

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

**PHA Fiscal Year Beginning:** 07/2008

**PHA Programs Administered:**

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

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

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

### Public Access to Information

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

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

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

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The FHC's mission is: The Flint Housing Commission is committed to helping our Community to grow and our residents to prosper by providing Quality housing in pleasant communities at sensible rents.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) 74
  - Improve voucher management: (SEMAP score) 85
  - 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)**

**The HCV Program will work with the Detroit Field Office in an effort to identify a source for non-federal funds for reimbursement of expenditures addressed in the OIG Audit 05-CH-1017 issued September 23, 2005. Specifically for items 1D, 1E, and 2A which remain open with a target close date of 1/20/2016.**

**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.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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## 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;

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plas	Annual Plan: Homeownership
	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 agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	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 903.79 (a)]

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

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

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

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

- Consolidated Plan of the Jurisdiction/s: **City of Flint**  
Indicate year: **2008-2012**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	936		74
Extremely low income <=30% AMI	869	92.84	
Very low income (>30% but <=50% AMI)	56	5.98	
Low income (>50% but <80% AMI)	11	1.18	
Families with children	320	34.19	
Elderly families			
Families with Disabilities	144	15.38	
Race/ White	107	11.43	
Race/Black	828	88.46	
Race/Indian	1	.11	
Race/Hispanic	11	1.18	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	598	63.89	
2 BR	130	13.89	
3 BR	172	18.38	
4 BR	28	2.99	
5 BR	0		
0 BR	8	.85	

### Housing Needs of Families on the Waiting List

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

If yes:

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

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

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

### 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)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	5,131		120
Extremely low income <=30% AMI	4,240	82.63	
Very low income (>30% but <=50% AMI)	752	14.65	
Low income (>50% but <80% AMI)	128	2.49	
Families with children	3,584	69.85	
Elderly families	1,026	20.00	
Families with Disabilities	1,539	30.00	
Race/ White	205	4.00	
Race/Black	4,874	95.00	
Race/Other	52	1.00	
Race/Hispanic	52	1.00	

### Housing Needs of Families on the Waiting List

Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
0 BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 15 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2008 grants)</b>		
a) Public Housing Operating Fund	2,340,098	
b) Public Housing Capital Fund	1,982,405	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	3,446,688	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2006 Capital Fund Grant FE 12/31/07	145,003.15	Physical needs
2007 Capital Fund Grant FE 12/31/07	1,334,684	Physical needs
<b>3. Public Housing Dwelling Rental Income</b>	1,415,001	
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
Tenant Charges	105,875	
Investment Income	57,029	
Non-Dwelling Rental	26,850	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Insurance Dividends, Nextel Back Pay, Vending, Misc.	111,100	
<b>Total resources</b>	10,964,733	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

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

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

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

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

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

##### **(2) Waiting List Organization**

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

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

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

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

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

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?

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

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)
  - **Domestic Violence**

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? **None** (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

- **Howard Estates, Atherton East & River Park**

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

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

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

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

Other (list below)

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)

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

**\* Our clients are only allowed to move if they are in good standing with the previous landlord.**

**\* According to our Admin Plan, we do criminal background checks on all our clients and we give them a copy of the One-Strike Policy. We cannot provide any additional information regarding this matter. It would be up to the landlord's discretion to proceed with any additional background checks. We then provide the landlord with information about Fair Housing and discrimination.**

### (2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation

- Federal project-based certificate program
- Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
  - Other (list below)

**The HCV Waiting List is currently closed. However, when the HCV has open enrollment there is a public announcement when and where, via radio, public television, Social Services, and local newspapers. On some occasions, due to the large volume of possible participants the HCV open enrollment may be held at a large public place. On those occasions, advertisement would reflect when, where, and time, making sure public access is available. Applications would still be available at the PHA main administrative office.**

**(3) Search Time**

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

If yes, state circumstances below:

**With good cause, an extension will be granted. The HCV staff would work closely with the family and schedule a second appointment. Examples of good cause include but are not limited to: reasonable accommodation for disabled family, hospitalization, jury sequestration, or other extenuating circumstances.**

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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: \$50.00 per. month
- Other (list below)

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

## **(2) Flat Rents**

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

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

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

Other (list below)

## Rent Reasonableness Survey

### (2) Minimum Rent

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

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

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

#### **Policy for Exception regarding Minimum Rent Hardship ( reference 24 CFR 5.630 )**

**HCV will review all relevant circumstances, on a case by case basis, brought to the department's attention regarding financial hardship as it applies to minimum rent:**

**In order to qualify for a hardship exception, the family's circumstances must fall under one of the following HUD hardship criteria:**

- 1. The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance, including a family with a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act, and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996,**
- 2. The family would be evicted as a result of the imposition of the minimum rent requirement.**
- 3. The income of the family has decreased because of changed circumstances, including the loss of employment, death in the family, pr other circumstances as determined by the HCV staff or by HUD.**

### 5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

#### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	1027	105
Section 8 Vouchers	782	120
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)
  - Admissions and Continued Occupancy Policy
  - Grievance Policy
  - Deconcentration Analysis
  - Pet Policy
  - Procurement Policy
  - Investment Policy
  - Vehicle Policy
  - Maintenance Policy
  
- (2) Section 8 Management: (list below)
  - HCV Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **GRIEVANCE PROCEDURE**

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

#### **A. COMPLAINTS**

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

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

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

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

#### **B. APPEALS BY APPLICANTS**

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

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

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

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

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

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

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

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

**C. APPEALS BY TENANTS**

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

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

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

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

**INS Determination of Ineligibility**

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

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

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

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

Deny the applicant family.

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

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

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

All other complaints related to eligible citizen/immigrant status:

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

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

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

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

## **E. GRIEVANCE PROCEDURES**

### **Right to a Hearing**

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

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

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

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

### **Definitions**

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

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

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

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

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

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

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

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

Right of the tenant to be represented by counsel;

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

A decision on the merits of the case.

### **Procedure prior to a hearing**

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

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

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

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

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

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

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

### **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: <u>(DD/MM/YY)</u>
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: Mince Manor 1b. Development (project) number: 9-11
2. Designation type: Elderly

Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (4/1/08)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 110 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<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)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

2. Program Description:

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

a. Size of Program

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

**MSHDA has not given a definite number at this time of how many clients can participate. However, they have temporarily stopped accepting any new clients due to their budget constraints.**

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.

### **COMMUNITY SERVICE REQUIREMENT POLICY**

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

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

**Every adult resident, 18 years and older must either:**

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

**The following adults are exempt from the requirements:**

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

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

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

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

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

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

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

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

**A. PHA Coordination with the Welfare (TANF) Agency**  
**FHC IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT**

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

1. Cooperative agreements:

Yes  No: Has the PHA 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

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

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

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

Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>FHC Resident Management Corporation</i>	15	<i>Random selection</i>	<i>River Park Apartments</i>	<i>Public Housing</i>
Flint STRIVE	40	Specific criteria	Family sites	Public Housing
Flint STRIVE	On Going	Zero Income or Interested Participants for Home Ownership	Strive Office	Housing Choice Voucher
Metro Housing	On Going	Interested Participants Home Ownership	Metro Office	H C V
Mission of Peace	On Going	Interested Participants Home Ownership	Mission of Peace Office	H C V
Salem Housing	On Going	Interested Participants	Salem Office	H C V


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

a. Participation Description

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

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

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

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

**Howard Estates, Atherton East, River Park & Scattered Sites**

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

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

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

**Contracted with a Security Company ( Hi Tech Security) w/arresting powers.**

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

**The same developments listed above**

**C. Coordination between PHA and the police**

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

**The developments listed above.**

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**Flint Housing Commission Pet Policy**

**Exhibit B**

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

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

in a fastened plastic bag and placed in the dumpster on container outdoors.

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

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

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)  
 Not applicable  
 Private management  
 Development-based accounting  
 Comprehensive stock assessment  
 Other: (list below)
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?  
**There have not been any comments submitted by the RAB Board to FHC to date.**
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) The Resident Board member is appointed by the Mayor.  
Current Board Member: Geraldine Redmond ( Mince Manor Apts)

#### b. Eligible candidates: (select one)

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

#### c. Eligible voters: (select all that apply)

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

## C. Statement of Consistency with the Consolidated Plan

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

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

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

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

**D. Other Information Required by HUD**

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



## Attachments

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

### Capital Fund Performance & Evaluation Reports:

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )					
X Performance and Evaluation Report for Period Ending: 12-31-07 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	409,960	331,811.38	331,811.38	331,811.38
3	1408 Management Improvements Soft Costs	409,960	409,960	409,960	409,960
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	204,000	126,864.07	126,864.07	126,864.07
5	1411 Audit	1,500	1,500	1,500	1,500
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	65,800	124,600	124,600	113,600
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	174,800	159,401	159,401	146,721.40
10	1460 Dwelling Structures	677,091	759,202.71	759,202.71	753,092.43
11	1465.1 Dwelling Equipment—Nonexpendable	15,000	15,000	15,000	15,000
12	1470 Non-dwelling Structures	0	0	0	0
13	1475 Non-dwelling Equipment	111,698	121,469.84	121,469.84	121,469.84
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0

# Annual Statement/Performance and Evaluation Report

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
**X Performance and Evaluation Report for Period Ending: 12-31-07**  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Annual Grant: (sum of lines.....)	2,049,809	2,049,809	2,049.809	2,020,019.12
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	340,000	726,434	726,434	726,434
	Amount of line XX Related to Security –Soft Costs	375,000	390,007.38	390,007.38	390,007.38
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			

## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506			Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI28P009-001	ADA Bath Renovations	1460	11	0	41,953.50	41,953.50	41,953.50		
Richert Manor	Trash compactor-from 2004 CFG	1460		0	200	200	199.33		
	<b>Total</b>			<b>0</b>	<b>42,153.50</b>	<b>42,153.50</b>	<b>42,152.83</b>		
MI28P009-002	504 accessible units from 2004	1460		0	90,385	90,385	90,385		
Howard Estates	<b>Total</b>				<b>90,385</b>	<b>90,385</b>	<b>90,385</b>		
MI28P009-003	2 (4) 504 conversion	1460	2	340,000	416,154	416,154	416,154		
Atherton East	Driveways/ramps for 504 conversions	1450	2	0	34,300	34,300	34,300		
	Fix 173 porches	1450	100%	75,000	60,740	60,740	60,740		
	Community Room Roof-emergency	1460		0	24,900	24,900	21,414		
	Manhole cover-emergency	1450	1	0	2,700	2,700	2,700		
	ADA Improvements-Mandatory	1450		0	8,095.80	8,095.80	7,286.22		
	<b>Total</b>			<b>415,000</b>	<b>546,889.80</b>	<b>546,889.80</b>	<b>542,594.22</b>		
MI28P009-004	Move Breaker Boxes	1460	100%	24,000	0	0	0		
Garland/Chase	Install Removable core locks	1460	100%	18,000	0	0	0		
	<b>Total</b>			<b>42,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
MI28P009-005	Landscaping	1450	10%	20,000	0	0	0		
River Park	Replace damaged cabinets,flooring,doors	1460	25%	130,000	0	0	0		
	ADA Improvements-Mandatory	1450		0	23,512.92	23,512.92	21,161.63		
	<b>Total</b>			<b>170,000</b>	<b>23,512.92</b>	<b>23,512.92</b>	<b>21,161.63</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: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
	Intercom System	1460	1	30,000	0	0	0		
Centerview Apts.	ADA Bath renovations	1460		0	14,471.50	14,471.50	14,471.50		
	<b>Total</b>			<b>30,000</b>	<b>14,471.50</b>	<b>14,471.50</b>	<b>14,471.50</b>		
MI28P009-007	Install Removable Core locks/doors	1460	19	4,000	13,355	13,355	13,355		
Forest Park Apts.	ADA Improvements-Mandatory	1460		0	40,509	40,509	36,458.10		
	<b>Total</b>			<b>4,000</b>	<b>53,864</b>	<b>53,864</b>	<b>49,813.10</b>		
MI28P009-008	504 compliance units (2)	1460	2	60,000	0	0	0		
Scattered Sites	Landscaping; sidewalks;								
	Driveways; roofs; sec. lights;	1450	25%	75,000	0	0	0		
	<b>Total</b>			<b>135,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
MI28P009-011	ADA bath renovations	1460	8	0	21,233.50	21,233.50	21,233.50		
Mince Manor	<b>Total</b>			<b>0</b>	<b>21,233.50</b>	<b>21,233.50</b>	<b>21,233.50</b>		
MI28P009-014	Repair eaves, downspouts, siding	1450		0	21,475	21,475	12,814		
Aldridge Place	Repair siding	1460		0	42,635	42,635	42,635		
	ADA Improvements-mandatory	1450		0	8,577.28	8,577.28	7,719.55		
	<b>Total</b>			<b>0</b>	<b>72,687.28</b>	<b>72,687.28</b>	<b>63,168.55</b>		

