

PHA Plans

Streamlined Annual Version

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

OMB No. 2577-0226
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 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. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan

for Fiscal Year: 2007

PHA Name: Ionia Housing Commission

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: Ionia Housing Commission

PHA Number: MI117

PHA Fiscal Year Beginning: (mm/yyyy) 10/2007

PHA Programs Administered:

Public Housing and Section 8

Section 8 Only

Public Housing Only

Number of public housing units: 110 units

Number of S8 units:

Number of public housing units:

Number of S8 units: 20 vouchers

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:				

PHA Plan Contact Information:

Name: Tina Lafler

Phone: 616-527-9060

TDD:

Email (if available): ioniahc@chartermi.net

Public Access to Information

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

PHA's main administrative office

PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

Main administrative office of the PHA

PHA development management offices

Main administrative office of the local, county or State government

Public library PHA website Other (list below)

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

Main business office of the PHA

PHA development management offices

Other (list below)

Streamlined Annual PHA Plan
Fiscal Year 2007
[24 CFR Part 903.12(c)]

Table of Contents
[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
- 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
- 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions; and

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B. no

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

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 next component. no

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)

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. Yes No: 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:

5. Yes No: 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:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? 2

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: Eligibility will be limited to s Section 8 HCV holder that has been a participant for at least one year and is in compliance with all program rules and landlord lease agreement.

c. What actions will the PHA undertake to implement the program this year (list)?
All IHC Section 8 HCVP participants will be notified and in the process of organizing partnerships with agencies.

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below):
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)
(State of Michigan) Michigan State Housing Development Authority

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 on its waiting lists 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) Utilize Capital Funds, participant in Section 8 Homeownership Program, Provide housing for low income families

Other: (list below)

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

The State of Michigan consolidated Plan Coordinator certifies that the Annual Plan of the Ionia Housing Commission is consistent with the Consolidated Plan of the State of Michigan Prepared pursuant to 24 CFR Part 91.

Expand the availability and supply of safe, decent, affordable, and accessible rental housing for low and extremely low-income individuals and families; Improve and preserve the existing affordable housing stock and neighborhoods;

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

PHAs are to 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	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method 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 (if included in plan, not necessary as a supporting document) and written analysis of Section 8 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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
x	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	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 Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (Section __23__ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Management and Operations

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing commission that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board of Commissioners.

1. Amended ACOP Incorporated VAWA
2. Amended Section 8 Admin. Plan Incorporated VAWA
3. Preferences
4. Dwelling Lease Agreement Incorporated VAWA
5. Capitalization Policy
6. Disposition Policy
7. Drug-Free Workplace Policy
8. Facilities Use Policy
9. Check signing Authorization/Cash Disbursement Policy
10. Criminal, Drug, & Registered Sex Offender Classification Records Management Policy
11. Hazardous Material Policy
12. Amended CFP 2006-2010

1. Amended ACOP Incorporated VAWA

And preferences

8.3 Suitability

A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Ionia Housing Commission will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Ionia Housing Commission employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

No applicant for public housing or S/8 Voucher who has been a victim of domestic violence, dating violence, or stalking shall be denied admission into the program if they are otherwise qualified.

VOLENCE AGAINST WOMEN ACT (VAWA)

a. Protections for Victims of Abuse

- (1) An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease or other “good cause” for termination of tenancy or occupancy rights of such a victim.
- (2) Criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of tenancy or occupancy rights if the tenant or an immediate member of the tenants family is the victim or threatened victim of domestic violence, dating violence, or stalking.
- (3) Notwithstanding any restrictions on admission, occupancy, or terminations of occupancy or assistance, or any Federal, State or local law to the contrary, the Ionia Housing Commission may “bifurcate” a lease, or otherwise remove a household member from a lease, without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others. This action may be taken without evicting removing, terminating assistance to, or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the Public Housing Program.
- (4) Nothing in this section may be construed to limit the authority of a public housing agency, when notified, to honor court orders addressing right of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up.
- (5) Nothing in this section limits any otherwise available authority of the Ionia Housing Commission to terminate assistance to a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant’s household, provided that the that the housing commission does not subject and individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard that other tenants in determining whether to evict or terminate.

(6) Nothing in this section may be construed to limit the authority of housing commission to terminate assistance, to any tenant if the housing commission can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant is not evicted or terminated from assistance.

(7) Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

10.0 Tenant Selection and Assignment Plan

10.1 Preferences

Consistent with the Ionia Housing Commission Agency Plan, the Ionia Housing Commission will select families based on the following preferences within each bedroom size category:

- A. Residency Preference: Residency Preference: Applicants who live in the jurisdiction of the Ionia Housing Commission.
- B. Families who have veteran status according to the U.S. Government (called “veterans preference”).
- C. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. **
- D. Families who have been physically or mentally abused and are presently in a domestic violence shelter.
- E. A senior citizen who needs to move closer to family members or medical facilities.
- F. Applicants who work or have been hired to work in the jurisdiction of the Ionia Housing Commission. Applicants who are receiving Social Security or Disability Benefits.

**Families of federally declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction will receive preference over other waiting list placeholders. All other federal declared disaster displaced families shall have the same preference.

Based on the above preferences, all other preferences specified above shall be weighted equally, in which case families with the highest number of preferences shall be selected before families with fewer preferences.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

20.0 Termination

20.1 Termination By Tenant

The tenant may terminate the lease at any time upon submitting a 30-day written notice. If the tenant vacates prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period.

