

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

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# 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:** River Rouge Housing Commission  
**PHA Number:** MI008  
**PHA Fiscal Year Beginning: (mm/yyyy)** 07/01/08

**PHA Programs Administered:**

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

**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
- X Other (List Below)

**Hyacinth Court II Community Center**  
**460 1/2 Lenoir Ct. River Rouge, MI 48218**

### 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
- Hyacinth Court II Community Center 460 1/2 Lenoir Ct. River Rouge, MI 48218**
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government

**City Hall – 10600 W. Jefferson, River Rouge, MI 48218**

- 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)

**City Hall – 10600 W. Jefferson, River Rouge, MI 48218**

**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 River Rouge Housing Commission is dedicated to assisting its residents in achieving a positive and productive quality of life through safe, sanitary and affordable housing along with providing access to community resources.”**

**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)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

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

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

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability:
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

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

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

**Other PHA Goals and Objectives: (list below)**

- **Regain status as a HUD “High Performer” in HUD’s Public Housing Assessment system status.**
- **To improve parking permit enforcement.**
- **To continue improving curb appeal to compliment the surrounding community.**
- **Develop and create a positive community and public awareness of RRHC programs and services internally, within the city, statewide, and nationally.**
- **To promote staff development along with updating policies and procedures to reflect changes within the housing industry.**
- **Improve our tenant’s accounts receivable by getting our write-offs up to date, enforcing our new lease and strictly pursuing necessary evictions.**

**MAINTENANCE GOALS**

**Deliver timely, high quality, efficient and professional maintenance service to all our residents.**

**OBJECTIVES:**

1. **To continue improving and adopt strong preventative maintenance techniques to reduce the overall need for service.**
2. **To continue publishing maintenance education items in our newsletters**

**in an effort to train residents on how to maintain our property in a better condition.**

- 3. Strengthen our Section 3 programs.**
- 4. Improve the vacant unit turnaround time by implementing time efficient procedures and follow up inspections of contractor workmanship.**
- 5. To train staff to convert to 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 Mission Statement presented in this plan was developed by the River Rouge Housing Commission and formerly adopted and is reflective of the goals of this Housing Commission. Our plan is based on the premise that if we accomplish our goals and objectives, we will be working toward the achievement of our mission.

Taken as a whole, the plan outlines a comprehensive approach toward our goals and objectives and is consistent with the Consolidated Plan. We are on course to improve our troubled status and improve the conditions of affordable housing in River Rouge, Michigan.

Regarding implementation of the “Violence Against Women Act of 2005” – River Rouge Housing has updated it’s ACOP and Section 8 Administration Plan to reflect the “Violence Against Women Act of 2005” – that no resident of Public Housing or it’s Section 8 Program would lose their housing as a consequence of the abuse of which they were the victim. RRHC and the Section 8 Program will accept a police report to verify the alleged incidents are true.

### **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.

#### **Table of Contents**

Page #

#### **Annual Plan**

- i. Executive Summary
- ii. Table of Contents
  1. Housing Needs
  2. Financial Resources
  3. Policies on Eligibility, Selection and Admissions
  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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	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	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input 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 eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF	Annual Plan: Community

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	agency	Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
X	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	262						
Income >30% but <=50% of AMI	91						
Income >50% but <80% of AMI	2						
Elderly	31						
Families with Disabilities	67						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	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:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
River Rouge Housing Commission  
Demographic Statistics Report  
Public Housing – Project Summary

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	209		
Extremely low income <=30% AMI	177	85	
Very low income (>30% but <=50% AMI)	26	12	
Low income (>50% but <80% AMI)	4	2	
Families with children	184	88	
Elderly families	2	2	
Families with Disabilities	6	3	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	10	5	
2 BR	113	54	
3 BR	68	33	

Housing Needs of Families on the Waiting List			
4 BR	18	9	
5 BR	0	0	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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)

The RRHC will preserve public housing through maintenance & modernization

**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)  
**See Attachment (504 Evaluation)**

**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)  
Analysis of Section 8 & Public Housing waiting list

**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.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	820,000	
b) Public Housing Capital Fund	741,943	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,000,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	312,000	
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>2,873,943</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)  
(1 week – 1 month)
- Other: (describe)

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

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

- 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)  
**Elderly/Disabled**

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:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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)

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

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

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

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

## **B. Section 8**

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

### **(1) Eligibility**

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

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

- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- At the request of the landlord and a written release by the applicant, information regarding the applicant will be supplied including, but not necessarily limited to prior address, identity of prior landlords, and results of criminal background checks.

**(2) Waiting List Organization**

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

**(3) Search Time**

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

If yes, state circumstances below:  
Market Condition

**(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)

**Elderly/Disabled**

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

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

**(5) Special Purpose Section 8 Assistance Programs**

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

- The Section 8 Administrative Plan

- Briefing sessions and written materials
- Other (list below)

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

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

## Minimum Rent Hardship Policy

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

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

- 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

- 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)
- 95<sup>th</sup> 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)

Residents must report anytime there is a change in family composition or an increase in income, however, rent is not increased until the effective date of the next regular re-examination. Decreases in rent are effective on the first day of the month after the change is reported.