<b>Annual Statement/Performance and Evaluation Report</b>								
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>								
<b>Part II: Supporting Pages</b>								
PHA Name: Flint Housing Commission		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Acti	General Description of Major Work Catego	Dev. Acct	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MI28P009-015	ADA bath renovations	1460	10	0	27,241.50	27,241.50	27,241.50	

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

PHA Name: Flint Housing Commission		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005			
Development Number Name/HA-Wide Act	General Description of Major Work Category	Dev. Acc	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
KMS Square	Install removable core locks/doors	1460	159	34,091	27,990	27,990	27,592		
	Smoke detectors/awnings	1460		17,000	0	0	0		
	<b>Total</b>			<b>51,091</b>	<b>55,231.50</b>	<b>55,231.50</b>	<b>54,833.50</b>		
Operating	Operating	1406		<b>409,960</b>	<b>331,811.38</b>	<b>331,811.38</b>	<b>331,811.38</b>	Operating	
Management	Security	1408		360,878	390,007.38	390,007.38	390,007.38	Management	
Improvements	Applicant Screening	1408		2,000	2,484.33	2,484.33	2,484.33	Improvements	
	Commissioners Training	1408		12,000	0	0	0		
	Staff/Maint. Training	1408		20,000	8,035	8,035	8,035		
	Computer Software	1408		15,082	9,433.29	9,433.29	9,433.29		
	<b>Total</b>			<b>409,960</b>	<b>409,960</b>	<b>409,960</b>	<b>409,960</b>		
Administration	Administration	1410		<b>204,000</b>	<b>126,864.07</b>	<b>126,864.07</b>	<b>126,864.07</b>	Administration	
Audit	Audit	1411		<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	Audit	
Dwelling	Stoves and Refrigerators	1465.1		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	Dwelling	
Equipment								Equipment	

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program Grant No: 50105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005			
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Development Number Name/HA-Wide Activity	General Description of Major Work Category	Dev. Acct	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
Non-Dwelling	Maintenance Vehicles	1475	3	76,698	71,050	71,050	71,050	
Equipment	Office Equipment	1475		5,000	34,029.88	34,029.88	34,029.88	
	Maintenance Equipment	1475		20,000	15,977.02	15,977.02	15,977.02	
	Computer Equipment	1475		10,000	412.94	412.94	412.94	
	<b>Total</b>			<b>111,698</b>	<b>121,469.84</b>	<b>121,469.84</b>	<b>121,469.84</b>	
A/E Fees	Garland/Richert Manor	1430		3,000	4,000	4,000	4,000	
	Howard Estates	1430		450	28,225	28,225	27,225	
	Atherton East	1430		6,000	48,775	48,775	42,775	
	River Park	1430		12,000	35,000	35,000	34,600	
	Centerview Apts.	1430		2,000	300	300	300.00	
	Forest Park	1430		350	2,500	2,500	400.00	
	Debt Service	1430		28,000	0	0	0	
	Scattered Sites	1430		6,000	0	0	0	
	Aldridge Place	1430		0	1,300	1,300	300.00	
	KMS Square	1430		4,000	3,000	3,000	3,000.00	
	Sundries	1430		4,000	1,500	1,500	1000.00	
	<b>Totals</b>			<b>65,800</b>	<b>124,600</b>	<b>124,600</b>	<b>113,600</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: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50105 Capital Fund Program No: 50105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Richert Manor	6/30/07			6/30/09			
Howard Estates	6/30/07			6/30/09			
Atherton East	6/30/07			6/30/09			
Garland Chase	6/30/07			6/30/09			
River Park	6/30/07			6/30/09			
Centerview	6/30/07			6/30/09			
Forest Park	6/30/07			6/30/09			
Scattered Sites	6/30/07			6/30/09			

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

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

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
**X Performance and Evaluation Report for Period Ending: 12-31-07**  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	275,000	17,404.30	17,404.30	17,404.30
3	1408 Management Improvements Soft Costs	390,652	402,193.00	402,193.00	402,193.00
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	100,000	17,111.73	17,111.73	17,111.73
5	1411 Audit	1,500	1,500	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	94,759	86,000.00	86,000.00	47,940.00
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	24,500	52,380	47,880.00	11,880.00
10	1460 Dwelling Structures	886,849	1,315,141	1,195,368.99	635,628.74
11	1465.1 Dwelling Equipment—Nonexpendable	30,000	39,920.00	39,920.00	39,920.00
12	1470 Non-dwelling Structures	20,000	19,231.14	0	0
13	1475 Non-dwelling Equipment	125,000	2,378.83	2,378.83	2,378.83
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	5,000	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	1,953,260	1,953,260	1,808,256.85	1,174,456.60
	Amount of line XX Related to LBP Activities	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
**X Performance and Evaluation Report for Period Ending: 12-31-07**  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Section 504 compliance	680,000	0	0	0
	Amount of line XX Related to Security –Soft Costs	368,652	367,070.32	367,070.32	123,122.09
	Amount of Line XX related to Security-- Hard Costs	0	0	0	0
	Amount of line XX Related to Energy Conservation Measures	0	0	0	0
	Collateralization Expenses or Debt Service	0	0	0	0

## Annual Statement/Performance and Evaluation Report

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

#### Part II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI009-001	Install Smoke Detectors-BR's-GFI's	1460	132	20,000	20,000	0	0		
Richert Manor	Caulk windows-seal bldg	1460	100%	55,000	46,550	46,550	46,550		
				<b>75,000</b>	<b>66,550</b>	<b>46,550</b>	<b>46,550</b>		
MI009-002	504 Accessible units	1460	2	330,000	0	0	0		
Howard Estates	504 Accessible units-driveways	1450	2	10,000	0	0	0		
	Repair Down spouts/gutters	1460	720 LF	3,500	0	0	0		
				<b>343,500</b>	<b>0</b>	<b>0</b>	<b>0</b>		
MI009-003	Porches/ sidewalks for renovations	1450		0	38,880	38,880	2,880.00		
Atherton East	Unit Renovations	1460		0	536,142	536,142	214,843.10		
	Roofing and Siding	1460		0	149,360	149,360	45,514		
	Force Labor-renovations	1460		0	176,965	176,965	173,678.82		
	<b>Total</b>			<b>0</b>	<b>901,347</b>	<b>901,347</b>	<b>436,347</b>		
MI009-005	Repair Gutters/down spouts	1460	2000 LF	9,000	9,000	9,000	0		
River Park				<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>0</b>		
MI009-006	Emergency Lighting	1460	10,500SF	9,000	9,000	0	0		
Centerview	Office-renovations	1460		4,000	4,000	0	0		
	Fix garbage chute doors	1460	2	1,800	1,800	0	0		
	A/C sleeves and A/C's	1460	93	90,000	90,000	0	0		
				<b>104,800</b>	<b>104,800</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 II: Supporting Pages**

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI009-007	Floor, walls, door-Comm room	1460		5,000	0	0	0		
Forest Park	Caulk & seal brick	1460	1000 SF	3,049	0	0	0		
				<b>8,049</b>	<b>0</b>	<b>0</b>	<b>0</b>		
MI009-008	Down spouts and gutters	1460	3500 LF	16,000	8,676	8,676	0		
Scattered Sites	Splash blocks	1450	252	2,000	2,000	2,000	0		
				<b>18,000</b>	<b>10,676</b>	<b>10,676</b>	<b>0</b>		
MI009-010	Down spouts and gutters	1460	2340 LF	10,500	6,500	6,500	0		
Scattered Sites	Splash blocks	1450	280	2,500	2,500	2,500	0		
	Vacancy Reduction	1460		0	113,100	113,100	113,100		
	Vacancy Reduction-porches/dirveways	1450		0	9,000	9,000	9,000		
				<b>13,000</b>	<b>131,100</b>	<b>131,100</b>	<b>122,100</b>		
MI009-011	Remove and install gas tanks-C.O.	1470	2	20,000	19,231.14	0	0		
Mince Manor	Replace Roof- Leaking	1460		0	144,048	144,048	120,643.20		
				<b>20,000</b>	<b>163,279.14</b>	<b>144,048</b>	<b>120,643.20</b>		
MI009-014	504 Handicap Units	1460	2	330,000	0	0	0		
Aldridge Place	Driveway for 504 unit	1450	2	10,000	0	0	0		
				<b>340,000</b>	<b>0</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 II: Supporting Pages**

PHA Name: Flint Housing Commission		Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006			
Development Number Name/HA-Wide Act	General Description of Major Work Category	Dev. Acc	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
Operating	Operating		1406	<b>275,000</b>	<b>17,404.30</b>	<b>17,404.30</b>	<b>17,404.30</b>		
Management	Security		1408	368,652	367,070.32	367,070.32	367,070.32		
Improvements	Applicant Screening		1408	2,000	3,102.98	3,102.98	3,102.98		
	Commissioners Training		1408	5,000	10,674.38	10,674.38	10,674.38		
	Staff/Maint. Training		1408	10,000	21,345.32	21,345.32	21,345.32		
	Computer Software		1408	5,000	0	0	0		
	<b>Total</b>			<b>390,652</b>	<b>402,193</b>	<b>402,193</b>	<b>402,193</b>		
Administration	Administration		1410	<b>100,000</b>	<b>17,111.73</b>	<b>17,111.73</b>	<b>17,111.73</b>		
Audit	Mod Audit		1411	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>0</b>		
Dwelling	Stoves and Refrigerators		1465.1	<b>30,000</b>	<b>39,920</b>	<b>39,920</b>	<b>39,920</b>		
Equipment									
Relocation	Relocation for 504 units		1495	<b>5,000</b>	<b>0</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 II: Supporting Pages

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006			
Development Number Name/HA-Wide Activity	General Description of Major Work Category	Dev. Acct	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
Non-Dwelling Equipment	Maintenance Vehicles	1475		75,000	0	0	0		
	Maintenance Equipment	1475		25,000	153.50	153.50	153.50		
	Computer Equipment	1475		25,000	2,225.33	2,225.33	2,225.33		
	<b>Total</b>			<b>125,000</b>	<b>2,378.83</b>	<b>2,378.83</b>	<b>2,378.83</b>		
A/E Fees	Richert Manor	1430		7,500	5,850	5,850	2,599		
	Howard Estates	1430		34,000	300	300	129.95		
	Atherton East	1430		0	52,000	52,000	26,139		
	River Park	1430		900	700	700	348.95		
	Centerview Apts.	1430		10,000	7,000	7,000	3,694		
	Forest Park	1430		1,400	350	350	369.40		
	Scattered Sites 9-8	1430		1,800	1,500	1,500	75.20		
	Scattered Sites 9-10	1430		1,300	6000	6000	3,285		
	Mince Manor	1430		2,000	12,300	12,300	11,299.50		
	Aldridge Place	1430		33,859	0	0	0		
	Sundries	1430		2,000	0	0	0		
	<b>Total</b>			<b>94,759</b>	<b>86,000</b>	<b>86,000</b>	<b>47,940</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: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50106 Capital Fund Program No: 50106 Replacement Housing Factor No:					Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
Richert Manor	6/30/08			6/30/10				
Howard Estates	6/30/08			6/30/10				
Atherton East	6/30/08			6/30/10				
Garland Chase	6/30/08			6/30/10				
River Park	6/30/08			6/30/10				
Centerview	6/30/08			6/30/10				
Forest Park	6/30/08			6/30/10				
Scattered Sites	6/30/08			6/30/10				
KMS Square	6/30/08			6/30/10				
Operating	6/30/08			6/30/10				
Management Improvements	6/30/08			6/30/10				
Audit	6/30/08			6/30/10				
Dwelling Equipment	6/30/08			6/30/10				
Non-dwelling equipment	6/30/08			6/30/10				
A/E Fees	6/30/08			6/30/10				

