

PHA Plans

Streamlined Annual Version

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

OMB No. 2577-0226
(exp. 08/31/2009)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Streamlined Annual PHA Plan

for Fiscal Year: 2008

PHA Name: St. Joseph Housing Commission

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

Streamlined Annual PHA Plan Agency Identification

PHA Name: St. Joseph Housing Commission **PHA Number:** MI046

PHA Fiscal Year Beginning: (mm/yyyy) 04/2008

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
Number of public housing units: Number of S8 units: Number of public housing units: 107
Number of S8 units:

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

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

PHA Plan Contact Information:

Name: Nancy E. Walker Phone: (269) 983-2814
TDD: Email (if available): sjhsgcom@sbcglobal.net

Public Access to Information

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

PHA's main administrative office PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

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

If yes, select all that apply:

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

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

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

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

Table of Contents

[24 CFR 903.7(r)]

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

A. PHA PLAN COMPONENTS

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

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

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

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

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

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

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

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

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

NOT APPLICABLE

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

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

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

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

- If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

2. Capital Improvement Needs

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

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

A. Capital Fund Program

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

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

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

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

2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status
a. Development Name:
b. Development Number:

c. Status of Grant:

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

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

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

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

2. Program Description:

a. Size of Program

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

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

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:

c. What actions will the PHA undertake to implement the program this year (list)?

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

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

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

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

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

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:

- low utilization rate for vouchers due to lack of suitable rental units
- access to neighborhoods outside of high poverty areas
- other (describe below:)

2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

1. Consolidated Plan jurisdiction: State of Michigan

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

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

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

The Annual Plan of the St. Joseph Housing Commission is consistent with the State of Michigan’s Housing and Community Development Consolidated Plan by implementing strategies to improve and preserve the existing affordable housing stock and by continuing to establish a suitable living environment and expand economic opportunities for low and moderate income people through economic and infrastructure development and improvements. It is the desire of the St. Joseph Housing Commission to continue as a high performer in maintaining our current facility. Due to land constrictions, it is difficult to aim for expansion of assisted housing within our community.

It is also the desire of the Housing Commission to continue implement measures to promote income mixing and equal opportunity for all Americans, in access to assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability.

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
N/A	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	affirmatively further fair housing that require the PHA's involvement.	
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of	Annual Plan: Demolition

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	public housing.	and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/A	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
N/A	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
N/A	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
X	Other supporting documents (Policies): Acceptable Computer Use; Air Conditioner; Anti-Drug; Blood-Bourne Disease; Capitalization; Check Signing; Crime-Tracking; Criminal, Drug Treatment, and Registered Sex Offender Classification Records Management; Deceased Tenant; Deconcentration; Disposition; Drug-Free Workplace; Entrance Card Key; Ethics; Equal Housing Opportunity; Facilities Use; Funds Transfer; Hazardous Materials; Investment; Lease Enforcement; Master Key; Minority Business Enterprise; Natural Disaster Response; One Strike, You're Out; Passwords and User ID Integrity; Personnel; Procurement; Rent Collection; Resident Handbook; Resident Initiatives; Risk Control; Security; Travel; Uncollectable Tenant Accounts; Violence Against Women Act (VAWA) and Waiting List.	Five-Year and Annual Plan
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

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

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: St. Joseph Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P04650108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	11,390			
3	1408 Management Improvements	5,505			
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	89,000			
11	1465.1 Dwelling Equipment—Nonexpendable	3,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	113,895			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: St. Joseph Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P04650108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: St. Joseph Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P04650108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MI046-HA Wide	Operations	1406		11,390				
	Management Impr.- Education	1408		3,005				
	A/E Cons. Fees	1430		5,000				
	Management Improvements- New Computer	1408		2,500				
	Refrigerators	1465.1		3,000				
	Elevator Modernization	1460		89,000				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: St. Joseph Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P04650105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 4) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	10,000	10,000	10,000	10,000
3	1408 Management Improvements	5,029	5,029	5,029	5,029
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000	10,000	10,000	10,000
8	1440 Site Acquisition				
9	1450 Site Improvement	0	1,010	1,010	1,010
10	1460 Dwelling Structures	84,405	89,960	89,679	89,679
11	1465.1 Dwelling Equipment—Nonexpendable	0	6,179	6,179	6,179
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	109,434	122,178	121,897	121,897
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Rel. to Energy Cons .Measures				

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

PHA Name: St. Joseph Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P04650105 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	Funds Obligated	Funds Expended	
MI046-HA Wide	Operations	1406		10,000	10,000	10,000	10,000	Complete
	Management Improvements: Education	1408		3,000	3,265	3,265	3,265	Complete
	A/E Consultant Fees	1430		10,000	10,000	10,000	10,000	Complete
	Replace Apt. Metal Bifold Doors	1460		54,000	0	-	-	-
	Refurbish 1 st Floor Men's Bathroom	1460		8,000	0	-	-	-
	Refurbish 1 st Floor Women's Bathroom	1460		8,000	0	-	-	-
	Refurbish 15 th Floor Men's and Women's Bathrooms	1460		8,000	0	-	-	-
	Install Dryer Exhaust System	1460		2,500	1,210	1,210	1,210	Complete
	Repaint Concrete Walls-Laundry Room	1460		550	2,977	2,696	2,696	Complete
	Repaint Beauty Shop Walls	1460		325	325	325	325	Complete
	Repaint Kitchen Walls	1460		540	620	620	620	Complete
	Repaint Recreation Room Walls-1 st	1460		540	620	620	620	Complete
	Repaint Maintenance Room Floor	1460		675	0	-	-	-
	Repaint Community Room Ceiling-15 th Floor	1460		600	300	300	300	Complete
	Repaint 15 th Fl. Community Room & Bathroom Walls			675	975	975	975	Complete
	Management Improvements: Computer Upgrades	1408		2,029	1,764	1,764	1,764	Complete