20.2 Termination By the Housing Commission

The Ionia Housing Commission after 10/1/2000 will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

An incident or incidents or actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence.

The IHC may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence or stalking to family members or others without terminating the assistance or evicting victimized lawful occupants.

The IHC may honor court orders regarding the rights of access or control of the property, including EPO's, DVO's, and other orders issued to protect the victim and disused to address the distribution or possession of property among household members where the family "breaks up."

There is no limitation on the ability of the IHC to evict for other good cause unrelated to the incident or incidents of domestic violence, dating violence or stalking, other than the victim may not be subject to a "more demanding standard" than non-victims.

There is no prohibition on the IHC evicting if it "can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant's (victim's) tenancy is not terminated."

Any protections provided by law which give greater protection to the victim are not superceded by these provisions.

The IHC may require certification by the victim of victim status on such forms as the IHC and/or HUD shall prescribe or approve.

Definitions

The same definitions of “domestic violence,” “dating violence,” and “stalking,” and of “immediate family member” are provided in Sections 606 and 607. While definitions of domestic and dating violence refer to standard definitions in the Violence Against Women Act, the definition of stalking provided in Title VI is specific to the housing provisions.

These are:

1. *Domestic Violence* – [as defined in Section 40002 of VAWA 1994] which states as follows:

SEC 40002(a)(6) – “DOMESTIC VIOLENCE - The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

2. *Dating Violence* – [as defined in Section 40002 of VAWA 1994] which states as follows:

SEC 40002(a)(8) – “DATING VIOLENCE- The term ‘dating violence’ means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.”

3. *Stalking* – “means -

(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –

(i) that person;

(ii) a member of the immediate family of that person; or

(iii) the spouse or intimate partner of that person; ...”

3. *Immediate Family Member* - “means, with respect to a person –
(A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
(B) any other person living in the household of that person and related to that person by blood or marriage.”

2. Amended Section 8 Admin. Plan Incorporated VAWA and Preferences F. Suitability for tenancy

The Ionia Housing Commission determines eligibility for participation and will also conduct criminal background checks on all adult household members, including live-in aides. The Ionia Housing Commission will deny assistance to a family because of drug-related criminal activity or violent criminal activity by family members. This check will be made through state or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. If the individual has lived outside the local area, the Ionia Housing Commission may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC).

The Ionia Housing Commission will check with the State sex offender registration program and will ban for life any individual who is registered as a lifetime sex offender.

Additional screening is the responsibility of the owner. Upon the written request of a prospective owner, the Ionia Housing Commission will provide any factual information or third party written information they have relevant to a voucher holder's history of, or ability to, comply with material standard lease terms or any history of drug trafficking.

No applicant for the HCV program who has been a victim of domestic violence, dating violence, or stalking shall be denied admission into the program if they are otherwise qualified.

5.2 Preferences

Consistent with the Ionia Housing Commission Agency Plan, the Ionia Housing Commission will select families based on the following preferences.

- A. **Residency Preference:** Applicants who live in the jurisdiction of the Ionia Housing Commission.
- B. Families who have veteran status according to the U.S. Government (called “veterans preference”).

- C. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.**
- D. Families who have been physically or mentally abused and are presently in a domestic violence shelter.
- E. A senior citizen who needs to move closer to family members or medical facilities.
- F. Applicants who work or have been hired to work in the jurisdiction of the Ionia Housing Commission. Applicants who are receiving Social Security or Disability Benefits.

The Ionia Housing Commission will not deny a local preference, nor otherwise exclude or penalize a family in admission to the program, solely because the family resides in public housing.

5.3 Selection From the Waiting List

**Families of federally declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction will receive preference over other waiting list placeholders. All other federal declared disaster displaced families shall have the same preference.

Based on the above preferences, all other preferences specified above shall be weighted equally, in which case families with the highest number of preferences shall be selected before families with fewer preferences.

The date and time of application will be utilized to determine the sequence within the above-prescribed preferences.

Notwithstanding the above, if necessary to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income (unless a different target is agreed to by HUD), the Ionia Housing Commission retains the right to skip higher income families on the waiting to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, the Housing Commission will monitor incomes of newly admitted families and the income of the families on the waiting list.

In the event that the Ionia Housing Commission is above the statutory requirement by 80% or above, we have the right to skip the extremely low-income and go to the higher income families on the waiting list to meet our ACC and budget requirements.

No applicant for public housing or S/8 Voucher who has been a victim of domestic violence, dating violence, or stalking shall be denied admission into the program if they are otherwise qualified.

15.0 Termination of assistance to the family by the Ionia Housing Commission

An incident or incidents or actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence.

The IHC may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence or stalking to family members or others without terminating the assistance or evicting victimized lawful occupants.

The IHC may honor court orders regarding the rights of access or control of the property, including EPO's, DVO's, and other orders issued to protect the victim and disused to address the distribution or possession of property among household members where the family "breaks up."

There is no limitation on the ability of the IHC to terminate assistance for other good cause unrelated to the incident or incidents of domestic violence, dating violence or stalking, other than the victim may not be subject to a "more demanding standard" than non-victims.

There is no prohibition on the IHC terminating assistance if it "can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant's (victim's) assistance is not terminated."

Any protections provided by law which give greater protection to the victim are not superceded by these provisions.

The IHC may require certification by the victim of victim status on such forms as the IHC and/or HUD shall prescribe or approve.