## Annual Statement/Performance and Evaluation Report

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50107 Capital Fund Program Grant No: 50107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement  Reserve for Disasters/ Emergencies    Revised Annual Statement (revision no: )  
**X Performance and Evaluation Report for Period Ending: 12/31/2007**     Final Performance and Evaluation Report

	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0	0	0	0
2	1406 Operations	250,000	250,000	0	0
3	1408 Management Improvements Soft Costs	396,481	396,481	374,481.00	212,160.94
	Management Improvements Hard Costs	0	0	0	0
4	1410 Administration	198,240	198,240	198,240.00	99,120.00
5	1411 Audit	1,500	1,500	0	00
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	75,000	75,000	75,000.00	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	51,900	51,900	0	0
10	1460 Dwelling Structures	924,284	924,284	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	30,000	30,000	0	0
12	1470 Non-dwelling Structures	0	0	0	0
13	1475 Non-dwelling Equipment	55,000	55,000	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1502 Contingency	0	0	0	0
	Amount of Annual Grant: (sum of lines.....)	<b>1,982,405</b>	<b>1,982,405</b>	<b>647,721.00</b>	<b>311,280.94</b>
	Amount of line XX Related to LBP Activities	0	0	0	0
	Amount of line XX Related to Section 504	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506	Grant Type and Number MI28P009 50107 Capital Fund Program Grant No: 50107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement  Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: )  
**X Performance and Evaluation Report for Period Ending: 12/31/2007**  Final Performance and Evaluation Report

Summary by Development Account	Total Estimated Cost		Total Actual Cost	
compliance				
Amount of line XX Related to Security –Soft Costs	378,652	378,652	374,481	210,327.75
Amount of Line XX related to Security-- Hard Costs	0	0	0	0
Amount of line XX Related to Energy Conservation Measures	0	0	0	0
Collateralization Expenses or Debt Service	0	0	0	0

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

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50107 Capital Fund Program Grant No: 50107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI009-001	Ceiling Tile-Common Areas	1460	All	6,600	6,600	0	0		
Richert Manor	Call-for-aids	1460	100%	52,800	52,800	0	0		
	<b>Totals</b>			<b>59,400</b>	<b>59,400</b>	<b>0</b>	<b>0</b>		
MI009-002	Re-grade and re-seed bldgs.	1450	All	6,300	6,300	0	0		
Howard Estates	<b>Totals</b>			<b>6,300</b>	<b>6,300</b>	<b>0</b>	<b>0</b>		
MI009-003	504 Accessible Units	1460	3	0	0	0	0		
Atherton East	Accessible unit driveways	1450	3	0	0	0	0		
	Vacancy reduction	1460	4	601,384	541,884	0	0		
	Parking Lot repairs	1450	10%	15,000	15,000	0	0		
	Force Labor	1460		0	150,000	0	0		
	<b>Totals</b>			<b>616,384</b>	<b>706,884</b>	<b>0</b>	<b>0</b>		
MI009-004	Fencing Repair/Replace	1450	1	6,000	6,000	0	0		
Garland/Chase	Smoke Detectors/GFI's	1460	44	6,000	6,000	0	0		
	Community room renovations	1460	1	6,500	6,500	0	0		
	<b>Totals</b>			<b>18,500</b>	<b>18,500</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 II: Supporting Pages**

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50107 Capital Fund Program Grant No: 50107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
MI009-005	Sidewalk Repair		1450	20%	24,600	24,600	0	0	
River Park	Storm Doors		1460	90	32,000	32,000	0	0	
	ADA bathrooms- office/CR		1460	4	30,000	30,000	0	0	
	<b>Totals</b>				<b>86,600</b>	<b>86,600</b>	<b>0</b>	<b>0</b>	
MI009-007	Smoke Detectors/GFI's		1460	100%	3,000	3,000	0	0	
Forest Park	<b>Totals</b>				<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	
MI009-008	Gutters and Downspouts		1460	20%	0	0	0	0	
Scattered Sites	Roofs		1460	3	26,000	26,000	0	0	
	<b>Totals</b>				<b>26,000</b>	<b>26,000</b>	<b>0</b>	<b>0</b>	
MI009-010	Gutters and Downspouts		1460	10%	0	0	0	0	
Scattered Sites	Roofs		1460	3	15,000	15,000	0	0	
	504 Accessible Unit		1460	1	0	0	0	0	
	Driveway for accessible unit		1450	1	0	0	0	0	
	Vacancy Reduction		1460	3	90,500	0	0	0	
	<b>Totals</b>				<b>105,500</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	
MI009-011	Emergency lighting		1460		9,500	9,500	0	0	
Mince Manor	<b>Totals</b>				<b>9,500</b>	<b>9,500</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 II: Supporting Pages**

PHA Name: Flint Housing Commission		Grant Type and Number MI28P009 50107 Capital Fund Program Grant No: 50107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007			
Development Number Name/HA-Wide Acti	General Description of Major Work Categ		Dev. Acct	Quantity	Total Estimated Cost		Total Actual Cost		Status of Wo
					Original	Revised	Obligated	Expended	
MI009-014	Paint exterior of buildings		1460		30,000	30,000	0	0	
Aldridge Place	<b>Totals</b>				<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	
MI009-015	Alarm Entry Doors 2/ key fobs		1460		0	0	0	0	
KMS Square	<b>Totals</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Operating	Operating		1406		<b>250,000</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	
Management	Security		1408		374,481	374,481	372,647.81	210,327.75	
Improvements	Applicant Screening		1408		2,000	2,000	1,833.19	1,833.19	
	Commissioners Training		1408		5,000	5,000	0	0	
	Staff/Maint. Training		1408		10,000	10,000	0	0	
	Computer Software		1408		5,000	5,000	0	0	
	<b>Total</b>				<b>396,481</b>	<b>396,481</b>	<b>374,481.00</b>	<b>212,160.94</b>	
Administration	Administration		1410		<b>198,240</b>	<b>198,240</b>	<b>198,240</b>	<b>99,120</b>	
Audit	Mod Audit		1411		<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	
Dwelling	Stoves and Refrigerators		1465.1		<b>30,000</b>	<b>30,000</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 II: Supporting Pages**

PHA Name: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50106 Capital Fund Program Grant No: 50107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007			
Development Number Name/HA-Wide Activi	General Description of Major Work Categ	Dev. Acct	Quantity	Total Estimated Cost		Total Actual Cost		Status of V	
				Original	Revised	Obligated	Expended		
Non-Dwelling	Maintenance Vehicles	1475		25,000	25,000	0	0		
Equipment	Maintenance Equipment	1475		15,000	15,000	0	0		
	Computer Equipment	1475		15,000	15,000	0	0		
	<b>Total</b>			<b>55,000</b>	<b>55,000</b>	<b>0</b>	<b>0</b>		
A/E Fees	Richert Manor	1430		4,800	4,800	4,800	0		
	Howard Estates	1430		500	500	500	0		
	Atherton East	1430		47,000	47,000	47,000	0		
	Garland/Chase	1430		1,500	1,500	1,500	0		
	River Park	1430		7,000	7,000	7,000	0		
	Forest Park	1430		250	250	250	0		
	Scattered Sites 9-8	1430		2,050	2,050	2,050	0		
	Scattered Sites 9-10	1430		8,550	8,550	8,550	0		
	Mince Manor	1430		750	750	750	0		
	KMS Square	1430		1,600	1,600	1,600	0		
	Sundries	1430		1,000	1,000	1,000	0		
	<b>Total</b>			<b>75,000</b>	<b>75,000</b>	<b>75,000</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: Flint Housing Commission 3820 Richfield Road Flint, MI 48506		Grant Type and Number MI28P009 50106 Capital Fund Program No: 50107 Replacement Housing Factor No:					Federal FY of Grant: 2007
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Richert Manor	6/30/09			6/30/11			
Howard Estates	6/30/09			6/30/11			
Atherton East	6/30/09			6/30/11			
Garland Chase	6/30/09			6/30/11			
River Park	6/30/09			6/30/11			
Centerview	6/30/09			6/30/11			
Forest Park	6/30/09			6/30/11			
Scattered Sites	6/30/09			6/30/11			
KMS Square	6/30/09			6/30/11			
Operating	6/30/09			6/30/11			
Management Improvements	6/30/09			6/30/11			
Audit	6/30/09			6/30/11			
Dwelling Equipment	6/30/09			6/30/11			
Non-dwelling equipment	6/30/09			6/30/11			
A/E Fees	6/30/09			6/30/11			

# 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 50108 FFY of Grant Approval: (06/2008)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	275,000
3	1408 Management Improvements	396,481
4	1410 Administration	198,240
5	1411 Audit	2,500
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	76,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	42,349
10	1460 Dwelling Structures	872,076
11	1465.1 Dwelling Equipment-Nonexpendable	49,759
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	70,000
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	1,982,405
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	63,707
23	Amount of line 20 Related to Security	374,481
24	Amount of line 20 Related to Energy Conservation Measures	0

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
MI009-001 Richert Manor	Intercom System	1460	25,000
MI009-002 Howard Estates	Parking lot lights	1450	12,349
MI009-003 Atherton East	Roof, paint office	1460	21,293
	Furnaces w/ a/c	1460	15,000
	ADA renovation-office	1460	10,000
	Vacancy reduction	1460	432,076
	driveways	1450	15,000
MI009-005 River Park	Furnaces w/ a/c	1460	25,000
MI009-007 Forest Park	Modernize Kitchens/baths	1460	80,000
MI009-010 Scattered Sites	1 Barrier Free unit	1460	53,707
MI009-011 Mince Manor	Furnaces w/ a/c	1460	15,000
MI009-015 KMS Square	Vacancy Reduction	1460	170,000
	Trash Compactor	1460	25,000
	Security Lights- entry drive	1450	15,000

Operating	Complex Operating Funds	1406	275,000
Mgmt Improve	Security	1408	374,481
	Applicant Screening	1408	2,000
	Training	1408	15,000
	Computer Software	1408	5,000
Administration	Administrative Costs	1410	198,240
Audit	Audit Cost	1411	2,500
Dwelling Equip	Stoves & Refrigerators	1465.1	49,759
Non-Dwell Equip	Vehicles	1475	25,000

A/E Fees	Maintenance Equipment	1475	25,000
	Computer Equipment	1475	20,000
	All complexes	1430	76,000

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
MI009-001	6/30/2010	6/30/2012
MI009-002	6/30/2010	6/30/2012
MI009-003	6/30/2010	6/30/2012
MI009-005	6/30/2010	6/30/2012
MI009-007	6/30/2010	6/30/2012
MI009-010	6/30/2010	6/30/2012
MI009-011	6/30/2010	6/30/2012
MI009-015	6/30/2010	6/30/2012
PHA Wide	6/30/2010	6/30/2012

