

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

PHA Plans

5 Year Plan for Fiscal Years 2008 - 2012

Annual Plan for Fiscal Year 2008

**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: Pontiac Housing Commission

PHA Number: MI005

PHA Fiscal Year Beginning: (04/2008)

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: 430
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 768

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)

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

5-YEAR PLAN
PHA FISCAL YEARS 2008- 2012
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)
The PHC is a business committed to excellence through an efficient process of providing quality housing, by creating an environment which provides our customers with an opportunity to access resources, with the expectation that our communities will be a safe and secure place for residents to realize their full potential.

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) 73
 Improve voucher management: (SEMAP score)62
 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) Incorporate Violence Against Women’s Act processes and procedures into Fair Housing Policy, ACOP, and HCV Admin Plan.

Other PHA Goals and Objectives: (list below)

GOAL #1 – IMPROVE PHC’S OVERALL OPERATIONAL PERFORMANCE BY:

1. Achievement of high performer status on PHAS score (90.0%) and SEMAP score (90.0%)
2. Continue to Aggressively market units for high rise building

GOAL #2 – SUPPLY QUALITY LOW INCOME AND AFFORDABLE HOUSING TO THE PHC COMMUNITY

1. Lease up all Housing Choice Vouchers
2. Create partnerships with landlords to increase interest in participation of HCV Program
3. Provide for ongoing maintenance and modernization needs to maintain and enhance marketability

GOAL #3 – PROVIDE AND MAXIMIZE PROGRAM OPPORTUNITIES FOR ECONOMIC DEVELOPMENT

1. Implementation of enhancements to current programs such as FSS, ROSS and homeownership for economic opportunities

GOAL#4 – IMPROVE OPPORTUNITIES FOR STAFF DEVELOPMENT

1. Assessment of operations to identify administrative obstacles that may interfere with attaining a high quality delivery of services to residents.
2. Implementation of business practices that will enhance work efficiency, productiveness, and improve morale
3. Continue to create opportunities for staff development and training.

GOAL#5 – CONVERT TO A PRIVATE SECTOR PROPERTY MANAGEMENT MODEL

1. Continue to train staff on Asset Management

Annual PHA Plan
PHA Fiscal Year 2008
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Housing Commission of the City of Pontiac Michigan has prepared this annual in compliance with Section 511 QWHRA of 1998 and the ensuing HUD requirements. The PHC is submitting this update to be acted upon after appropriate comment from the public.

Goal #1 – To Improve Overall Operational Performance

Goal #2 – Supply quality low income and affordable housing to PHC communities

Goal #3 – To provide and maximize program opportunities for Economic Development for PHC residents

Goal #4 – Improve opportunities for staff development

Goal #5 - **Convert to a Private Sector Property Management Model**

Annual Plan

The PHC's Annual Plan is based on the premise that if we accomplish our goals and objectives, we will be taking concrete steps toward the accomplishment of our 5 Year Agency Plan and the implementation and achievement of our mission.

- The PHC has now adopted a Section 8 Homeownership Plan and has implemented the program to assist in meeting the housing needs identified in the City of Pontiac Consolidated Plan and marketing study.

- The PHC continues to implement new policies in the Admissions and Continued Occupancy Policy, Section 8 Administrative Plan, Public Housing Lease, and related documents to be in compliance with any and all new regulations, and governmental Acts.
- The PHC will continue to provide its basic services to its low income and HCV residents with the goal of achieving the designation as a HUD high performing Commission.
- The PHC has demolished Lakeside Homes and has developed a Housing Redevelopment Task force to strategize a redevelopment plan for the previous Lakeside Property.
- The PHC has built and continues to build scattered site developments to house those families who were displaced due to the demolition of Lakeside Homes.
- The PHC continues to recruit landlords to participate in its HCV Rental Assistance Program

The plans, statements, budget summary, policies, and administrative plans set forth in the Annual Plan all lead toward the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach that is consistent with the Consolidated Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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 - 4. Rent Determination Policies
 - 5. Operations and Management Policies

6. Grievance Procedures
7. Capital Improvement Needs
8. Demolition and Disposition
9. Designation of Housing
10. Conversions of Public Housing
11. Homeownership
12. Community Service Programs
13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2008 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- FY 2008 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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 in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements(section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input 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 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	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	eradication of pest infestation (including cockroach infestation)	
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
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
	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)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(list individually; use as many lines as necessary)	

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	4008	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	1524	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	709	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	688	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	3532	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	2768	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	3672	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	415	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	74	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 2004
- 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 checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	168		61
Extremely low income <=30% AMI	133	79	50
Very low income (>30% but <=50% AMI)	11	06.	11
Low income (>50% but <80% AMI)	35	21	0
Families with children	0	0	47
Elderly families	88	52	5
Families with Disabilities	44	26	12
Race/Black	117	70	47
Race/White	41	24	14
Race/Hispanic	7	5	4
Race/Other	3	1	0
Characteristics by Bedroom Size (Public Housing Only)	152		

Housing Needs of Families on the Waiting List			
Efficiency	46	27	
1BR	12	7	
2 BR	28	16	
3 BR	50	30	
4 BR	14	8	
5 BR	2	.01	
5+ BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 10 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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 2008 grants)		
a) Public Housing Operating Fund	1,152,000	Low rent operations
b) Public Housing Capital Fund	507,751	Management improvements
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,252,648	Housing Assistance payments
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	47,000	FSS Coordinator
h) Community Development Block Grant	-0-	
i) HOME	-0-	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
MIP28005501-07	13,900	
3. Public Housing Dwelling Rental Income	928,350	Low rent operations
4. Other income (list below)		
Interest	30,000	Low rent operations
Non-dwelling	31,580	Low rent operations
4. Non-federal sources (list below)		
Total resources	7,963,229	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

Verifies at the time of application.

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) Credit Report

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)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 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)

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

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

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)

Flyers, commission/informational/counsel meetings: Rules and regulations, and newsletters.

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

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

(6) Deconcentration and Income Mixing

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the

need for measures to promote deconcentration of poverty or income mixing?

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

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

Adoption of site based waiting lists
If selected, list targeted developments below:

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below) Credit Reports
- 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) Potential applicant has past police clearance

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
 Other (list below)

(3) Search Time

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

(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)

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

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)

Letter to residents

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

- Through published notices
- Other (list below)

Letters to residents.

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?

- a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;
- b. When the family would be evicted as a result of the imposition of the minimum rent requirement;
- c. When the income of the family has decreased because of changed circumstances, including loss of employment;
- d. When the family has an increase in expenses because of changed circumstance, for medical costs, childcare, transportation, education, or similar items;
- e. When a death has occurred in the family.

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: (if selected, specify threshold)_____
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;

When the family would be evicted as a result of the imposition of the minimum rent requirement;

When the income of the family has decreased because of changed circumstances, including loss of employment;

When the family has an increase in expenses because of changed circumstance, for medical costs, childcare, transportation, education, or similar items;

When a death has occurred in the family.