Definitions

The same definitions of "domestic violence," "dating violence," and "stalking," and of "immediate family member" are provided in Sections 606 and 607. While definitions of domestic and dating violence refer to standard definitions in the Violence Against Women Act,

the definition of stalking provided in Title VI is specific to the housing provisions.

These are:

1. *Domestic Violence* – [as defined in Section 40002 of VAWA 1994] which states as follows:

SEC 40002(a)(6) – "DOMESTIC VIOLENCE - The term 'domestic violence' includes

felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

2. *Dating Violence* – [as defined in Section 40002 of VAWA 1994] which states as follows:

SEC 40002(a)(8) – "DATING VIOLENCE- The term 'dating violence' means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship."

3. *Stalking* – "means -

(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –

(i) that person;

(ii) a member of the immediate family of that person; or

(iii) the spouse or intimate partner of that person; ..."

3. *Immediate Family Member* - "means, with respect to a person –

(A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or

(B) any other person living in the household of that person and related to that person by blood or marriage."

4. Protections for Victims of Abuse

An incident or incidents or actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not be good cause for terminating the assistance, tenancy, or occupancy rights of the victim of such violence.

The Ionia Housing Commission may terminate the assistance to remove a lawful occupant or tenant who engages in criminal acts or threatened acts of violence or stalking to family members or others without terminating the assistance or evicting victimized lawful occupants.

The Ionia Housing Commission may honor court orders regarding the rights of access or control of the property, including EPO's, DVO's, and other orders issued to protect the victim and disused to address the distribution or possession of property among household members where the family "breaks up."

There is no limitation on the ability of the Housing Commission to terminate assistance for other good cause unrelated to the incident or incidents of domestic violence, dating violence or stalking, other than the victim may not be subject to a "more demanding standard" than non-victims.

There is no prohibition on the Housing Commission terminating assistance if it "can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant's (victim's) assistance is not terminated."

Any protections provided by law which give greater protection to the victim are not superceded by these provisions.

The Housing Commission may require certification by the victim of victim status on such forms as the Housing Commission and/or HUD shall prescribe or approve.

3. Preferences

Preferences

Consistent with the Ionia Housing Commission Agency Plan, the Ionia Housing Commission will select families based on the following preferences.

- A. **Residency Preference: Applicants who live in the jurisdiction of the Ionia Housing Commission.**
- B. Families who have veteran status according to the U.S. Government (called "veterans preference").
- C. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.**
- D. Families who have been physically or mentally abused and are presently in a domestic violence shelter.

- E. A senior citizen who needs to move closer to family members or medical facilities.
- F. Applicants who work or have been hired to work in the jurisdiction of the Ionia Housing Commission. Applicants who are receiving Social Security or Disability Benefits.

The Ionia Housing Commission will not deny a local preference, nor otherwise exclude or penalize a family in admission to the program, solely because the family resides in public housing.

4. Dwelling Lease Agreement Incorporated VAWA VIOLENCE AGAINST WOMEN ACT (VAWA)

a. Protections for Victims of Abuse

(1) An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease or other “good cause” for termination of tenancy or occupancy rights of such a victim.

(2) Criminal activity directly relating to abuse, engaged in by a member of a tenant’s household or any guest or other person under the tenant’s control, shall not be cause for termination of tenancy or occupancy rights if the tenant or an immediate member of the tenants family is the victim or threatened victim of domestic violence, dating violence, or stalking.

(3) Notwithstanding any restrictions on admission, occupancy, or terminations of occupancy or assistance, or any Federal, State or local law to the contrary, the Ionia Housing Commission may “bifurcate” a lease, or otherwise remove a household member from a lease, without regard to whether a household member is a signatory to the lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others. This action may be taken without evicting removing, terminating assistance to, or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by Federal, State, and local law for the termination of leases or assistance under the Public Housing Program.

(4) Nothing in this section may be construed to limit the authority of a public housing agency, when notified, to honor court orders addressing right of access or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members in cases where a family breaks up.

(5) Nothing in this section limits any otherwise available authority of the Ionia Housing Commission to terminate assistance to a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the that the housing commission does not subject and individual who is or has been a victim of domestic violence, dating violence, or stalking to a more demanding standard that other tenants in determining whether to evict or terminate.

(6) Nothing in this section may be construed to limit the authority of housing commission to terminate assistance, to any tenant if the housing commission can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if the tenant is not evicted or terminated from assistance.

(7) Nothing in this section shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, or stalking.

5. Capitalization Policy

CAPITALIZATION POLICY

The Ionia Housing Commission adopts the following capitalization policy for the purpose of determining, distinguishing and recording materials and non-expendable equipment and personal property purchased or acquired in connection with the development, management, and maintenance of public housing developments owned or operated by this Authority.

- A. If the initial cost of a piece of equipment and/or other personal property is Twenty-Five Hundred Dollars (\$2,500.00) or more and the anticipated life or useful value of said equipment or property is more than one (1) year, the same shall be capitalized and recorded as non-expendable equipment and charged as a capital expenditure.
- B. If the initial cost of the piece of equipment and/or personal property is less than Twenty-Five Hundred Dollars (\$2,500.00) or its useful life is less than one (1) year regardless of cost, the same shall be treated and recorded as materials or inventory and charged to maintenance, administration, or tenant service expense.
- C. The Executive Director, or the Executive Director's designee, is authorized and directed to determine whether each piece of equipment or other personal property that is acquired by the Housing Commission in connection with the development, management and maintenance of the properties owned or operated by the Housing Commission, shall be classified as material or non-expendable, as defined in the preceding sections. The Executive Director is further directed to ensure that the determination is documented in the appropriate records of the Housing Commission and retained for the information and guidance of its personnel and for audit purposes.