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

PHA Name: St. Joseph Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P04650105 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	Funds Obligated	Funds Expended	
	Tuckpoint/Repair Brick & Pilasters	1460		0	48,077	48,077	48,077	Complete
	Repair/Paint All Railings Across Site	1460		0	2,364	2,364	2,364	Complete
	Replace Benches Across the Site	1475		0	0	-	-	-
	Replace Picnic Tables	1475		0	0	-	-	-
	Paint Railings @ Balconies	1460		0	1,848	1,848	1,848	Complete
	Paint Concrete @ Balconies	1460		0	4,317	4,317	4,317	Complete
	Paint Concrete Floor Surfaces @ Balconies	1460		0	6,207	6,207	6,207	Complete
	Replace Door Closures	1465.1		0	1,406	1,406	1,406	Complete
	Replace Ceiling Tile – Basement & 15 th Floor	1460		0	10,547	10,547	10,547	Complete
	Sprinkler Improvements	1450		0	1,010	1,010	1,010	Complete
	Clean concrete areas of rust	1460		0	1,700	1,700	1,700	Complete
	Repair Concrete-Balconies	1460		0	1,800	1,800	1,800	Complete
	Paint Concrete Areas on Bldg.	1460		0	3,037	3,037	3,037	Complete
	Repair Railings-Balconies	1460		0	986	986	986	Complete
	Recessed Lighting-Basement	1460		0	1,650	1,650	1,650	Complete
	Paint Ladders/Doors-Outside Bldg.	1460		0	400	400	400	Complete
	Refrigerators	1465.1		0	4,773	4,773	4,773	Complete

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

PHA Name: St. Joseph Housing Commission		Grant Type and Number Capital Fund Program No: MI33P04650105 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	
MI046-HA Wide	5/31/07	8/18/07		5/31/09	8/18/09		HUD Change

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: St. Joseph Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P04650106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 4) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	12,217	10,807	10,807	10,807
3	1408 Management Improvements	10,000	3,000	2,014	930
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	7,661	8,295	6,085	6,085
8	1440 Site Acquisition				
9	1450 Site Improvement	41,400	0		
10	1460 Dwelling Structures	48,400	52,060	986	986
11	1465.1 Dwelling Equipment—Nonexpendable	2,500	39,248	1,832	1,832
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	0	3,809	3,809	3,809
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	122,178	117,219	25,533	24,449
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Rel. to Energy Cons.				

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

PHA Name: St. Joseph Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI33P04650106 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: 4)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended

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

PHA Name: St. Joseph Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI33P04650106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MI046 HA Wide	Operations	1406		12,217	10,807	10,807	10,807	Complete
	Clean concrete areas of rust	1460		1,800	0			
	Misc Concrete Work	1450		2,600	0			
	Concrete Repair-Ret. Walls	1450		1,200	0			
	Repair Concrete-Balconies	1460		1,700	0			
	Landscape Rear Porch Area & West of Bldg.	1450		10,000	0			
	Landscape Improvements	1450		10,000	0			
	Mature Tree Trimming	1450		7,500	0			
	Furniture by Elevators	1475		4,700	0			
	Install Flour. Fixtures at Apt. Bathrooms	1460		20,200	0			

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary								
PHA Name: St. Joseph Housing Commission				Grant Type and Number Capital Fund Program Grant No: MI33P04650106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 4) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report								
Line No.	Summary by Development Account			Total Estimated Cost		Total Actual Cost		
				Original	Revised	Obligated	Expended	
	Paint Concrete Areas on Bldg	1460		4,000	0			
	Sand,Prime,Paint Flagpole	1450		100	0			
	Mgmt. Impr.-Education	1408		3,000	3,000	2,014	930	Partial
	Mgmt. Impr.-New Computer	1408		3,000	0			
	Mgmt. Impr.-New Office Furniture/Files	1475		4,000	3,809	3,809	3,809	Complete
	Refrigerators	1465.1		2,500	2,748	1,832	1,832	Partial
	Install Decorative Light Fixtures	1450		4,000	0			
	Refurbish 15 th Floor Men's & Women's Bath.	1460		8,000	0			
	Refurbish 15 th Floor Lounge (Paint/Carpet.)	1460		8,000	0			
	Remove/Replace Gas Lamp Fixtures	1450		6,000	0			
	A/E Consultant Fees	1430		7,661	8,295	6,085	6,085	Partial
	Replace Carpet-15 th Fl. Lounge	1460		0	2,059			
	Replace Vinyl Wall Base-15 th Fl. Lounge	1460		0	0			
	Replace Furniture-15 th Fl. Lounge	1465.1		0	6,000			
	Replace Cabinets/Bookshelves-15 th Fl. Lounge	1465.1		0	6,000			
	Replace Sink & Faucet-15 th Fl. Lounge	1460		0	0			