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

## **(2) Flat Rents**

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

- The section 8 rent reasonableness study of comparable housing

- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

**HUD'S PUBLISHED FMR'S**

**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)  
Whenever published fair market rents change

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)

Policy for Exemption of Section 8 Housing Choice Voucher Minimum Rent Policy

**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:

**Executive Director, Public Housing Manager, CFP Coordinator, CFP Asst. Section 8 Coordinator, Section 8 Asst., Leased Housing Specialist and Administrative Clerk.**

**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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	300	50
Section 8 Vouchers	249	50

Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	0
Public Housing Drug Elimination Program (PHDEP)	0	0
Other Federal Programs(list individually)	0	0

### **C. Management and Maintenance Policies**

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

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

**Admissions and Continued Occupancy (ACOP)**

**Maintenance Policy**

**Preventive Maintenance Policy**

**Night Calls & Emergency Calls Procedures**

**Pest Control Policy**

**Procurement Policy**

**Purchasing Procedures**

**Pet Policy**

**Personnel Policy**

**Employee Rights & Standard of Conduct**

**Minimum Rent Policy**

**Uncollectable Tenant Account Policy**

**Community Service & Family Self-Sufficiency Policy**

**Unit Transfer Policy**

**Vehicle Policy**

- (2) Section 8 Management: (list below)

**Administration Plan**

**Briefing packet for tenants**

## Lease Addendum

### **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

#### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

#### **B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

### **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

#### **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:
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.)

<b>Demolition/Disposition Activity Description</b>
--

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
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: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
	<input type="checkbox"/> New Designation Plan
	<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	
	<input type="checkbox"/> Part of the development
	<input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
--

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

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHA'S 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.)

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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)
Homebuyer Seminars				
Internet Café				
Tutoring Program				
Youth Activities Summer Youth camp	50	Youth	Hyacinth Court II	Public Housing
Meals on Wheels	60	Elderly Disabled Handicapped	Hyacinth Court II	Public Housing

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

**C. Welfare Benefit Reductions**

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

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

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

**RIVER ROUGE HOUSING COMMISSION**

**COMMUNITY SERVICE AND FAMILY SELF-SUFFICIENCY POLICY**

**BACKGROUND:**

Section 12 of the 1937 housing Act, as amended by the Section 512 of the 1998 Quality Housing and Work Responsibility Act (QHWRA), mandates that all non-exempt adult members of public housing household perform eight hours per month of community service or participate in an economic self-sufficiency program for eight hours per month.

On March 29, 2000, HUD published final rules, 24 C.F.R. Part 960.600, on when a resident must perform community service activities or self-sufficiency work activities. The rule requires that eligible adult public housing family members comply with its “general requirements” and that the housing authority assures compliance. If a household fails to comply, after having been sent a Notice of Noncompliance, the housing authority may not renew the Resident’s Lease upon expiration.

The intent of the Community Service and Family Self-Sufficiency requirement is to have all adult members of a public housing household who are beneficiaries of federal housing subsidies do volunteer work or duties that are a public benefit and improves the quality of life, enhances resident self-sufficiency, or increase resident self-responsibility in their community. Community service is not employment and may not include political activity.

This policy, adopted by the RIVER ROUGE HOUSING COMMISSION Board of Commissioners through Resolution No.2-79, will make RIVER ROUGE HOUSING COMMISSION comply with the law and will serve as the legal foundation for RIVER ROUGE HOUSING COMMISSION to amend its Dwelling Lease mandating resident compliance.

**EFFECTIVE DATE:**

All non-exempt adult , at least eighteen (18) years of age, public housing family members whose name appears on the lease must start complying with this policy on October 31,2003.

**EXEMPT FAMILY MEMBERS:**

An exempt individual is an adult household member who meet the following criteria:

- ◆ Is 62 years or older.
- ◆ Is a blind or disable individual as defined under 216(i) (1) or 1614 of the Social Security Act (42 U.S.C. 416 (i) (1);1982c), and who certifies that because of this disability she or he is unable to comply with the service provisions of the HUD Rule, or is a primary caretaker of such blind or disable individual.

- ◆ Is engaged in work activities.
- ◆ Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act ( 42 U.S.C. 601 *et seq.*) Or under any other State administered welfare-to-work program.
- ◆ Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act ( 42 U.S.C. 601 *et seq.*) Or under any other State administered welfare-to-work program

#### **MANDATED REQUIREMENTS:**

Each non-exempt adult family household member, in order to comply with this policy, must meet the following requirements:

- ◆ Contribute 8 hours per month of community service (not including political activities); or
- ◆ Participate in an economic self-sufficiency program for 8 hours per month; or
- ◆ Perform 8 hours per month of combined community service and participation in an economic self-sufficiency program.

The Resident Lease shall specify that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirements of this policy. Violation of this policy is grounds for non-renewal of lease at the end of the twelve (12) month lease term but not for termination of tenancy during the course of the twelve (12) month lease term.