6. Disposition Policy

DISPOSITION POLICY

Personal property belonging to the Ionia Housing Commission shall not be sold or exchanged for less than fair value. Any personal property belonging to the Housing Commission that is no longer needed for Housing Commission operations shall be declared excess. Any such excess property valued at Five Hundred Dollars (\$500.00) or more, which is not being sold to a public body for a public use or to a non-profit organization for low-income housing related purposes (e.g. a resident organization), shall be sold at a public sale.

Sales of excess personal property shall be conducted in the following manner:

- A. The Executive Director shall declare personal property that is worn out, obsolete or surplus to the needs of the Housing Commission excess. All such declarations shall be documented in writing. A survey to identify such property shall be conducted at least once a year following the inventory.
- B. If the estimated market value of the personal property offered for sale is less than Five Hundred Dollars (\$500.00), the Executive Director may negotiate a sale in the open market after such informal inquiry as he or she considers necessary to ensure a fair return to the Housing Commission. The sale shall be documented by an appropriate bill of sale.
- C. For sales of excess property valued between Five Hundred Dollars (\$500.00) and One Thousand Dollars (\$1000.00), the Executive Director shall solicit informal bids orally, by telephone, or in writing from all known prospective purchasers and a tabulation of all such bids received shall be prepared and retained as part of the permanent record. The sale shall be documented by an appropriate bill of sale.
- D. For sales of excess property valued at more than One Thousand Dollars (\$1000.00), a contract of sale shall be awarded only after advertising for formal bids. The advertisement shall be posted at least fifteen (15) days prior to award of the sale contract and shall be published in newspapers or circular letters to all prospective purchasers. In addition, notices shall be posted in public places. Bids shall be opened publicly at the time and place specified in the advertisement. A tabulation of all bids received shall be prepared and filed with the contract as part of the permanent record. The award shall be made to the highest bidder as to price.
- E. Notwithstanding the above, the sale or donation of personal property to a public body for public use or a non-profit organization for low-income housing related

purposes may be negotiated at its fair value subject to approval by the Board of Commissioners. The transfer shall be documented by an appropriate bill of sale.

Personal property shall not be destroyed, abandoned, or donated without the prior approval of the Board of Commissioners. The Executive Director shall make every effort to dispose of excess personal property as outlined above. However, if the property has no scrap or salvage value and a purchaser cannot be found, the Executive Director shall prepare a statement detailing the prospective bidders solicited and all other effects made to sell the property, together with recommendations as to the manner of disposition. This statement shall be referred to the Board of Commissioners for its approval. A copy of the Board's approval, together with the complete documentation in support of destruction, abandonment, or donation, shall be retained as a part of the permanent records.

Adopted 6-12-07
Resolution No. 555

7. Drug-Free Workplace Policy

DRUG-FREE WORKPLACE POLICY

The unlawful manufacture, distribution, dispensation, possession, possession of paraphernalia, possession for sale or distribution, or use of a controlled substance is prohibited on the premises of the Ionia Housing Commission and the prohibition at associated work sites of the Housing Commission and any vehicle used when performing Housing Commission business. Also, the abuse of prescription drugs is expressly prohibited. Appropriate disciplinary actions, which may include termination, will be taken against any employee for violation of these prohibitions.

A controlled substance for purposes of this Policy means a controlled substance listed in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. Section 812), and as further defined by Federal regulations (21 C.F.R. Sections 1300.11 through .15). This list includes, but is not limited to marijuana, heroin, PCP, cocaine, and amphetamines.

A condition of employment for work under funds received by the Housing Commission from any Federal agency, is that each employee directly engaged in the performance of work funded by such a grant will:

- A. Abide by the terms of this Policy, and
- B. Notify the Housing Commission of his or her criminal drug statute conviction for any violation occurring in the workplace of the Ionia Housing Commission no later than five (5) days after such conviction.
 1. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violation of Federal or State criminal drug statutes.

2. Criminal drug statute means a criminal statute involving manufacture, distribution, dispensation, paraphernalia, use or possession of any controlled substance.

A sanction will be imposed on any employee so convicted. Within thirty (30) days after receiving notice of the conviction:

- A. The Housing Commission will take appropriate disciplinary action against such employee, up to and including termination; or
- B. The Housing Commission will require such employee to satisfactorily participate in drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or local health, law enforcement, or other appropriate agency.

I hereby acknowledge receipt of the IHC's Drug-Free Workplace Policy and do hereby agree to abide by the terms herein. Violation of any section shall be grounds for termination of my employment.

Signature

Date

8. Facilities Use Policy

FACILITIES USE POLICY

The Ionia Housing Commission has two community facilities. They are located in the following developments:

Pine Vista Apartments - Community Room
West Meadows - Community Building

These facilities exist primarily for the benefit of the residents but shall be available to responsible non-resident sponsored community groups with the written permission of the Executive Director.

All recognized and responsible organizations will be granted equal opportunity and fair and equal treatment with respect to granting requests for meeting space.

The Executive Director, or designee, shall be responsible for scheduling groups into the spaces. Groups may be regularly scheduled for specific time and space on a continuing basis with the written permission of the Executive Director. This permission shall be subject to revocation by the Housing Commission at any time. Priorities for scheduling groups into Housing Commission space shall be as follows:

- A. Activities or meetings hosted by the Housing Commission.
- B. Activities or meetings hosted by a recognized resident group.
- C. Activities or meetings hosted by others for the exclusive benefit of residents.
- D. Activities or meetings hosted by community groups for the benefit of both residents and non-residents.
- E. Activities or meetings hosted by community groups for the primary benefit of non-residents.

