB Approval No. 2577-0026 (exp. 10/31/2009)

See page four for instructions and the Public reporting burden statement

a. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____		b. Fiscal Year Ending <u>6/30/2007</u>	c. No. of months (check one) <input checked="" type="checkbox"/> 12 mo. <input type="checkbox"/> Other (specify) _____	d. Type of HUD assisted project(s) 01 <input checked="" type="checkbox"/> PHA/IHA-Owned Rental Housing 02 <input type="checkbox"/> IHA Owned Mutual Help Homeownership 03 <input type="checkbox"/> PHA/IHA Leased Rental Housing 04 <input type="checkbox"/> PHA/IHA Owned Turnkey III Homeownership 05 <input type="checkbox"/> PHA/IHA Leased Homeownership	
e. Name of Public Housing Agency / Indian Housing Authority (PHA/IHA) Flint Housing Commission					
f. Address (city, State, zip code) 3820 Richfield Rd. Flint, MI 48506					
g. ACC Number C-3012		h. PAS / LOCCS Project No. MI00900106J		i. HUD Field Office Detroit, MI	
j. No. of Dwelling Units 1,245	k. No. of Unit Months Available 14,797	m. No. of Projects 12			

Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. Yr. 2005 2006 PUM (2)	<input type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget Yr. 2006 2006 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Homebuyers Monthly Payments for								
010	7710	Operating Expense						
020	7712	Earned Home Payments						
030	7714	Nonroutine Maintenance Reserve						
040	Total Break-Even Amount (sum of lines 010, 020, and 030)							
050	7716	Excess (or deficit) in Break-Even						
060	7790	Homebuyers Monthly Payments - Contra						
Operating Receipts								
070	3110	Dwelling Rental	99	95	99	1,467,000		
080	3120	Excess Utilities						
090	3190	Nondwelling Rental	2	2	2	22,788		
100	Total Rental Income (sum of lines 070, 080, and 090)		101	97	101	1,489,788		
110	3610	Interest on General Fund Investments	1	4	3	50,000		
120	3690	Other Income	6	5	12	178,212		
130	Total Operating Income (sum of lines 100, 110, and 120)		108	106	116	1,718,000		
Operating Expenditures - Administration								
140	4110	Administrative Salaries	62	70	70	1,035,968		
150	4130	Legal Expense	9	33	1	13,300		
160	4140	Staff Training	4	0	0	1,000		
170	4150	Travel	0	0	0	1,000		
180	4170	Accounting Fees	0	5	0	0		
190	4171	Auditing Fees	0	0	1	11,000		
200	4190	Other Administrative Expenses	2	18	15	220,000		
210	Total Administrative Expense (sum of line 140 thru line 200)		77	127	87	1,282,268		
Tenant Services								
220	4210	Salaries	0	3	2	32,000		
230	4220	Recreation, Publications and Other Services	1	0	1	17,000		
240	4230	Contract Costs, Training and Other	0	0	0	0		
250	Total Tenant Services Expense (sum of lines 220, 230, and 240)		1	3	3	49,000		
Utilities								
260	4310	Water	41	49	44	650,000		
270	4320	Electricity	22	22	25	367,000		
280	4330	Gas	15	16	18	266,000		
290	4340	Fuel						
300	4350	Labor						
310	4390	Other utilities expense						
320	Total Utilities Expense (sum of line 260 thru line 310)		78	87	87	1,283,000		

Name of PHA / IHA				Fiscal Year Ending				
Flint Housing Commission				06/30/2007				
Line No.	Acct. No.	Description (1)	Actuals Last Fiscal Yr. 2005 PUM (2)	<input type="checkbox"/> Estimates <input type="checkbox"/> or Actual Current Budget Yr. 2006 PUM (3)	Requested Budget Estimates			
					PHA/IHA Estimates		HUD Modifications	
					PUM (4)	Amount (to nearest \$10) (5)	PUM (6)	Amount (to nearest \$10) (7)
Ordinary Maintenance and Operation								
330	4410	Labor	56	47	60	885,000		
340	4420	Materials	24	23	17	250,000		
350	4430	Contract Costs	24	24	20	290,000		
360	Total Ordinary Maintenance & Operation Expense (lines 330 to 350)		104	93	96	1,425,000		
Protective Services								
370	4460	Labor	0	0	0	0		
380	4470	Materials	1	0	0	0		
390	4480	Contract costs	0	0	3	40,000		
400	Total Protective Services Expense (sum of lines 370 to 390)		1	0	3	40,000	③	
General Expense								
410	4510	Insurance	21	23	23	335,000		
420	4520	Payments in Lieu of Taxes	3	0	3	50,000		
430	4530	Terminal Leave Payments	0	0	0	0		
440	4540	Employee Benefit Contributions	29	39	46	680,000		
450	4570	Collection Losses	7	7	6	89,000		
460	4590	Other General Expense	0	0	0	4,000		
470	Total General Expense (sum of lines 410 to 460)		60	69	78	1,158,000	④	
480	Total Routine Expense (sum of lines 210, 250, 320, 360, 400, and 470)		322	380	354	5,237,268		
Rent for Leased Dwellings								
490	4710	Rents to Owners of Leased Dwellings						
500	Total Operating Expense (sum of lines 480 and 490)		322	380	354	5,237,268		
Nonroutine Expenditures								
510	4610	Extraordinary Maintenance	0	3	0	6,000		
520	7520	Replacement of Nonexpendable Equipment						
530	7540	Property Betterments and Additions						
540	Total Nonroutine Expenditures (sum of lines 510, 520, and 530)		0	3	0	6,000		
550	Total Operating Expenditures (sum of lines 500 and 540)		322	383	354	5,243,268		
Prior Year Adjustments								
560	6010	Prior Year Adjustments Affecting Residual Receipts	(25)	(1)	(.1)	(16,000)		
Other Expenditures:								
570	Deficiency in Residual Receipts at End of Preceding Fiscal Yr.							
580	Total Operating Expenditures, including prior year adjustments and other expenditures (line 550 plus or minus line 560 plus line 570)		297	382	353	5,227,268		
590	Residual Receipts (or Deficit) before HUD Contributions and provision for operating reserve (line 130 minus line 580)		(189)	(277)	(237)	(3,509,268)		
HUD Contributions								
600	8010	Basic Annual Contribution Earned - Leased Projects-Current Year						
610	8011	Prior Year Adjustments - (Debit) Credit						
620	Total Basic Annual Contribution (line 600 plus or minus line 610)							
630	8020	Contributions Earned - Op. Sub - Cur. Yr. (before year-end adj)	264	225	174	2,579,619		
640	Mandatory PFS Adjustments (net)							
650	Other (specify)							
660	Other (specify)							
670	Total Year-end Adjustments/Other (plus or minus lines 640 thru 660)							
680	8020	Total Operating Subsidy-current year (line 630 plus or minus line 670)	264	225	174	2,579,619		
690	Total HUD Contributions (sum of lines 620 and 680)		264	225	174	2,579,619		
700	Residual Receipts (or Deficit) (sum of line 590 plus line 690)		75	(52)	(63)	(929,649)		
Enter here and on line 810								

Name of PHA / IHA		Fiscal Year Ending	
Operating Reserve		PHA/IHA Estimates	HUD Modifications
Part I - Maximum Operating Reserve - End of Current Budget Year			
740	2821	PHA / IHA-Leased Housing - Section 23 or 10(c) 50% of Line 480, column 5, form HUD-52564	

Part II - Provision for and Estimated or Actual Operating Reserve at Fiscal Year End			
780		Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date) 2005	1,426,603
790		Provision for Operating Reserve - Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input type="checkbox"/> Actual for FYE	
800		Operating Reserve at End of Current Budget Year (check one) <input type="checkbox"/> Estimated for FYE <input checked="" type="checkbox"/> Actual for FYE 2006	1,363,700
810		Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from line 700	(929,649)
820		Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)	434,051
830		Cash Reserve Requirement - _____ % of line 480	
Comments			

PHA / IHA Approval

Name _____

Title _____

Signature _____ Date _____

Field Office Approval

Name _____

Title _____

Signature _____ Date _____

Budget Notes

Due to the excellent training assistance from John Gall of The Nelrod Company this past week, the current Finance Department is proud to present the 2007 Operating Budget for the Conventional Public Housing Operating Fund. Following are explanations of items of interest showing on the budget for the past two fiscal years as well as the current fiscal year.