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary								
PHA Name: St. Joseph Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI33P04650106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 4) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report								
Line No.	Summary by Development Account			Total Estimated Cost		Total Actual Cost		
				Original	Revised	Obligated	Expended	
	Repl Dbl Doors-15 th Fl. Lounge	1460		0	0			
	Replace Balcony Doors-15 th Fl. Lounge	1460		0	0			
	Replace Storm Doors-15 th Fl. Lounge	1460		0	0			
	Replace 2 Doors-1 st Floor Comm. Rm.	1460		0	0			
	Replace 3 Hollow Metal Doors/Frame-1 st Fl. Comm. Room	1460		0	0			
	Repaint 15 th Floor Lounge Walls	1460		0	0			
	Repaint 15 th Floor Lounge Ceiling	1460		0	0			
	Replace Ceiling Tile – Basement	1460		0	0			
	Repl Carpet 1 st Elevator Lobby and Comm Room	1460		0	3,440			
	Window Treatments-Laundry, 1 st & 15 th Fl. Comm Rooms, Kitchen, Office	1460		0	6,000			
	Install Automatic Door Opener-Laundry Room	1460		0	1,900	986	986	Partial
	New Signage/Hardware	1460		0	1,695			
	Building Cable Rewire	1460		0	32,091			
	Replace Heat Exchange Unit	1460		0	4,875			
	Television Equipment	1465.1		0	24,500			

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: St. Joseph Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P04650107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	10,807	11,390	11,390	11,390
3	1408 Management Improvements	3,000	3,000		
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4,200	29,200		
8	1440 Site Acquisition				
9	1450 Site Improvement	2,738	6,005		
10	1460 Dwelling Structures	84,030	41,500		
11	1465.1 Dwelling Equipment—Nonexpendable	2,500	16,000		
12	1470 Nondwelling Structures	800	800		
13	1475 Nondwelling Equipment	0	6,000		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	108,075	113,895	11,390	11,390
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	0	2,500		
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Rel to Energy Cons Measures	20,200	6,000		

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

PHA Name: St. Joseph Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P04650107 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	Funds Obligated	Funds Expended	
MI046-HA Wide	Operations	1406		10,807	11,390	11,390	11,390	Complete
	Management Impr.- Education	1408		3,000	3,000			
	A/E Cons. Fees	1430		4,200	29,200			
	Sealcoat/Stripe Rear Upper Lot	1450		1,938	3,500			
	Site Drain Improvements	1450		800	1,975			
	Replace Metal Bifold Closet Doors-Apts.	1460		54,000	0			
	Fluor. Lighting in Apartments	1460		20,200	6,000			
	Replace Carpet & Vinyl Wall Base-1 st Fl. Community Rm.	1460		2,000	0			
	Replace Wall/Base Cabinets in Kitchen	1460		6,400	0			
	Replace Single Bowl Kitchen Sink	1460		500	0			
	Replace Triple Bowl Kitchen Sink	1460		930	0			
	General Shed Maintenance	1470		800	800			
	Purchase Refrigerators	1465.1		2,500	5,000			

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

PHA Name: St. Joseph Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P04650107 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	Funds Obligated	Funds Expended	
	Replace Lighting/Fans 15 th Floor Lounge	1460		0	3,000			
	Replace TV/VCR-1 st Fl. Community Room	1465.1		0	2,500			
	Replace P.A. System-1 st Fl. Community Room	1465.1		0	2,000			
	Boiler Improvements	1460		0	30,000			
	Replace Water Cooler-ADA	1460		0	2,500			
	Replace Outdoor Furniture	1475		0	6,000			
	Repair, Sand, Prime, Paint Flagpole	1450		0	530			
	Replace Furniture @ Elevator Lobbies	1465.1		0	6,500			

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

PHA Name: St. Joseph Housing Commission		Grant Type and Number Capital Fund Program No: MI33P04650107 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	
	09/12/09			09/12/11			

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 3			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2012
	Annual Statement				
MI046-HA Wide		113,895	113,895	113,895	113,895
CFP Funds Listed for 5-year planning		113,895	113,895	113,895	113,895
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : 1 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 2 FFY Grant: 2010 PHA FY: 2010		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	MI046-HA Wide	Operations	11,390	MI046-HA-Wide	Operations	11,390
Annual		Mgmt. Improvements-Education	4,910		Mgmt. Improvements-Education	3,705
Statement		Energy Audit, A/E Consultant Fees	6,000		Refrigerators	4,000
		Clean Apartment Smoke Detectors	2,675		A/E Cons. Fees	5,000
		Elevator Modernization	85,920		Mgmt. Improvements-Computer Upgrades	3,000
		Refrigerators	3,000		Paint Railings Across Site	2,800
					Reapply Sealcoat & Restripe All Parking Areas	9,000
					Office Renovations	17,000
					Landscaping	3,000
					Replace Apt. Bifold Doors	54,000
					Site Drainage Upgrades	1,000
Total CFP Estimated Cost			\$113,895			\$113,895

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : 3 FFY Grant: 2011 PHA FY: 2011			Activities for Year: 4 FFY Grant: 2012 PHA FY: 2012		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
MI046-HA-Wide	Operations	11,390	MI046-HA-Wide	Operations	11,390
	Paint Railings Across Site	2,600		Mgmt. Impr.- Education	3,500
	A/E Cons Fees	4,000		A/E Cons Fees	5,000
	Mgmt. Impr.- Education	3,540		Replace Range Hoods-Apts.	32,215
	Concrete Repair-Retaining Walls	1,200		Paint/Prime Flagpole	100
	Refrigerators	4,000		Refrigerators	4,000
	Mgmt. Impr.-New Computer	3,000		Repaint Hall Corridors	18,000
	Replace Storm Doors in Apartments	34,230		Replace Ceiling Tile-Beauty Shop	400
	Landscaping/Tree Trimming	10,000		Repaint Walls – Beauty Shop	325
	Repl. Flooring-Beauty Shop	460		Repaint Walls – Kitchen	540
	Repl. Wall Base-Beauty Shop	150		Replace Ceiling Tiles-Kitchen	1,100
	Replace Flooring – Kitchen	1,300		Repaint Walls-1 st Fl. Comm. Rm.	540
	Replace Wall Base – Kitchen	225		Replace Ceiling Tile-1 st Fl. Community Room	1,060
	Gen. Improvements – 1 st Fl. Comm. Rm.	5,000		Repaint Walls-15 th Fl. Lounge	675