Responsible community agencies conducting education, health, welfare, and recreation programs to meet the needs of the Ionia Housing Commission's residents may do so without charge for the facility space. Facilities within these spaces may be used occasionally without charge by other groups for non-income producing purposes, such as meetings of veterans organizations, civic groups, if there is no interference with the use of the building by Housing Commission or resident sponsored activities.

The space may also be used by public agencies or recognized welfare or benevolent organizations for income-producing purposes such as benefits, bazaars, exhibits or suppers, provided the following special conditions are met:

- A. A charge to cover the cost of utilities and janitorial expenses is paid.
- B. The group must strictly adhere to Federal, State, and local regulations regarding permits for, and taxes on, such enterprises.
- C. Proof of liability insurance in an adequate amount as prescribed by the Ionia Housing Commission is provided.
- D. Any profits should be used to promote the residents as a whole or some recognized welfare or benevolent purpose.

Although janitorial services will be provided by the Ionia Housing Commission, all groups using the facilities are required to restore the space to the condition they found it before the event. This will require cleaning all litter and excessive dirt to the extent that is practical. The group will agree to be responsible for any damages occurring during their event. Based upon past actions, the Ionia Housing Commission may charge a security deposit prior to a group using the facilities. Continued violation of this condition may be grounds to deny future use of the facility.

No one using the facilities of the Housing Commission shall allow the use or sale of alcoholic beverages, drugs, or other controlled substances on the premises.

In order to be sure that all agencies or groups using the Ionia Housing Commission's facilities are aware of this policy and agree to comply with it, they shall be required to sign a copy of this policy certifying their agreement to comply with it. A copy of the signed policy shall be kept on file in the Housing Commission's Office.

The Ionia Housing Commission also owns a considerable amount of property where buildings have not been constructed. Residents and their guests shall be entitled to ordinary and reasonable use of all outside areas (including recreational facilities, playgrounds, basketball courts, etc.) in accordance with the Lease and the Admissions and Continued Occupancy Policy. However, no resident, guest, or third party is authorized to any other use of any outside area on any Ionia Housing Commission property except in connection with official Ionia Housing Commission sponsored activities.

The Ionia Housing Commission is concerned that the outside areas of its properties not be used in such a way as to force residents into becoming "captive audiences" for activities and events which are not sponsored by the Ionia Housing Commission and are not deemed by the Ionia Housing Commission to be within the express or implied purpose of the Ionia Housing Commission. It is specifically the intent of the Ionia Housing Commission that the outside areas on its properties not be considered as a designated public forum or even a limited or nonpublic forum so as to require the Ionia Housing Commission to allow third parties to utilize or have access to such areas for activities and events that are not officially sponsored by the Commission.

Community Space rules:

- 1) Alcoholic beverages or illegal drugs are **strictly prohibited;**
- 2) TV/VCR equipment must be used only under supervision of sponsoring tenant(s) who will be responsible for any damages;
- 3) tables and chairs must be returned to original setup;
- 4) tables, chairs and counters must be wiped clean;
- 5) all trash must be properly disposed of;
- 6) all spills must be mopped up;
- 7) if used, the stove, oven or microwave oven must be cleaned; and
- 8) sponsoring tenant must provide their own paper goods, etc. (Paper goods, food, etc. that are in the room are not to be used).

Fee schedule for private use of any Ionia Housing Commission community space is as follows:

Deposit	\$25.00
Private Service Agency Fee	\$40.00

IONIA HOUSING COMMISSION COMMUNITY SPACE AGREEMENT

Community space is located on Ionia Housing Commission property at 558 West Meadows Drive, Ionia, Michigan. There is a \$25.00 deposit for the use of the room. If the Community Room is left CLEAN and there are no damages, the deposit will be refunded. The reserving party is responsible for vacating the room in good condition following completion of the function; any damages will be charged to the person having made the reservation:

- 1) Alcoholic beverages or illegal drugs are **strictly prohibited**;
- 2) TV/VCR equipment must be used only under supervision of sponsoring tenant(s) who will be responsible for any damages;
- 3) tables and chairs must be returned to original setup;
- 4) tables, chairs and counters must be wiped clean;
- 5) all trash must be properly disposed of;
- 6) all spills must be mopped up;
- 7) if used, the stove, oven or microwave oven must be cleaned; and
- 8) sponsoring tenant must provide their own paper goods, etc. (Paper goods, food, etc. that are in the room are not to be used).

Use of the community room shall only be granted after this agreement is executed by the tenant reserving the facility. The Ionia Housing Commission assumes no responsibility for physical damage to the community space and/or contents, and shall not be held liable as a result of such activities. The reserving tenant shall assume total responsibility during the use of said facility.

The facility will be inspected to assure that all requirements have been met by the sponsoring tenant. (The Ionia Housing Commission reserves the right to monitor any activity in any common area of the Commission).

I, _____, _____, Ionia, MI 48846,
agree to abide by all rules and regulations pertaining to use of the community room located at 558 West Meadows Drive, Ionia, Michigan. Use of said room shall be limited to the following:

Date _____.

(Parking shall be limited to areas designated for community room activities. PARKING PROHIBITED IN TENANT SPACES.)

A \$25.00 deposit has been paid for the use of the Community Room.