① Operating Income – Line No. 130

The positive change in Operating Income is due to an increase in charges to the tenants. The tenants are being charged more often for work order charges than they have been in the past. Maintenance that is required due to regular wear and tear is not charged to the tenant. However, the tenants are charged when the maintenance is due to abuse situations.

There are also a lot of requests for lock changes and the tenants are now being charged when they request that their locks be changed just because they want them changed.

② Administrative Expenses – Line No. 210

Administrative Expenses have decrease due to the fact that we have not had to incur the cost of lawsuits this year. They have been accounted for in prior years but not this fiscal year. Legal expenses shown are for actual attorney fees only. In addition, we have not had the accounting expense that we incurred in the last fiscal year.

③ Protective Services – Line No. 400

There is an increase in Protective Services contract costs this fiscal year because the funds have been exhausted from the capital fund account it has historically been charged to. The amount showing is what will be paid out of the operating fund this fiscal year.

④ General Expense – Line No. 470

General Expenses have increase for several reasons. PILOT (Payment in Lieu of Taxes) were not paid in the prior fiscal year; we have had to double up to get caught up. Costs for employee benefits have increased this fiscal year in relation to past years. However, on a good note, Collection Losses have decreased considerably this year due to the efforts of the Tenant Accounts Receivable coordinator to collect the rent or to evict the tenant for non-payment.

OTHER AREAS OF CONCERN:

It has also been noted during formulation of the 2007 Budget concerns with the current software standing:

1. The Purchase Order module is not being used to its fullest extent which directly links to the Inventory Control module.
2. The Work Order module is not being used to its fullest extent which directly links to the Inventory Control module.
3. The Inventory module is not issuing out inventory items which directly links to the Inventory.
4. The Accounts Payable module is not being utilized for a true accrual accounting base; invoices are put in and checks are processed against those invoices immediately. As of this writing, the authority does not have an immediate picture of it's outstanding payables at any point in time.
5. The finance department also noted the investment portfolio of approximately \$1,083,000 cannot sustain the liabilities being stated as owed.

IMMEDIATE CONSIDERATIONS:

- Cease and desist all purchasing activity – other than emergency items
- No hiring of additional employees –
- Review/Analyze all areas that can reduce overall expenses such as maintenance materials, contract costs, and so forth.

Operating Budget
Summary of Budget Data and Justifications

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

OMB Approval No. 2577-0026 (Exp. 10/31/2009)

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Local Housing Authority	Locality	Fiscal Year Ending
Flint Housing Commission	Flint, MI	06/30/2007

Operating Receipts

Dwelling Rental. Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM lease price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

Average Rent Charge per Occupied Unit	99.14
Projected Unit Months Available	14,797
Estimated Budget Year 2007 Rent	1,466,974

Excess Utilities. (Not for Section 23 Leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during the Requested Budget Year.

1. Utility Services Surcharged: Gas Electricity Other (Specify) _____

2. Comments

Non-dwelling Rent. (Not for Section 23 Leased housing.) Complete Item 1, specifying each space rented, to whom, and the rental terms. For example: Community Building Space - Nursery School - \$50 per month, etc. Cite changes anticipated during the Requested Budget Year affecting estimated Non-dwelling Rental Income.

1.	Space Rented	To Whom	Rental Terms
	Richert Manor Roof	Nextel	\$ 1,899.12/mo.
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. Comments

Interest on General Fund Investments. State the amount of present General Fund investment and the percentage of the General Fund it represents. Explain circumstances such as increased or decreased operating reserves, dwelling rent, operating expenditures, etc., which will affect estimated average monthly total investments in the Requested Budget Year. Explain basis for distribution of interest income between housing programs.

Please see attached schedule

Other Comments On Estimates of Operating Receipts. Give comments on all other significant sources of income which will present a clear understanding of the HA's prospective Operating Receipts situation during the Requested Budget Year. For Section 23 Leased housing explain basis for estimate of utility charges to tenants.

Please see attached schedule

Operating Expenditures

Summary of Staffing and Salary Data

Complete the summary below on the basis of information shown on form HUD-52566, Schedule of All Positions and Salaries, as follows:

- Column (1) Enter the total number of positions designated with the corresponding account line symbol as shown in Column (1), form HUD-52566.
- Column (2) Enter the number of equivalent full-time positions allocable to HUD-aided housing in management. For example: A HA has three "A-NT" positions allocable to such housing at the rate of 80%, 70%, and 50% respectively. Thus, the equivalent full-time positions is two. $(8/10 + 7/10 + 5/10)$.
- Column (3) Enter the portion of total salary expense shown in Column (5) or Column (6), form HUD-52566, allocable to HUD-aided housing in management, other than Section 23 Leased housing.
- Column (4) Enter the portion of total salary expense shown in Column (5) or Column (10), form HUD-52566, allocable to Section 23 Leased housing in management.
- Column (5) Enter the portion of total salary expense shown in Column (5) or Column (7), form HUD-52566, allocable to Modernization programs (Comprehensive Improvement Assistance Program or Comprehensive Grant Program).
- Column (6) Enter the portion of total salary expense shown in Column (5) or Column (9), form HUD-52566, allocable to Section 8 Programs.

Note: The number of equivalent full-time positions and the amount of salary expense for all positions designated "M" on form HUD-52566 must be equitably distributed to account lines Ordinary Maintenance and Operation—Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expense			
			Management (3)	Section 23 Leased Housing Only (4)	Modernization Programs (5)	Section 8 Program (6)
Administration—Nontechnical Salaries ¹	30	30	1,093,107		119,174	280,878
Administration—Technical Salaries ¹						
Ordinary Maintenance and Operation—Labor ¹	27	27	884,372			
Utilities—Labor ¹						
Other (Specify) (Legal, etc.) ¹						
Extraordinary Maintenance Work Projects ²						
Betterments and Additions Work Projects ²						

1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.
 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown on form HUD-52567.

Flint Housing Commission
Interest on General Fund Investments
Requested Budget Year Ending July 30, 2007

<u>Period</u>	<u>Beginning Balance</u>	<u>Accrued Interest</u>	<u>Ending Balance</u>
July 2006	\$1,033,700.63	\$5,433.99	\$1,039,134.62
August 2006	\$1,039,134.62	\$4,444.99	\$1,043,579.61
September 2006	\$1,043,579.61	\$4,211.81	\$1,047,791.42
October 2006	\$1,047,791.42	\$4,646.17	\$1,052,437.59
November 2006	\$1,052,437.59	\$4,394.03	\$1,056,831.62
December 2006	\$1,056,831.62	\$4,265.29	\$1,061,096.91
January 2007	\$1,061,096.91	\$4,873.20	\$1,065,970.11
February 2007	\$1,065,970.11	\$4,153.82	\$1,070,123.93
March 2007	\$1,070,123.93	\$4,467.87	\$1,074,591.80
April 2007	\$1,074,591.80	\$4,580.49	\$1,079,172.29
May 2007	\$1,079,172.29	\$4,527.71	\$1,083,700.00
June 2007	\$1,083,700.00	<u>\$4,547.21</u>	\$1,088,247.21
Estimated Investment Income		\$54,546.58	
PUM Interest on Investment		\$3.69	

Flint Housing Commission
Other Income
Requested Budget Year Ending July 30, 2007

<u>Miscellaneous</u>	<u>Amount</u>
Bank Interest - Checking Account	2,754
Tenant Charges - Late Fees/Work Orders	139,380
Vending Commissions	3,266
Viacom	850
Insurance Company Dividend (HARRG)	15,008
Rebates, garnishment fees, etc.	<u>2,554</u>
Section 8 Rent	<u>14,400</u>
Miscellaneous Total	178,212

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

Please refer to HUD-52566

Travel, Publications, Membership, Dues and Fees, Telephone and Telegraph, and Sundry. In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

Please refer to HUD-52571

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

Please refer to HUD-52722

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

Please see attached schedule

Ordinary Maintenance & Operation—Contract Costs. List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Please see attached schedule

**Operating Budget
Schedule of All Positions and Salaries**

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

OMB Approval No. 2577-0026 (Exp. 10/31/2009)

See back of page for instructions and public reporting burden statement
Name of Housing Authority **Flint Housing Commission**

Locality **Flint, MI**

Fiscal Year End **06/30/2007**

Position Title and Name By Organizational Unit and Function	Present Salary Rate As of (date)	Requested Budget Year			Allocation of Salaries by Program			Longevity	Method of Allocation		
		Salary Rate	Estimated Budget Year No. Months	Estimated Payment Amount	Management	Modernization	Development			Section 8 Programs	Other Programs
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Please see attached schedule											

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompanying 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)

Executive Director or Designated Official

Date

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. This information is required by Section 6104(a) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Instructions for Preparation of Form HUD-52566

This form is to be prepared to show proposed staffing for the Requested Budget Year. All employees of the Housing Authority must be listed.