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	Expected Turnover
---------------------	---	--------------------------

	Beginning	
Public Housing	442	30
Section 8 Vouchers	634	50
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	Family Unification – 50 FSS – 25 Relocation - 124	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	FSS Program	3
	ROSS Program	6

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)

EXPANDING HOUSING OPPORTUNITIES POLICY
DISCRIMINATORY HARASSMENT POLICY
ADMISSIONS & CONTINUED OCCUPANCY (ACOP)
FAIR HOUSING & REASONABLE ACCOMODATION POLICY
ANNUAL INSPECTIONS (PUBLIC HOUSING)
TRANSFER POLICY
REPAYMENT AGREEMENTS
PET POLICY
DEFINITION OF TERMS
DRUG FREE HOUSING POLICY
THIRD PARTY VERIFICATION POLICY
RENT REASONABLENESS
ADDENDUM ITEMS FOR ACOP & RENTAL PROGRAMS
CAPITALIZATION POLICY
CHECK SIGNING POLICY
DISPOSITION POLICY
DRUG FREE WORKPLACE POLICY
FUNDS TRANSFERS
FLAT RENT POLICY
GRIEVANCE PRODEDURE
INVESTMENT POLICY

LEAD BASED PAINT POLICY
NATURAL DISASTER RESPONSE POLICY
PROCUREMENT POLICY
RESIDENT INITIATIVE POLICY
RISK CONTROL POLICY
SAFETY ADMINISTRATOR POLICY
ONE STRIKE YOUR OUT POLICY
BAN LIST POLICY
RENT COLLECTION POLICY & PROCEDURE
MINIMUM RENT HARDSHIP POLICY
SEXUAL HARASSMENT COMPLAINT PROCEDURE
TRAVEL POLICY
FRAUD POLICY
COMMUNITY SERVICE REQUIREMENT
PHC CODE OF CONDUCT & ETHICS
 (2) Section 8 Management: (list below)
SECTION 8 ADMINISTRATIVE PLAN
HQS PPOLICY S8 (HCV)
PHC HCV (S8) PAYMENT STANDARDS
PHC UTILITY ALLOWANCE SCHEDULE
PHC SECTION 8 HOMEOWNERSHIP POLICY

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

B. Resident complaints and/or problems are to be handled as follows:

1. Problems that occur in a specific community or in occupancy shall be handled by the Manager.
2. Problems that cannot be resolved by the Manager shall be referred promptly to the Director of Operations.
3. If not resolved by the Director of Operations, the problem shall be submitted to the Executive Director in writing, and explained in detail.

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) On site management office

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name: Lakeside

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: Lakeside Homes 1b. Development (project) number: MICH-005-1
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/> Land will be used as our contribution to the development of the site.
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(06/31/08)</u>
5. Number of units affected: 364
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: June 1, 2008 to March 31, 2011 b. Projected end date of activity: March 31, 2011

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: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:

7. Coverage of action (select one)

- Part of the development
 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)	

Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

Section 8 Homeownership Program

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:)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development –

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

1. Be a current participant of the PHC Section 8 Housing Choice Voucher Program at the time of application for homeownership assistance.
2. Be a "first time home owner"
3. Must have annual income that is equal to or greater than 2,000 hours of annual full time work at the Federal minimum wage.
4. Employment - Have at least one adult family member employed full time (not less than an average of 30 hours per week), and who has also been continuously employed for at least one year prior to the time the family initially receives homeownership assistance. Gaps in employment over the course of the prior year will only be permitted if the situation resulting in an employment gap was beyond the worker's control (layoff, medical emergency) and did not result in a gap of more than four out of 52 weeks.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 04/08/03

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) ROSS Program Policy

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Family Self Sufficiency</i>	50	<i>Application process</i>	<i>PHC Main Office</i>	<i>Section 8</i>
Family Unification	50	<i>Application process</i>	<i>PHC Main Office</i>	Section 8
ROSS Program	30	Application Process	PHC Sites and Main Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2007 Estimate)	Actual Number of Participants (As of: 11/26/07)
Section 8	50	51
Public Housing	30	15

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:

ROSS Program Coordinator will continue to market program to residents through fliers and resident promotions.

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

The PHC has twenty-one family developments and currently administers two high rise complexes (Woodland Heights and Carriage Circle). A policy for Community Service Requirement has been implemented. The details of the policy are attached as supporting documentation.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti

- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)
 Woodland Heights and Carriage Circle

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) Working with Michigan Drug Prevention Coordinator and Specialist to implement drug/crime prevention activities and plans.

2. Which developments are most affected? (list below)
 Woodland Heights and Carriage Circle

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) Due to budget constraints the City of Pontiac Police Departments involvement in crime prevention activities with our sites have

been severely crippled. We are working to obtain grant funding to assist with funding for additional security measures.

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

Woodland Heights and Carriage Circle

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)]

The PHC follows its Pet Policy for its two developments and Scattered Site Housing which is incorporated into the lease. Policy requirements include but are not limited to the following: In accordance with Section 227 of Title II of the Housing and Urban Recovery Act of 1983, the Pontiac Housing Commission will permit residents of the housing developments built exclusively for occupancy by the elderly, disabled and handicapped, to own and keep common household pets in their apartments, with prior written permission of the Commission. It is the PHC's policy that all residents be allowed quiet enjoyment of the premises. No pet will be allowed or permitted to remain that constitutes a nuisance or threat to any resident or detracts from any resident's quiet enjoyment of his/her unit or the development.

No pet(s) are allowed or permitted within PHC's Scattered Site Single Family Homes. The Pet Policy is also noted within the attached PHC Policies and Procedures. The policy noted is the same as the Lease agreement.

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?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name) PHA Plan 2008 Residents Comments
- Provided below:

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

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

- 1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
- 2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
 - Candidates could be nominated by any adult recipient of PHA assistance
 - Self-nomination: Candidates registered with the PHA and requested a place on ballot
 - Other: (describe)
- b. Eligible candidates: (select one)
- Any recipient of PHA assistance
 - Any head of household receiving PHA assistance
 - Any adult recipient of PHA assistance
 - Any adult member of a resident or assisted family organization
 - Other (list)
- c. Eligible voters: (select all that apply)
- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
 - Representatives of all PHA resident and assisted family organizations
 - Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) City of Pontiac Michigan
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

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

- Other: (list below)

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

The Utilization of HOME Funds and CDBG block grant funds to remove barriers to affordable housing and working with Oakland County local government to further fair housing and address underserved needs as well as address any impediments to fair housing.

D. Other Information Required by HUD

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

Attachments

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

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 FFY of Grant Approval: (10/2008)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$101,550
3	1408 Management Improvements	93,650
4	1410 Administration	50,775
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	35,000
10	1460 Dwelling Structures	183,126
11	1465.1 Dwelling Equipment-Nonexpendable	38,400
12	1470 Nondwelling Structures	750
13	1475 Nondwelling Equipment	4,500
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	507,751
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	70,000
24	Amount of line 20 Related to Energy Conservation Measures	

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
HA-Wide	Operations	1406	101,050
	Security	1408	70,000
	Extermination	1408	14,250
	Environmental Review - Lakeside	1408	9,400
	Administration – Purchasing Agent	1410	50,775
Mich 5-2	Replace carpet in units	1460	12,500
Carriage Circle	Replace window screens	1460	1,000
	Refurbish elevators	1460	40,000
	Replace window blinds	1460	1,250
	Repair leaking air conditioners	1460	2,500
	Replace air conditioning panels	1460	20,000
	Upgrade fire alarm warning system	1460	27,140
	Cycle painting	1460	5,000
	Carpet Cleaning	1460	3,500
	Replace floor tile	1460	10,000
	Replace kitchen hood fans	1460	2,000
	Replace stoves & refrigerators	1465	19,200
	Replace electrical line	1460	13,486
	Replace air conditioners	1460	5,000

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Mich 5-3 Woodland Heights	Replace carpet in units	1460	12,500
	Replace window screens	1460	1,000
	Replace window blinds	1460	1,250
	Repair leaking air conditioners	1460	2,500
	Cycle painting	1460	5,000
	Carpet Cleaning	1460	3,500
	Replace kitchen hood fans	1460	2,000
	Replace stoves & refrigerators	1465	19,200
	Replace sink in Community Kitchen	1470	750
	Replace air conditioners	1460	5,000
	Replace closet doors	1460	2,000
Mich 5-4 Scattered Sites	Sprinkling systems for lawns	1450	20,000
	Install glass blocks in basement window	1460	5,000
	Install fencing around sites	1450	15,000
Equipment	Replace laptop	1475	1,500
	Replace buffers (3)	1475	3,000