The St. Joseph Housing Commission revised its Pet Policy on November 9, 2006 (to include changes in the Admission and Continued Occupancy Policy). Following is the revised Pet Policy:

PET POLICY

In compliance with Section 227 of Title II of the Housing and Urban Rural Recovery Act of 1983, the St. Joseph Housing Commission will permit residents of housing projects built exclusively for occupancy by the elderly and handicapped, to own and keep common household pets in their apartments.

I. Definitions:

Common household pets are defined as follows:

- A. **Bird** – Including canary, parakeet, finch and other species that are normally kept caged; birds of prey and parrots are not permitted.
- B. **Fish** – In tanks or aquariums, not to exceed 20 gallons in capacity; poisonous or dangerous fish are not permitted.
- C. **Dog** – Not to exceed 20 lbs. in weight and 18” high at full growth. Male or female must be neutered or spayed before it becomes six months old and verified by a licensed veterinarian. Veterinarian’s recommended/suggested type of dogs are as follows:
 - a. Chihuahua
 - b. Pekinese
 - c. Poodle
 - d Schnauzer
 - e. Cocker Poodle
 - f. Dachshund
 - g. Terriers
- D. **Cat** – Male or female must be neutered or spayed before it becomes six months old and verified by a licensed veterinarian. It must be declawed or have a scratching post.
- E. **Seeing-eye dog** – A seeing-eye dog is defined as a dog specially trained to assist visually impaired persons. This definition includes other animals specifically trained to aid an individual so that he or she may live independently.
- F. **Assistive Animals** – An animal that constitutes a reasonable accommodation for a disabled person, as such terms are understood under the Fair Housing Act and other applicable state and federal laws.

II. Policies:

- A. At no time will the St. Joseph Housing Commission approve of exotic pets, such as snakes, monkeys, game pets, etc.
- B. Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

- C. Only one (1) pet will be allowed per apartment, except in the instance of birds and fish. Birds shall be limited to two per apartment.
- D. No guest will be allowed to bring pets on the premises, except pets necessary to assist the disabled. Residents will not be allowed to **pet sit** or **house** a pet in their unit without fully complying with this policy and prior written approval from management.
- E. All pets must be on a leash when not in the owner's apartment. Leash must be no longer than 4 feet and dogs must be muzzled when not in resident's apartment. Seeing-eye dogs need not be muzzled. Other animals specifically trained to aid handicapped persons need not be muzzled or contained on a leash.
- F. All birds must be provided with and be in a cage at all times.
- G. Litter boxes must be provided for cats.
- H. Dogs must be provided with a pet bed or box.
- I. Residents must take appropriate actions to protect their pets from fleas and ticks. This rule must be adhered to for the protection of non-pet owning residents.
- J. Pets must be hand-held and on a leash while on the elevator. Seeing-eye dogs need not be hand-held while on the elevator. Other animals specifically trained to aid an individual in independent living need not be hand-held or on a leash while on the elevator.
- K. Pets are not permitted in the common areas of the building, such as the laundry room, community room, community kitchen, hallways, etc. Seeing-eye dogs are permitted in common areas while in the control of their owners. Additionally, other animals specifically designed to help handicapped persons remain independent are allowed to accompany the resident in common areas.
- L. Dogs and cats shall not be permitted to excrete anywhere in the building (other than cats using a litter box in resident's apartment). Pet owner shall be responsible for immediately removing feces dropped anywhere in the building or on the grounds. Management will impose a charge of \$5.00 per occurrence on pet owners that fail to remove pet waste.
 - 1. Waste must be placed in a plastic bag, tied securely and deposited in the dumpster or designated receptacle. Poorly disposed of waste will not be tolerated.
 - 2. Residents owning a cat must provide a litter box for their cat and it should and must be cleaned on a daily basis. Litter is to be changed a minimum of two times weekly, disposing of feces and litter in the proper manner.

3. At no time will pet waste or litter be placed in trash chutes or toilets!!!

4. The St. Joseph Housing Commission has designated area(s) on the grounds for "Pet Runs." These area(s), and no other part of the Housing Commission property, must be used by pet owners. Management will impose a charge of \$5.00 per occurrence, on pet owners that fail to remove pet waste. Check with the Management Office if you are unsure of the location of the pet run.
- M. No pet shall be tied up or left unattended on the outside of building(s) at anytime on Housing Commission property.
- N. No dog house or cages will be allowed by the St. Joseph Housing Commission.
- O. At no time will pets be allowed in lobbies, except when leaving or entering the building. Seeing-eye dogs are permitted in the lobbies while in the control of their owners. Additionally, other animals specifically designed to help handicapped persons remain independent are allowed to accompany the resident in the lobby.
- P. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. Resident's apartment will be subject to inspection once per month, or more if an emergency appears to exist.
- Q. If pet poses a nuisance, such as excessive noise, barking or whining which disrupts the peace of the complex, odor or animal waste, the owner will remove the pet from the premises, if management so requests, within 10 days. Pets that make noise continuously and/or incessantly for a period of ten (10) ten minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night, shall be considered a nuisance.
- R. Every pet must be registered annually with the St. Joseph Housing Commission's Management Office. Resident may keep only the registered pet, with no substitution or addition of other pets without prior consent of management. Fish are not covered under this rule. Registration requires the following:
 1. Proof of current license.
 2. Proof of inoculations (as required by veterinarian).
 3. Identification tag.
 4. Proof of spaying or neutering.
 5. Photograph of pet (no smaller than 3"x5").
 6. All cats must be declawed or have a scratching post.
 7. Written description of their pet.
 8. Current statement of alternate pet custodian.
- S. Every dog and cat must wear a valid animal license, a valid rabies tag and a tag bearing the owner's name, address and phone number.
- T. Pet owners are responsible for any damage caused by their pet.