Identification: The identification boxes at the top of the form are self-explanatory.

Position Title and Name by Organizational Unit and Function:

Column (1): List each position title according to Organizational Unit, i.e., Central Office, Central Maintenance, Project or Project Management Group, Section 8, Modernization, and Function within each organization unit, i.e., Office of Director, Accounting and Purchasing Section, Leasing and Occupancy Section, General Maintenance, etc. All seasonal temporary labor may be combined on a single line designated "Casual Labor" or "Temporary Labor."

Column (1a): For each position or group of positions as appropriate, enter an account designation as follows:

- AN-T Administrative-Nontechnical positions
- A-T Administrative-Technical positions
- M Maintenance positions
- U Utilities Labor positions
- O Other positions such as staff attorneys and architectural and engineering personnel employed for the sole purpose of preparing plans and specifications for extraordinary maintenance jobs or for betterments and additions.

Column (2) **Present Salary Rate:** Enter closing date of latest completed payroll in heading. Then, for each position listed in Column (1), enter the present annual salary rate in accordance with the latest payroll record. For new positions to be established in the Requested Budget Year, leave this column blank.

Columns (3), (4), (5) **Requested Budget Year:**

Salary Rate: For each position listed, enter the proposed salary rate for the Requested Budget Year.

Estimated Payment:

No. Months: For each position listed, enter the estimated equivalent number of full months of employment in the Requested Budget Year.
Amount: For each position listed, enter the estimated amount of salary to be paid during the Requested Budget Year.

Allocation of Salaries by Program: Columns (6) through (11) are to be completed by Housing Authorities who administer programs other than Management.

Column (6)—**Management:** For each position listed enter the amount of salary allocable to management related activities.

Column (7)—**Modernization Programs:** For each position listed enter the amount of salary allocable to Modernization (CIAP/Comprehensive Grant Program) related activities. The Housing Authority must have an approved CIAP/Comprehensive Plan budget with funds approved under Development Accounts 1410.1 and 1410.2.

Column (8)—**Development:** For each position listed, enter the amount of salary allocable to activities related to projects in development. Include if one amount the amount chargeable to Development Cost Accounts 1410.1 and 1425.

Column (9)—**Section 8 Programs:** For each position listed, enter the amount of salary allocable to activities related to Section 8 programs.

Column (10)—**Other Programs:** For each position listed, enter the amount of salary allocable to activities related to projects which are locally owned, State-aided, etc., and to all other programs with which the Local Authority is concerned such as Urban Renewal, etc.

Note: This Column should also include the allocation of salary costs of shared resources, i.e., where staff or other resources are shared between a HA program and a program administered by an identity-of-interest non-profit entity, the salary cost must be equitably allocated to each program.

Column (11)—**Other:** For each position listed, enter the amount of salary allocable as a result of longevily compensation.

Column (12)—**Method of Allocation:** For each position or group of positions listed, show the method used for allocating the salaries listed. On the basis of information shown on this schedule complete Form HUD 52573, Summary of Budget Data and Justifications, Summary of Staffing and Salary Data section, and Form HUD-52564, Operating Budget.

FLINT HOUSING COMMISSION
SCHEDULE OF ALL POSITIONS AND SALARIES
REQUESTED BUDGET YEAR ENDING JUNE 30, 2007

DEPT #	TITLE	NO. MONTHS	TOTAL	LIPH	HCV	CFP	MAINT	BENEFITS
Admin	Receptionist	12	28,121.60	25,309.44	1,408.08	1,408.08		\$ 2,376.28
Admin	P.H. Occ Spec.	12	32,448.00	32,448.00				\$ 2,741.86
CFP	Senior Housing Mgr of CFP	12	54,080.00			54,080.00		\$ 4,589.76
CFP	Inspector	12	36,774.40			36,774.40		\$ 3,107.44
HCV	Senior Housing Mgr of HCV	12	49,441.60		49,441.60			\$ 4,177.82
HCV	Asst Housing Mgr of HCV	12	40,375.86		40,375.86			\$ 3,411.76
HCV	Inspector	12	29,120.00		29,120.00			\$ 2,460.64
HCV	Housing Specialist	12	37,877.63		37,877.63			\$ 3,200.66
HCV	Housing Specialist	12	33,270.02		33,270.02			\$ 2,811.32
HCV	Housing Specialist	12	33,270.02		33,270.02			\$ 2,811.32
HCV	Office Assistant	12	29,203.20		29,203.20			\$ 2,467.67
Admin	Senior Housing Program Mgr	12	42,369.60	42,369.60				\$ 3,580.23
Admin	Senior Housing Program Mgr	12	41,184.00	41,184.00				\$ 3,480.05
Admin	Senior Housing Program Mgr	12	41,184.00	41,184.00				\$ 3,480.05
Admin	Senior Housing Program Mgr	12	41,184.00	41,184.00				\$ 3,480.05
Admin	Senior Housing Program Mgr	12	41,184.00	41,184.00				\$ 3,480.05
Admin	Senior Housing Program Mgr	12	41,184.00	41,184.00				\$ 3,480.05
Admin	Office Assistant	12	36,774.40	36,774.40				\$ 3,107.44
Admin	Office Assistant	12	31,150.08	31,150.08				\$ 2,632.18
Admin	Office Assistant	12	31,150.08	31,150.08				\$ 2,632.18
Admin	Office Assistant	12	31,150.08	31,150.08				\$ 2,632.18
Admin	Office Assistant	12	31,150.08	31,150.08				\$ 2,632.18
Admin	Office Assistant	12	31,150.08	31,150.08				\$ 2,632.18
Admin	Office Assistant	12	31,150.08	31,150.08				\$ 2,632.18
Admin	Office Assistant	12	31,150.08	31,150.08				\$ 2,632.18
Admin	Rent Specialist	12	32,136.00	32,136.00				\$ 2,715.49
Admin	Inventory Control	12	34,611.20	31,150.08	1,730.56	1,730.56		\$ 2,924.65
Admin	Inventory Control	12	34,611.20	31,150.08	1,730.56	1,730.56		\$ 2,924.65
Admin	Senior Housing Mgr of Finance	12	56,645.06	50,980.55	2,832.25	2,832.25		\$ 4,786.51
Admin	Senior Accounting Supervisor	12	47,389.89	42,650.90	2,369.49	2,369.49		\$ 4,004.45
Admin	Payroll Specialist	12	37,856.00	34,070.40	1,892.80	1,892.80		\$ 3,198.83
Admin	General Ledger Asst.	12	37,856.00	34,070.40	1,892.80	1,892.80		\$ 3,198.83
Admin	Director of Admin. Services	12	64,480.12	58,032.11	3,224.01	3,224.01		\$ 5,448.57
Admin	Information Tech Manager	12	53,560.00	48,204.00	2,678.00	2,678.00		\$ 4,525.82
Admin	Asst. Info Tech Manager	12	38,480.00	34,632.00	1,924.00	1,924.00		\$ 3,251.56
Admin	Administrative Assistant	12	36,067.20	32,460.48	1,803.36	1,803.36		\$ 3,047.68
Admin	Executive Director	12	96,720.19	87,048.17	4,836.01	4,836.01		\$ 8,172.86
Admin	Deputy Executive Director	12	0.00	0.00	0.00	0.00		\$ -
Admin	Compliance Officer	12	0.00	0.00	0.00	0.00		\$ -
Admin	Director Community Support Serv	12	46,800.02	46,800.02				\$ 3,954.60
								\$ 97,153.62
Maint	Senior Housing Mgr. of Maint.	12	51,916.80				51,916.80	\$ 4,386.97
Maint	Maintenance Coordinator	12	32,880.64				32,880.64	\$ 2,778.41
Maint	Maintenance Mechanic	12	40,754.69				40,754.69	\$ 3,443.77
Maint	HVAC Technician	12	39,520.00				39,520.00	\$ 3,339.44
Maint	Janitorial	12	31,193.34				31,193.34	\$ 2,635.84
Maint	Janitorial	12	31,193.34				31,193.34	\$ 2,635.84
Maint	Janitorial	12	31,193.34				31,193.34	\$ 2,635.84
Maint	Building & Grounds	12	33,529.60				33,529.60	\$ 2,833.25
Maint	Building & Grounds	12	33,529.60				33,529.60	\$ 2,833.25
Maint	Building & Grounds	12	31,193.34				31,193.34	\$ 2,635.84
Maint	Building & Grounds	12	31,193.34				31,193.34	\$ 2,635.84
Maint	Building & Grounds	12	31,193.34				31,193.34	\$ 2,635.84
Maint	Building & Grounds	12	31,193.34				31,193.34	\$ 2,635.84
Maint	Building & Grounds	12	31,193.34				31,193.34	\$ 2,635.84
Maint	Building & Grounds	12	31,193.34				31,193.34	\$ 2,635.84
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Building & Grounds	12	25,958.40				25,958.40	\$ 2,193.48
Maint	Overtime	12	60,000.00				60,000.00	\$ 5,020.00
								\$ 74,729.45
			2,377,531.88	1,093,107.11	280,878.25	119,174.32	884,372.19	\$ 372,784.51