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)
HA-WIDE	10/1/2010	10/1/2012
Administration	10/1/2010	10/1/2012
Fees & Costs	10/1/2010	10/1/2012
Woodland Heights	10/1/2010	10/1/2012
Carriage Circle	10/1/2010	10/1/2012
Central Office	10/1/2010	10/1/2012
Equipment	10/1/2010	10/1/2012

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Mich 5-2	Carriage Circle Apts.	12	6	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Repair sinking foundation			140,000	2009
Convert 3 efficiencies into 2 one-bedroom units			73,981	2009
Install parking lot lighting			20,000	2009
Replace hot water heat radiation			53,500	2009
Construct two single family homes			300,000	2010
Install generator at Central Office			30,000	2010
Replace Hallway tile			50,000	2011
Repair & seal Central Office Parking lot			100,000	2011
Cycle painting			25,000	2012
Replace unit carpeting			50,000	2012
Upgrade intercom system			35,000	2012
Total estimated cost over next 5 years			877,481	

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Mich 5-3	Woodland Heights Apts	5	3	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace hot water heat radiation			49,000	2009
Replace Lawn equipment			20,000	2009
Replace lighting with high efficiency bulbs			10,000	2009
Install ductwork for make up air in hallways			20,000	2009
Replace computer system hardware			100,000	2010
Replace make up air units			20,000	2010
Replace rooftop heating units			30,000	2010
Replace Central Office fencing			10,000	2011
Replace air conditioning Central Office			25,000	2011
Replace glass basement windows with glass blocks, scattered sites			10,000	2011
Replace carpet Central Office			15,000	2012
Total estimated cost over next 5 years			309,000	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Mich 5-1	Lakeside Homes			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Lakeside Homes land appraisal			\$ 4,400	2007
Development consultant			21,248	2007
Disposition application assistance			8,500	2007
Total estimated cost over next 5 years			\$34,148	

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28P005501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/1/2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2007 <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	94,796.00	94,796.00	94,796.00	94,796.00
3	1408 Management Improvements	94,796.00	94,796.00	94,796.00	91,808.64
4	1410 Administration	57,375.00	57,375.00	57,375.00	57,375.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	28,614.00	4,053.74	-0-	-0-
10	1460 Dwelling Structures	189,400.00	213,960.26	213,960.26	213,960.26
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	9,000.00	9,000.00	3,753.76	3,753.76
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

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

PHA Name: Pontiac Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI28P005501-05 Replacement Housing Factor Grant No:	Federal FY of Grant: 10/1/2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 9/30/2007 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	473,981.00	473,981.00	464,681.02	461,693.66
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: : MI28P005501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/1/2005			
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	Funds Obligated	Funds Expended	
HA-WIDE	Operations	1406		94,796.00	94,796.00	94,796.00	94,796.00	Complete
Management Improvements	Copy machine lease	1408		17,500.00	17,500.00	17,500.00	14,512.64	In process
	Security Staff	1408		77,296.00	77,296.00	77,296.00	77,296.00	Complete
Administration	Project Manager	1410		57,375.00	57,375.00	57,375.00	57,375.00	Complete
Woodland Heights	Replace dumpster room doors	1460		6,000.00	6,200.00	6,200.00	6,200.00	Complete
Mich 5-3	Replace exhaust fans	1460		15,200.00	11,250.00	11,250.00	11,250.00	Complete
	Security system upgrades	1460		-0-	32,678.72	32,678.72	31,818.72	In process
Carriage Circle	Replace shingles	1460		65,000.00	14,000.00	14,000.00	14,000.00	Complete
Mich 5-2	Replace dumpster room doors	1460		6,000.00	6,200.00	6,200.00	6,200.00	Complete
	Replace signage	1460		2,000.00	-0-	-0-	-0-	Cancelled
	Replace hot water boilers	1460		80,000.00	121,187.54	121,187.54	121,187.54	Complete
	Replace exhaust fans	1460		15,200.00	11,250.00	11,250.00	11,250.00	Complete
	Repair broken sewer lines	1460		-0-	6,210.00	6,210.00	6,210.00	Complete
	Install Murphy beds	1460		-0-	4,389.00	4,389.00	4,389.00	Complete
	Reglaze bath tubs	1460		-0-	1,455.00	1,455.00	1,455.00	Complete
	Security cameras at site offices	1460		-0-	850.00	850.00	-0-	In process

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: : MI28P005501-05 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/1/2005			
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	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: Pontiac Housing Commission		Grant Type and Number Capital Fund Program No: : MI28P005501-05 Replacement Housing Factor No:				Federal FY of Grant: 10/1/2005	
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	
HA -WIDE	8/18/2007			8/18/2009			
Administration	8/18/2007			8/18/2009			
Fees & costs	8/18/2007			8/18/2009			
Woodland Heights	8/18/2007			8/18/2009			
Carriage Circle	8/18/2007			8/18/2009			
Central Office	8/18/2007			8/18/2009			
Equipment	8/18/2007			8/18/2009			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28900550106 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/1/2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2007 <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	94,796.00	94,796.00	94,796.00	94,796.00
3	1408 Management Improvements	43,420.64	75,555.64	22,400.00	10,188.00
4	1410 Administration	54,000.00	54,000.00	54,000.00	54,000.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	106,265.00	96,899.00	95,992.00	91,872.00
11	1465.1 Dwelling Equipment—Nonexpendable	40,888.85	40,888.85	40,888.85	40,888.85
12	1470 Nondwelling Structures	16,264.00	29,750.00	29,750.00	29,750.00
13	1475 Nondwelling Equipment	48,298.51	12,043.51	18,763.51	11,443.51
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	66,000.00	66,000.00	66,000.00	59,812.88
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

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

PHA Name: Pontiac Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI28900550106 Replacement Housing Factor Grant No:	Federal FY of Grant: 10/1/2006
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: 9/30/2007 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 – 20)	469,933.00	469,933.00	422,590.36	392,751.24
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28P0055106 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/1/2006			
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		94,796.00	94,796.00	94,796.00	94,796.00	Complete
	Security	1408		45,352.00	53,155.64	-0-	-0-	Not started
	Extermination	1408		-0-	13,000.00	13,000.00	10,188.00	In process
	Environmental Review	1408		-0-	9,400.00	9,400.00	-0-	In process
Administration	Project Manager	1410		54,000.00	54,000.00	54,000.00	54,000.00	Complete
Carriage Circle	Refurbish public rest rooms	1470	2	6,000.00	6,743.00	6,743.00	6,743.00	Complete
Mich 5-2	Close area opening in Day Rooms	1460	9	5,800.00	5,800.00	5,800.00	5,800.00	Complete
	Install fire sprinkling system	1470		25,000.00	-0-			
	Refurbish units	1460	10	-0-	57,200.00	57,200.00	57,200.00	Complete
	Replace garbage chute doors	1460	13	-0-	16,649.00	16,649.00	16,649.00	Complete
	Replace window screens	1460		-0-	1,330.00	423.00	423.00	In process
	Replace floor tile 3 rd floor	1460		-0-	11,800.00	11,800.00	11,800.00	Complete
	Replace stoves & refrigerators	1465		-0-	20,444.42	20,444.42	20,444.42	Complete
	Install additional security cameras	1475	5	-0-	4,680.00	4,680.00	4,680.00	Complete
	Refurbish community room kitchen	1470		-0-	1,010.00	1,010.00	1,010.00	Complete
	Replace glass door a hallway ends	1460		6,000.00	-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: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28P0055106 Replacement Housing Factor Grant No:				Federal FY of Grant: 10/1/2006		
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	
Woodland Heights	Refurbish public rest rooms	1470	2	6,000.00	6,743.00	6,743.00	6,743.00	Complete
Mich 5-3	Install fire sprinkling system	1470		25,000.00	-0-			
	Replace Community Room flooring	1470		7,000.00	13,564.00	13,564.00	13,564.00	Complete
	Replace stoves & refrigerators	1465		-0-	20,444.43	20,444.43	20,444.43	Complete
	Repair leak in elevator pit	1470		10,000.00	-0-			
	Install gutters - single family homes	1460		-0-	4,120.00	4,120.00	-0-	IN process
Central Office	Replace card key system with key fobs	1470		4,000.00	1,690.00	1,690.00	1,690.00	Complete