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
MI-009-001	Richert Manor			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace Parking Lot			15,000	2011
Repair Boiler			20,000	2012
Replace Boiler control			2,000	2012
Disconnect FP Water Supply			2,000	2012
Provide Shot feeder			1,500	2012
Cover duct in Penthouse			1,500	2012
<b>Total estimated cost over next 5 years</b>			<b>42,000</b>	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MI009-002	Howard Estates Apartments			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Kiosks/Addresses			3,000	
Furnaces w A/C			20,000	
2- 504 Accessible Units			410,000	
Driveways for accessible units			15,000	
Make Office restrooms- ADA Compliant			25,000	
<b>Total estimated cost over next 5 years</b>			<b>473,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MI009-003	Atherton East Apartments		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Roofing and Siding	75,000	2009
Dryer Vents	7,500	2010
Smoke Detector/GFI's	6,000	2010
3-504 Accessible Units	650,000	2012
Driveways for Accessible units	15,000	2012
Furnaces W A/C	25,000	2012
<b>Total estimated cost over next 5 years</b>	<b>778,500</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MI009-004	Garland/Chase Apartments		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Front Step Replacement	15,000	2011
Community Room Renovations	20,000	2012
Concrete bumpers/ blocks for parking	6,000	2012
<b>Total estimated cost over next 5 years</b>	<b>41,000</b>	

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
MI009-005	River Park Apartments		

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
2-504 Accessible Units	450,000	2009
Driveways for accessible units	10,000	2009

<b>2 -504 Accessible units</b>	<b>375,000</b>	<b>2010</b>
<b>Driveways for accessible units</b>	<b>10,000</b>	<b>2010</b>
<b>Landscaping</b>	<b>20,000</b>	<b>2010</b>
<b>Privacy fences</b>	<b>20,000</b>	<b>2012</b>
<b>Landscaping</b>	<b>5,000</b>	<b>2012</b>
<b>Total estimated cost over next 5 years</b>	<b>890,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MI009-006	Centerview Apartments		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Update 5- ADA Barrier Free units		30,000	2012
<b>Total estimated cost over next 5 years</b>		<b>30,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MI009-007	Forest Park Apartments		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Repair Center Stairway-put in landing		25,000	2012
<b>Total estimated cost over next 5 years</b>		<b>25,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MI009-010	Scattered Sites		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Driveways, porches, sidewalks		82,184	2010
Vacancy Reduction		78,184	2011
Roofs, siding		10,000	2011
1-504 Accessible unit		85,000	2012
Driveway for Accessible unit		5,000	2012
Sheds for lawnmowers		25,000	2012
<b>Total estimated cost over next 5 years</b>		<b>285,368</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MI009-011	Mince Manor Apartments		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace Parking Lot		50,000	2011
Replace carpet-Hall/units		15,000	2012
Paint units/halls		10,000	2012
<b>Total estimated cost over next 5 years</b>		<b>75,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>MI009-014</b>	<b>Aldridge Place Apartments</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>2-504 Accessible units</b>		<b>450,000</b>	<b>2009</b>
<b>Driveways for accessible units</b>		<b>10,000</b>	<b>2009</b>
<b>New parking lot</b>		<b>20,000</b>	<b>2009</b>
<b>Sidewalk repair</b>		<b>3,349</b>	<b>2009</b>
<b>2-504 accessible units</b>		<b>450,000</b>	<b>2010</b>
<b>Driveways for accessible units</b>		<b>15,000</b>	<b>2010</b>
<b>Dryer vents</b>		<b>4,500</b>	<b>2010</b>
<b>Parking Blocks</b>		<b>1,000</b>	<b>2011</b>
<b>New sign</b>		<b>3,000</b>	<b>2011</b>
<b>2-504 Accessible units</b>		<b>410,000</b>	<b>2011</b>
<b>Driveways for accessible units</b>		<b>10,000</b>	<b>2011</b>
<b>Replace kitchen floors</b>		<b>15,000</b>	<b>2012</b>
<b>New playground equipment</b>		<b>25,000</b>	<b>2012</b>
<b>Replace Basketball court</b>		<b>6,000</b>	<b>2012</b>
<b>Total estimated cost over next 5 years</b>		<b>1,052,849</b>	

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MI009-015	KMS Square Apartments			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Wrought Iron Fence			25,000	2011
Paint hallways			20,000	2011
Trash compactor			20,000	2012
Flooring- units			10,000	2012
<b>Total estimated cost over next 5 years</b>			<b>75,000</b>	





# FLINT HOUSING COMMISSION

3820 Richfield Road, Flint, Michigan 48506

Phone: (810) 736-3050 Fax(810) 736 -0158

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April 15, 2008

I spoke with Chuck Cutting on April 15, 2008 and he stated that we should submit the Flint Housing Commission's PHA Plan without the budget attached and it will be ok. He is currently the only financial analyst in his office and has not been able to review our budget revision submitted in February.

The budget will follow once we have received approval.

*Karen Fairchild*

**Karen Fairchild**  
Finance Administrator

FLINT HOUSING COMMISSION  
FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA  
FOR THE YEAR ENDED JUNE 30, 2007

## FLINT HOUSING COMMISSION

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# Zenk & Associates, P.C.

## Certified Public Accountants

Members: American Institutes of Certified Public Accountants  
Michigan Association of Certified Public Accountants

### INDEPENDENT AUDITOR'S REPORT

Board of Commissioners,  
Flint Housing Commission  
Flint, Michigan

Regional Inspector General of Audit  
Department of Housing and Urban  
Development

We have audited the accompanying financial statements of the business-type activities of the Flint Housing Commission, as of and for the year ended June 30, 2007, as listed in the table of contents. These financial statements are the responsibility of the Flint Housing Commission's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of its business-type activities of Flint Housing Commission, as of June 30, 2007, and the respective changes in financial position and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated March 6, 2008 on our consideration of Flint Housing Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting on compliance and the results of that testing, and not to provide opinions on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in conjunction with this report in considering the results of our audit.

The management discussion and analysis on pages 2 through 8 are not a required part of the basic financial statements but are supplementary information required by the accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Flint Housing Commission's basic financial statements. The financial data schedules and supplemental data listed in the table of contents are presented for purposes of additional analysis as required by the Department of Housing and Urban Development and are not a required part of the basic financial statements of the Flint Housing Commission. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Government and Non-Profit Organizations* and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

March 6, 2008

FLINT HOUSING COMMISSION  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2007

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

The Flint Housing Commission's (the Commission) management's discussion and analysis is designed to {a} assist the reader in focusing on significant financial issues, {b} provide an overview of the Commission's financial activity, {c} identify change in the Commission's financial position (its ability to address the next and subsequent year challenges), and {d} identify individual fund issues or concerns.

Since the Management Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the Commission's financial statements (beginning on page 9).

**FINANCIAL HIGHLIGHTS**

The Commission's net assets increased by \$5,013,839 (or 21%) during 2007. Since the Commission engages only in business-type activities, the decrease is all in the category of business-type net assets. Net assets were \$29,411,871 and \$24,398,032 for 2007 and 2006 respectively.

The business-type activities revenue increased by \$580,004 (or 5%) during 2007, and were \$11,827,986 and \$11,247,982 for 2007 and 2006 respectively. This increase in revenue is explained later in this section of the financial statements.

The total expenses of all Commission programs increased by \$68,011 (or 1%). Total expenses were \$12,588,462 and \$12,520,631 for 2007 and 2006 respectively. The decrease in expenses is explained later in this section of the financial statements.

**USING THIS ANNUAL REPORT**

The following is a graphic outline of the Commission's financial statement presentation :

**MD&A**

Management Discussion and Analysis-pages 2-8

**Basic Financial Statements**

Commission-wide Financial Statements - pages 9-12  
Notes to Financial Statements - pages 13-19

**Other Required Supplementary Information**

Required Supplementary Information - pages 20-30

FLINT HOUSING COMMISSION  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2007

The current presentation focuses on both the Commission as a whole (Commission-wide) and the major individual funds. Both perspectives (Commission-wide and major fund) allow the user to address relevant questions, broaden a basis for comparison (year to year or Commission to Commission) and enhance the Commission's accountability.

#### Commission-Wide Financial Statements

The Commission-wide financial statements (see pages 9-12) are designed to be corporate-like in that all business type activities are consolidated into columns which add to a total for the entire Commission.

These Statements include a Statement of Net Assets, which is similar to a Balance Sheet. The Statement of Net Assets reports all financial and capital resources for the Commission. The statement is presented in the format where assets, minus liabilities, equals "Net Assets", formerly known as equity. Assets and liabilities are presented in order of liquidity.

The focus of the Statement of Net Assets (the "Unrestricted Net Assets") is designed to represent the net available liquid (non-capital) assets, net of liabilities for the entire Commission. Net Assets (formerly equity) are reported in three broad categories:

Net Assets Invested in Capital Assets, Net of Related Debt: This component of Net Assets consists of all Capital Assets, reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted Net Assets: This component of Net Assets consists of restricted assets, when constraints are placed on the assets by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc.

Unrestricted Net Assets: Consists of Net Assets that do not meet the definition of "Net Assets Invested in Capital Assets, Net of Related Debt", or "Restricted Net Assets".

The Commission-wide financial statements also include a Statement of Revenues, Expenses, and Changes in Fund Net Assets, similar to an Income Statement. This Statement includes Operating Revenues, such as rental income, Operating Expenses, such as administrative, utilities, and maintenance, and depreciation, and Non-Operating Revenues and Expenses, such as capital grant revenue, investment or interest expense.

The focus of the Statement of Revenues, Expenses, and Changes in Fund Net Assets is the "Change in Net Assets", which is similar to Net Income or Loss.

Finally, a Statement of Cash Flows is included, which discloses net cash provided by, or used for operating activities, non-capital financing activities, and from capital and related financial activities.

#### Fund Financial Statements

Traditional users of governmental financial statements will find the Fund Financial Statements presentation more familiar. The focus is now on Major Funds, rather than fund types. The Commission consists of one major fund and is shown here as an Enterprise Fund. Enterprise Funds utilize the full accrual basis of accounting. The Enterprise method of accounting is similar to accounting utilized by the private sector accounting. Many of the funds maintained by the Commission are required by the U. S. Department of Housing and Urban Development (HUD). Others are segregated to enhance accountability and control.

FLINT HOUSING COMMISSION  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2007

**The Commission's Programs**

Enterprise Funds using Business-Type Presentation Format

Conventional Public Housing Program - Under the Conventional Public Housing Program (CFDA #14.850), the Commission owns and manages dwelling units, which it rents to low-income households. The Conventional Public Housing Program is operated under an Annual Contributions Contract (ACC # C-3012) with HUD. HUD provides Operating Subsidy and Capital Grant funding to enable the PHA to provide the housing at a flat rate or a rate based upon 30% of household income, depending on the circumstances and choice of the renter. The Conventional Public Housing Program also includes the Capital Fund Program (CFDA # 14.872), which is the primary funding source for physical and management improvements to the Commission owned properties and its operations.

Section 8 Housing Choice Voucher Program - Under the Housing Choice Voucher Program (CFDA #14.871), the Commission administers contracts with independent landlords that own rental property. The Commission subsidizes the family's rental contribution through a Housing Assistance Payment (HAP) made to the landlord. The program is administered under an Annual Contributions Contract (ACC) with HUD. HUD provides funding to cover the HAP and administrative costs for the number of subsidy allocations awarded, with participants paying up to 40% of income at initial lease-up.

**COMMISSION-WIDE STATEMENT**

The following table reflects the condensed Statement of Net Assets compared to prior year. The Commission is engaged in Business-Type Activities. For more detailed information and breakdown, see page 9 "Statement of Net Assets".