Operating Budget
 Schedule of Administration
 Expense Other Than Salary

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

OMB Approval No. 2577-0026 (Exp. 10/31/2009)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

Name of Housing Authority		Locality		Fiscal Year End		
Flint Housing Commission		Flint, MI		06/30/2007		
(1)	(2)	(3)	(4)	(5)	(6)	
Description	Total	Management	Development	Section 8	Other	
1	Legal Expense (see Special Note in Instructions)	14,300	13,300		1,000	
2	Training (list and provide justification)	43,000	1,000	32,000	10,000	
3	Travel Trips To Conventions and Meetings (list and provide justification)					
4	Other Travel Outside Area of Jurisdiction					
5	Within Area of Jurisdiction	1,500	1,000		500	
6	Total Travel	1,500	1,000		500	
7	Accounting					
8	Auditing	14,000	11,000		3,000	
9	Sundry Rental of Office Space					
10	Publications	1,162	662		500	
11	Membership Dues and Fees (list organization and amount)	4,171	3,786		385	
12	Telephone, Fax, Electronic Communications	68,000	58,000		10,000	
13	Collection Agent Fees and Court Costs	49,252	48,252			
14	Administrative Services Contracts (list and provide justification)	63,380	55,800		7,580	
15	Forms, Stationary and Office Supplies	24,000	20,000		4,000	
16	Other Sundry Expense (provide breakdown)	45,500	32,500		13,000	
17	Total Sundry	255,465	220,000		35,465	
18	Total Administration Expense Other Than Salaries	328,265	246,300		49,965	

To the best of my knowledge, 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)

Signature of authorized representative & Date

X

Please see attached schedule

Instructions for Preparation of Form HUD-52571

Prepare this form to reflect detailed estimates of Administration Expense, other than salaries, and the distribution to all programs administered by the Housing Authority.

The identification boxes in the upper right hand corner are self-explanatory.

1. **Legal Expense:** Enter in Column (2), Line 1 the estimated cost of legal service. Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

Special Note: The amount entered on Form HUD-52564 should also include salaries of Staff Attorneys as shown on Form HUD-52566 and included on line for "Other" in the Summary of Staffing and Salary Data section of Form HUD-52573.

2. **Training:** List and provide justification for all training.

Travel Expense: Justification must be provided for travel.

3. **Trips to Conventions and Meetings:** Under Justification/Breakdown, List each convention and meeting to be attended by commissioners and staff, with the location. Enter the number of persons expected to attend and show the aggregate number of travel days and the estimated total cost of each trip including subsistence allowance, cost of transportation, and reimbursable miscellaneous expenses. Enter the sum of the total costs of all trips in Column (2). Enter in Columns (3) through (6) the pro rata shares of amounts in Column (2) chargeable to programs administered by the Housing Authority.

4. **Other Travel: Outside Area of Jurisdiction:** Enter in Column (2), Line 4 the estimated cost for travel by commissioners and staff, including subsistence, transportation, and reimbursable miscellaneous expenses. Follow instructions 3 above for columns (3) through (6).

5. **Other Travel: Within Area of Jurisdiction:** Enter in Column (2), Line 5 the estimated cost for travel, including fixed monthly allowances for reimbursement on a mileage basis for use of privately owned automobiles; and reimbursement for authorized use of local public transportation. Follow instructions 3 above for columns (3) through (6).

6. **Total Travel:** Sum Lines 3, 4, and 5 for Columns (2) through (7) and enter total for each on Line 6 "Total Travel."

7, thru 16. **Accounting, Auditing and Sundry:** Enter the estimated total for all programs in Column (2) for each item of expense in Lines 7 through 16. In Columns (3) through (6) enter the pro rata share of amounts shown in Column (2) chargeable to all programs administered by the Housing Authority.

14. **Administrative Services Contracts:** List and provide justification for all contracts (excluding accounting contracts).

16. **All Other Sundry Expense:** List all items identified under this expense.

18. **Total Administration Expense Other Than Salaries:**

Add the amounts on the following Lines:

- Line 1 Legal Expense
- Line 2 Training
- Line 6 Total Travel
- Line 7 Accounting
- Line 8 Auditing
- Line 17 Total Sundry

On Line 18 enter the appropriate totals in Columns (2) through (6). The amount shown in Column (3), lines 1, 2, 6, 7, 8, and 17, should be carried forward to Lines 150 through 200 of Form HUD-52564, Operating Budget.

Flint Housing Commission
Schedule of Administration Expense Other Than Salary
Requested Budget Year Ending June 30, 2007

	<u>LIPH</u>	<u>HCV</u>	<u>CFP</u>	<u>Total</u>
Legal	13,300.00	1,000.00		14,300.00
Staff Training	1,000.00	10,000.00	32,000.00	43,000.00
Travel Outside of Jurisdiction				
Travel Within Jurisdiction	1,000.00	500.00	0.00	1,500.00
Total Travel	<u>1,000.00</u>	<u>500.00</u>	<u>0.00</u>	<u>1,500.00</u>
Auditing	11,000.00	3,000.00		14,000.00
Sundry Expense:				
Publications	662.00	500.00		1,162.00
Membership Dues and Fees:				
NAHRO Dues	2,661.00	293.00		2,954.00
Emphasys Nation Dues	500.00	22.00		522.00
M.M.B.D.C	625.00	70.00		695.00
Sub-Total	<u>3,786.00</u>	<u>385.00</u>	<u>0.00</u>	<u>4,171.00</u>
Telephone, Fax, Electronic Comm	58,000.00	10,000.00		68,000.00
Collection Agent Fees and Court Costs	49,252.00	0.00		49,252.00
Administrative Services Contracts:				
MLS Software (Software Maintenance)	19,000.00	2,100.00		21,100.00
ADP Payroll (Payroll Service Fees)	16,000.00	1,760.00		17,760.00
Lanier Copier Leasing (Service Agree)	7,800.00	3,500.00		11,300.00
Avalon Systems (E-Mail System)	700.00	77.00		777.00
Daley's Answering Service	11,000.00	0.00		11,000.00
Neopost Postage Meter	1,300.00	143.00		1,443.00
Subtotal	<u>55,800.00</u>	<u>7,580.00</u>	<u>0.00</u>	<u>63,380.00</u>
Forms, Stationary & Office Supplies	20,000.00	4,000.00		24,000.00
Other Sundry Expenses:				
Postage	20,000.00	10,000.00		30,000.00
Advertising	6,800.00	2,000.00		8,800.00
Miscellaneous	5,700.00	1,000.00		6,700.00
Subtotal	<u>32,500.00</u>	<u>13,000.00</u>	<u>0.00</u>	<u>45,500.00</u>
Total Sundry Exp	220,000.00	35,465.00	0.00	255,465.00
Total Admin Expense Other Than Salary	<u>\$ 246,300.00</u>	<u>\$ 49,965.00</u>	<u>\$ 32,000.00</u>	<u>\$ 328,265.00</u>