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28P0055106 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/1/2006			
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	
Equipment	Purchase washers & dryers	1475		14,000.00	-0-			
	Purchase exterior garbage containers	1475		5,000.00	1,470.38	1,470.38	1,470.38	Complete
	Purchase park benches	1475		2,500.00	-0-			
	Rear leaf bagger attachment for tractor	1475		3,000.00	2,490.00	2,490.00	2,490.00	Complete
	Video recorder for security system	1475		2000.00	-0-			
	Replace kitchen drain augers	1475	2	1,000.00	-0-			
	Replace dumpsters	1475		5,000.00	-0-			
	Replace computer system network switch	1475		-0-	600.00	-0-	-0-	Not started
	Purchase tables & chairs	1475		-0-	1,473.15	1,473.15	1,473.15	Complete
	Replace trucks	1475	2	-0-	-0-	-0-	-0-	Cancelled
	Replace laptop	1475		-0-	1,329.98	1,329.98	1,329.98	Complete
Development Activities	Replacement housing Lakeside Homes	1460		135,000.00	-0-			
		1499		-0-	66,000.00	66,000.00	59,812.88	In process

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program No: MI28900550106 Replacement Housing Factor No:					Federal FY of Grant: 10/1/2006
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	
HA-Wide	07/18/2008			07/18/2010			
Carriage Circle Mich 5-2	07/18/2008			07/18/2010			
Woodland Heights Mich 5-3	07/18/2008			07/18/2010			
Equipment	07/18/2008			07/18/2010			
Development	07/18/2008			07/18/2010			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28P005501-07 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/1/2007
<input type="checkbox"/> 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: <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	101,550.00		-0-	-0-
3	1408 Management Improvements	94,686.40		-0-	-0-
4	1410 Administration	50,775.00		50,775.00	30,534.60
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	3,900.00		-0-	-0-
10	1460 Dwelling Structures	150,454.36		137,813.45	137,813.45
11	1465.1 Dwelling Equipment—Nonexpendable	38,400.00		23,872.00	23,872.00
12	1470 Nondwelling Structures	9,500.00		-0-	-0-
13	1475 Nondwelling Equipment	13,636.97		3,636.97	3,636.97
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	44,848.27			

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

PHA Name: Pontiac Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI28P005501-07 Replacement Housing Factor Grant No:	Federal FY of Grant: 10/1/2007
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	507,751.00		216,097.42	195,857.02
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	86,686.40			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28P0055107			Federal FY of Grant: 10/1/2007			
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		101,550.00		-0-		Not started
Management	Security	1408		86,686.40		-0-		Not Started
Improvements	Security system software	1408		8,000.00		-0-		Not started
Administration	Purchasing Agent	1410		50,775.00		50,775.00	30,534.60	In process
Site improvements	Install perimeter fencing	1450		3,900.00		-0-		Not started
Woodland Heights	Replace carpet in units	1460		5,720.00		-0-		Not started
Mich 5-3	Replace window screens	1460		1,000.00		-0-		Not started
	Replace window blinds	1460		1,250.00		-0-		Not started
	Replace heating boilers	1460		118,698.18		118,747.27	118,747.27	Complete
	Replace stoves & refrigerators	1465		19,200.00		11,936.00	11,936.00	In process
	Repair entrance doors	1470		3,750.00		-0-		Not started
	Install auto light sensors	1470		1,000.00		-0-		Not started

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI28P0055107			Federal FY of Grant: 10/1/2007			
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	
				5,720.00		-0-		Not started
Carriage Circle	Replace carpet in units	1460		1,000.00		-0-		Not started
Mich 5-2	Replace window screens	1460		1,250.00				
	Replace window blinds	1460		3,816.18		8,366.18	8,366.18	Complete
	Repair air-conditioning units	1460		19,200.00		11,936.00	11,936.00	In process
	Replace stoves & refrigerators	1465		3,750.00		-0-		Not started
	Repair entrance doors	1470		1,000.00		-0-		Not started
	Install auto light sensors	1470		12,000.00		-0-		Not started
	Refurbish elevators	1460						
Equipment	Replace laptop	1475		1,329.97		1,329.97	1,329.97	Complete
	Install Firewall for network	1475		2,307.00		2,307.00	2,307.00	Complete
	Replace air-conditioners	1475		10,000.00		-0-		
	Repair drywall & repaint homes	1460	4	10,700.00		10,700.00	10,700.00	Complete
Development activities		1499		34,148.27		-0-	-0-	Cancelled

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

PHA Name: Pontiac Housing Commission		Grant Type and Number Capital Fund Program No: MI28P00550107 Replacement Housing Factor No:				Federal FY of Grant: 10/1/2007	
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	
Operations	10-1-2009			10-1-2011			
Management	10-1-2009			10-1-2011			
Improvements							
Administration	10-1-2009			10-1-2011			
Woodland Heights	10-1-2009			10-1-2011			
Carriage Circle	10-1-2009			10-1-2011			
Equipment	10-1-2009			10-1-2011			
Development activities	10-1-2009			10-1-2011			

**LEASE AGREEMENT
PONTIAC HOUSING COMMISSION**

ACCOUNT NO. 2704-08
LEASE NO. 1868

The City of Pontiac, acting through the Pontiac Housing Commission (hereinafter PHC) leases to; _____ the residential dwelling unit located at 255 Carriage Circle Dr., #____ Pontiac, Michigan 48342, and any steps, porch, lawn and yard surrounding the apartment for use as a sole and private residence only by resident and members of resident's household in the List of Household Members below in Section 2 of this Lease, or amendments of that list, under the terms and conditions of this Agreement and all documents incorporated by reference.

The term HUD referred to in this document is the Department of Housing and Urban Development.

1. TERM OF LEASE

The term of this lease shall be for one year with rent payable monthly as set forth in Section 3, below. Before this lease may be renewed, Resident must furnish PHC with all necessary information regarding family income, employment status, and family size for the purposes more fully described in Section 4 of this Lease.

2. LIST OF HOUSEHOLD MEMBERS

The members of the household who reside in the Resident's unit are:

NAME	DATE OF BIRTH	RELATIONSHIP HEAD
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1. _____
- 2.

3. RENT

The monthly rent for this resident is \$191.00 this sum is due on the first day of every month. If the first day is a Saturday, Sunday or holiday, then the rent is due on the next business day, i.e., the next day when the PHC office is open. When the lease begins on other than the first day of the month, the rent shall be pro-rated. Rent is late if not paid on or before the fifth day of the month; a \$50.00 late charge will accrue and will be due in addition to the rent payment for that month. Partial payment will not be accepted. Rent shall be paid in full including all other charges listed in Section 20 of the Lease, if applicable. If the Resident has three late payments within a twelve month period, an automatic eviction will be pursued by PHC. Acceptance of late rent, with the late charge, does not prevent PHC from evicting the Resident where a resident makes additional late payments or fails to pay rent in the future.

SECURITY DEPOSIT: \$000.00

Payment must be in the form of a check or money order. If the rent or other charges are made with a check returned for non-sufficient funds or otherwise not honored for payment, the Resident will be required to pay by money order in the future as well as pay late charges and returned check charges indicated in Section 20 of this Lease.