- U. Before acquiring a pet, the owner must have on file, with the St. Joseph Housing Commission's Management Office, a notarized statement naming the person(s) accepting responsibility for the care of their pet, in case of absence more than one day, to include hospitalization and other emergencies. If pets are left unattended in a dwelling for over twenty-four (24) hours, with no arrangements made for its care, the Housing Commission will have the right to enter the premises and take the uncared for pet to be boarded at a local animal care facility at the total expense of the resident.
- V. Pet owner agrees to immediately remove or allow the Commission to remove any pet within the scope of this policy, for improper maintenance, at the resident's expense.
- W. Violation of the St. Joseph Housing Commission's Pet Policy will be grounds for termination of lease.
- X. A pet owner shall physically control or confine his/her pet during the times when Housing Commission employees, agents of the Housing Commission or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc. If the pets' conduct or condition is duly determined to constitute a threat to the health or safety of the resident, other occupants or employees of the project, or of other persons in the community where the project is located, the owner will remove the pet from the premises immediately.
- Y. If a pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from the Housing Commission's property within 24 hours of written notice from the Housing Commission. The pet owner may also be subject to termination of his/her dwelling lease, if he/she fails to comply with the pet policy.
- Z. Spraying for vermin control will continue. The resident must make arrangements for the safety of animals during spraying days. The Housing Commission will not be responsible for allergy, sickness or death of a pet due to bug extermination control.
- AA. If the St. Joseph Housing Commission determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of the pet(s), the Commission will serve a written notice on the pet owner concerning rules alleged to be violated. The owner will have ten (10) days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting. The meeting will be held no later than fifteen (15) days from the date of service of the pet rule violation. The pet owner is entitled to be accompanied by another person of his or her choice at the meeting. The pet owner's failure to correct the violation, to request a meeting, or to appear at the requested meeting may result in initiation of procedures to terminate the pet owner's tenancy. If the pet violation cannot be resolved at the meeting or if the Housing Commission management determines that the pet owner has failed to correct the pet rule violation within any additional time provided the owner, the Housing Commission may serve a written notice requiring the owner to remove the pet within ten (10) days.

BB. The resident shall pay a sum equal to one half the Total Tenant Payment to the St. Joseph Housing Commission as a Pet Deposit. The total of the required Pet Deposit and Security Deposit will not exceed one and a half times the Total Tenant Payment.

AUTHORIZATION FOR PET OWNERSHIP FORM

I have reviewed and understand the above regulations and agree to conform to the same and understand that violation of the rules may result in a requirement to permanently remove the pet from the unit within ten (10) days or vacate the dwelling.

Tenant Signature Date

Housing Commission Staff Signature Date

Witness Signature Date

Witness Signature Date

Name of person to care for my pet in case of illness:

NAME: _____

ADDRESS: _____

TELEPHONE NO.: DAYTIME: _____

EVENING: _____

Tenant Signature Date

Signature of Person Accepting
Responsibility for Care of Pet Date

Signature of Notary, Seal & Date

If the above named person changes their name, address or telephone number or you decide to have another person care for your pet in case of illness, please notify the Housing Commission Management Office.

The St. Joseph Housing Commission adopted the following UIV/EIV Policy at the May 10, 2007 Housing Commission meeting:

UIV/EIV Policy

1.0 POLICY

The St. Joseph Housing Commission will utilize HUD's Upfront Income Verification/Enterprise Verification System (UIV/EIV) as the Commission's preferred method of verifying income. The procedures listed in this document are designed to supplement the HUD UIV/EIV System PHA Security Procedures. The UIV/EIV system and related documents will only be used for the purposes for which they were intended. UIV/EIV data is subject to the provisions of the Federal Privacy Act (5 U.S.C. 552a, As Amended), the Freedom of Information Act (5 U.S.C. 552, As Amended), and related amendments.

In order to provide for proper security for data received through the UIV/EIV system, the following procedures are hereby established.

2.0 PROCEDURES

- A. UIV/EIV users shall be authorized by the Executive Director on a need-to-know basis. Persons not employed by the St. Joseph Housing Commission shall not be authorized, and only those whose job duties specifically relate to UIV/EIV shall be granted access to the systems and related documents.
- B. Only the following types of authorized users shall be allowed access to the UIV/EIV system by the Executive Director:
 - 1. Persons whose job duties include the determination of rental payment charges.
 - 2. Persons whose job duties include securing data obtained under UIV/EIV.
 - 3. Persons whose job duties include retrieving UIV/EIV data.
 - 4. Persons whose job duties include reviewing UIV/EIV data for the purposes of performing UPCS inspections.

3.0 EXECUTIVE DIRECTOR'S RESPONSIBILITIES

- A. The Executive Director shall serve as the UIV/EIV Security Officer.