**TABLE 1  
STATEMENT OF NET ASSETS**

	<u>2007</u>	<u>2006</u>	<u>Change</u>
Current and Other Assets	\$ 4,041,089	\$ 3,577,965	\$ 463,124
Capital Assets	<u>26,610,131</u>	<u>22,766,505</u>	<u>3,843,626</u>
Total Assets	30,651,220	26,344,470	4,306,750
Other Liabilities	541,808	1,099,587	(557,779)
Long-Term Liabilities	<u>697,541</u>	<u>846,851</u>	<u>(149,310)</u>
Total Liabilities	1,239,349	1,946,438	(707,089)
Net Assets:			
Invested in Capital Assets, Net of Related Debt	26,610,131	22,766,505	3,843,626
Unrestricted	<u>2,801,740</u>	<u>1,631,527</u>	<u>1,170,213</u>
Total Net Assets	\$ <u>29,411,871</u>	\$ <u>24,398,032</u>	\$ <u>5,013,839</u>

**Major Factors Affecting the Statement of Net Assets**

Current assets increased by \$436,124. The main reason the current assets increased was due to the reconciling of the Capital Fund Grants to the general ledger and subsequently receiving approximately \$320,000 in reimbursement from the Capital Funds for items that were charged, but not previously requisitioned from LOCCS. These reconciliations are now done on a monthly basis.

Current liabilities decreased by \$557,779. There was a reduction of \$130,000 in the liability that is owed to the City of Flint. The prior year's accounts payable was extremely high due to an accrual of \$330,000 that was in there for payment of two lawsuits. We also reduced the liability by paying the aforementioned lawsuit settlements. In addition, we were operating on a spending freeze at the time so there were not a lot of invoices that were due and payable at the end of the year.

Table 2 presents details on the changes in Unrestricted Net Assets

FLINT HOUSING COMMISSION  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2007

**TABLE 2**  
**CHANGE OF UNRESTRICTED NET ASSETS**

Unrestricted Net Assets 6/30/06	\$ 1,631,527
Results of Operations	(760,656)
Adjustments:	
Depreciation (1)	3,092,761
Disposal of Assets	<u>(37,101)</u>
Adjusted Results from Operations	2,295,004
Capital Expenditures	(3,239,006)
Prior Period Adjustment	<u>2,114,215</u>
Unrestricted Net Assets 6/30/07	\$ <u>2,801,740</u>

(1) Depreciation is treated as an expense and reduces the results of operations but does not have an impact on Unrestricted Net Assets.

While the results of operations is a significant measure of the Commission's activities, the analysis of the changes in Unrestricted Net Assets provides a clearer change in financial well-being.

**TABLE 3**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**

The following schedule compares the revenues and expenses for the current and previous fiscal year. The Commission is engaged only in Business-Type Activities.

	<u>2007</u>	<u>2006</u>	<u>Change</u>
Revenues			
Tenant Revenues - Rent and Other	\$ 1,605,759	\$ 1,296,685	\$ 309,074
Operating Subsidies and Grants	8,206,870	8,749,982	(543,112)
Capital Grants	1,326,305	1,041,452	284,853
Other Government Grants	419,966	-0-	419,966
Investment Income	83,568	74,645	8,923
Gain/Loss on Sale of Fixed Assets	(2,142)	-0-	(2,142)
Other Revenues	<u>187,660</u>	<u>85,218</u>	<u>102,442</u>
Total Revenue	\$ <u>11,827,986</u>	\$ <u>11,247,982</u>	\$ <u>580,004</u>

FLINT HOUSING COMMISSION  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2007

**TABLE 3, Continued**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS, CONTINUED.**

	<u>2007</u>		<u>2006</u>		<u>Change</u>
Expenses					
Administrative	\$ 2,435,459	\$	2,891,782	\$	(456,323)
Tenant Services	57,194		92,235		(35,041)
Utilities	1,219,209		1,285,859		(66,650)
Maintenance	1,356,906		1,688,008		(331,102)
Protective Services	442,137		482,362		(40,225)
General	534,829		381,921		152,908
Bad Debt	86,133		105,147		(19,014)
Housing Assistance Payments	3,369,499		3,045,821		323,678
Special Items	(5,485)		-0-		(5,485)
Extraordinary Maintenance	-0-		50,221		(50,221)
Depreciation	<u>3,092,761</u>		<u>2,497,275</u>		<u>595,486</u>
Total Expenses	\$ <u>12,588,642</u>	\$	<u>12,520,631</u>	\$	<u>68,011</u>
Net Decrease	\$ <u>(760,656)</u>	\$	<u>(1,272,649)</u>	\$	<u>511,993</u>

**MAJOR FACTORS AFFECTING THE STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET ASSETS.**

The change in assets was primarily related to an additional \$419,000 in Housing Assistance Payments that were received in December 2006 from HUD.

The \$300,000 increase in Tenant Revenues is due in part to increased occupancy which resulted in additional dwelling rental income and in part to the increase in the late fee charge from \$10 to \$25. The decrease in Operating Subsidies is due to decreased funding from HUD for public housing. The increase in Capital Funds is due to receiving another Capital Fund Grant from HUD and utilizing the funds. The increase in Other Government Grants was due to additional HAP money received for the Housing Choice Voucher Program from HUD. The increase in other revenues is due in part to having more cash in the bank allowed us to receive more interest than the prior year.

First and foremost, there were a lot of changes at the Commission during fiscal year 2007. We survived several interim Executive Directors and staff terminations. The current staff placed spending freezes on purchases that were not an absolute necessity or an emergency item. This resulted in reduced expenses across the board.

Administrative and tenant service salaries decreased due to employee terminations. Maintenance materials as well as extraordinary maintenance expenses decreased due to the spending freeze that was initiated. Protective services were decreased because there was no room in the budget to pay the company from the operating fund; security was basically funded from the Capital Fund Grant. Bad debt was decreased due to stricter lease enforcement and implementations that were made in the updated lease in January 2007.

Housing Assistance Payments were increased due to a couple of items. The Program received additional monies in December 2006 and needed to utilize them. In addition, for several years, the Program was under-utilizing their monthly Contribution received from HUD so they have a surplus of money that needs to be utilized.

FLINT HOUSING COMMISSION  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2007

**CAPITAL ASSETS**

As of year end, the Commission had \$26,610,131 invested in a variety of capital assets as reflected in the following schedule, which represents a net increase (addition, deductions and depreciation) of \$3,843,626.

**TABLE 4  
CAPITAL ASSETS AT YEAR-END  
(NET OF DEPRECIATION)**

	<u>Business-Type Activities</u>		
	<u>2007</u>	<u>2006</u>	<u>Change</u>
Land and Land Rights	\$ 2,242,445	\$ 2,242,445	\$ -
Buildings	57,462,156	54,324,493	3,137,663
Equipment - Administrative	1,114,464	927,476	186,988
Leasehold Improvements	19,731,570	15,117,186	4,614,384
Construction in Progress	2,565,195	3,599,576	(1,034,381)
Accumulated Depreciation	<u>(56,505,629)</u>	<u>(53,444,671)</u>	<u>(3,061,028)</u>
Total	\$ <u>26,610,131</u>	\$ <u>22,766,505</u>	\$ <u>3,843,626</u>

The following reconciliation summarizes the change in Capital Assets, which is presented in detail on page 16 of the notes.

**TABLE 5  
CHANGE IN CAPITAL ASSETS**

	<u>Business-Type Activities</u>
Beginning Balance	\$ 22,766,505
Additions	3,313,208
Prior Period Adjustment	3,660,280
Retirements Net of Depreciation	(37,101)
Depreciation	<u>(3,092,761)</u>
Ending Balance	\$ <u>26,610,131</u>

This year's major additions are:

Business - Type Activities

Capital Improvements Programs ( modernization)	\$ 3,313,208
--	--------------

FLINT HOUSING COMMISSION  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2007

**DEBT OUTSTANDING**

As of June 30, 2007 and June 30, 2006, the Commission owes debt to the City of Flint in the amounts of \$780,000 and \$910,000 respectively. The difference represents the principal payment of \$130,000.

**ECONOMIC FACTORS**

Significant economic factors affecting the Commission are as follows:

- Federal funding of the Department of Housing and Urban Development.
- Very tight housing market which impacts housing rental rates.
- Local/state declining economic conditions and employment trends, impacting resident incomes and therefore, the amount of rental income.
- Inflationary pressure on utility rates, supplies, and other costs.
- No change in the utility allowance due to no changes in the utility costs in FY 07.

**FINANCIAL CONTACT**

The individual to be contacted regarding this report is Roderick Slaughter, Interim Executive Director of Flint Housing Commission at (810) 736-3050. Specific requests may be submitted to Roderick Slaughter, Interim Executive Director of Flint Housing Commission, 3820 Richfield Rd, Flint, MI 48506.

FLINT HOUSING COMMISSION  
STATEMENT OF NET ASSETS  
JUNE 30, 2007

ASSETS

Cash and Cash Equivalents	\$ 3,517,416
Cash and Cash Equivalents - Restricted	167,715
Due From Other Governments	25,038
Receivables - Net of Allowance	43,866
Deferred Charges and Other Assets	148,720
Inventories - Net of Allowance	138,334
Fixed Assets - Net of Accumulated Depreciation	<u>26,610,131</u>
TOTAL ASSETS	<u>30,651,220</u>

LIABILITIES AND NET ASSETS

Accounts Payable	108,826
Accrued Salaries, Wages and Compensated Absences - Current	130,394
Due To Other Governments - Current	130,000
Trust and Deposit Liabilities - Current	162,709
Deferred Revenue	9,411
Deferred Credits and Other Liabilities	468
Due To Other Governments - Non-Current	690,838
Accrued Salaries, Wages and Compensated Absences - Non-Current	<u>6,703</u>
TOTAL LIABILITIES	<u>1,239,349</u>

NET ASSETS

Invested in Capital Assets	26,610,131
Restricted	-
Unrestricted	<u>2,801,740</u>
TOTAL NET ASSETS	<u>29,411,871</u>
TOTAL LIABILITIES AND NET ASSETS	\$ <u>30,651,220</u>

"SEE INDEPENDENT AUDITOR'S REPORT"  
"THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS"

FLINT HOUSING COMMISSION  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS  
YEAR ENDED JUNE 30, 2007

## OPERATING REVENUES:

Federal Grants	\$ 8,206,870
Dwelling Rental	1,605,759
Other Government Grants	419,966
Other Revenue	<u>187,660</u>
TOTAL OPERATING REVENUES	10,420,255

## OPERATING EXPENSES:

Administrative	2,435,459
Tenant Services	57,194
Utilities	1,219,209
Maintenance	1,356,906
Protective Services	442,137
Insurance	461,156
General Expense	4,962
Payments in Lieu of Taxes	68,711
Bad Debts	86,133
Housing Assistant Payments	3,369,499
Depreciation	3,092,761
Special Items	<u>(5,485)</u>
TOTAL OPERATING EXPENSES	<u>12,588,642</u>

## OPERATING LOSS

(2,168,387)

## NON - OPERATING REVENUE (EXPENSES):

Interest and Investment Income	83,568
Gain (Loss) on Disposal of Capital Assets	(2,142)
Capital Grants	<u>1,326,305</u>
TOTAL NON-OPERATING REVENUE (EXPENSES)	<u>1,407,731</u>

## CHANGE IN NET ASSETS

(760,656)

## TOTAL NET ASSETS - BEGINNING

24,398,032

## PRIOR PERIOD ADJUSTMENT

5,774,495

## TOTAL NET ASSETS - RESTATED

30,172,527

## TOTAL NET ASSETS - ENDING

\$ 29,411,871"SEE INDEPENDENT AUDITOR'S REPORT""THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS"

FLINT HOUSING COMMISSION  
STATEMENT OF CASH FLOWS  
YEAR ENDED JUNE 30, 2007

CASH FLOWS FROM OPERATING ACTIVITIES:

Cash Received from HUD	\$ 8,497,277
Cash Received from Tenants	1,577,705
Cash Payments for Housing Assistance Payments	(3,369,499)
Cash Payments for Administrative	(2,904,252)
Cash Payments for Other Operating Expenses	(3,625,115)
Other Income	<u>595,458</u>

NET CASH PROVIDED BY OPERATING ACTIVITIES 771,574

CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:

Contributed Capital for Capital Grants	1,326,305
Acquisition of Capital Assets	(1,289,488)
Payments to Other Governments	<u>(130,000)</u>

NET CASH USED BY CAPITAL AND RELATED FINANCING ACTIVITIES (93,183)

CASH FLOWS FROM INVESTING ACTIVITIES:

Interest and Investment Income	<u>83,568</u>
--------------------------------	---------------

NET CASH PROVIDED BY INVESTING ACTIVITIES 83,568

INCREASE IN CASH AND CASH EQUIVALENTS 761,959

CASH AND CASH EQUIVALENTS, BEGINNING 2,923,172

CASH AND CASH EQUIVALENTS, ENDING \$ 3,685,131

RECONCILIATION OF CASH AND CASH EQUIVALENTS TO STATEMENT OF NET ASSETS

Cash and Cash Equivalents	\$ 3,517,416
Restricted Cash and Cash Equivalents	<u>167,715</u>

CASH AND CASH EQUIVALENTS, ENDING \$ 3,685,131

"SEE INDEPENDENT AUDITOR'S REPORT"  
"THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS"

FLINT HOUSING COMMISSION  
STATEMENT OF CASH FLOWS  
YEAR ENDED JUNE 30, 2007

RECONCILIATION OF OPERATING LOSS TO CASH PROVIDED BY OPERATING ACTIVITIES:

Operating Loss	\$ (2,168,387)
Adjustments to Reconcile Operating Loss to Net Cash provided by Operating Activities	
Depreciation	3,092,761
Bad Debts	86,133
(Increase) Decrease in:	
Receivables - Net of Allowance	(24,124)
Due From Other Governments	290,407
Inventories - Net of Allowance	34,819
Deferred Charges and Other Assets	24,433
Increase (Decrease) in:	
Accounts Payable	(509,405)
Accrued Wages, Salaries, and Compensated Absences	(18,640)
Due to Other Governments	(20,106)
Trust and Deposit Liabilities	(3,930)
Deferred Revenue	(12,168)
Deferred Credits and Other Liabilities	<u>(219)</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 771,574</u>

"SEE INDEPENDENT AUDITOR'S REPORT"  
"THE ACCOMPANYING NOTES ARE AN INTEGRAL PART OF THESE FINANCIAL STATEMENTS"

FLINT HOUSING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2007

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Reporting Entity

The Flint Housing Commission (the Commission) contracts with the U.S. Department of Housing and Urban Development (HUD) to provide housing to low-income families. FHC receives subsidies and is regulated by HUD to provide such housing. Therefore, HUD provides the Commission with detailed manuals that prescribe and describe accounting principles and procedures to be used by the Public Housing Commission (PHC). Any significant or material deviations from prescribed procedures are required to be reported as findings in the audit report prepared for HUD. In addition, HUD determines and arranges for temporary and permanent financing for the PHC and provides the funding for repayment of the indebtedness thus created.

The accompanying general purpose financial statements comply with the provisions of Governmental Accounting Standards Board, (GASB) Statement No. 14, The Financial Reporting Entity, and Statement No. 39, Determining Whether Certain Organizations are Component Units, in that the financial statements include all organizations, activities, and functions for which the Commission is financially accountable. Financial accountability is defined by the component unit being fiscally dependent on the Commission. On this basis, the Commission's management believes the financial statements represents all of the funds over which the Commission is financially accountable.

Basis of Accounting

The financial statements of the Commission have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Commission's accounting policies are described below.

Pursuant to GASB Statement No. 20 *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities that Use Proprietary Fund Accounting*, the Commission follows GASB guidance as applicable to proprietary funds and FASB Statements and Interpretations, Accounting Principles Board Opinions and Accounting Research Bulletins issued on or before November 30, 1989, that do not conflict with or contradict GASB pronouncements. Government activities, which normally are supported by intergovernmental (grant) revenues, are reported separately from any business-type activities, which would rely to a significant extent on fees and charges for support. All of the Commission's activities are considered business activities.

Budgetary Accounting

The Commission annually prepares its budgets as prescribed by the Department of Housing and Urban Development. Budgets for each fund (separate ACC #) are submitted to and approved by the Board of the Housing Commission, and then is submitted to HUD.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

For the purpose of the statement of cash flows, cash and cash equivalents include all highly liquid debt instruments with original maturities of three months or less.

Restricted Cash

Restricted cash accounts represents amounts held for security deposits and other cash restricted for specific programs by HUD.

"SEE INDEPENDENT AUDITOR'S REPORT"

FLINT HOUSING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2007

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Accrued Liabilities

All Payables and accrued liabilities are reported in the basic financial statements.

Receivables - Net of Allowance

Bad debts are provided on the allowance method based on management's evaluation of the collectibility of outstanding tenant receivable balances at the end of the year. The allowance for uncollectible accounts was \$19,406 at June 30, 2007.

Inventory - Materials

Inventory - materials are stated at cost which approximates market with an allowance for obsolescence of \$15,370.

Property and Equipment

Property and equipment are stated at cost and depreciation is computed using the straight line method over an estimated useful life of the assets. The cost of normal maintenance and repairs, that do not add to the value of the asset or materially extend the asset life, are not capitalized. The following are the useful lives used for depreciation purposes:

Buildings	40 Years
Equipment	5-10 Years
Leasehold Improvements	15 Years

Compensated Absences

The Commission accounts for compensated absences in accordance with GASB Statement No. 16. Sick leave and other compensated absences with similar characteristics are accrued as a liability based on the sick leave accumulated at the balance sheet date by those employees who currently are eligible to receive termination payments. To calculate the liability, these accumulations are reduced to the maximum amount allowed as a termination payment. All employees who meet the termination policy of the Commission for years of service are included in the calculation of the compensated absences accrual amount.

Vacation leave and other compensated absences with similar characteristics are accrued as a liability as the benefits are earned by the employees if both of the following conditions are met: (1) The employees' rights to receive compensation are attributable to services already rendered and are not contingent on a specific event that is outside the control of the employer and employee. (2) It is probable that the employer will compensate the employees for the benefits through paid time off or some other means, such as cash payments at termination or retirement.

In the proprietary fund, the compensated absences are expensed when earned with the amount reported as fund liability.

Net Assets

Net assets consist of investment in capital assets, restricted net assets, and unrestricted net assets. Restricted net assets include the accumulation of contributions in the form of cash or other assets which generally do not have to be returned to the contributor. These funds are restricted by HUD as to use and must be approved before expending. Unrestricted assets are designated for use for program expenditures in future periods.

Due From/To Other Programs

Interprogram receivables and payables as of June 30, 2007 on the Financial Data Schedule have been eliminated on the Statement of Net Assets.

Deferred Revenue

Deferred revenue arises when revenues are received before revenue recognition criteria have been satisfied.

"SEE INDEPENDENT AUDITOR'S REPORT"

FLINT HOUSING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2007

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

Prepaid Expenses

Payments made to vendors for services that will benefit periods beyond June 30, 2007, are recorded as prepaid expenses using the consumption method. A current asset for the amount is recorded at the time of the purchase and expense is reported in the year in which the services are consumed.

NOTE 2 - DEPOSITS AND INVESTMENTS

Deposits

The Commission's cash deposits are summarized below and were held by the Commission's bank in the Commission's name. The cash deposit was covered by a combination of federal depository insurance and securities held by the pledging financial institution trust department or agent in the Commission's name. The carrying amount of the Commission's deposits totaled \$3,685,131 as of June 30, 2007. The corresponding bank balances totaled \$2,126,273 the difference representing outstanding checks and other in-transit items. The carrying amount includes petty cash of \$150.

	<u>Category</u>			<u>Carrying Amount</u>	<u>Market Value</u>
	1	2	3		
FDIC Insured Cash					
Deposits	\$ 143,581	\$ 3,541,550	\$ -0-	\$ 3,685,131	\$ 3,685,131

Category 1 – Insured or collateralized with securities held by the entity or by its agent in the entity's name.

Category 2 – Collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name.

Category 3 – Uncollateralized as defined by the GASB (securities pledged with the pledging financial institution's trust department or agent, but not in the entity's name).

NOTE 3 - RESTRICTED CASH AND INVESTMENTS

As of June 30, 2007, the Commission had the following cash and investments, the use of which was restricted under the terms of various grant programs, debt obligations, and other requirements.

	<u>Cash</u>
Conventional Program:	
Tenant Security Deposits	\$ 162,709
Modernization and Development	<u>5,006</u>
Total Restricted Cash	\$ <u>167,715</u>

"SEE INDEPENDENT AUDITOR'S REPORT"

FLINT HOUSING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2007

NOTE 4 - PROPERTY AND EQUIPMENT

The following is a summary:

	<u>2007</u>
Land	\$ 2,242,445
Buildings	57,462,156
Furniture and Equipment	1,114,464
Leasehold Improvements	19,731,570
Construction in Progress	<u>2,565,195</u>
Property and Equipment	83,115,830
Accumulated Depreciation	<u>(56,505,699)</u>
Property and Equipment, Net of Accumulated Depreciation	\$ <u>26,610,131</u>

The following is a summary of changes:

	Balance <u>July 1, 2006</u>	Additions (Deletions) <u>Net</u>	Balance <u>June 30, 2007</u>
Land	\$ 2,242,445	\$ -0-	\$ 2,242,445
Buildings	54,324,493	3,137,663	57,462,156
Furniture and Equipment	927,470	186,988	1,114,464
Leasehold Improvements	15,117,186	4,614,384	19,731,570
Construction	<u>3,599,576</u>	<u>(1,034,381)</u>	<u>2,565,195</u>
Property and Equipment	76,211,176	6,904,654	83,115,830
Accumulated Depreciation	<u>(53,444,671)</u>	<u>(3,061,028)</u>	<u>(56,505,699)</u>
Property and Equipment, Net of Accumulated Depreciation	\$ <u>22,766,505</u>	\$ <u>3,843,626</u>	\$ <u>26,610,131</u>

Depreciation expense for the year ended June 30, 2007 was \$3,092,761.

"SEE INDEPENDENT AUDITOR'S REPORT"

FLINT HOUSING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2007

NOTE 5 - LONG TERM DEBT

A roll-forward of the Authority's long-term debt in 2007 is as follows:

	<u>Balance</u> <u>July 1, 2006</u>	<u>Increase</u>	<u>Decrease</u>	<u>Balance</u> <u>June 30, 2007</u>	<u>Due Within</u> <u>One Year</u>
Note Payable	\$ 910,000	\$ -0-	\$ 130,000	\$ 780,000	\$ 130,000

The detail of the Authority's long term debt at year end is as follows:

Note Payable to the City of Flint, payable in annual installments of \$130,000 each July 1, non- interest bearing, unsecured, maturing January 2012. This debt is for unpaid employee wages and benefits for fiscal years 2000, 2001, and 2002 in the amount of \$1,580,965.

Debt service requirements of the notes payable for fiscal years ending on June 30, 2007 are as follows:

<u>Due Fiscal</u> <u>Year Ending</u>	<u>Principal</u> <u>Amount</u>
2008	\$ 130,000
2009	130,000
2010	130,000
2011	130,000
2012	<u>130,000</u>
Total	\$ <u>650,000</u>

NOTE 6 - DEFERRED COMPENSATION PLAN

The Commission offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The Plan, available to all permanent Commission employees, permits each to defer a portion of their salary until future years. The deferred compensation is not available for distribution to employees until termination, retirement, death, or unforeseeable emergency.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights, are held in trust, with the Commission serving as trustee, for the exclusive benefit of the plan participants and their beneficiaries. The assets shall not be diverted to any other purpose. All provisions of the plan, and the trust, are in conformance with Internal Revenue Code Section 457.