4. CHANGES IN RENT

A. The amount of the Resident's rent will be changed during the term of this agreement if :

- 1. HUD or the Commission determines, in accordance with HUD Procedures, that an increase in rent is needed;**
- 2. Allowance for deductions considered in computing the Resident's rent;**
- 3. The Resident's household income from any source, the number of persons in the Resident's household or other factors considered in calculating the Resident's rent change and HUD procedures provide that the Resident's rent be adjusted to reflect the change;**
- 4. HUD's procedures for computing the Resident's change;**
- 5. It is determined that the rent is based on false information supplied by the Resident;**
- 6. It is found that an error was made at admission or re-examination;**
- 7. The Resident has an emergency medical problem or loss of family income. The Commission must be notified prior to the first of the month in order for the Resident's rent to be reduced. If the emergency arises after the 1st of the month, the rent for that month is not changed. As a general practice, the Commission does not place Residents on payment plans for rent or other amounts due to the Commission unless prior arrangements have been agreed upon and approved by the Commission;**

B. The Resident agrees to accept a "Rent Adjustment letter" as an amendment to this Lease.

5. SECURITY DEPOSIT:

A security deposit equal to one month's rent is required prior to Resident's move-in date. The security deposit may not be used to pay rent or other charges while the Resident is in occupancy. After the unit is surrendered or abandoned, the amount of the refund will be determined in accordance with the following conditions and procedures.

- A. (1) **The Resident will be eligible for refund of the Resident's security deposit only if:**
- (a) **There is a balance remaining after the deduction of applicable charge 5 a (2) below; and**
 - (b) **The Resident provides the Commission with a written statement of forwarding addresses or comes to the office in person at the end of 30 days to collect the security deposit.**
- (2) **If Resident is eligible for a refund (See a. (1) above) the Commission will refund the amount of security deposit less any amount needed to pay the cost of:**
- (a) **Damages that are not due to normal wear and tear;**
 - (b) **Charges for late payment of rent and returned checks; and**
 - (c) **Any other charges provided for in the Lease.**
- (3) **The Commission will mail the Resident's security deposit refund (less lawful Deductions) and an itemized accounting of any deductions no later than 30 days after surrender or abandonment, unless statutes provide otherwise.**
- B. **Surrender.** **The Resident surrenders the apartment on the date of the earlier of the following:**
- (1) **All keys have been turned in and rent is paid; or**
 - (2) **The move-out date has passed and no resident or occupant is living in the apartment in PHC's reasonable judgment.**
- C. **Abandonment.** **Abandonment ends the Resident's right of possession for all purposes. The Resident abandons the apartment when:**
- (1) **Everyone appears to have moved out in PHC's reasonable judgement;**
 - (2) **Clothes, furniture, and personal belongings have been substantially removed from the apartment;**
 - (3) **No one has been in the apartment for 5 consecutive days while the rent is due and unpaid; or**
 - (4) **Ten (10) days have passed since the death of a sole resident.**

The Commission may secure the Resident's abandoned apartment against vandalism and attach a notice of entry to the door of said apartment. If there is no response to this notice of entry after forty-eight (48) hours or if substantially all the Resident's belongings have been removed. The Resident's right of possession is terminated for all purposes and the Commission will take immediate possession of the apartment, provided that the rent still remains unpaid. Any possessions left in a surrendered or abandoned apartment will be removed and stored at the Resident's expense.

6. UTILITIES AND APPLIANCES

PHC will provide and pay for the following utilities: water, wastewater and trash removal. In addition, the Commission agrees to furnish a range and a refrigerator in working order.

The Commission will pay for electricity and gas. The Resident agrees not to waste the utilities provided by PHC and to comply with all applicable laws, regulations, and guidelines of all governmental entities regulating utilities or fuels. Illegal tampering with utility metering devices, pursuant to the Michigan Penal Code, shall be considered a violation of this Lease and grounds for termination of the Lease.

If the Resident's electricity is ever interrupted, the Resident agrees to use only battery operated lighting; candles are not acceptable and must never be used.

The Resident agrees to use sufficient heat to avoid the freezing of piped water. If, for any reason, the Resident is unable to maintain sufficient heat, the Resident shall immediately notify PHC. Any damage to the premises resulting from such failure to provide immediate notice shall be deemed to have been caused by the Resident.

7. USE OF DWELLING

The dwelling is rented to the Resident and may be used solely by the Resident and the listed household members. Failure to report additional occupants shall constitute grounds for eviction. Boarders and lodgers are not permitted in the unit. Any guest who stays more than 14 days shall be reported by the Resident to the PHC (site manager). It is a violation of this agreement to sublease or assign this dwelling. It is also a violation of this agreement to conduct any business or display any commercial signs in or near the dwelling without prior approval of PHC.

8. CONDITION OF DWELLING UNIT

By signing this agreement, the Resident acknowledges that the unit is safe, clean and in good condition. The Resident agrees that all appliances and equipment in the unit are in good working order, except as described on the Inventory Check-in List. The Resident further acknowledges the PHC has made no promise to decorate, alter, repair or improve the unit, except as listed on the unit inspection report and as required to repair those items which materially affect the physical health or safety of the Resident for the safety of the Residents (see also Section 13 of the Lease).

9. DEFECTS HAZARDOUS TO LIFE, HEALTH, AND SAFETY

- A. Damage and Repairs. PHC is responsible for the repair of the unit within a reasonable time, provided, that if the damages were caused by the Resident's household or guests, the reasonable cost of the repairs shall be charged to the Resident, payable after PHC gives written notice of the charges during**

the next rent period. If the resident is found to be negligent in the starting of fires, the Resident will be the lesser of the deductible applicable to PHC's insurance policy or the actual cost to repair the damage. If repairs of the defects or the damages cannot be made within a reasonable time, PHC will offer standard alternative housing, if available. PHC is not required to offer replacement housing if the hazardous condition was caused by the Resident, Resident's household members or guests. If PHC determines that the unit should not be occupied because of an imminent danger to life, health and safety of the Resident and the Resident's household, alternative housing is refused, this Lease shall be terminated and any rent paid for the month in which the Lease is terminated will be refunded. In the event we fail to fulfill our responsibility the Resident's rent shall abate in proportion to the seriousness of the damages and loss in value as a dwelling, except the cost of utilities furnished by us shall not abate. Rent will not abate if the Resident rejects the alternative accommodations or if the damages were caused by the Resident, his/her household or guests.

- B. Smoke Detectors. PHC will furnish and test smoke detectors as required by statute and provide working batteries when the Resident first takes possession. After that, the Resident must pay for and replace batteries as needed. PHC may replace dead or missing batteries at the Resident's own expenses, without prior notice. The Resident must immediately report smoke detector malfunctions to the PHC. Neither the Resident or others may disconnect smoke detectors. If the Resident damages or disconnects the smoke detector or removes a battery without replacing it with a working battery, the Resident may be liable to us and others for any loss or damage from fire, smoke detector, or failing to replace a battery or report malfunctions to management. Failure to maintain a functional smoke detector (s) in the unit shall constitute a violation of this Lease.

10. DISCLOSURE RIGHTS

If information is requested from us regarding the Resident or the Resident's rental history for purposes of law enforcement, governmental or business purposes, PHC may provide such information.

11. ENTRY OF DWELLING UNIT DURING RESIDENCY

The Resident agrees that our authorized agent, employee or representative will be permitted to enter the Resident's dwelling for the purpose of performing routine inspections, maintenance, improvements and repairs, or to show the premises for re-leasing and determining occupancy therein, or to remove placards, signs, fixtures, alterations, or additions placed on premises without the permission of the PHC. Such entry may be made only during reasonable hours after the Resident has been provided two (2) days advance notice.

However, PHC withholds the right to enter the Resident's dwelling unit without prior notice if we reasonably believe that an emergency exists which requires such entry. Notice is considered to have been given when the Resident requests maintenance service and gives permission for entry in the absence of the Resident. PHC will leave on the premises a written statement specifying the date, time and purpose of entry prior to leaving the premises, whenever entry is made when the Resident and all adult members of the household are absent.