- B. The Executive Director shall authorize users for access to UIV/EIV systems and data only where necessary, and shall maintain a log of authorized users. The Executive Director shall update this log on a periodic basis, at least once per calendar quarter.
- C. The Executive Director shall conduct staff training and/or review of UIV/EIV security procedures on a periodic basis, to be completed at least annually.
- D. The Executive Director shall be responsible for determining and reporting any instances of improper disclosure of UIV/EIV data and/or unauthorized access of UIV/EIV computerized systems.
 - 1. Upon noting a security breach, the Executive Director shall immediately contact appropriate HUD personnel for removal of the offending parties from the UIV/EIV system.
- E. The Executive Director shall monitor UIV/EIV procedures to ensure ongoing compliance. Procedures will be updated as needed.

4.0 DISCLOSURE, DATA SECURITY AND DISPOSITION

- A. Staff shall document that the St. Joseph Housing Commission will make use of UIV/EIV systems at each annual recertification and to applicants during the application process. This disclosure shall include the following:
 - 1. A brief explanation of the UIV/EIV system.
 - 2. A brief explanation of how income discrepancies are identified, the potential effect on rental calculations, and penalties for committing fraud.
 - 3. A brief explanation of the actions the St. Joseph Housing Commission may take based on verified unreported or underreported income.
- B. Each tenant and applicant file shall contain a properly completed, active form HUD 9886 or equivalent, granting the St. Joseph Housing Commission access to UIV/EIV data.
- C. UIV/EIV data shall be kept in a locked filing cabinet(s), and only those staff members who have been previously authorized by the Executive Director may be given keys and/or access to the data. The Executive Director shall maintain a list of users receiving keys. The filing cabinet(s) shall in turn be secured behind a door that is locked whenever the office is closed.
- D. Proper disposition of UIV/EIV data shall be performed by cross-shredding, and staff shall maintain a log of which documents were destroyed and the date of destruction.

5.0 DISCREPANCIES

All household income, regardless of the source, must be reported by the family to the St. Joseph Housing Commission, as specified in the St. Joseph Housing Commission's Admission and Continued Occupancy Policy and Dwelling Lease. The Admission and Continued Occupancy Policy and Dwelling Lease are therefore included in this document by reference.

Where UIV/EIV data is substantially different from tenant-reported and/or third-party reported income, the following shall be observed:

- A. In any case, where staff has relied solely on UIV/EIV data to document the discrepant income, staff shall submit a third-party verification form to the income source.
- B. Staff shall review historical data for prior patterns of employment, benefit statements, and/or other income source histories.
- C. Staff shall discuss the discrepancy with the tenant and the tenant shall be given the opportunity to resolve the discrepancy. Such discussion shall either be verbally or in writing.
 1. Although the tenant shall be given the opportunity to resolve the discrepancy, the final arbiter shall be either third-party verification or UIV/EIV data, whichever is accurate, unless the tenant can provide documentation that one or both parties' data is incorrect.
 2. If the tenant is able to produce sufficient documentation of incorrect third-party and/or UIV/EIV data, staff shall contact the proper personnel in charge of this data for resolution.

The St. Joseph Housing Commission adopted the following Oxygen Use Policy at the May 10, 2007 Housing Commission meeting:

Oxygen Use Policy

A resident in public housing may require the use of commercial oxygen as part of a medical treatment plan. The use of commercial oxygen in public housing is only approved if prescribed by a doctor. Tenants requiring oxygen assistance must notify the St. Joseph Housing Commission administration of the presence of an oxygen tank in their unit.

The Acknowledgement of Risk & Hold Harmless Agreement and Resident Oxygen Tank and Equipment Safety Tips Sheet release must be signed. The first absolves the St. Joseph Housing Commission of any liability for damages if the resident acts in a negligent way while in the possession and use of home care oxygen. The second informs the resident of hazards associated with oxygen use.

Oxygen can be a potentially hazardous substance to careless hands. Although it is nonflammable, oxygen vigorously accelerates combustion. Materials burn more readily in an oxygen-enriched environment. Following are requirements and guidelines for a tenant for use of oxygen while living at any St. Joseph Housing Commission facility:

1. The Tenant will supply a copy of the prescription written by a medical doctor for the use of the oxygen.
2. The oxygen tank must be secured in a cart or fastened to the wall by a chain or a special stand, depending on the size of the tank, when in use. Protect your main valve by ensuring the cylinder is upright and secure in the cart or box. Exercise care in transporting your portable cylinder.
3. The exterior door of the unit shall have a notice that indicates oxygen is in use. An approved method of hanging the sign must be used. At no time should nails or tape be used on the exterior door.
4. Appropriate signage shall be posted inside the unit indicating oxygen may be in use.
5. The cylinders are not to be placed near heat sources, electric or gas heaters of any kind or near open flames.
6. The tenant should request that the supplier visit the resident to explain the responsibilities regarding the use of oxygen to the tenant, and the tenants' responsibility for maintaining proper safety practices.
7. The tenant will cooperate with the no smoking policy as it applies when oxygen is in use within the unit. Matches, cigarette lighters, burning tobacco and candles must be eliminated from the room where your oxygen unit is being used. The no smoking signs provided with your setup should be posted to insure that the above are observed at all times.
8. Prevent the accumulation of oxygen in the room by turning off the oxygen supply valves when not in use.
9. Oxygen is basically a safe gas since it is nonflammable. However, mixed with petroleum products, lotions or creams, oxygen can become flammable gas. Avoid having these flammable materials near or on the unit.

Adopted by Resolution 176 by the St. Joseph Housing Commission on May 10, 2007.