#### **DETERMINING ELIGIBILITY**

In compliance with non-discriminatory and equal opportunity requirements of federal, state and local laws, and HUD rules regulating community service and family self-sufficiency requirements, RIVER ROUGE HOUSING COMMISSION will determine which family members are subject to or exempt from the service requirement. Beginning March 1, 2004, during the recertification process, for each person whose name appears on the lease that are at least eighteen years of age, the head of household must show proof that each family member claiming exemption meet one of the exemption classification set forth in the Exempt Family Member Section of this policy. All adult members of the household not claiming exemption or do not have proof that they meet one of the exemption class will be deemed eligible to perform community service or participate in an economic self-sufficiency program as proscribed in this policy. Documentation that can serve as proof for exemption includes, but not limited to:

- (a) Birth Certificate or some other form of government identification.
- (b) Some form of government certification of disability as defined under 216 or 1614 under the 1982 Social Security Act and a written certification from the person claiming this disability that because of their disability they cannot comply with the service requirements.
- (c) A written certification that you are the primary caretaker for a family member qualifying under the disability classification and the documents required under (b) for that family member.
- (d) Proof of employment.
- (e) Proof of exemption from having to work under a State program funded under Part A of title IV of the Social Security Act.
- (f) Proof of participation in the State of Michigan's Work First Program.

#### **ELIGIBLE COMMUNITY SERVICE AND FAMILY SELF-SUFFICIENCY ACTIVITIES**

Performing eight (8) hours per month of voluntary community service within their neighborhood or participating in eight (8) hours per month in an economic self-sufficiency program applies to every non-exempt adult member of a public housing family household starting March 1,2004.

During the term of the Resident Lease, an eligible household member shall volunteer with the following types of community based organizations in order to fulfill their community service requirements:

- ◆ The local resident council.
- ◆ RIVER ROUGE HOUSING COMMISSION Community Center - Services may include volunteering to serve on a Tenant Patrol/Community Watch, Resident Block Captains or Hyacinth Court II Community Center program, however, the activities performed by residents may not be in areas ordinarily performed by RIVER ROUGE HOUSING COMMISSION employees.
- ◆ Local on-site or surrounding area service providers that offer these volunteer opportunities.
  - A. Faith-based organization
  - B. Senior citizens programs
  - C. After school programs
  - D. Head Start or Educational
  - F. Anti-Drugs/ Anti-crime prevention programs.
- ◆ Other community based organizations approved by Resident Initiatives Department through the Executive Director.

An approved economic self-sufficiency program must be funded by HUD or must be a qualified State or local employment training program ( including a training program not affiliated with a local government),or training for resident management as defined in HUD's Regulation on Income Disregard, 24 C.F.R. Part 5.609 (c) (8) (v) . These programs must also meet one of the following criteria as defined in HUD's Regulation on Income Disregard, 24 C.F.R. Part 5.609(c) (13) (ii) (A):

- ◆ Is authorized by a Federal, State or local law;
- ◆ Is funded by the Federal, State or local government;
- ◆ Is operated or administered by a public agency;
- ◆ Has as its objective to assist participants in acquiring employment skills.

All residents performing community service activities or are participating in an economic self-sufficiency program must show written proof, on official letter head, of performing community service activities or participation in an approved economic self-sufficiency program. The written proof must have an official certification section with an area for a certifying official's name, signature and date, and must have the certifying official's telephone number. Proof must be submitted to the local management office by no later than the 15<sup>th</sup> day of the month following the end of each three months period, hereinafter referred to as "Quarter", beginning January 1, 2004. It must be submitted on or before the following days:

- ◆ January 15;
- ◆ April 15;
- ◆ July 15, and;
- ◆ October 15<sup>th</sup>.

By no later than the last day of the month following the end of each quarter, RIVER ROUGE HOUSING COMMISSION local management staff will review each resident household's file to determine if each eligible household member has complied with this policy. If it is determined during the review that an eligible household member is not in compliance a "Notice Of Non-Compliance" will be sent to the head of household notifying them of this determination.

#### **NOTICE OF NON-COMPLIANCE**

At the end of each quarter, as prescribed by the Eligible Community Service and Family Self-Sufficiency Activities Section of this policy, RIVER ROUGE HOUSING COMMISSION local management staff will review each resident's file to determine if each non-exempt adult member of the household is in compliance with this Community Service and Family Self-Sufficiency policy. If it is found that a family member is not in compliance the head of household will be notified of this determination through a "Notice Of Non-Compliance" The notice will:

- ◆ Briefly describe the non-compliance;
- ◆ State that RIVER ROUGE HOUSING COMMISSION will not renew the resident's lease at

the end of the 12 month lease term unless:

A. The resident, and any other non-compliant resident, enter into a written agreement with RIVER ROUGE HOUSING COMMISSION to cure such non-compliance and in fact cure such non-compliance in accordance with such agreement.

B. The head of household provides written assurance satisfactory to RIVER ROUGE HOUSING COMMISSION that the resident or other non-compliant resident no longer resides in the unit.

- ◆ State that the resident may request a grievance hearing on the non-compliance determination, in accordance to HUD regulations on Lease and Grievance Procedures, 24 C.F. R. Part 966; Subpart B, and; RIVER ROUGE HOUSING COMMISSION Board Resolution No. 1315, and that the resident may exercise any available judicial remedy to seek timely redress for RIVER ROUGE HOUSING COMMISSION's non-renewal of the lease because of such determination.

### **COMPLIANCE AGREEMENT**

If a non-exempt adult family member of the household violates the requirements of this policy, RIVER ROUGE HOUSING COMMISSION may not renew the Resident Lease upon expiration of the term unless;

- ◆ The resident, and any other non-compliant resident, enter into a written agreement with RIVER ROUGE HOUSING COMMISSION, in the form and manner required by RIVER ROUGE HOUSING COMMISSION, to cure such non-compliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12) month term of the new lease;
- ◆ All other members of the family who are subject to this policy are currently are in compliance or are no longer residing in the unit.