Signature _____ Date _____

Executive Director or Designee

Date _____

9. Check signing Authorization/Cash Disbursement Policy

**CHECK SIGNING AUTHORIZATION POLICY
CASH DISBURSEMENT POLICY**

The Ionia Housing Commission hereby establishes a policy that identifies those people who are authorized to sign and issue checks on its behalf. The purpose of this policy is to update instructions to depositories so that there is a clear understanding regarding this important matter. It also is necessary to implement appropriate internal controls over our financial matters.

- A. The following policy for issuing and signing checks of the Housing Commission shall be established:
 - 1. All checks shall bear two signatures, one of which must be a Commissioner of the Ionia Housing Commission.
 - 2. The second signature must be that of either the Executive Director or another Commissioner.
- B. The incumbents in the positions authorized to sign checks shall be insured under a blanket bond in the amount of \$250,000.00.
- C. The supporting data for each check shall be available for the signer to review at the time of signing.
- D. The Ionia Housing Commission may establish procedures for automated signatures.
- E. A copy of this policy shall be forwarded to all designated depositories of the Housing Commission.
- F. This policy rescinds all previous authorization policies and shall become effective upon its adoption.
- G. Any exception regarding the signing of checks require prior Board approval.

CASH DISBURSEMENT POLICY

To the utmost extent possible all checks shall be submitted to the Board at the regular monthly Board meetings for the board members to review and approve for payment.

There are exceptions to this rule when it would not be feasible or advisable to wait until the Board meeting to approve and sign checks. In those exceptions two signatures are still required and supporting data for each check shall be available for the signer to review. (Refer to the check signing policy). The following are checks that could be signed and paid between Board meetings:

1. Payroll, federal and state taxes, pension contributions and payroll deductions; and
2. Invoices that would result in late fees if not paid before the next regular Board meeting; and

Any checks issued before the Board meeting shall appear on the Financial report-checks for approval at the Ionia Housing Commission's monthly meeting agenda for Board review.

10. Criminal, Drug, & Registered Sex Offender Classification Records Management Policy

CRIMINAL, DRUG TREATMENT, AND REGISTERED SEX OFFENDER CLASSIFICATION RECORDS MANAGEMENT POLICY

1.0 PURPOSE

In the course of its regular operations, the Ionia Housing Commission comes into possession of criminal records as well as records of drug treatment or registered sex offender status of both residents and applicants. While necessary to accomplish Housing Commission business, these records must be maintained securely and kept from improper use.

The Ionia Housing Commission may also be called upon to perform criminal record checks regarding applicants for, or tenants of, housing that receives project-based assistance in the jurisdiction of the Housing Commission. The Housing Commission shall maintain the records received for these residents or applicants in the manner prescribed by this policy. Such records will not be made available to the owner of the subject property.

2.0 ACQUISITION

All adult applicants and residents shall complete the Ionia Housing Commission Authorization for Release of Police Records and Authorization of Release of Medical Records when they apply for housing. Through its cooperative agreement with the State Police, the Housing Commission will request a check of Police records as well as a National Crime Information Center check for a criminal history of any applicant. This check is done for the purpose of screening applicants for housing.

All requests for criminal records or records of drug treatment or registered sex offender status will direct the records to be sent to the applications office. Only this individual shall have access to the records received.

3.0 MAINTENANCE

The Ionia Housing Commission will keep all criminal records or records of drug treatment or sex offender status that are received confidential. These records will be used only to screen applicants for housing or to pursue evictions. The records will not be disclosed to any person or other entity except for official use in the application process or in court proceedings. No copies will be made of the records except as required for official or court proceedings.

Criminal records or records of drug treatment or registered sex offender status will be kept in a file separate from other application or eviction information. These files will be maintained in a different cabinet that is locked and kept in a secure location. Only specified employees shall have access to this cabinet.

4.0 DISPOSITION

The records shall be destroyed once action is taken on the application for housing and any grievance hearing or court proceeding has been completed and the action is finalized. A notification of destruction will be maintained.

11. Hazardous Material Policy

HAZARDOUS MATERIALS POLICY

1.0 PURPOSE

The purpose of this policy is to inform the employees of the Ionia Housing Commission about possible hazards connected with materials in their workplace and about proper handling of materials used in Commission operations.

2.0 SCOPE

This implementation of this policy will ensure that Commission employees are aware of any potential hazards connected with any materials to which they may be exposed in the course of their work. In order to accomplish this, the Commission will ensure that:

- A. A current list of all hazardous chemicals or materials being used by the Commission is maintained at the Maintenance Department Office;
- B. All containers of hazardous materials stored and used at the Commission are appropriately labeled;
- C. All Commission employees are trained to recognize and interpret labels, warnings, and signs that are attached to containers; and
- D. All Commission employees are trained to understand the content of the material safety data sheets (MSDS) provided for each hazardous substance and recognize possible risks to health and the potential for physical harm.

3.0 LISTING OF HAZARDOUS CHEMICALS

The Ionia Housing Commission will maintain a list of all hazardous chemicals used on-site.

The Maintenance Leadman will insure that material safety data sheets are requested and obtained from the supplier of any new product ordered by the Ionia Housing Commission. The Maintenance Leadman will maintain a master listing of all hazardous materials and MSDS for all materials.

4.0 LABELS

Material received at the Ionia Housing Commission must have intact, legible labels. These labels must include the following:

- A. The name of the hazardous substance(s) in the container;
- B. A hazard warning; and
- C. The name and address of the manufacturer or other responsible party.