Resident Oxygen Tank and Equipment Safety Tips Sheet

1. Only use a properly grounded wall outlet for your concentrator.
2. Do not use an outlet that can be turned off at the wall.
3. Do not use extension cords.
4. Never use more than 50 combined feet of oxygen tubing.
5. Do not place the electrical cord or oxygen tubing under rugs or furniture.
6. Use the least amount of tubing to meet your needs to avoid a fall or other hazard.
7. Do not spray anything on the concentrator to clean it. Wipe the outside of the concentrator with a damp cloth after you have unplugged it to clean it.
8. Call your local Fire Department and emergency medical services to alert them that you are using oxygen in the home.
9. Do not adjust the flow rate of your oxygen. If your doctor changes your prescription, contact your supplier to come and make the needed changes.
10. Anytime you question the effectiveness of your concentrator, call your supplier for a service call.
11. Always keep a "No Smoking" sign at the entrance to your home and enforce the no smoking rule while in use.
12. Keep oxygen tanks stored at room temperature, and never in closets.
13. Do not leave oxygen tanks in doorways or in other high traffic areas of your home.
14. Do not leave electrical cords in doorways or in other high traffic areas of your home.
15. Do not leave electrical cords or oxygen tubing near heaters or other appliances that produce high heat.
16. If you're having problems with your concentrator or back up system, call your oxygen supplier. If you feel your health is poor, contact your doctor or emergency service.
17. Remove and avoid combustible material near the tank or component parts-petroleum jelly and oils.
18. Remove and avoid sources of ignition:
 - a. Hair dryers.
 - b. Electric razors.
 - c. Open flame.
 - d. Heaters.
 - e. Cigarettes.
19. Do not leave the unit turned on when not in use. A cannula (nose tubing) that is left in contact with a synthetic comforter, for example, could spark a fire.

The above information has been reviewed with me and I understand the potential dangers and incidents that could occur by failing to follow the presented safety information.

Tenant Name

Apartment Number

Tenant Signature

Date

Oxygen Use by Residents

Acknowledgement of Risk & Hold Harmless Agreement

I. Acknowledgement of Risk

I am fully aware of the proper use of oxygen, as well as the dangers and special risks. I reviewed the handout, "Resident Oxygen Tank and Equipment Safety Tips Sheet."

II. Release

I hereby assume all risk of injury or liability and waive any right of recovery from, or to bring suit against, the St. Joseph Housing Commission, its employees or agents, for any personal injury, death, or other consequences arising out of my use of the oxygen. This release is not to be construed as a contractual waiver of any immunities or defenses provided by statutes or common law.

III. Indemnification

I agree to indemnify, defend and hold harmless the St. Joseph Housing Commission, its agents or employees from all loss, costs, damage, injury, liability, claims and causes of action whatsoever, arising out of or related to my negligent and/or intentional acts, errors and omissions while using oxygen.

I have thoroughly read and understand the statements and conditions stated herein and agree to the terms of the Agreement, as noted by my signature, as follows:

Tenant Name

Apartment Number

Signature

Date

St. Joseph Housing Commission Representative

Date

The following provision to the annual plan was adopted by the St. Joseph Housing Commission at their regular meeting held on November 8, 2007:

ST. JOSEPH HOUSING COMMISSION PLAN PROVISION-ANNUAL PLAN

Domestic Violence, Dating Violence, Sexual Assault, Stalking

The St. Joseph Housing Commission has adopted a policy (the St. Joseph Housing Commission Violence Against Women Act (VAWA) Policy) to implement applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA). The St. Joseph Housing Commission's goals, objectives and policies are intended to enable the St. Joseph Housing Commission to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA, and are stated in the St. Joseph Housing Commission VAWA Policy, a copy of which is attached to this Plan.

In addition:

- A. The following activities, services, or programs are provided by the St. Joseph Housing Commission, directly or in partnership with other service providers, to child and adult victims of domestic violence, dating violence, sexual assault or stalking.

The St. Joseph Housing Commission will aid victims of domestic violence, dating violence, sexual assault or stalking by referring them to the appropriate agencies, to include: local law enforcement, family services, domestic abuse shelters, rape crisis programs, and Department of Human Services.

- B. The following activities, services, or programs are provided by the St. Joseph Housing Commission to help child and adult victims of domestic violence, dating violence, sexual assault, or stalking maintain housing.

Currently, the St. Joseph Housing Commission does not have in place any activities or programs to help victims of dating violence, domestic violence, sexual assault, or stalking, but as they are developed this section will be updated.

- C. The following activities, services, or programs are provided by the St. Joseph Housing Commission to prevent domestic violence, dating violence, sexual assault and stalking, or to enhance victim safety in assisted families.
 1. The St. Joseph Housing Commission will assist local law enforcement by reporting, confirming, and investigating instances of abuse.
 2. The St. Joseph Housing Commission will assist local law enforcement by placing perpetrators on a trespassing list and by prosecuting violators.

Following is the Violence Against Women Act (VAWA) Policy, also adopted by the St. Joseph Housing Commission at its regular meeting held on November 8, 2007:

VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

I. Purpose and Applicability

The purpose of this policy (herein called "Policy") is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth the St. Joseph Housing Commission's policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by the St. Joseph Housing Commission of all federally subsidized public housing under the United States Housing Act of 1937 (42 U.S.C. § 1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

II. Goals and Objectives

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by the St. Joseph Housing Commission;
- C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between the St. Joseph Housing Commission, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence, and stalking, who are assisted by the St. Joseph Housing Commission; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by the St. Joseph Housing Commission.