### **ANNUAL REVIEW OF COMPLIANCE**

RIVER ROUGE HOUSING COMMISSION local management staff, on an annual basis, will review each public housing family for compliance with RIVER ROUGE HOUSING Commission's Community Service and Family Self-Sufficiency Policy. Staff must conduct this review and verify the family's compliance at least thirty (30) days before the end of their twelve (12) month lease term. RIVER ROUGE HOUSING COMMISSION will retain reasonable documentation of each eligible family member's performance in their effort to comply with this policy or, if applicable, exemption status in the resident's file.

## **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)

MI008-01; MI008-02; MI008-04

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

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

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

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

**MI008-01; MI008-02; MI008-03; MI008-04**

**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 and residents
- Agreement between PHA and management local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

MI008-01; MI008-02; MI008-03; MI008-04

**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 2008 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)]

**RIVER ROUGE HOUSING COMMISSION  
PET POLICY  
(Adopted April, 2003)**

A resident of a dwelling unit may own one common household pet and have same in the dwelling unit subject to all of the terms and conditions contained in this policy.

The resident shall make a refundable pet deposit in the amount of \$200.00 to cover additional costs that may be attributable to the pet. The deposit shall be treated as a security deposit and governed in accordance to Michigan law.

The resident shall pay a non-refundable pet deposit in the amount of \$200.00 to the reasonable operating costs to the PHA relating to the presence of pets, which shall apply to the first incident where PHA personnel are required to clean-up a unit or the yard of a unit. A tenant shall thereafter be assessed \$25.00 per clean-up incident.

Because all housing units are multiple units with residents in close proximity to one another and to other multiple units the number of dogs per unit shall be limited to two. There will be no limit on fish or birds.

Pets must be 50lbs or less.

The following animals and breeds are prohibited:

- Pit bull terriers
- Rottweilers
- Doberman
- Non-human primates (i.e. monkeys and apes)
- Snakes of any kind
- Wild animals
- Farm animals
- Pot belly pigs
- Breeding animals
- Feral animals
- Dangerous animals
- Exotic pets

A resident must maintain each pet responsibly and in accordance with applicable State and local public health, animal control and animal anti-cruelty laws and regulations. Each pet owning resident shall comply with policies established in the PHA Annual Plan for the agency.

A resident must register the pet with the City of River Rouge and obtain a valid license as required by ordinance. The pet must always possess a valid license. After registering the pet with the City of River Rouge and obtaining a valid license for the same, a resident must then register the pet with the Housing Commission and provide proof that the animal has had all of its required shots.

The following shall apply to the ownership of pets.

- a. Pets will not be housed or sheltered out of doors.
- b. Pets must be on leashes when outdoors.
- c. Pets shall not be tethered or chained outside except for brief periods to facilitate their basic bodily functions.
- a. Pets shall not be permitted to run at large.
- b. Dogs and cats shall wear identification tags at all times while outdoors.
- c. Dogs and cats shall be spayed or neutered.
- d. Owners who walk their pet shall be responsible for cleaning up after the pets' bodily function.

In the event the PHA has reason to believe that an animal is in distress, agents of the PHA, after reasonable attempts to contact the tenant may enter into the unit to relieve the distress of the animal, or impound the animal and/or to alert the authorities to the situation. Such entry shall be strictly limited to relieving the distress of the animal.

A tenant who abuses a pet or places a pet in distress on more than one occasion shall not be permitted to have a pet in a public housing unit. A violation of this provision is a breach of the lease and subjects the tenant to termination of the lease.

This policy shall apply to those who had pets prior to the enactment of this policy when their possession was not permitted. If they cannot comply with this policy within thirty days, they shall not be permitted to possess pets.

Pets owned by visitors are prohibited from public housing

At the request of any PHA official, employee, agent or subcontractor about to enter premises for any lawful purpose, a tenant must cage or leash their pet.

A tenant who violated this policy, an ordinance of the City of River Rouge, a statute of the State of Michigan or whose pet's behavior constitutes a public nuisance or breach of the peace shall not be allowed to possess a pet on the premises of public housing after a third documented violation of this policy, an ordinance of the City of River Rouge, or a statute of the State of Michigan.

Such complaint shall first be referred to the resident council who shall have the authority to conduct a hearing, make findings and submit a recommendation to the PHA.

Should they decline to address the problem, they shall, within ten (10) days, notify the PHA of their declamation in writing.

In the event the resident council shall decline to address the problem, the PHA shall, at its next regularly scheduled meeting after receiving notice review the matter and render a final determination.

Any violation of this policy shall be a major violation of the lease.