12. GRIEVANCE PROCEDURES

All disputes concerning the obligations of the Resident or PHC shall be resolved in accordance with the Commission's Grievance Procedures policy which is posted in the Commission's office and at the management office and incorporated herein by reference. Grievances associated with termination of residency related to any activity that threatens health, safety, or right to peaceful enjoyment of the premises of other residents, neighbors, or employees of the Commission (to include but not limited to drug related criminal activity on or off the premises or alcohol abuse) are excluded from the Grievance Procedure. However, the Resident has the right to seek relief of the dispute through the judicial system.

13. INSPECTIONS

The Resident must accompany management personnel on a joint inspection of the dwelling unit prior to occupancy. Thereafter, the dwelling will be inspected annually or more often as determined by the Commission. When the Resident vacates, PHC will inspect the dwelling unit and give the Resident a written statement of any charges for which they are responsible. The Resident or Resident representative may join in such inspection (see Section 5 of this Lease).

14. KEYS

The Resident will be provided 2 apartment key(s), and 1 mailbox key(s) when appropriate. The Resident's spouse or any household member who has moved out the occupant's written affidavit is (at our option) no longer entitled to occupancy or keys. The Resident agrees not to install additional or different locks or gates on any doors or windows of the unit or place objects in front of the doors to prevent entry.

The Resident will be charged a 20.00 fee for replacement of a security key. The Resident will be charged a \$5.00 fee for replacement of each apartment key and each mailbox key. The resident will also be assessed a \$50.00 fee for a lockout.

15. LIVE-IN AIDES

Live-in aides are allowed when an elderly or disabled person cannot live independently and such dependence on another person for daily living needs has been verified in writing by a physician and approved by the Commission. Such aides will be

required to undergo a background investigation before being allowed to live on the property. Aides can no longer reside in a unit after the resident has vacated. Aides will be required to move for non-compliance with Commission policies and those provisions of the Resident's Lease which pertain to appropriate maintenance, use, or occupancy of the unit.

16. MODIFICATIONS TO LEASE

- A. PHC may modify this Lease and all policies, rules and charges which are part of this Lease by attachment or reference provided that PHC gives the Resident at least a thirty (30) day written notice setting forth the opportunity to present written comment which shall be taken into consideration by the Commission prior to the proposed modification coming effective. A copy of such notice shall be either delivered or mailed to you or posted in the Commission offices.**
- B. This Lease, including any future adjustments of rent or charges above, is evidence of the entire agreement between PHC and the Resident. No changes shall be made except by a written rider, signed and dated by all parties to this Lease. However, nothing shall preclude PHC from modifying this Lease to take into account revised provision of law or government action.**

17. NOTICE PROCEDURES

Except as provided in Section 11 of this Lease, any notice required hereunder from the Commission to the Resident will be in writing and delivered to the Resident or to an adult member of the Resident's household residing in the dwelling, or sent prepaid first class mail properly addressed to the Resident. In the case of Lease termination, notice may be by personal delivery to the Resident or any person residing at the premises who is 18 years of age or older or personal delivery to the premises and in writing, and either delivered to the office of the Commission at Pontiac Housing Commission 132 Franklin Blvd. Pontiac, MI, or sent to the Commission by prepaid first class mail to SAME.

18. PHC's OBLIGATIONS

PHC is obligated to:

- A. Maintain the dwelling and the PHC community in a decent, safe, and sanitary condition;**
- B. Comply with requirements of applicable building codes, housing codes and HUD regulations materially affecting health and safety;**
- C. Make necessary repairs to the dwelling unit within a reasonable time period upon receiving appropriate notice from Resident;**

- D. Keep buildings, facilities and common areas, not otherwise assigned to the Resident for maintenance and upkeep, in a clean and workmanlike condition;**
- E. Maintain in good safe working order and condition : electrical, plumbing, sanitary, heating ventilating, and other facilities and appliances, including elevators, supplied or required to be supplied by PHC;**
- F. Provide and maintain appropriate receptacles and facilities, except containers for the exclusive use of an individual resident household, for the deposit of ashes, garbage, rubbish, and other waste removed from dwelling unit;**
- G. Supply running water, reasonable amounts of hot water and reasonable amounts of heat at the appropriate time of the year, according to local custom and usage;**
- H. Notify the Resident of specific grounds for any proposed adverse action, including but not limited to a proposed Lease termination; transfer of the Resident to another unit, imposition of charges for maintenance or repair of the dwelling, and the opportunity for a hearing under grievance procedure posted in the Commission's office, where required.**

In addition to our above obligation PHC:

- (1) In the case of Lease termination, will issue a Notice of Lease Termination that complies with Section 17 of this Lease, which shall constitute adequate notice of proposed adverse action.**
 - (2) In the case of a proposed adverse action order other than a proposed Lease termination shall not take the proposed action until the time for the Resident to request a grievance hearing has expired, and (if a hearing was timely requested by the Resident) the grievance process has been completed.**
 - (3) If the Resident is disabled or handicapped, will provide assistance in accordance with the Equal Opportunity Housing Plan.**
- I. PHC will not be liable to the Resident, any guest, or occupant for any damages or losses to person or property caused by other residents or other persons not employed by or agents of the commission. The commission has no duty to remove any ice, sleet or snow, except as required by law, but may remove any amount with or without notice. The Resident will not treat any of our security measures as an expressed or implied warranty of security or as a guarantee against crime or of reduced risk of crime. Unless otherwise provided by law, the Commission will not be liable to the Resident or any guests or occupants for personal injury, damage or loss to the Resident's personal property (furniture, jewelry, clothing, etc.) from theft, vandalism, fire, water, rain, hail, smoke, explosion, sonic booms, act of God, or other causes whatsoever, unless the same is due to the intentional acts of the Commission or of our representative. PHC strongly recommends that the**

Resident secures his/her own rental insurance to protect themselves against all of the above occurrences. The Resident agrees that existing locks and latches are safe and acceptable, subject to our duty to make needed repairs of same upon written request by Resident. The Commission shall have no duty to furnish smoke detectors, security guards, or additional locks and latches, except as required by law.

- J. May exclude guests or others who, in our judgement, have been violated the law, violated this Lease contract or any apartment rules, or disturbed other residents, neighbors, visitors, or owner representatives. PHC may also exclude from any patio and common area a person who refuses to submit a photo identification or refuses to identify himself/herself or guest of a specific resident in the community.
- K. Will provide the Resident with orientation in the care and upkeep of the Resident's Unit.

19. RESIDENT'S OBLIGATIONS

By signing this Lease the Resident agrees and is obligated to:

- A. Not assign the Lease or to sub-lease the dwelling unit:
- B. Not provide accommodation to boarders and lodgers, or other persons not listed on the Lease, except that the Resident may, with written approval, give accommodations to legally determined foster children or a live-in aide defined in Section 15;
- C. Use the dwelling unit as the sole and private residence for the Resident, Resident's household as identified in the Lease, and not to use or permit its use for another purpose;
- D. Abide by and see that household members and guests abide by such necessary or reasonable regulations as may be set forth by PHC for the benefit and well being of the apartment community and which shall be incorporated herein by reference;
- E. Comply with service requirement as specified in CFR§960.603 that each adult resident other than an exempt individual is obligated to perform community service or participate in an economic self-sufficiency program required in accordance with CFR§960.603.
- F. Comply with all obligations imposed upon the Resident by applicable provisions of building and housing codes materially affecting health and safety;