5.0 TRAINING

The Maintenance Leadman will be the Safety Officer and will insure that all employees at sites where hazardous materials are kept or used receive training on hazardous material handling.

The training program will include the following:

- A. The location and availability of the MSDS and files.

- B. Precautions and measures employees can take to protect themselves from the hazardous materials.

Training will be conducted for all employees at the Commission who deal with hazardous materials as needed.

Each new or newly transferred at-risk employee will be trained in the handling of hazardous materials on the first working day at the new work site.

Training must be conducted for all employees when any new chemical or hazardous material enters the work site. This training must occur before the chemical or hazardous material is used by any employee.

After each training session, the trainer will certify a roster of all participants. Included with the roster will be a list of all hazardous materials included in the training.

6.0 HEALTH, SAFETY AND EMERGENCY PROCEDURES

The following information will be available in the Maintenance Office for local health and jurisdictional authorities, if requested or required:

- A. A list of all hazardous materials used on Commission sites.
- B. Unusual health and environmental hazards (both air and water) that may result from the release of specific quantities of hazardous substances.

Adopted 6/12/07 Resolution No. 554

12. Amended CFP 2006-2010

SEE ATTACHED

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Ionia Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P11750106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/07 <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				
2	1406 Operations	15,000	15,000	15,000	15,000
3	1408 Management Improvements				
4	1410 Administration	15,000	15,000	15,000	15,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	40,000	40,000	1,500	1,500
10	1460 Dwelling Structures	55,714	61,714	28,821	28,821
11	1465.1 Dwelling Equipment—Nonexpendable	10,000	7,000	6,290	6,290
12	1470 Nondwelling Structures	10,000	11,500	4,266	4,266
13	1475 Nondwelling Equipment	5,000	500	480	480
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	150,714	150,714	71,357	71,357
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures		10,000		

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Ionia Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI33P11750106 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	Funds Obligated	Funds Expended	
HA-wide	Operations	1406			15,000	15,000	15,000	
“	Administration	1410			15,000	15,000	15,000	
“	Repair & seal asphalt parking lots	1450			20,000			
“	Replace concrete	1450			10,000	1,570	1,570	
“	Replace mailboxes	1450			5,000			
“	Landscaping	1450			5,000	1,500	1,500	
“	Replace flooring/carpet	1460			20,000	10,529	10,529	
“	Replace cabinets	1460			20,000			
“	Replace doors	1460			15,714			
“	Replace appliances, furnaces, water heaters Elevator rep., etc	1465			24,500	23,012	23,012	
“	Replace Maint. Shed door	1470			10,000	4,266	4,266	
“	Replace maint equipment	1475			500	480	480	
						71,357	71,357	

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Ionia Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P11750106 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	Funds Obligated	Funds Expended	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Ionia Housing Commission		Grant Type and Number Capital Fund Program No: MI117P3350106 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	
MI117	7/2008			7/2010			

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Ionia Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P11750206 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 06/30/07 <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				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	12,752	12,752		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	12,752	12,752		
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Ionia Housing Commission			Grant Type and Number Capital Fund Program No: MI117P3350206 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	
MI117	7/2009			7/2011			