## **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)
- 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)

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

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

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

**D. Other Information Required by HUD**

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

## Attachments

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

### Resident Advisory Board Members

**Naomi Chaput – 323 Goodell  
Kimberly Corbett – 547 Polk  
Earline Flowers – 503 Superior  
William Jones – 445 Lenoir Ct  
Alice Marsh – 507 Polk  
Valda Mathews – 254 Goodell  
Lakeisha McKinney – 284 Kleinow  
Vivian Williams – 456 Lenoir Ct**

**A meeting was scheduled for Tuesday, February 26, 2008 at 6:00 p.m. at the Hyacinth Ct II Community Center with the Resident Advisory Board. On the scheduled meeting date only one (1) member, Miss Earline Flowers, of the RAB Board attended. It was previously stated to RAB Members that the 2008 Agency Plan would address the recent physical needs assessment that had been completed. I discussed this issue with Miss Flowers and informed her that the Five Year Plan would address the deficiencies noted in the physical needs assessment and the work items would be placed back in the 5 Year Plan in the year 2012 that had been in the plan prior to the physical needs assessment. The RAB members had been informed previously in 2007 how important it was for the Agency to address the exterior deficiencies of the structures. Many of the deficiencies were noted in the REAC inspections and the Agency would devote the 5 Year Plan to address those deficiencies.**

# 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 MI128 p008 501 08 FFY of Grant Approval: (06/30/2008)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	148,388
3	1408 Management Improvements	71,626
4	1410 Administration	69,639
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	25,000
8	1440 Site Acquisition	
9	1450 Site Improvement	10,000
10	1460 Dwelling Structures	397,290
11	1465.1 Dwelling Equipment-Nonexpendable	20,000
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	741,943
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	
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
PHA WIDE	<b>OPERATIONS</b>	1406	148,388
	<b>SUBTOTAL</b>		<b>148,388</b>
PHA WIDE	<b>MANAGEMENT IMPROVEMENTS</b>	1408	
	A. Administrative Clerk		22,506
	B. Portion of E.D's Salary		5,000
	C. Fringe Benefits for all positions		9,120
	D. Computer System Maint/upgrade		35,000
	<b>SUBTOTAL</b>		<b>71,626</b>
PHA WIDE	<b>ADMINISTRATION</b>		
	A. CFP Coordinator	1410	39,645
	B. CFP Assistant		29,994
	<b>SUBTOTAL</b>		<b>69,639</b>
PHA WIDE	<b>FEES &amp; COST</b>		
	A. A & E Fees & related costs		25,000
	<b>SUBTOTAL</b>		<b>25,000</b>
PHA WIDE	<b>SITE IMPROVEMENTS</b>	1450	
	A. Tree Trimming/Cutting		10,000
	<b>SUBTOTAL</b>		<b>10,000</b>
PHA WIDE	<b>DWELLING STRUCTURES</b>		
	Vacant Unit Make Ready	1460	100,000
	<b>SUBTOTAL</b>		<b>100,000</b>
MI 8-01	Replace Sidewalks		9,000
	Repair Porch Stoops		24,000
	Clean, tuck point & seal brick		7,600
	Patch & Paint Interior		38,400
	<b>SUBTOTAL</b>		<b>79,000</b>
MI 8-02	Replace Sidewalks		9,750
	Repair Porch Stoops		26,000
	Clean, tuck point & seal brick		7,600
	Patch & Paint Interior		41,600
	Replace wood floors		27,300
	<b>SUBTOTAL</b>		<b>112,250</b>
MI 8-03	Replace Sidewalks		28,125
	Repair Porch Stoops		50,000
	Clean, tuck point & seal brick		11,800
	Patch & Paint Interior		28,615
	<b>DWELLING STRUCTURES</b>		

MI 8-03	Clean Out Gutters		10,000
	Install Gutter Guards		20,000
	Replace Downspouts/Splash blocks		20,000
	Replace Sidewalks		37,500
	<b>SUBTOTAL</b>		<b>206,040</b>
PHA WIDE	<b>DWELLING EQUIPMENT</b>	1465	
	Stove & Refrigerators		10,000
	Hot Water Tanks		10,000
	<b>SUBTOTAL</b>		<b>20,000</b>

**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)
PHA WIDE	09/30/10	09/30/12



## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name River Rouge Housing Commission						<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
Development Number/Name /HA-Wide	Year 1 2008	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2012	
Project MI 8-01	Annual Statement	137,200	118,000	221,300	100,000	
Project MI 8-02		162,950	136,950	174,950	80,000	
Project MI 8-03		342,300	213,800	479,225	100,000	
Project MI 8-04		268,500	373,500	274,500	80,000	
Management Improve		76,720	76,720	76,720	76,720	
Administrati on		66,840	66,840	66,840	66,840	
Operations		108,070	108,070	108,070	108,070	
Fees & Cost		25,000	25,000	25,000	25,000	
PHA Wide		74,322	74,322	74,322	74,322	
CFP Funds Listed for 5- year planning		1,201,746	1,193,202	1,500,927	710,952	
Replacement Housing Factor Funds						



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

Activities for Year: _3__ FFY Grant: 2010 PHA FY: 2010			Activities for Year: _3__ FFY Grant: 2010 PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
MI 8-01	Clean, tuck point and Seal brick	7,600	MI 8-03	Clean, tuck point and Seal brick	11,800
	Repair porch stoops	24,000		Repair porch stoops	50,000
	Replace floor tiles	22,800		Replace floor tiles	52,500
	Patch & paint interior	38,400		Patch & paint interior	100,000
	Replace wood floors	25,200		Replace wood floors	
	Sub-total	118,000		Sub-total	213,800
MI 8-02	Clean, tuck point and Seal brick	7,600	MI 8-04	Replace sidewalks	37,500
	Replace sidewalks	9,750		Install ceiling fans	80,000
	Repair porch stoops	26,000		Repair porch stoops	36,000
	Replace floor tiles	24,700		Replace floor tiles	85,000
	Patch & paint interior	41,600		Patch & paint interior	110,000
	Replace wood floors	27,300		Repair outside spigots	25,000
	Sub-total	136,950		Sub-total	373,500
<b>Total CFP Estimated Cost</b>		\$ 254,950			\$ 587,300