The plan's funds are excluded from the financial statements in conformance with the reporting and disclosure requirements in GASB Statement Number 32, *Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*.

The Commission does not contribute to the deferred compensation plan.

"SEE INDEPENDENT AUDITOR'S REPORT"

FLINT HOUSING COMMISSION  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2007

NOTE 7 - RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees and natural disasters. The Commission manages these various risks of loss as follows:

Type of Loss	Method of Management
a. Torts, errors, and omissions	Purchased insurance with Housing Authority Risk Retention Group.
b. Injuries to employees (workers' Compensation)	Purchased insurance with American International Companies; Claims are administered by American International Companies.
c. Physical Property loss and natural disasters	Purchased commercial insurance with \$25,000 deductibles.
d. Health and Life	Purchased health insurance with M-Care; Life insurance is provided by Principle Life Insurance Company.

Management believes such coverage is sufficient to preclude any significant uninsured losses to the Commission. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

NOTE 8 - COMMITMENTS AND CONTINGENCIES

Grants

The Commission received financial assistance from federal agencies in the form of grants. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability of the Commission. The amount, if any, of disbursements which may be disallowed by the grantor cannot be determined at this time, although the Commission expects such amounts, if any, to be immaterial.

Litigation and Claims

In the normal course of operations, the Commission may be subject to litigation and claims. At June 30, 2007, the Commission was involved in several such matters. While the outcome of the above matters cannot presently be determined, management believes that their ultimate resolution will not have a material effect on the financial statements.

NOTE 9 - PRIOR PERIOD ADJUSTMENTS

The Commission recorded an adjustment to correct capital assets, which was understated as of June 30, 2007. The adjustment increased the reported capital asset amount by \$3,660,280.

The Commission recorded an adjustment to correct net assets, which was understated as of June 30, 2007. The adjustment increased the reported net asset amount by \$2,114,215.

"SEE INDEPENDENT AUDITOR'S REPORT"

FLINT HOUSING COMMISSION  
STATEMENT OF NET ASSETS  
FDS SCHEDULE SUBMITTED TO HUD  
JUNE 30, 2007

FDS Line		14.850a	14.871	14.872	
Item No.	Account Description	Low Rent Housing	Sect. 8 11CV Programs	CFP	Total
	<b>ASSETS</b>				
111	Cash - Unrestricted	\$1,940,594	\$1,576,822	\$0	\$3,517,416
112	Cash - Restricted - Modernization and Development	3,006	0	0	3,006
114	Cash - Tenant Security Deposits	162,709	0	0	162,709
100	<b>TOTAL CASH</b>	<b>2,108,309</b>	<b>1,576,822</b>	<b>0</b>	<b>3,685,131</b>
122	Accounts Receivable - HUD Other Projects	0	0	25,038	25,038
124	Accounts Receivable - Other Government	0	0	0	0
126	A/R Tenants - Dwelling Rents	63,272	0	0	63,272
126.1	Allowance for Doubtful Accounts	(19,406)	0	0	(19,406)
129	Accrued Interest Receivable	0	0	0	0
120	<b>TOTAL ACCOUNTS RECEIVABLE</b>	<b>43,866</b>	<b>0</b>	<b>25,038</b>	<b>68,904</b>
131	Investments - Unrestricted	0	0	0	0
132	Investments - Restricted	0	0	0	0
142	Prepaid Expenses & Other Assets	148,720	0	0	148,720
143	Inventories	153,704	0	0	153,704
143.1	Allowance for Obsolete Inventories	(15,370)	0	0	(15,370)
144	Interprogram Due From	0	1,943	924	2,867
150	<b>TOTAL CURRENT ASSETS</b>	<b>2,439,229</b>	<b>1,578,765</b>	<b>25,962</b>	<b>4,043,956</b>
161	Land	2,242,445	0	0	2,242,445
162	Buildings	57,462,156	0	0	57,462,156
163	Furniture and Equipment - Dwellings	0	0	0	0
164	Furniture and Equipment - Administrative	777,763	15,741	320,960	1,114,464
165	Leaschold Improvement	19,731,570	0	0	19,731,570
166	Accumulated Depreciation	(56,384,246)	(15,741)	(105,712)	(56,505,699)
167	Construction in Progress	0	0	2,565,195	2,565,195
160	<b>TOTAL FIXED ASSETS, NET</b>	<b>23,829,688</b>	<b>0</b>	<b>2,780,443</b>	<b>26,610,131</b>
180	<b>TOTAL NON-CURRENT ASSETS</b>	<b>23,829,688</b>	<b>0</b>	<b>2,780,443</b>	<b>26,610,131</b>
190	<b>TOTAL ASSETS</b>	<b>\$26,268,917</b>	<b>\$1,578,765</b>	<b>\$2,806,405</b>	<b>\$30,654,087</b>
	<b>LIABILITIES</b>				
312	Accounts Payable <=90 Days	\$83,788	\$0	\$25,038	\$108,826
321	Accrued Wages/Payroll Taxes	78,407	0	0	78,407
322	Accrued Compensated Absences	51,987	0	0	51,987
333	Accounts Payable - Other Governments	737,267	83,571	0	820,838
341	Tenant Security Deposits	162,709	0	0	162,709
342	Deferred Revenue	9,411	0	0	9,411
345	Other Current Liabilities	468	0	0	468
346	Accrued Liabilities - Other	0	0	0	0
347	Interprogram Due To	2,867	0	0	2,867
310	<b>TOTAL CURRENT LIABILITIES</b>	<b>1,126,904</b>	<b>83,571</b>	<b>25,038</b>	<b>1,235,513</b>
354	Accrued Compensated Absences - Noncurrent	0	6,703	0	6,703
353	Noncurrent Liabilities - Other	0	0	0	0
350	<b>TOTAL NONCURRENT LIABILITIES</b>	<b>0</b>	<b>6,703</b>	<b>0</b>	<b>6,703</b>
300	<b>TOTAL LIABILITIES</b>	<b>1,126,904</b>	<b>90,274</b>	<b>25,038</b>	<b>1,242,216</b>
	<b>EQUITY</b>				
508.1	Invested in Capital Assets, Net of Related Debt	23,829,688	0	2,780,443	26,610,131
511.1	Restricted Net Assets	0	0	0	0
512.1	Unrestricted Net Assets	1,312,325	1,488,491	924	2,801,740
513	<b>TOTAL EQUITY</b>	<b>25,142,013</b>	<b>1,488,491</b>	<b>2,781,367</b>	<b>29,411,871</b>
600	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$26,268,917</b>	<b>\$1,578,765</b>	<b>\$2,806,405</b>	<b>\$30,654,087</b>

FLINT HOUSING COMMISSION  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS  
FDS SCHEDULE SUBMITTED TO IIUD  
JUNE 30, 2007

FDS Line		14.850a	14.871	14.872	
Item No.	Account Description	Housing	Programs	CFP	Total
	<b>REVENUE</b>				
703	Net Tenant Rental Revenue	\$1,460,161	\$0	\$0	\$1,460,161
704	Tenant Revenue - Other	145,598	0	0	145,598
705	TOTAL TENANT REVENUE	1,605,759	0	0	1,605,759
706	PIA HUD Grants	3,454,253	3,873,040	879,577	8,206,870
706.1	Capital Grants	0	0	1,326,305	1,326,305
708	Other Government Grants	0	419,966	0	419,966
711	Investment Income - Unrestricted	58,626	24,942	0	83,568
714	Fraud Recovery	0	2,738	0	2,738
715	Other Revenue	184,594	328	0	184,922
716	Gain/Loss on Sale of Fixed Assets	(2,142)	0	0	(2,142)
720	Investment Income - Restricted	0	0	0	0
700	TOTAL REVENUE	5,301,090	4,321,014	2,205,882	11,827,986
	<b>EXPENSES</b>				
911	Administrative Salaries	823,039	230,868	103,100	1,157,007
912	Auditing Fees	8,770	0	3,000	11,770
914	Compensated Absences	227,210	11,204	0	238,414
915	Employee Benefit Contribution - Administrative	290,483	53,358	28,056	371,897
916	Other Operating - Administrative	295,717	46,067	314,587	656,371
921	Tenant Services - Salaries	29,254	0	0	29,254
923	Employee Benefit Contribution - Tenant Services	9,769	0	0	9,769
924	Tenant Services - Other	18,171	0	0	18,171
931	Water	597,044	0	0	597,044
932	Electricity	368,768	0	0	368,768
933	Gas	253,397	0	0	253,397
941	Ordinary Maintenance and Operation - Labor	592,194	0	0	592,194
942	Ordinary Maintenance and Operation - Materials	318,509	882	0	319,391
943	Ordinary Maintenance and Operation - Cont Cost	264,958	1,176	0	266,134
945	Employee Benefit Contribution - Ord Maintenance	179,187	0	0	179,187
952	Protective Services - Other Contract Costs	9,832	1,470	430,835	442,137
961	Insurance Premiums	457,644	3,512	0	461,156
962	Other General Expenses	4,749	213	0	4,962
963	Payments in Lieu of Taxes	68,711	0	0	68,711
964	Bad Debts - Tenant Rents	86,279	(146)	0	86,133
969	TOTAL OPERATING EXPENSES	4,903,685	348,604	879,578	6,131,867
970	EXCESS OPERATING REVENUE OVER EXPENSES	397,405	3,972,410	1,326,304	5,696,119
	<b>OTHER EXPENSES</b>				
972	Casualty Losses - Non Capitalized	0	0	0	0
973	Housing Assistance Payments	0	3,369,499	0	3,369,499
974	Depreciation Expense	3,028,569	0	64,192	3,092,761
900	TOTAL EXPENSES	7,932,254	3,718,103	943,770	12,594,127
	<b>OTHER FINANCING SOURCES (USES)</b>				
1001	Operating Transfer In	0	0	0	0
1002	Operating Transfer Out	0	0	0	0
1008	Special Items (net gain/loss)	5,485	0	0	5,485
	TOTAL OTHER FINANCING SOURCES (USES)	5,485	0	0	5,485
1000	EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENSES	(2,625,679)	602,911	1,262,112	(760,656)
1103	Beginning Equity	19,737,445	882,917	3,777,670	24,398,032
1104	Prior Period Adjustment	8,030,247	2,663	(2,258,415)	5,774,495
	ENDING EQUITY	\$25,142,013	\$1,488,491	\$2,781,367	\$29,411,871

FLINT HOUSING COMMISSION  
 ADDITIONAL REQUIRED INFORMATION  
 FDS SCHEDULE SUBMITTED TO HUD  
 JUNE 30, 2007

FDS Line Item No.	Account Description	14.850a Low Rent Housing	14.871 Sect. 8 HCV Programs	14.872 CFP	Total
1103	Beginning Equity	\$19,737,445	\$882,917	\$3,777,670	\$24,398,032
1104	Prior Period Adjustment and Equity Transfers	7,917,811	2,663	(2,233,377)	5,687,097
1117	Administrative Fee Equity	0	37,178	0	37,178
1118	Housing Assistance Payments Equity	0	1,143,688	0	1,143,688
1120	Gross Number of Units	14,797	11,556	0	26,353
1121	Number of Unit Months Leased	11,006	10,000	0	21,006

FLINT HOUSING COMMISSION  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 YEAR ENDED JUNE 30, 2007

	<u>FEDERAL CFDA NUMBER</u>	<u>FUNDS EXPENDED</u>
<u>U.S. DEPARTMENT OF HUD DIRECT PROGRAMS</u>		
PHA Owned Housing:		
Public and Indian Housing Program	14.850a	3,454,253
Public and Indian Housing Capital Fund Program	14.872	2,205,882
Section 8		
Tenant Based Voucher Program	14.871	<u>3,873,040</u>
Total Federal Assistance		\$ <u>9,533,175</u>

"SEE THE ACCOMPANYING NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS"

FLINT HOUSING COMMISSION  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2007

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of federal awards presents the activity of all federal financial assistance programs of Flint Housing Commission and is presented on the accrual basis of accounting. The information in the schedule is presented in accordance with the requirements of OMB Circular A - 133, Audits of States, Local Governments, and Non-Profit Organizations.