- G. Keep the premises and other such areas as may be assigned for the Resident's exclusive use in a clean, safe condition;**
- H. Dispose of ashes, garbage, rubbish, and other waste from the resident's unit and common area in a sanitary and safe manner;**
- I. Use only in a reasonable manner all electrical, plumbing, sanitary, heating ventilating, and other facilities and appliances, including elevators;**
- J. Pay, at next monthly rent payment period, reasonable charges (other than for normal wear and tear) for the repair of damages to the Resident's unit or the PHC community, including to the buildings, facilities, or common area, caused by the Resident, a member of the household, or a guest;**
- K. Act and cause household members or guests to act in a manner which will not disturb other residents' peaceful enjoyment of their accommodations and will be conducive to maintaining the complex in a decent, safe and sanitary condition;**
- L. Assure that the Resident, any member of the household, a guest, or another person under the Resident's control, shall not engage in:
 - (1) Any criminal or other activity (to include lewd behavior) that threatens the health, safety, or right to peaceful enjoyment of the PHC's housing premises by other residents or employees of the Commission; or**
 - (2) Any drug-related criminal activity on or off the PHC premises. The term drug-related criminal activity means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance; or**
 - (3) Alcohol abuse that the Commission determines interferes with health, safety, or the right to peaceful enjoyment on the premises by other residents;****

Any activity listed in J. and K. above shall be treated as a serious violation of the material terms of this Lease and shall be cause for termination of tenancy and eviction from the unit. Arrest or conviction are not necessary to trigger termination of tenancy and eviction;

- M. Leave the dwelling unit in a clean, good condition upon vacating, reasonable wear and tear excepted, and to return keys to include mailbox, if applicable, to the Commission or pay the cost of the replacement if they are not returned;**
- N. Refrain from, and cause members of the household to refrain from, keeping,**

maintaining, harboring, or boarding any dog, cat, livestock, or pet of any nature on the premises of any of the Commission's property, unless authorized under Section 23 of this Lease;

- N. Assure that the Resident and their guests do not: possess a weapon prohibited by penal code; discharge a firearm, BB gun, or pellet gun anywhere on the Commission's property; or display or possess a gun, knife, or other weapon in the common area in a way that may alarm others;**
- O. Transfer to an appropriate size dwelling unit (at Resident expense) based on Family composition, upon appropriate notice by PHC that such a dwelling is available;**
- P. Use customary diligence in maintaining the apartment and common areas. Unless authorized by statute or by PHC in writing, the Resident agrees not to**
- (1) perform any repairs, paint, wallpaper, carpet, make electrical changes, or alterations of our property;**
 - (2) attach signs or fences on the building, common areas, or the complex ground;**
 - (3) install fans, heaters, air conditioners, antennas, additional phone or TV cable outlets;**
 - (4) change, add or re-key locks;**
 - (5) deface, damage or remove our property, including alarm systems, smoke detectors, furniture, telephone and TV cable wiring, screens, locks, and security devices;**
 - (6) keep water furniture in dwelling unit. The Resident must ensure that air conditioners meet standard installation specifications. No holes, sticker or contact paper are allowed inside or outside the apartment, but PHC will permit a reasonable number of small nail holes for hanging pictures on sheet rock walls. When the Resident moves in, PHC will supply light bulbs for fixtures we furnish, including exterior fixtures operated from inside the apartment; after that the Resident will replace them with bulbs of the same wattage at Resident's own expense;**
- Q. Notify PHC in advance if Resident or household plans to be away from the premises for more than fifteen (15) consecutive days. The PHC will not assume responsibility for any break-ins that may occur;**
- R. Act in a cooperative manner with neighbors and PHC staff. To refrain from and cause members of the household to refrain from acting and speaking in an abusive or threatening manner toward neighbors or the PHC staff;**
- S. Take reasonable precautions to prevent fires; to refrain from storing and keeping flammable materials upon the premises or storing anything in closets having gas appliances. To refrain from tampering with utilities, bring**

hazardous materials into the apartment community, or using candles or keeping lamps;

- T. To pay for damages caused by fire and smoke that are a direct result of negligence on the part of the Resident, household member or guest, as determined by the Fire Department. Such fire and smoke damage charges shall be the amount of the repair/replacement actual costs, or the deductible amount of the Commission's fire insurance policy, whichever is less;**
- U. Avoid obstructing sidewalks, areaways, passages or stairs, and avoid using these for purposes other than going in and going out of the apartment. The Commission has no duty to remove any ice, sleet or snow, except what is required by law, but may remove any amount with or without notice. However, during inclement weather, the Resident is obligated to remove any ice, sleet, or snow from the doorway of the unit and other areas used for sole and private use by the Resident and members of the Resident's household to the common walkway, so as to avoid hazardous conditions that would interfere with providing unobstructed passageways. Notify PHC immediately of any conditions in or about the apartment that are hazardous to the health and safety of the resident, household members or other residents.**
- V. Notify PHC immediately of any conditions in or about the apartment that are Hazardous to the health and safety of the resident, household members or other Residents.**
- W. Notify the Commission of any problems being experienced with utilities (gas/electric/water/phone/cable/sewage, etc.);**
- X. Attend an orientation session to acquaint the Resident with unit care and upkeep before move-in. Resident will not be issued keys to Resident's unit until orientation has been completed;**
- Y. Avoid removing from PHC property (i.e. bulletin boards) information posted with PHC's authorization;**
- Z. Abide by PHC current Handbook for Resident, which is incorporated herein by reference and may be amended at any time. A copy of the Handbook is available upon request.**

20. OTHER CHARGES

- A. **Damages or Storage of Flammable/Corrosive Materials.** Charges will be assessed according to approved Summary of Resident Charges posted in the Commission office and incorporated herein by reference.
- B. **Late Charges.** If Resident does not pay rent and other charges due and payable on the first day of the month and within five business days of the month, a late charge of \$50.00 shall be due and payable by the Resident after PHC gives written notice of the charges.
- C. **Return Check Fee.** Resident will pay a return check fee of \$25.00 (plus a late charge, see Section 20.B above) if a check is not honored for payment, and the rent remains unpaid on the fifth of the month.
- D. **Security Deposit.** See Section 5.
- E. **Yard Cleanup Reimbursement.** The Resident agrees to keep lawn/yard, steps, And porches clean of all clutter, trash, and debris. Failure to do so will result In the Commission removing and cleaning such areas, and the Resident will be Assessed a Reimbursement fee in the amount of \$10.00.
- F. **Card Key replacement.** The Resident will be charged a \$20.00 fee for card key replacement.
- G. **Apartment and Mailbox Keys.** The Resident will be charged a \$5.00 fee for replacement of each apartment and mailbox key.
- H. **Lockout Fee.** The Resident will be assessed a \$50.00 fee for lockout.
- I. **Pet Deposit.** The Resident must pay a damage deposit of \$100.00 prior to the pet being housed in the unit (except as excluded in Section 23 of this lease). This is in addition to the security deposit referenced in Section 5.

21. PARKING

The Commission may regulate the time, manner, and place of parking cars, trucks, motorcycles, bicycles, boats, trailers, and recreational vehicles. The Commission may have improperly parked vehicles removed from the premises, under applicable local/municipal statutes. A vehicle is prohibited on Housing Commission property if it:

- a. Obstructs traffic, entry or exit of the parking lot;
- b. Blocks another vehicle from exiting a parking space;
- c. Obstructs or is parked in a marked fire lane;

- d. Occupies a marked handicap parking space without the legally handicap insignia;**
- e. Lacks current license or inspection tags, is leaking fluids, disabled, damaged or is otherwise inoperable;**
- f. Occupies an unloading zone or trash pickup zone;**
- g. Is parked on the grass, sidewalk, or patio.**
- h. Violates parking rules in the Community Policies; or**
- i. Occupies the area between the property line and street curb.**

22. PENALTIES FOR SUBMITTING FALSE INFORMATION

Knowingly giving us false information regarding income or other factors considered in determining the Resident's eligibility and rent constitutes material noncompliance with the Lease subject to termination of tenancy. In addition, the Resident could become subject to penalties including fines and imprisonment.