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

Activities for Year : <u>4</u>			Activities for Year: <u>4</u>		
FFY Grant: 2011 PHA FY: 2011			FFY Grant: 2011 PHA FY: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
MI 8-01	Clean, tuck point and Seal brick	38,000	MI 8-03	Clean, tuck point and Seal brick	200,600
	Repair porch stoops	24,000		Repair porch stoops	50,000
	Replace floor tiles	24,700		Replace floor tiles	52,500
	Patch & paint interior	38,400		Patch & paint interior	100,000
	Replace wood floors	25,200		Replace wood floors	48,000
	Replace sidewalks	9,000		Replace sidewalks	28,125
	Sub-total	221,300		Sub-total	479,225
MI 8-02	Clean, tuck point and Seal brick	45,600	MI 8-04	Replace sidewalks	37,500
	Replace sidewalks	9,750		Repair porch stoops	36,000
	Repair porch stoops	26,000		Replace floor tiles	85,000
	Replace floor tiles	24,700		Paint & patch interior	110,000
	Patch & paint interior	41,600		Power gate opener	6,000
	Replace wood floors	27,300		Community Center	
	Sub-total	174,950		Sub-total	274,500
<b>Total CFP Estimated Cost</b>		\$ 396,250			\$ 753,725

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

Activities for Year :__5__ FFY Grant: 2012 PHA FY: 2012			Activities for Year: _5__ FFY Grant: 2012 PHA FY: 2012		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
MI 8-01			MI 8-03		
	Site Improvement	10,000		Site Improvement	10,000
	Clean, tuck point and Seal brick	20,000		Clean, tuck point and Seal brick	20,000
	Sewer replacement	20,000		Sewer replacement	20,000
	Phase 1 Central A/C	50,000		Phase 1 Central A/C	50,000
	Sub-total	100,000		Sub-total	100,000
MI 8-02			MI 8-04		
	Site Improvement	10,000		Site Improvement	10,000
	Clean, tuck point and Seal brick	20,000		Clean, tuck point And seal brick	20,000
	Phase 1 Central A/C	50,000		Phase 1 Central A/C	50,000
	Sub-total	80,000		Sub-total	80,000
<b>Total CFP Estimated Cost</b>		\$ 180,000			\$ 180,000



**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> RIVER ROUGE HOUSING COMMISSION		<b>Grant Type and Number</b> Capital Fund Program Grant No: MI28 P008 501 08 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input 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	148,388			
3	1408 Management Improvements	71,626			
4	1410 Administration	69,639			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000			
10	1460 Dwelling Structures	397,290			
11	1465.1 Dwelling Equipment—Nonexpendable	20,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				

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

<b>PHA Name:</b> RIVER ROUGE HOUSING COMMISSION	<b>Grant Type and Number</b> Capital Fund Program Grant No: MI28 P008 501 08 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2008
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X  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
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	741,943			
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: <b>RIVER ROUGE HOUSING COMMISSION</b>		Grant Type and Number Capital Fund Program Grant No: MI28 P008 501 08 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008		
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	
PHA Wide	Operations	1406		148,388				
PHA Wide	Management Improvements	1408						
	A. Administrative Clerk			22,506				
	B. Portion of E.D.'s Salary			5,000				
	C. Fringe Benefits for all positions			9,120				
	D. Computer System Maint/upgrade			35,000				
	Sub-Total			<b>71,626</b>				
PHA Wide	Administration	1410						
	A. CFP Coordinator			39,645				
	B. CFP Secretary			29,994				
	Sub-Total			<b>69,639</b>				
PHA Wide	Fees And Costs	1430						
	A. A & E Fees and related costs			25,000				
PHA Wide	SITE IMPROVEMENTS	1450						
	Tree Trimming/Cutting			<b>10,000</b>				

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

PHA Name: River Rouge Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI 28 P008 501 08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
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	
PHA Wide	Dwelling Structures	1460						
	Vacant Unit Make-Ready			100,000				
MI 8-01	Replace Sidewalks			9,000				
	Repair Porch Stoops			24,000				
	Clean, tuck point & seal brick			7,600				
	Patch & Paint Interior			38,400				
	<b>Sub-Total</b>			<b>79,000</b>				
MI 8-02	Replace Sidewalks			9,750				
	Repair Porch Stoops			26,000				
	Clean, tuck point & seal brick			7,600				
	Patch & paint Interior			41,600				
	Replace wood floors			27,300				
	<b>Sub-Total</b>			<b>112,250</b>				

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

PHA Name: River Rouge Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI 28 P008 501 08 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
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	
	Dwelling Structures							
MI 8-03	Replace sidewalks	1460		28,125				
	Repair porch stoops			50,000				
	Clean, tuck point & seal brick			11,800				
	Patch & paint interior			28,615				
	Clean out gutters			10,000				
	Install gutter guards			20,000				
	Replace downspouts/splash blocks			20,000				
	Replace sidewalks			37,500				
	<b>Sub-Total</b>			<b>206,040</b>				
PHA Wide	Dwelling Equipment	1465						
	Stoves & Refrigerators			10,000				
	Hot Water Tanks			10,000				
	<b>Sub-Total</b>			<b>20,000</b>				