Operating Fund Calculation of Utilities Expense Level

PHA-Owned Rental Housing

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

OMB Approval No. 2577-0029 (exp. 10/31/2008)

Public Reporting Burden for this collection of information is estimated to average 75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(e) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs. The Operating Fund determines the amount of operating subsidy to be paid to PHAs. PHAs provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's Formula Amount and the funds to be obligated for the period to each PHA based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

Section 1 - General Information												
1. Name of Public Housing Agency: Flint Housing Commission 3820 Richfield Rd., Flint, MI			2. Funding Period: 07/01/08 to 06/30/07		3. Type of Submission: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.		4. Unit Change Indicator: <input type="checkbox"/> Yes <input type="checkbox"/> No		5. Frozen Rolling Base: <input type="checkbox"/> Yes <input type="checkbox"/> No		6. Rate Reduction Incentive: <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. ACC Number: C-3012			8. Operating Fund Project Number: M I 0 0 9 0 0 1 0 7 D				9. Fiscal Year End: <input type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input checked="" type="checkbox"/> 6/30 <input type="checkbox"/> 9/30		10. ROFO Code (HUD Use Only):		11. DUNS Number: 55272827	
Line No.	Description	Sewerage and Water	Electricity	Gas	Fuel (Specify Type, e.g., oil, coal, wood)			Total				
Section 2 - Current Consumption Level									Section 3 - Rolling Base Consumption Level			
A	B	C	D	E	F	G	H	I				
01	Actual consumption (12-month period 7/1/ to 6/30/)	181366	3741076	197968	0	0	0	0				
01a	Unit of consumption (e.g., gallons, KWh, therms)	Gallons	KWH	CCF								
02	Rolling base year 1 - actual consumption (12-month period 7/1/ to 6/30/)	174027	3826161	218348	0	0	0	0				
03	Rolling base year 2 - actual consumption (12-month period 7/1/ to 6/30/)	120269	4048193	257719	0	0	0	0				
04	Rolling base year 3 - actual consumption (12-month period 7/1/ to 6/30/)	131100	3804737	549177	0	0	0	0				
05	Total consumption during 3-year rolling base period (Line 02 + Line 03 + Line 04)	425396	11679091	1025244	0	0	0	0				

06	Average rolling base consumption (Line 05 ÷ 3)	141799	3893030	341748	0	0	0	0
07	Actual consumption for new units	0	0	0	0	0	0	0
08	Rolling Base Consumption (Line 06 + Line 07)	141799	3893030	341748	0	0	0	0
Section 4 - Base Consumption								
09	Base Consumption (Lesser of Line 01 or Line 08)	141799	3741076	197968	0	0	0	0
Section 5 - Utility Consumption Incentive								
10	Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0)	39567	0	0	0	0	0	0
11	Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0)	0	151964	143780	0	0	0	0
12	75%/25% Split (Line 10 x 0.25)	9892	0	0	0	0	0	0
13	75%/25% Split (Line 11 x 0.75)	0	113966	107835	0	0	0	0
Section 6 - Payable Consumption								
14	Annualization of consumption for new units	0	0	0	0	0	0	0
15	Payable consumption (Sum of Line 09, Line 12, Line 13 and Line 14)	151691	3855042	305803	0	0	0	0
Section 7 - Actual Utility Costs and Average Rate								
16	Actual utility costs (12-month period 7/1/ to 6/30/)	\$726,066	\$325,477	\$234,316	\$0	\$0	\$0	\$0
17	Actual average utility rate (Line 16 ÷ Line 01)	4.0033	0.0870	1.1836	0.0000	0.0000	0.0000	0.0000
Section 8 - Base Utilities and Inflation/Deflation Factor								
18	Base utilities expense level - whole dollars (Line 15 x Line 17)	\$607,265	\$335,389	\$361,948	\$0	\$0	\$0	\$0
19	Surcharges for excess consumption of PHA-supplied utilities (12-month period 7/1/ to 6/30/) - whole dollars							\$0
20	Base utilities expense level							\$1,304,602

Operating Fund Project Number:
MI00900107D

21	minus surcharges (Line 18 minus Line 19)		
21	Utilities inflation/deflation factor		1.1199

Section 9 – Calculation of Utilities Expense Level

22	Utilities expense level adjusted for inflation/deflation – whole dollars (Line 20 x Line 21)		\$1,460,502
23	Energy rate incentive		\$0
24	Utilities expense level – whole dollars (Line 22 + Line 23)		\$1,460,502
25	Eligible unit months (from the original form HUD-52723, Column B, Line 15 plus Line 17 minus Line 04)		12816
26	Utilities Expense Level – PUM (Line 24 ÷ Line 25)		\$113.96

Section 10 – Remarks (provide section, part and line numbers)

Instructions to form HUD-52722 – Calculation of Utilities Expense Level

This form is used to calculate the utilities expense level component of eligibility for operating subsidy pursuant to 24 CFR Parts 990.170 – 990.185. It is used for PHA-owned rental housing projects and PHA units in mixed housing developments when operating subsidy is requested for such developments under the Operating Fund Program.

General

Previous editions are obsolete

This form shall not be used for the Turnkey III and Mutual Help Homeownership Programs, Section 23 and 10(c) Leased Housing Programs, or the Housing Choice Voucher (Section 8) Program.

Submission of form HUD-52722. Submit form HUD-52722 to the HUD field office for approval together with form HUD-52723, Calculation of Operating Subsidy.

A separate form must be prepared for each project or group of projects under a separate Annual Contributions Contract (ACC).

More than six utility types. If a PHA has more than six utility types, the PHA shall use additional forms as needed. For each form, the PHA shall fill out line items 01 through 17 pursuant to the instructions on the form. Lines 18 through 26 should be filled out only on the last form (if multiple forms HUD-52722 are being submitted).

Supporting documentation. The PHA shall retain supporting documentation substantiating the data reported on this form for a period of five years after the year in which operating subsidy funds were received pursuant to 24 CFR 990.325.

Section 1 – General Information

1. Name of Public Housing Agency. Enter the name of the PHA.

2. Funding Period 1/1/____ to 12/31/____. All PHAs will be funded from the Operating Fund Program for the same period, regardless of PHA fiscal year. In both blanks, enter the calendar year for which this form is submitted. All references throughout this form to funding period pertain to this period.

3. Type of Submission. If this is the first submission to HUD for this funding period, enter an "X" in the Original box. For all subsequent submissions to HUD for this funding period, enter an "X" in the Revision box and enter the revision number.

4. Unit Change Indicator. If the PHA's utility records for the 12-month period ending June 30th that is 6 months prior to the first day of the funding period contain consumption data for units for less than a 12 month period (e.g., new units, demolished units), enter an "X" in the box and note the number of units, number of months associated, and related consumption for these units in Section 10, Remarks, of this form.

5. Frozen Rolling Base. Enter an "X" in the box if the PHA has a HUD-approved frozen rolling base pursuant to 24 CFR 990.185(a)(1).

6. Utility Rate Reduction Incentive. Enter an "X" in the box if the PHA has a HUD-approved utility rate reduction incentive pursuant to 24 CFR 990.185(b).

7. ACC Number. Enter the number of the ACC covering the projects for which this form is submitted.

8. Operating Fund Project Number. Enter the operating fund project number for which this form is being submitted.

9. Fiscal Year End. Enter an "X" in the box that corresponds to the ending date of the PHA's fiscal year.

10. ROFO Code. Enter the region and field office code for the HUD field office that has jurisdiction over the PHA (HUD use only).

11. DUNS Number. Enter the PHA's Durn & Bradstreet Universal Numbering System identification number.

Previous editions are obsolete

Columnar Headings

Columns F, G, and H: Fuel. Specify the type(s) of fuel being consumed by inserting the type(s) in one or more of the columnar headings (e.g., oil, coal, or wood).

Column I, Total. Enter the total of all utilities reported on all forms HUD-52722 under Column I, Lines 18–26. Lines 18–26 should be filled in only on the last form if multiple forms HUD-52722 are being submitted.

Section 2 – Current Consumption Level

Line 01: Actual consumption. By type of utility, enter the actual total consumption for the 12-month period ending June 30th that is 6 months prior to the first day of the funding period. For example, for the funding period beginning January 1, 2007, enter the actual consumption by utility for the period from July 1, 2005, through June 30, 2006. Separate utility information shall be reported on Line 01 for each utility type and each utility type should be reported separately if the unit of consumption is different on Line 01a.