NOTE 2 - SUBRECIPIENT AWARDS

Of the federal expenditures presented in the schedule, Flint Housing Commission did not provide federal awards to subrecipients.

# Zenk & Associates, P.C.

## Certified Public Accountants

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Michigan Association of Certified Public Accountants

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Commissioners,  
Flint Housing Commission  
Flint, Michigan

Regional Inspector General of Audit  
Department of Housing and Urban  
Development

We have audited the financial statements of the business-type activities of the Flint Housing Commission as of and for the year ended June 30, 2007, which collectively comprise Flint Housing Commission's basic financial statements and have issued our report thereon dated March 6, 2008. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Flint Housing Commission's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Flint Housing Commission's internal control over financial reporting.

A *control deficiency* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the Commission's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the Commission's financial statements that is more than inconsequential will not be prevented or detected by the Commission's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Commission's internal control.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Flint Housing Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

We noted certain matters that we reported to management of the Flint Housing Commission, in a separate letter dated March 6, 2008.

This report is intended solely for the information and use of the board of commissioners, management, and federal awarding agencies, and is not intended to be and should not be used by anyone other than these specified parties.

March 6, 2008

# Zenk & Associates, P.C.

## Certified Public Accountants

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Michigan Association of Certified Public Accountants

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN  
ACCORDANCE WITH OMB CIRCULAR A-133

Board of Commissioners,  
Flint Housing Commission  
Flint, Michigan

Regional Inspector General of Audit  
Department of Housing and Urban  
Development

### Compliance

We have audited the compliance of Flint Housing Commission with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 2007. Flint Housing Commission's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Flint Housing Commission's management. Our responsibility is to express an opinion on Flint Housing Commission's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Flint Housing Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Flint Housing Commission's compliance with those requirements.

In our opinion, Flint Housing Commission complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2007. However, the results of our auditing procedures disclosed an instance of noncompliance with those requirements, which is required to be reported with OMB Circular A-133 and which is described in the accompanying schedule of findings and questioned costs as item 2007-01.

### Internal Control over Compliance

The management of Flint Housing Commission is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we consider Flint Housing Commission's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Flint Housing Commission's internal control over compliance.

A control deficiency in an entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal program on a timely basis. A *significant deficiency* is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of federal program that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will be prevented or detected by the entity's internal control.

Our consideration of the internal control over compliance was for limited purposes described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the board of commissioners, management, and federal awarding agencies, and is not intended to be and should not be used by anyone other than these specified parties.

March 6, 2008

FLINT HOUSING COMMISSION  
STATUS OF PRIOR AUDIT FINDINGS  
JUNE 30, 2007

<b>STATUS OF PRIOR FINDINGS</b>
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The prior audit report for the year ended June 30, 2006 contained a total of 11 audit findings:

**Financial Statement Findings**

1	Finding: Status:	Physical Inventory Implemented
2	Finding: Status:	Proper Control and Access to Cash Implemented
3	Finding: Status:	Bank Reconciliation Implemented
4	Finding: Status:	Tenant Account Receivable Subsidiary Ledger Implemented
5	Finding: Status:	Account Balances Implemented
6	Finding: Status:	General Ledger Not Implemented - See Findings #1
7	Finding: Status:	Excessive Audit Adjustments Not Implemented - See Findings #2
8	Finding: Status:	Budger Overruns Implemented

**Federal Awards Findings**

9	Finding: Status:	Physical Inventory Implemented
10	Finding: Status:	Tenant Files Implemented
11	Finding: Status:	Missing Information Not Implemented - See Finding #3

FLINT HOUSING COMMISSION  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 OMB CIRCULAR A-133 SECTION .505  
 YEAR ENDED JUNE 30, 2007

**1. SUMMARY OF AUDITORS' RESULTS**

Type of Financial Statement Opinion	Unqualified
Were there any material control weakness conditions reported at the financial statement level (GAGAS)?	No
Were there any other reportable control weakness conditions reported at the financial statement level (GAGAS)?	No
Was there any reported material non-compliance at the financial statement level (GAGAS)?	No
Were there any material internal control weakness conditions reported for major federal programs?	No
Were there any other reportable internal control weakness conditions reported for major federal programs?	No
Type of Major Programs' Compliance Opinion	Unqualified
Are there any reportable findings under Section .510?	Yes
Major Programs (List):	CFDA# 14.850 Public and Indian Housing Program CFDA# 14.872 Public and Indian Housing Capital Fund Program (CFP) CFDA# 14.871 Section 8 Housing Choice Voucher Program
Dollar Threshold: Type A/B Programs	Type A: \$300,000 Type B: All Others
Low Risk Auditee?	Yes

FLINT HOUSING COMMISSION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
OMB CIRCULAR A-133 SECTION .505  
YEAR ENDED JUNE 30, 2007

2. FINDINGS RELATED TO FINANCIAL STATEMENTS

Finding Reference Number

2007-1

**Finding Type** - General Ledger

**Criteria** - The Commission should take steps necessary to ensure the accuracy and completeness of financial statements.

**Condition** - The general ledger was not properly maintained. In several instances we noted accounts contained incorrect balances and required numerous adjusting entries to reflect actual balances at year end. Also, we noted that beginning balances for the current fiscal year did not agree with the prior year ending balances and in certain instances the amount reported to REAC on the unaudited submission was not in agreement with the general ledger.

**Questioned Costs** - None

**Effect** -The Commission's financial statements before any adjusting entries contained numerous errors.

**Cause** - Numerous transactions were incorrectly recorded by the Commission. The Commission did not exercise adequate control over the general ledger and reporting function.

**Recommendations** - We recommend that the Commission exercise more care in processing and recording transactions to ensure the integrity of its financial system.

**Management's Response** - This is correct, there were several balance sheet accounts, mostly related to Capital Fund accounts that did not have correct balances because the Capital Fund transactions were not being recorded properly.

**Action Plan** - The Commission contracted with a fee accountant in November 2007 to assist with this and related matters. Monthly review of financial statements and any corrections will be done in a timely manner to avoid future findings of this

FLINT HOUSING COMMISSION  
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
 OMB CIRCULAR A-133 SECTION .505  
 YEAR ENDED JUNE 30, 2007

**2. FINDINGS RELATED TO FINANCIAL STATEMENTS, Continued.**

Finding Reference Number

2007-2

**Finding Type - Excessive Audit Adjustments**

**Criteria** - The Commission should take steps necessary to ensure the accuracy and completeness of the financial statements.

**Condition** - We noted the audit required a significant number of adjusting journal entries. These entries were necessary because numerous unadjusted general ledger accounts were incorrect.

**Questioned Costs** - None

**Effect** - The Commission's financial statements before any adjusting entries contained numerous errors.

**Cause** - Numerous transactions were incorrectly recorded by the Commission. The Commission did not exercise adequate control over the general ledger and reporting function.

**Recommendations** - We recommend that the Commission exercise more care in processing and recording transactions to ensure the completeness of its financial reporting.

**Management's Response** - Numerous adjusting entries will be required to correct the general ledger's incorrect balances as stated in the prior finding.

**Action Plan** - The Commission contracted with a fee accountant in November 2007 to assist with this and related matters. Monthly review of financial statements and any corrections will be done in a timely manner to avoid future findings of this nature.

FLINT HOUSING COMMISSION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
OMB CIRCULAR A-133 SECTION .505  
YEAR ENDED JUNE 30, 2007

**3. FINDINGS RELATED TO FEDERAL AWARDS**

Finding Reference Number

2007-3

**Program Name** - CFDA# 14.850a - Public and Indian Housing - Low Rent Program

**Finding Type** - Noncompliance; Missing Information

**Criteria** - The program requires that all disbursements have the required documentation readily available for audit examination.

**Condition** - During our testing of credit card charges, we noted that one employec did not provide documentation supporting a charge on the Commission's credit card that was paid with Public Housing funds.

**Questioned Costs** - \$1,360

**Effect** - Those employees with access to the Commission's credit card could make purchases that would not be approved for payment and would need to reimburse the Commission.

**Cause** - Those in charge of cash disbursements and reviewing the credit card bills were disbursing funds without collecting all the supporting documentation required.

**Recommendations** - We recommend that the Commission enhance and strengthen its quality controls and procedures to ensure that required documentation is accurate and properly filed.

**Management's Response** - A payment was made for a credit card bill that did not have any accompanying documentation. This is not standard practice for the Commission. This particular bill was mainly paying travel expenses for prospective Executive Directors and the person in charge of the travel plans did not have any backup documentation to attach to the bill.

**Action Plan** - Unrelated to this matter, the persons responsible for the missing documentation and subsequent processing of the check are no longer employed at the Commission. As stated in the management response, it is not standard practice to pay for materials or services without documentation. Current staff is prudent in regards to invoice processing in order to avoid such findings.

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### INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Commissioners,  
Flint Housing Commission  
Flint, Michigan

Regional Inspector General of Audit  
Department of Housing and Urban  
Development

We have performed the procedure described in the second paragraph of this report, which was agreed upon by Flint Housing Commission and U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), solely to assist them in determining whether the electronic submission of certain information agrees with the related hard copy documents included within the OMB Circular A-133 reporting package. Flint Housing Commission is responsible for the accuracy and completeness of the electronic submission. This agreed-upon procedure was performed in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedure is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedure described below either for the purpose for which this report has been requested or for any other purpose.

We compared the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column. The results of the performance of our agreed-upon procedures indicated agreement of the electronically submitted information and hard copy as shown in the attached chart.

We were engaged to perform an audit in accordance with OMB Circular A-133, Audits of States, Local Government, and Nonprofit Organizations, of the financial statements of Flint Housing Commission as of the year ended June 30, 2007, and have issued our report thereon dated March 6, 2008. The information in the "Hard Copy Documents" column was included within the scope or was a by-product, of that audit. Further, our opinion on the fair presentation of the supplemental information dated March 6, 2008, was expressed in relation to the general purpose financial statements of Flint Housing Commission taken as a whole.

A copy of the reporting package required by OMB Circular A-133, which includes the auditors' report is available in its entirety from Flint Housing Commission. We have not performed any additional auditing procedures since the date of the aforementioned audit reports. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

This report is intended solely for the information and use of Flint Housing Commission and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

March 6, 2008

FLINT HOUSING COMMISSION  
 AGREED-UPON PROCEDURES  
 JUNE 30, 2007

<b>UFRS Rule Information</b>	<b>Hard Copy Documents</b>	<b>Findings</b>
Balance Sheet and Revenue and Expense	Financial Data Schedule, all CFDA's	Agrees
Footnotes	Footnotes to audited basic financial statements	Agrees
Type of opinion on FDS	Auditors' supplemental report on FDS	Agrees
Audit findings narrative	Schedule of Findings and Questioned Cost	Agrees
General information	OMB Data Collection Form	Agrees
Financial statement report information	Schedule of Findings and Questioned Cost, Part 1 and OMB Data Collection Form	Agrees
Federal program report information	Schedule of Findings and Questioned Cost, Part 1 and OMB Data Collection Form	Agrees
Federal agencies required to receive reporting package	OMB Data Collection Form	Agrees
Basic financial statements and auditors' reports required to be submitted electronically	Basic Financial Statements (inclusive of auditors' reports)	Agrees