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

PHA Name: River Rouge Housing Commission	Grant Type and Number Capital Fund Program No: MI 28 P008 501 08 Replacement Housing Factor No:	Federal FY of Grant: 2008
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Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
	<b>9/30/10</b>			<b>9/30/12</b>			



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

HA Name: <b>RIVER ROUGE HOUSING COMM.</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No.: <b>MI28 P008 501 07</b> Replacement Housing Factor Grant No.:	Federal FY of Grant <b>2007</b>
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement/Revision Number   
 Final Performance and Evaluation Report     
  **Performance & Evaluation Report for Program Year Ending 12/31/07**

Line #	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$151,566		\$0	\$0
3	1408 Management Improvements Soft Costs	\$71,626		\$0	\$0
	Management Improvements Hard Costs				
4	1410 Administration	\$69,639		\$0	\$0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	\$25,000		\$0	\$0
8	1440 Site Acquisition	\$0		\$0	\$0
9	1450 Site Improvement	\$10,000		\$0	\$0
10	1460 Dwelling Structure	\$409,997		\$0	\$0
11	1465.1 Dwelling Equipment-Nonexpendable	\$20,000		\$0	\$0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$0		\$0	\$0
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$757,828</b>		<b>\$0</b>	<b>\$0</b>
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 - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
24	Amount of Line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Signature of Executive Director and Date  <b>X</b> Daryl Rush, Interim Director	Signature of Public Housing director/Office of Native American Programs Administrator and Date  <b>X</b>
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**Annual Statement/Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>RIVER ROUGE HOUSING COMM.</b>		Grant Type and Number Capital Fund Program Grant No.: <b>MI28 P008 501 07</b> Replacement Housing Factor Grant No.:						Federal FY of Grant: <b>2007</b> as of 12/31/07	
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
PHA Wide	<u>OPERATIONS</u>								
	A. Operations			<u>151,566</u>		<u>0</u>	<u>0</u>		
	SUB TOTAL	1406		151,566		0	0		
PHA Wide	<u>MANAGEMENT IMPROVEMENTS</u>								
	A. Administrative Clerk			22,506		0	0		
	B. Portion of Executive Director's salary			5,000		0	0		
	C. Fringe Benefits for all positions			9,120		0	0		
	D. Computer System maintenance & upgrades			<u>35,000</u>		<u>0</u>	<u>0</u>		
	SUB TOTAL	1408		71,626		0	0		
PHA Wide	<u>ADMINISTRATION</u>								
	A. CFP Co-ordinator			39,645		0	0		
	B. CFP Secretary			<u>29,994</u>		0	0		
	SUB TOTAL	1410		69,639		0	0		
PHA Wide	<u>FEES AND COSTS</u>								
	A. A & E Fees and related costs			<u>25,000</u>		0	0		
	SUB TOTAL	1430		25,000		0	0		

**Annual Statement/Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>RIVER ROUGE HOUSING COMM.</b>		Grant Type and Number Capital Fund Program Grant No.: <b>MI28 P008 501 07</b> Replacement Housing Factor Grant No.:						Federal FY of Grant: <b>2007</b> as of 12/31/07	
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Funds Obligated	Funds Expended		
PHA WIDE	<u>DWELLING EQUIPMENT</u>								
	A. Stoves & refrigerators			10,000		0	0		
	B. Hot water tanks			<u>10,000</u>		<u>0</u>	<u>0</u>		
	SUB TOTAL	1465		20,000		0	0		
PHA WIDE	<u>SITE IMPROVEMENT</u>								
	A. Seed & backfill low grass areas			<u>10,000</u>		<u>0</u>	<u>0</u>		
	SUB TOTAL	1450		10,000		0	0		
PHA Wide	<u>DWELLING STRUCTURES</u>								
PHA Wide	A. Vacant Unit Make-Ready			76,635		0	0		
PHA Wide	B. Change Entry door knobs			10,000		0	0		
PHA Wide	C. Change entry door locks			60,000		0	0		
PHA Wide	D. Install spring latches on screens			5,000		0	0		
PHA Wide	E. Lithium batteries in smoke detectors			10,000		0	0		
MI 8/1-3	F. Clean, tuckpoint, & seal brick			27,000		0	0		
MI 8/1-3	G. Replace entry thresholds			90,000		0	0		
MI 8/1-3	H. Upgrade smoke detectors			80,000		0	0		
MI 8/1-3	I. Repair/replace fascia & soffits			<u>51,362</u>		<u>0</u>	<u>0</u>		
	SUB TOTAL	1460		409,997		0	0		
	<b>GRAND TOTAL</b>			<b>757,828</b>		<b>0</b>	<b>0</b>		

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

PHA Name: <b>RIVER ROUGE HOUSING COMM.</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No.: <b>MI28 P008 501 07</b> Replacement Housing Factor Grant No.:				<b>Federal FY of Grant:</b> <b>2007</b> <b>as of 12/31/07</b>	
Development Number/Name HA - Wide Activities	All Funds Obligated (QE Date)			All Funds Expended (QE Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
	9/12/09			9/12/11				