Line 01a: Unit of consumption. Indicate for each type of utility the unit of measurement (e.g., therms, kilowatt hours, gallons, cubic feet, etc.), which relates to the consumption shown on Line 01.

Section 3 - Rolling Base Consumption Level

Line 02: Rolling base year 1 - actual consumption. By type of utility, enter the actual or adjusted (see Special Instructions for Specific Items, below) consumption, in the appropriate units of measurement, for the 12-month period ending June 30th that is 18 months prior to the first day of the funding period. For example, for the funding period beginning January 1, 2007, enter the actual consumption by utility for the period from July 1, 2004, through June 30, 2005.

Line 03: Rolling base year 2 - actual consumption. By type of utility, enter the actual or adjusted (see Special Instructions for Specific Items, below) consumption, in the appropriate units of measurement, for the 12-month period ending June 30th that is 30 months prior to the first day of the funding period. For example, for the funding period beginning January 1, 2007, enter the actual consumption by utility for the period from July 1, 2003, through June 30, 2004.

Line 04: Rolling base year 3 - actual consumption. By type of utility, enter the actual or adjusted (see Special Instructions for Specific Items, below) consumption, in the appropriate units of measurement, for the 12-month period ending June 30th that is 42 months prior to the first day of the funding period. For example, for the funding period beginning January 1, 2007, enter the actual consumption by utility for the period from July 1, 2002, through June 30, 2003.

Line 05: Total consumption during the 3-year rolling base period. Enter the sum of Lines 02, 03 and 04 in each column.

Line 06: Average rolling base consumption. Divide Line 05 by the number 3 and enter the result in each column.

Line 07: Actual consumption for new units. By type of utility, enter the actual consumption for any new units included in Line 01 that have less than 12 months of actual consumption data. The actual consumption and time period (number of months) reported on this line item should equal the actual consumption and time period (number of months) for these units included in Line 01. See Special Instructions for Specific Items – New Units, for additional information.

Line 08: Rolling Base Consumption. Enter the sum of Lines 06 and 07 in each column.

Section 4 - Base Consumption

Line 09: Base consumption. Enter the lesser of Line 01 or Line 08.

Section 5 - Utility Consumption Incentive

Line 10: Actual consumption greater than (>) rolling base. If actual consumption on Line 01 is greater than the rolling base consumption on Line 08, enter the difference as a positive amount. If not, enter zero.

Line 11: Actual consumption less than (<) rolling base. If actual consumption on Line 01 is less than the rolling base consumption on Line 08, enter the difference as a positive amount. If not, enter zero.

Line 12: 75%/25% Split. Multiply the amount in each column on Line 10 by 0.25 and enter the result in the corresponding column on Line 12.

Line 13: 75%/25% Split. Multiply the amount in each column on Line 11 by 0.75 and enter the result in the corresponding column on Line 13.

Section 6 - Payable Consumption

Line 14: Annualization of consumption for new units. By type of utility, enter the estimated consumption for new units that are eligible for subsidy during the funding period but:

- 1) Do not have a full 12 months of actual consumption data on Lines 01 and 07; or
- 2) Do not have any consumption data on Lines 01 and 07.

The amount of consumption entered on this line item should reflect the estimated difference between a full 12 months of consumption and the number of months reported on Lines 01 and 07. (For example, if the PHA reports four months of consumption for new units on Lines 01 and 07, the PHA would estimate an additional eight months of consumption for these new units on this line item. If the PHA reports zero months of consumption on Lines 01 and 07, the PHA would estimate twelve months of consumption.)

Note: The annualization of consumption of new units shall be determined by using the consumption experience of a project or units (same PHA or other PHA with comparable types of utilities) likely to have comparable per unit levels of consumption based on the physical characteristics of the buildings. The annualization amount shall take into account the season(s) for which the estimate is being prepared. For additional information, see Special Instructions for Specific Items - New Units, below.

Line 15: Payable consumption. Sum Lines 09, 12, 13 and 14 of each column and enter the result in the corresponding column on Line 15.

Section 7 - Actual Utility Costs and Average Rate

Line 16: Actual utility costs. By type of utility, enter the actual total utility costs for the 12-month period ending June 30th that is 6 months prior to the first day of the funding period. Round to whole dollars. For example, for the funding period beginning January 1, 2007, enter the actual costs by utility for the period from July 1, 2005, through June 30, 2006.

Line 17: Actual average utility rate. Enter the results of dividing each column of Line 16 by the corresponding column of Line 01. Round results to four decimal places.

Previous editions are obsolete

Section 8 - Base Utilities and Inflation Factor

Line 18: Base utilities expense level. Multiply the amount in each column of Line 15 by the corresponding column on Line 17 and enter the result in the corresponding column on Line 18. Round to whole dollars. Enter the total of all columns in Line 18 in the Total column (or the last form HUD-52722 if multiple forms HUD-52722 are being submitted).

Line 19: Surcharges for excess consumption of PHA-supplied utilities. In the Total column, enter the amount of charges to residents for excess utility consumption for PHA-supplied utilities for the 12-month period ending June 30th that is 6 months prior to the first day of the funding period. Round to whole dollars.

Line 20: Base utilities expense level minus surcharges. Subtract the amount in the Total column of Line 19 from the amount in the Total column of Line 18 and enter the result in the Total column of Line 20.

Line 21: Utilities inflation/deflation factor. In the Total column, enter the applicable utilities inflation/deflation factor supplied by HUD pursuant to 24 CFR 990.170(d).

Section 9 - Calculation of Utilities Expense Level:

Line 22: Utilities expense level adjusted for inflation/deflation. Multiply the amount in the Total column of Line 20 by the utilities inflation/deflation factor in the Total column of Line 21 and enter the result in the Total column of Line 22. Round to whole dollars.

Line 23: Energy rate incentive. In the Total column, enter the amount in whole dollars for an approved utility rate reduction incentive. If a PHA has been approved by HUD for the utility rate reduction incentive pursuant to 24 CFR 990.185(b), calculate actual utility costs as they would have been if the rate savings action had not been taken. If these costs are greater than actual utility costs on Line 16, calculate one-half of the difference and enter on Line 23. (The calculation of "costs" as they would have been had the action not been taken requires calculation of such costs on a monthly basis.) Documentation to support these rate savings must be submitted with the form HUD-52722 to the HUD field office.

Line 24: Utilities expense level (whole dollars). Sum Lines 22 and 23 and enter in the Total column on Line 24.

Line 25: Eligible unit months. From the original form HUD-52723, Calculation of Operating Subsidy for the Funding Period, enter Line 15 plus Line 17 minus Line 04 from Section 2, column B, in the Total column.

Line 26: Utilities expense level (PUM). Divide Line 24, Total column, by Line 25, Total column, and enter the result in the Total column of Line 26. Round to two decimal places. This amount shall be entered on Section 3, Part A, Line 05 of the form HUD-52723, Calculation of Operating Subsidy.

Special Instructions for Specific Items

Flat rates. If a utility has a flat rate, only enter the words "Flat Rate" on Lines 01-15 and 17 for that utility. Enter actual costs on Line 16 and the same amount on Line 18. The PHA shall complete the remainder of this form in accordance with the instructions for Lines 19-26.

New units. PHAs should follow the instructions in this part when new units are eligible for subsidy in the funding period. Consumption associated with these new units should be added to consumption of existing units on the following lines for the applicable columns:

Line 01: Actual consumption. If there is no consumption for new units during the reporting period, do not add any consumption. If there is partial or full consumption for new units during the reporting period, add the actual consumption during the reporting period.

Line 02: Rolling base year 1 – actual consumption. If there is no consumption or partial consumption for new units during the reporting period, do not add any consumption. Once there are a full 12 months of consumption for new units during the reporting period, add the actual consumption during the reporting period.

Line 03: Rolling base year 2 – actual consumption. If there is no consumption or partial consumption for new units during the reporting period, add the same consumption that was added to Line 02. Once there are a full 12 months of consumption for new units during the reporting period, add the actual consumption during the reporting period.

Line 04: Rolling base year 3 – actual consumption. If there is no consumption or partial consumption for new units during the reporting period, add the same consumption that was added to Line 03. Once there are a full 12 months of consumption for new units during the reporting period, add the actual consumption during the reporting period.