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Ionia Housing Commission				<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1	
Development Number/Name/HA-Wide	Year 1 2006	Work Statement for Year 2	Work Statement for Year 3	Work Statement for Year 4	Work Statement for Year 5
		FFY Grant: PHA FY: 2007	FFY Grant: PHA FY: 2008	FFY Grant: PHA FY: 2009	FFY Grant: PHA FY: 2010
<i>Pine Vista</i>	Annual Statement	OPERATIONS, ADMINSTRATIVE, ASHALT REPAIRS & SEAL, LANSCAPING, CONCRETE WORK, APPLIANCES, VACUUMS, WATER HEATER, WINDOWS, DOORS ELEVATOR REPAIRS, CARPETING TRUCK, MAINT EQUIPMENT	OPERATIONS, ADMINSTRATIVE, ASHALT REPAIRS & SEAL, LANSCAPING, CONCRETE WORK, APPLIANCES, VACUUMS, WATER HEATER, WINDOWS, DOORS ELEVATOR REPAIRS, CARPETING MAINT EQUIPMENT, CABINETS, COUNTERS	OPERATIONS, ADMINSTRATIVE, ASHALT REPAIRS & SEAL, LANSCAPING, CONCRETE WORK, APPLIANCES, VACUUMS, WATER HEATER, WINDOWS, DOORS ELEVATOR REPAIRS, CARPETING MAINT EQUIPMENT CABINETS, COUNTERS	OPERATIONS, ADMINSTRATIVE, ASHALT REPAIRS & SEAL, LANSCAPING, CONCRETE WORK, APPLIANCES, VACUUMS, WATER HEATER, WINDOWS, DOORS ELEVATOR REPAIRS, CARPETING MAINT EQUIPMENT CABINETS, COUNTERS
Robertson Ct. West Meadows Scattered sites		OPERATIONS, ADMINSTRATIVE, ASHALT REPAIRS & SEAL, LANSCAPING, CONCRETE WORK, APPLIANCES, VACUUMS, WATER HEATERS, WINDOWS, DOORS , , MAINT EQUIPMENT, SIDING, ROOFS ,CABINETS, COUNTERS	OPERATIONS, ADMINSTRATIVE, ASHALT REPAIRS & SEAL, LANSCAPING, CONCRETE WORK, APPLIANCES, VACUUMS, WATER HEATERS, WINDOWS, DOORS , TRUCK., MAINT EQUIPMENT, SIDING, ROOFS ,CABINETS, COUNTERS	OPERATIONS, ADMINSTRATIVE, ASHALT REPAIRS & SEAL, LANSCAPING, CONCRETE WORK, APPLIANCES, VACUUMS, WATER HEATERS, WINDOWS, DOORS , , MAINT EQUIPMENT, SIDING, ROOFS ,CABINETS, COUNTERS	OPERATIONS, ADMINSTRATIVE, ASHALT REPAIRS & SEAL, LANSCAPING, CONCRETE WORK, APPLIANCES, VACUUMS, WATER HEATERS, WINDOWS, DOORS , , MAINT EQUIPMENT, SIDING, ROOFS ,CABINETS, COUNTERS
CFP Funds Listed for 5-year planning		150,714	150,714	150,714	150,714
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year :_2007 FFY Grant: PHA FY:			Activities for Year: 2008 FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PINE VISTA	OPERATIONS	7,500	<i>PINE VISTA</i>	OPERATIONS	7,500
Annual	WEST MEADOWS, ROBERTSON, COURT SCATTERED SITES	OPERATIONS	7,500	WEST MEADOWS, ROBERTSON, SCATTERED SITES	OPERATIONS	7,500
Statement	PINE VISTA	ADMINISTRATIVE	7,500	PINE VISTA	ADMINISTRATIVE	7,500
	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	ADMINISTRATIVE	7,500	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	ADMINISTRATIVE	7,500
	PINE VISTA	ASPHALT REPAIR, SEAL, LANDSCAPING, CONCRETE WORK	4,000	PINE VISTA	ASPHALT REPAIR, SEAL, LANDSCAPING, CONCRETE WORK	4,000
	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	ASPHALT REPAIR, SEAL, LANDSCAPING, CONCRETE WORK	10,000	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	ASPHALT REPAIR, SEAL, LANDSCAPING, CONCRETE WORK	10,000
	PINE VISTA	REPLACE APPLIANCES, VACUUMS, WATER HEATER,	2,000	PINE VISTA	REPLACE APPLIANCES, VACUUMS, WATER HEATER,	2,000
	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	REPL. APPLIANCES, FURNACES, WATER HEATERS ETC.	4,000	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	REPL. APPLIANCES, FURNACES, WATER HEATEREES ETC.	4,000
	PINE VISTA	REPLACE WINDOWS DOORS ELEVATOR REP, CARPETING, CABINETS, COUNTERS	6,000	PINE VISTA	REPLACE WINDOWS DOORS ELEVATOR REPAIRS, CARPETING CABINETS COUNTERS	6,000
	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	WINDOWS, SIDING, ROOFS & DOORS FLOORING, ROOFS, CABINETS, COUNTERS	76,000	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	WINDOWS, SIDING, ROOFS & DOORS FLOORING, ROOFS CABINETS, COUNTERS	76,000
	PINE VISTA	TRUCK, MAINT & OFFICE EQUIPMENT	20,000	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	TRUCK, MAINT & OFFICE EQUIPMENT	20,000
Total CFP Estimated Cost			\$150,714			\$150,714

8. Capital Fund Program Five-Year Action Plan

Activities for Year :_2009 FFY Grant: PHA FY:			Activities for Year: 2010 FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PINE VISTA	OPERATIONS	7,500	PINE VISTA	OPERATIONS	7,500
WEST MEADOWS, ROBERTSON, COURT SCATTERED SITES	OPERATIONS	7,500	WEST MEADOWS, ROBERTSON, SCATTERED SITES	OPERATIONS	7,500
PINE VISTA	ADMINISTRATIVE	7,500	PINE VISTA	ADMINISTRATIVE	7,500
WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	ADMINISTRATIVE	7,500	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	ADMINISTRATIVE	7,500
PINE VISTA	ASPHALT REPAIR, SEAL, LANDSCAPING, CONCRETE WORK	4,000	PINE VISTA	ASPHALT REPAIR, SEAL, LANDSCAPING, CONCRETE WORK	4,000
WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	ASPHALT REPAIR, SEAL, LANDSCAPING, CONCRETE WORK	10,000	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	ASPHALT REPAIR, LANDSCAPING, CONCRETE WORK	10,000
PINE VISTA	REPLACE APPLIANCES, VACUUMS, WATER HEATER,	2,000	PINE VISTA	REPLACE APPLIANCES, VACUUMS, WATER HEATER,	2,000
WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	REPL. APPLIANCES, FURNACES, WATER HEATERS ETC.	4,000	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	REPL. APPLIANCES, FURNACES, WATER HEATEREES ETC.	4,000
PINE VISTA	REPLACE WINDOWS DOORS ELEVATOR REPAIRS CARPETING, CABINETS, COUNTERS	16,000	PINE VISTA	REPLACE WINDOWS DOORS ELEVATOR REPAIRS,CARPETING CABINTS, COUNTERS	16,000
WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	WINDOWS, SIDING, ROOFS & DOORS FLOORING, ROOFS, CABINETS, COUNTERS	80,000	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	WINDOWS, SIDING, ROOFS & DOORS FLOORING, ROOFS CABINETS, COUNTERS	80,000
PINE VISTA	MAINT & OFFICE EQUIPMENT	6,000	WEST MEADOWS, ROBERTSON COURT SCATTERED SITES	MAINT & OFFICE EQUIPMENT	6,000
Total CFP Estimated Cost		\$150,714			\$150,714