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

HA Name: <b>RIVER ROUGE HOUSING COMM.</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No.: <b>MI28 P008 501 06</b> Replacement Housing Factor Grant No.:	Federal FY of Grant <b>2006</b>
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Original Annual Statement     
  Reserve for Disasters/Emergencies     
  Revised Annual Statement/Revision Number   
 Final Performance and Evaluation Report     
  **Performance & Evaluation Report for Program Year Ending 12/31/07**

Line #	Summary by Development Accounts	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	\$148,070		\$0	\$0
3	1408 Management Improvements Soft Costs	\$73,626		\$50,960	\$18,331
	Management Improvements Hard Costs				
4	1410 Administration	\$69,639		\$67,600	\$10,384
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees & Cost	\$6,720		\$0	\$0
8	1440 Site Acquisition	\$0		\$0	\$0
9	1450 Site Improvement	\$17,695		\$10,882	\$8,187
10	1460 Dwelling Structure	\$387,902		\$30,520	\$0
11	1465.1 Dwelling Equipment-Nonexpendable	\$17,700		\$8,746	\$8,746
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$19,000		\$5,213	\$5,213
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$740,352</b>		<b>\$173,921</b>	<b>\$50,861</b>
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 - Soft Costs				
	Amount of Line 20 related to Security - Hard Costs				
24	Amount of Line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Signature of Executive Director and Date  <b>X</b> Daryl Rush, Interim Director	Signature of Public Housing director/Office of Native American Programs Administrator and Date  <b>X</b>
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**Annual Statement/Performance and Evaluation Report**

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

**Part II: Supporting Pages**

PHA Name: <b>RIVER ROUGE HOUSING COMM.</b>		Grant Type and Number Capital Fund Program Grant No.: <b>MI28 P008 501 06</b> Replacement Housing Factor Grant No.:					Federal FY of Grant: <b>2006</b> as of 12/31/07	
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original per Rev.#3	Revised	Funds Obligated	Funds Expended	
PHA Wide	<u>OPERATIONS</u>							
	A. Operations			<u>148,070</u>		<u>0</u>	<u>0</u>	
	SUB TOTAL	1406		148,070		0	0	
PHA Wide	<u>MANAGEMENT IMPROVEMENTS</u>							
	A. Administrative Clerk			22,506		21,840	3,331	
	B. Portion of Executive Director's salary			5,000		5,000		
	C. Fringe Benefits for all positions			9,120		9,120		
	D. Computer System maintenance & upgrades			<u>37,000</u>		<u>15,000</u>	<u>15,000</u>	
	SUB TOTAL	1408		73,626		50,960	18,331	
PHA Wide	<u>ADMINISTRATION</u>							
	A. CFP Co-ordinator			39,645		38,480	6,660	
	B. CFP Secretary			<u>29,994</u>		29,120	<u>3,724</u>	
	SUB TOTAL	1410		69,639		67,600	10,384	
PHA Wide	<u>FEES AND COSTS</u>							
	A. A & E Fees and related costs			4,112				
	B. Consultant Fees			<u>2,608</u>				
	SUB TOTAL	1430		6,720		0	0	
PHA Wide	<u>NON-DWELLING EQUIPMENT</u>							
	A. Upgrade security systems, incl. cameras			10,000		5,213	5,213	
	B. Install fire suppression system ( Comm. Ctr.)			<u>9,000</u>				
	SUB TOTAL	1475		19,000		5,213	5,213	

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

PHA Name: <b>RIVER ROUGE HOUSING COMM.</b>		Grant Type and Number Capital Fund Program Grant No.: <b>MI28 P008 501 06</b> Replacement Housing Factor Grant No.:					Federal FY of Grant: <b>2006</b> as of 12/31/07	
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original per Rev.#3	Revised	Funds Obligated	Funds Expended	
PHA WIDE	<u>DWELLING EQUIPMENT</u>							
	A. Stoves & refrigerators			15,000		7,261	7,261	
	B. Hot water tanks			<u>2,700</u>		<u>1,485</u>	<u>1,485</u>	
	SUB TOTAL	1465		17,700		8,746	8,746	
PHA WIDE	<u>SITE IMPROVEMENT</u>							
	A. Sewer repairs & replacements			15,000		8,187	8,187	
	B. Complete parking lot work begun under 2005 CFP			2,695		2,695		
	C. Overgrowth removal: shrubs & trees			<u>0</u>				
	SUB TOTAL	1450		17,695		10,882	8,187	
PHA Wide	<u>DWELLING STRUCTURES</u>							
	A. Install new screen doors			0				
	B. Install new lock system with new cores, all entry doors			40,000				
	C. Provide & install spring clips on all windows			25,000				
	D. Complete renovation of remaining porches			36,000				
	E. Vacant Unit rehab			264,445		8,063		
	F. Complete roof replacements begun under 2005 CFP			<u>22,457</u>		<u>22,457</u>		
	SUB TOTAL	1460		387,902		30,520	0	
	<b>GRAND TOTAL</b>			<b>740,352</b>		<b>173,921</b>	<b>50,861</b>	

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

PHA Name: <b>RIVER ROUGE HOUSING COMM.</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No.: <b>MI28 P008 501 06</b> Replacement Housing Factor Grant No.:				<b>Federal FY of Grant:</b> <b>2006</b> <b>as of 12/31/07</b>	
Development Number/Name HA - Wide Activities	All Funds Obligated (QE Date)			All Funds Expended (QE Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
	7/17/08			7/17/10				