23. PETS

Common household pets are allowed with prior written permission only for elderly, disabled, or handicapped residents in high rise units, subject to the provisions of the Commission Pet rules which are posted in the Commission office and incorporated herein by reference. The resident must pay a damage deposit of \$100.00 prior to the pet being housed in the unit. The provisions of this Lease apply to support animals and all mammals, reptiles, birds, fish, rodents, and insects – regardless of whether the Resident considers the animal a “pet.” The Resident must not feed stray animals. If a pet is allowed for an elderly, disabled, or handicapped resident, the resident must sign a separate pet agreement and agree to comply with the provisions and rules referenced above.

Certain allowances to the rules apply to support animals for visually handicapped persons. Violations of the Pet Rules by the Resident, any guest, or occupant (with or without the Resident's knowledge) may be grounds for removal of the pet or termination of the pet owner's tenancy (or both), in accordance with Federal, State or local law.

The Resident with a medically or socially documented disability (i.e. hearing impaired) may keep a companion or service animal that is needed as a reasonable accommodation specific to the Resident's disability. An animal needed as a reasonable accommodation is not subject to the PHC's pet damage deposit of \$100.00, although it is subject to the PHC's health and safety rules.

PHC may remove an unauthorized pet by leaving, in a conspicuous place in the apartment, 24 hours prior written notice of intent to remove the pet. PHC may keep or kennel the pet or turn it over to a humane society or local authority. When keeping or kenneling a pet, PHC will not be liable for loss, harm, sickness, or death of the pet unless it is our negligence. The Resident must pay for the pet's reasonable care and kenneling charges.

24. "ONE STRIKE, YOU'RE OUT" POLICY

- A. The Pontiac Housing Commission (PHC), in accordance with President Clinton's Executive order, endorses the "One Strike, You're Out" Policy which enforces "zero tolerance" for illegal drug use and criminal activity by the Resident. PHC proclaims that obeying the law and abstaining from illegal drug activities are conditions upon which the Resident agrees as part of his/her obligations in public housing. Failure to meet these obligations constitutes a violation of the Resident's lease with the PHC and thus grounds for eviction. Also, the Resident will be held responsible for conduct of members of the Resident's household as well as guests. Therefore, PHC will seek expeditious eviction of those persons and families involved in criminal and illegal drug activities upon the first occurrence.**
- B. The Resident does not need to be convicted in court of the criminal activity in order to be in violation of the lease so long as reasonable evidence indicates involvement without violating the civil rights of the Resident. In deciding to evict for criminal activity, PHC shall have discretion to consider all of the circumstances of the case, including the seriousness of the offense, and the extent of the participation by family members not involved in the proscribed activity. In appropriate cases, PHC may require a family member who has engaged in the proscribed activity not to reside in the unit.**
- C. The "One Strike" policy referred to in this Lease Agreement may be obtained by the Resident in the management office of the development.**

25. EVICTION

- A. Under Michigan statutes, M.C.L.A. Section 600.5714 (a) and (b), proceedings in court for eviction for non-payment of rent or for violation of sub-sections of K and N of Section 19 of this Lease, including drug-related activity such as illegal manufacture, sale distribution, use, or possession With intent to deliver, sell, distribute, or use, of a controlled substance, the Resident will be issued a seven day Notice To Quit. The seven day period shall run concurrently, in the case of eviction for the non-payment of rent, with the 14-day period set forth in Sub-section D (1) below. In the case of health and safety violations, under K or N of Section 19, including drug-related activity, the seven day period shall be concurrent with and shall be considered the "reasonable time period" set forth in D.**

- B. For any other grounds for eviction, eviction must be based on good cause and proceedings may be initiated in court by the PHC thirty days after written notice has been given to the Resident; such thirty day period shall run concurrently with the thirty day period set forth in Sub-section D(3) below.**
- C. The Resident will be liable for costs including reasonable attorney's fees the Court may award whenever PHC incurs and attorney fees in connection with any legal proceedings in which the Resident does not prevail, for eviction of the Resident or for enforcing payment of rent or charges for repairs in which the Resident is responsible.**
- D. PHC will give written notice of Lease termination within:**
- (1) fourteen days in the case of failure to pay rent;**
 - (2) a reasonable time considering the seriousness of the situation (but not to exceed thirty days) when the health or safety of residents or PHC employees is threatened; or**
 - (3) thirty days in any other case.**
- E. The Notice to Quit shall set forth that the Resident has the right to examine PHC documents and records, copy any documents at the Resident's expense, and to make such reply as is wished.**
- F. In the event of an eviction, the Resident gives PHC permission to remove personal property from the unit and to dispose of or store any personal property, at the discretion of PHC. The Resident will be responsible for the costs of disposal or storage.**

26. CANCELLATION

A Resident may cancel his/her Lease at any time by giving PHC at least 30 days' written notice in advance.

27. ACCOMMODATION TO DISABLED

A disabled person will be provided reasonable accommodation to the extent necessary to provide the disabled person with an opportunity to use and occupy a dwelling unit equal to a non-disabled person. The Resident may at any time during

the term of the Lease request reasonable accommodation of a disabled member of the Resident's household. This section is intended to and does constitute notice to the Resident under HUD regulations, specifically 24 CFR Section 966.7(b), copies of which are available at the PHC office.

28. COUNTERPARTS

This lease may be executed in several counterparts, each of which shall be considered to be an original.

29. FAIR HOUSING LAW

The PHC shall not discriminate based upon race, color, creed, religion, national origin, sex, marital status, age, handicap or disability, familial status, or recipients of public assistance, and shall comply with all non-discrimination requirements of federal, state, and local law.

THE RESIDENT HAS READ (OR HAS HAD READ TO HIM/HER) AND UNDERSTANDS ALL TERMS OF THIS LEASE. ANY PART OF THE LEASE THAT THE RESIDENT INDICATED WAS UNCLEAR HAS BEEN EXPLAINED BY A REPRESENTATIVE OF PHC AND DULY NOTED. THE RESIDENT'S SIGNATURE (OR MARK) REPRESENTS AN AGREEMENT TO COMPLY WITH ALL OF THE TERMS OF THIS LEASE, INCLUDING THE DOCUMENT INCORPORATED BY REFERENCE.

NOTICE: Michigan law established rights and obligations for parties to rental agreements. This agreement is required to comply with the Truth in Renting Act. If you have a question about the interpretation or legality of the provision of this agreement, you may want to seek assistance from a lawyer or any other qualified person.

NOTICE: In accordance with the Violence Against Women Act (VAWA) some provisions in this lease may not apply to individuals who are certified domestic violence victims.

In Witness hereof, the parties have executed this Lease agreement this 12TH day of MAY 2008, at Pontiac, Michigan.

By _____
RESIDENT

FRANKLIN HATCHETT
EXECUTIVE DIRECTOR

By _____
Other Adult

**PUBLIC HEARING
2008 PHA ANNUAL PLAN & SUPPORTING DOCUMENTATION
JANUARY 10, 2008**

**Woodland Heights – 120 N. Edith Street, Pontiac, MI 48342
10:00 a.m.**

The Executive Director and Finance Director presented and passed out information relating to the PHA Annual Plan and Supporting Documentation. Residents as well as the public had been provided an opportunity to review the Plan in compliance with HUD Requirements. Those in attendance at the Public Hearing were afforded an opportunity to present comments and questions. The following comments were made by residents:

Ms. Essie Rimson #329 Requested larger washers and dryers in the building.

Ms. Beulah Jenkins #319 made statements about the recycle painting and the need for new carpet (carpet was a very important factor for those residents who have been residing in the units for 7 years or longer)

Ms. Phillis Alexander #212 Mentioned new sitting room furniture for C-wing.

Mr. William Mayfield requested 2 new card tables and 12 new chairs for the card room.

Ms. Georgia Blake requested a 1 Bedroom handicapped unit on the 1st or 2nd floor