III. Other St. Joseph Housing Commission Policies and Procedures

This Policy shall be referenced in and attached to the St. Joseph Housing Commission's Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of the St. Joseph Housing Commission's Admissions and Continued Occupancy Policy. The St.

Joseph Housing Commission's annual public housing agency plan shall also contain information concerning the St. Joseph Housing Commission's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of the St. Joseph Housing Commission, the provisions of this Policy shall prevail.

IV. Definitions

As used in this Policy:

- A. *Domestic Violence*: The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim share a child in common, by a person who is cohabitated with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Michigan receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Michigan.
- B. *Dating Violence*: Violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.
- C. *Stalking*: to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or to place under surveillance with the intent to kill, injure, harass, or intimidate another person; and in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person; (ii) a member of the immediate family of that person; or (iii) the spouse or intimate partner of that person.
- D. *Immediate Family Member*: a spouse, parent, brother or sister, or child of the person, or an individual to whom that person stands in loco parentis (in place of a parent); or any other person living in the household of that person and related to that person by blood or marriage.
- E. *Perpetrator*: a person who commits an act of domestic violence, dating violence or stalking against a victim.

V. Admission and Screening

- A. *Non-Denial of Assistance*. The St. Joseph Housing Commission will not deny admission to public housing to any person because that person is or has been a victim of domestic

violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

- B. *Mitigation of Disqualifying Information:* When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, the St. Joseph Housing Commission may, but shall not be obligated to, take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous damage to a dwelling. If requested by an applicant to take such mitigating information into account, the St. Joseph Housing Commission shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information. The St. Joseph Housing Commission will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

VI. Termination of Tenancy or Assistance

- A. *VAWA Protections.* Under VAWA, public housing residents have the following specific protections, which will be observed by the St. Joseph Housing Commission.
1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a serious or repeated violation of the Lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
 2. In addition to the foregoing, tenancy or assistance will not be terminated by the St. Joseph Housing Commission as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant's control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
 - (a) Nothing contained in this paragraph shall limit any otherwise available authority of the St. Joseph Housing Commission to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a Lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant's household. However, in taking any such action, neither may the St. Joseph Housing Commission apply a more demanding standard to the victim of domestic violence, dating violence or stalking than that applied to other tenants. A victim resident who allows a perpetrator to violate a court order relating to the act or acts of violence is subject to eviction. A victim resident who allows a perpetrator, who has been barred from the St. Joseph Housing Commission property, to come onto St. Joseph Housing Commission property, including but

not limited to the victim's apartment and any other area under their control, is subject to eviction.

(b) Nothing contained in this paragraph shall be construed to limit authority of the St. Joseph Housing Commission to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or the St. Joseph Housing Commission, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. *Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2 or federal, state or local law to the contrary, the St. Joseph Housing Commission may bifurcate a Lease, or remove a household member from a Lease, without regard to whether a household member is a signatory to a Lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by the St. Joseph Housing Commission. Leases used for all public housing operated by the St. Joseph Housing Commission shall contain provisions setting forth the substance of this paragraph.

VII. Verification of Domestic Violence, Dating Violence or Stalking

A. *Requirement for Verification.* The law allows, but does not require, the St. Joseph Housing Commission to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII.C., the St. Joseph Housing Commission shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by the St. Joseph Housing Commission.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. *HUD-approved form* – by providing to the St. Joseph Housing Commission, a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence or stalking, and that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.

2. *Other documentation* – by providing to the St. Joseph Housing Commission documentation signed by the employee, agent, or volunteer of a victim service provider, attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.
 3. *Police or court record* – by providing the St. Joseph Housing Commission a federal, state, tribal, territorial or local police or court record describing the incident or incidents in question.
- B. *Time allowed to provide verification/failure to provide.* An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by the St. Joseph Housing Commission to provide verification, must provide such verification within 14 business days (i.e., 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.
- C. *Waiver of verification requirement.* The Executive Director of the St. Joseph Housing Commission may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, or his or her designee. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

VIII. Confidentiality

- A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided the St. Joseph Housing Commission in connection with a verification required under Section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the St. Joseph Housing Commission in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:
1. requested or consented to by the individual in writing, or
 2. required for use in a public housing eviction proceeding or in connection with termination of assistance, as permitted in VAWA, or

3. otherwise required by applicable law.

B. *Notification of rights.* All tenants of public housing administered by the St. Joseph Housing Commission shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

IX. Court Orders

It is the St. Joseph Housing Commission's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by the St. Joseph Housing Commission and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

X. Relationships with Service Providers

It is the policy of the St. Joseph Housing Commission to cooperate with organizations and entities, both private and governmental, which provide shelter and/or services to victims of domestic violence. If the St. Joseph Housing Commission staff becomes aware that an individual assisted by the St. Joseph Housing Commission is a victim of domestic violence, dating violence or stalking, the St. Joseph Housing Commission will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this policy does not create any legal obligation requiring the St. Joseph Housing Commission either to maintain a relationship with any particular provider of shelter or services to victims or domestic violence or to make a referral in any particular case. The St. Joseph Housing Commission's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which the St. Joseph Housing Commission has referral or other cooperative relationships.

XI. Notification

The St. Joseph Housing Commission shall provide written notification to applicants and tenants concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

XII. Relationship with Other Applicable Laws

Neither VAWA nor this policy implementing it shall preempt or supersede any provision of federal, state or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

XIII. Amendment

This policy may be amended from time to time by the St. Joseph Housing Commission as approved by the St. Joseph Housing Commission Board.