Line 07: Actual consumption for new units. If there is no consumption for new units Line 01, do not enter any consumption on Line 07. If Line 01 has partial or full consumption for new units but Line 02 does not have any consumption for new units, enter the same amount of consumption for new units that was entered on Line 01. If Line 02 also has consumption for new units, do not enter any consumption on Line 07.

Note: Lines 02 through 07 are all used to calculate the rolling base on Line 08. In order to make the rolling base on Line 08 comparable to Line 01 so that the utility consumption incentive can be calculated, Line 08 must always include the same number of months of consumption as Line 01.

Line 14: Annualization of consumption for new units. If there is no consumption or partial consumption for new units on Lines 01 and 07, enter the estimated difference between a full 12 months of consumption and the number of months reported on Lines 01 and 07. If there is a full 12 months of consumption for new units on Line 01, do not enter any consumption on Line 14.

Note: Line 14 is necessary for new units that are eligible to receive operating subsidy during the funding period but for which consumption is not or is only partially reflected on Line 01.

PHAs will not resubmit or adjust the form HUD-52722. Calculation of Utilities Expense Level, for new units coming online after the June 30th date used in Line 01, actual consumption. Additional funding for utility expenses associated with these new units will be handled only through a change in eligible unit months on form HUD-52723. Calculation of Operating Subsidy. Consumption data for new units will begin to be incorporated in the form HUD-52722 the following year.

Demolition or disposition of units. PHAs that are disposing or demolishing projects or entire buildings within a project shall exclude all data by utility (rate, consumption, rolling base, eligible unit months, etc.) for these projects or buildings once the actual consumption (see Line 01) for the 12-month period ending June 30th that is 6 months prior to the first day of the funding period no longer contains a full 12 months (including no months) of consumption for these projects or buildings. The PHA also shall make an appropriate adjustment to the rolling base. PHAs shall provide HUD additional details (i.e., amounts, calculation and methodology) regarding this adjustment in the remarks section of this form or as a separate attachment.

PHAs that are permanently disposing or demolishing units equal to or more than 10% of the total units within a building shall also follow the instructions, above, as they relate to the utility information regarding these units. If the PHA is permanently disposing or demolishing less than 10% of the total units within a building or 5 or fewer units within a building, the PHA shall make no adjustment; that is, this transaction will flow through the rolling base without any adjustment. Previous editions are obsolete

As required by 24 CFR Part 990.155, Additions and deletions of units, PHAs will periodically report to HUD projects, or entire buildings in a project, that are eligible for an asset-repositioning fee. This event will trigger a decline in the number of eligible unit months reported on the form HUD-52723, Calculation of Operating Subsidy. This event will not trigger a resubmission or an adjustment to the form HUD-52722, Calculation of Utilities Expense Level.

Consumption Data Unavailable. If a PHA has not maintained or cannot recapture actual consumption data from its existing units (not new units), the PHA will notify the HUD field office of this event. The PHA will develop comparable consumption data (an estimate) regarding a particular utility or utilities from its records or from the records of comparable units for the full Rolling Base Period that is consistent with the methodology approved by the HUD field office when they were notified.

The estimated consumption should be based upon actual experience taking into account, where possible, physical attributes of the units, the relationship of the heating degree days of the period of actual experience and the missing experience when considering utilities used for space heating. If consumption of comparable units is utilized, that consumption must have taken place during the same period.

If the HUD field office approves the use of data for a period of at least 24 months, it shall be expanded to the full rolling base period. For example, if the PHA has two years of actual consumption, one year of actual consumption on Line 01 and the first year of the rolling base (Line 02), the consumption of the first year of the rolling base will be used to populate the consumption of the previous two years of the rolling base (Lines 03 and 04).

Frozen rolling base (24 CFR 990.185(1)).

(1) PHAs shall prepare a separate form HUD-52722 for the project(s) and utility(ies) involved for the frozen rolling base incentive. If the PHA has more than one contract, separate forms HUD-52722 must be prepared for the project(s) and utility(ies) under each contract. Separate forms HUD-52722 will be prepared for the duration of the contract period for each contract.

Line 01: Follow normal instructions (i.e., enter the actual consumption for the 12-month period ending June 30th that is 6 months prior to the first day of the funding period).

Lines 02-04: Enter the frozen rolling base at the level calculated for the year during which the conservation measures initially are implemented. Before the rolling base is frozen it must be adjusted to reflect any energy savings resulting from the use of any HUD funding (e.g., Capital Fund Program). See 24 CFR 990.185 (a)(1)(i) for other allowable adjustments.

Frozen rolling bases shall conform to a July 1st through June 30th reporting period, unless already approved based on the PHA's fiscal year. Frozen rolling bases that have been approved based on the PHA's fiscal year end shall continue to be reported on that basis and do not have to be recomputed to a July 1st through June 30th reporting period through the contract term.

The annual three-year rolling base procedures for computing the rolling base shall be reactivated after the PHA satisfies the conditions of the contract. The three years of consumption data to be used in calculating the rolling base after the end of the contract shall be the actual consumption level, conforming to a July 1st through June 30th reporting period, for the final three years of the contract.

Lines 05-08: Follow normal instructions.

Line 09: Enter Line 08 amount on Line 09.

Lines 10-13: Leave blank.

Lines 14-24: Follow normal instructions.

Lines 25-26: Leave blank.

(2) PHAs shall prepare a separate form HUD-52722 for the project(s) and utility(ies) that do not have a frozen rolling base following normal procedures.

(3) Consolidated form HUD-52722: PHAs shall prepare a separate form HUD-52722 consolidating the utility information for the frozen and non-frozen rolling base forms:

Header: Complete as normal but write "Consolidated" on the top of the form.

Lines 01-17: Leave blank.

Line 18: Sum columns on Line 18 of all the forms and enter the result in each column and in the Total column.

Line 19: Sum Lines 19 of all the forms and enter the result in the Total column.

Line 20-22: Follow normal instructions.

Line 23: Sum Lines 23 of all the forms and enter the result in the Total column.

Line 24-26: Follow normal instructions.

Other situations requiring adjustments to avoid distortion of the rolling base consumption level.

A PHA shall report its rolling base so as not to materially distort the rolling base period. The following events trigger a material distortion to the rolling base: a conversion from one energy source to another; interruptible service sufficient to cause discernible variance from normal consumption patterns; a switch from resident-purchased to PHA-supplied utilities; or a switch from PHA-supplied to resident-purchased utilities. Actual consumption of projects having the situations described above shall be established or adjusted in accordance with the instructions, below, and other guidance.

The overriding consideration of all of the adjustments is that the consumption data shall not be distorted by including in Lines 02 - 08 consumption information that is not comparable to Line 01 of this form.

Conversion from one utility type to another type (e.g., from oil to gas). A PHA shall convert the discontinued utility consumption data into a comparable unit of consumption of the new utility (e.g., BTUs). The PHA will convert the rolling base consumption data into the same common unit of measurement. If the actual consumption data that would be reported in Line 01 contains consumption for both utilities types, the PHA will convert the discontinued utility into the same common unit of measurement.

Switch of utilities from resident-purchased to PHA-supplied. PHAs will follow the Special Instructions for Specific Items - New Units, paragraph 2, for switches from resident-purchased to PHA supplied utility(ies).

Switch of utilities from PHA-supplied to resident-purchased. PHAs that switch from PHA-supplied to resident-purchased utilities will exclude all data by utility (rate, consumption, rolling base, eligible unit months, etc.) for these resident-purchased utilities on the next original form HUD-52722 submission following the switch. PHAs shall provide HUD additional details (i.e., amounts, calculation and methodology) regarding this adjustment in Section 10, Remarks, of this form or as a separate attachment.

Interruptible service. If the PHA has a utilities combination which provides for interruptible service from one energy source to another, the HUD field office shall be contacted to determine a reasonable reporting method on this form, if the interruption is sufficient to cause discernible. Previous editions are obsolete

variance from normal consumption patterns. This adjustment would, of course, not be considered until after the interruption had occurred and, if possible, not until after the heating season has ended.

Unoccupied projects and units. For a project that is temporarily unoccupied (e.g., extensive modernization), PHAs shall make no adjustment to this form.

**

Flint Housing Commission
Schedule of Ordinary Maintenance & Contract Costs
Requested Budget Year Ending June 30, 2007

	<u>Amount</u>
Maintenance Materials:	
Maintenance Materials	\$ 250,000.00
Contract Costs:	
Maintenance Contracts	30,000.00
Elevator Contracts	25,000.00
Electrical Contracts	27,000.00
Mechanical Contracts	3,000.00
Extermination Contracts	13,500.00
Automotive Contracts	23,000.00
Carpet Cleaning	5,000.00
Plumbing/Sewer Contracts	26,000.00
Locksmith	7,500.00
Lawn Care Contracts	41,000.00
Maintenance Uniforms	9,000.00
Garbage/Trash Removal Contracts	80,000.00
Contract Costs Sub-Total	\$ 290,000.00
Total Maintenance Materials and Contract Costs	<u><u>\$ 540,000.00</u></u>

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

Please see attached schedule

Employee Benefit Contributions. List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget Year for which prior HUD concurrence has not been given.

FICA Calculation	102,352.98
Unemployment Compensation	106,560.98
Employee Benefits	471,000.00
	<u>679,913.96</u>

Collection Losses. State the number of tenants accounts receivable to be written off and the number and total amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

Estimated Rental Income	1,466,974
Estimated Loss (6%)	89,000

Extraordinary Maintenance, Replacement of Equipment, and Betterments and Additions. Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justifying information incorporated on or attached to form HUD-52567 need not be repeated here.

Please refer to HUD-52567

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

Flint Housing Commission
Schedule of Insurance Expense
Requested Budget Year Ending June 30, 2007

	<u>Amount</u>
Automobile	31,948.00
Boiler & Machinery	7,163.00
Employee Dishonesty	1,270.00
Flood Insurance	44,916.00
General Liability	110,491.00
Property Insurance	139,212.00
	<hr/>
	335,000.00

Flint Housing Commission
Calculation of Social Security (FICA)
Requested Budget Year Ending June 30, 2007

SECTION I - Assumptions

Requested Budget Year FICA Rate	7.65%
Base Year FICA Rate (1975)	5.85%
Requested Budget Year FICA Base	\$87,000.00
Base Year FICA Base (1975)	\$14,100.00

SECTION II - Salary Data

1) Total Salaries	2,377,531.88
2) Total Salaries Chargeable to Public Housing	1,977,479.30
3) Percentage of Total Salaries Chargeable to Public Housing (line 2 / line 1)	83%
4) Salaries Subject to Base Year FICA Base	1,001,100
5) Salaries Subject to Requested Budget Year FICA Base	2,377,531.88

SECTION III - Calculation of Add-On Step One

6) Requested Budget Year FICA Rate	7.65%
7) Salaries Subject to Requested Budget Year FICA Base (per HUD-52566)	2,377,531.88
8) Line 6 Multiplied by Line 7	181,881.19

SECTION IV - Calculation of Add-On Step Two

9) Base Year FICA Rate (1975)	5.85%
10) Salaries Subject to Base Year FICA Base (per HUD 52566)	1,001,100
11) Line 10 Multiplied by Line 9	58,564.35

SECTION V - Allocation to Public Housing

12) Gross Add-On (Line 8 Less Line 11)	123,316.84
13) Percentage of Total Salaries Chargeable to Public Housing	83%
14) Public Housing Portion of Add-On (Line 12 Multiplied by Line 13)	102,352.98

Flint Housing Commission
Calculation of Unemployment Compensation
Requested Budget Year Ending June 30, 2007

Total Salaries	2,377,531.88	
Total LIPH Portion	1977479.3	
Low Rent Portion Percentage	83%	
FTE Positions		57
Payroll Subject to State U/C	2,377,531.88	
Estimated State U/C Rate		5.40%
Estimated Total State U/C Tax	128,386.72	
	<hr/>	
Low Rent Portion	<u>106,560.98</u>	

Flint Housing Commission
Schedule of Employee Benefits
Requested Budget Year Ending June 30, 2007

	<u>Amount</u>
Health and Disability Insurance	419,000.00
Worker's Compensation Insurance	52,000.00
	<hr/>
	<u>471,000.00</u>

**Operating Budget
Schedule of Nonroutine Expenditures**

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

OMB Approval No. 2517-0026 (Exp. 10/31/2005)

See back of page for Instructions and Public reporting burden statement

Local Housing Authority

Locality

Fiscal Year Ending

Flint Housing Commission

Flint, MI

06/30/2007

Work Project Number (1)	Description of Work Project (2)	Housing Project Number (3)	Total Estimated Cost (4)	Percent Complete Current Budget Year End (5)	Requested Budget Year		Percent Complete Year End (7)	Description of Equipment Items (List Replacements and Additions separately) (8)	Requested Budget	
					Estimated Expenditure In Year (6)	Percent Complete Year End (7)			No. of Items (9)	Item Cost (10)
NONE										

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)

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income housing program and provides a summary of proposed/budgeted receipts and expenditures, approval of budgeted receipts and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the PHA and the amounts are reasonable and that the PHA is in compliance with procedures prescribed by HUD. Respondents should not send this information to HUD unless it is requested by HUD. This information does not lend itself to confidentiality.

Instructions for Preparation of Form HUD-52567

Prepare this form to describe each work project, or job, of extraordinary maintenance, property betterments and additions, and replacement or addition of nonexpendable equipment scheduled for accomplishment in whole or in part during the Requested Budget Year.

Identification: The identification boxes at the top of the form are self-explanatory.

Extraordinary Maintenance and Betterments and Additions

Column (1) Work Project Numbers: For work projects to be started during the Requested Budget Year assign consecutive numbers to identify them with the classification of work and the LHA Fiscal Year, and enter the numbers in this column. For example, for Extraordinary Maintenance jobs to be started during the LHA Fiscal Year 1986, the number would be EM-66-1, EM-66-2, etc. and for Betterments and Additions jobs the numbers would be BA-66-1, BA-66-2, etc.

Column (2) Description: Describe each work project concisely, but sufficiently to give a full understanding of its nature and scope. For work projects started in previous years, point out any significant changes in nature and scope.

Column (3) Housing Project Number: Opposite each work project number and description enter the number of the Housing Projects at which the work is located.

Column (4) Total Estimated Cost: Enter a realistic estimate of the total cost of each work project based, to the extent practicable, on a thorough study of detailed specification of the work. If any part of the work is to be performed by Project staff the estimated cost should include the appropriate portion of their salaries. If there has been a change in the total estimated cost of work started in previous years, the revised total estimate should be entered and note to this effect included in the description column.

Column (5) Percent Complete Current Budget Year End: For work projects started in previous years, enter a realistic estimate of the percentage of work that will have been completed at the end of the Current Budget Year. This percentage may or may not correspond to the percentage of total estimated cost that will have been expended at that time.

Requested Budget Year:

Column (6) Estimated Expenditure In Year: For each work project enter a realistic estimate of the portion of Total Estimated Cost that will be expended during the Requested Budget Year. These estimates should include the appropriate portion of salaries of Project staff which is to perform any of the work.

Column (7) Percent Complete Year End: For each work project enter a realistic estimate of the percentage of work that will have been completed at the end of the Requested Budget Year. This percentage may or may not correspond to the percentage of total estimated cost that will have been expended at that time.

Equipment Requirements

Column (8) Description: Under a heading "Replacement of Equipment" list each type of nonexpendable equipment to be replaced, and separately under a heading "Property Additions" list each new type of nonexpendable equipment to be acquired. Give a brief description of each type and identify the Housing Project to which it is to be assigned.

Column (9) Number of Items: Enter the number of items of each type of equipment to be purchased for each Housing Project designated in Column (8).

Column (10) Item Cost: Enter estimated net cost of each item of equipment, e.g. purchase price, less discounts, trade-in allowance and/or proceeds from disposition of equipment being replaced.

Column (11) Estimated Expenditure In Year: For each type of equipment, enter the estimated cost obtained by multiplying total cost of items in Column 9 by the item cost in Column 10. Also, enter total cost of equipment listed under each of the headings "Replacement of Equipment" and "Property Additions."

Totals

- a. The total in Column 6 for Extraordinary Maintenance should be entered on Line 510, Column 5, of form HUD-52564.
- b. The total in Column 11 for Replacement of Equipment should be entered on Line 520, Column 5, of form HUD-52564.
- c. The sum of the totals in Columns 6 and 11 for Property Betterments and Additions should be entered on Line 530, Column 5, of form HUD-52564.