OMB Approval No: 2577-0226
(exp. 8/31/2009)

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
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: St. Clair Shores Housing Commission

PHA Number: MI059

PHA Fiscal Year Beginning: 01/2008

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 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is:

St. Clair Shores Housing Commission
Mission Statement

The St. Clair Shores Housing Commission in conjunction with the Department of Housing and Urban Development in order to provide low-cost, high-quality housing to low-income residents have established the following mission statement:

It is the Mission of the St. Clair Shores Housing Commission to provide a clean well-maintained environment for its residents to call home. It is further their mission to provide a happy environment for both employees and residents to make them feel at home.

The St. Clair Shores Housing Commission maintains a fiduciary responsibility to the residents of the community to seek out grants and other financial aid in support of our objectives.

Empower Individuals To Achieve Economic Independence Through Affordable Housing

B. Goals

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

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

☐ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
- ☐ Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
- ☐ Improve voucher management: (SEMAP score)
- ☒ Increase customer satisfaction:
- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☒ Oher: (list below)

  Improve Housing Authority inspection process
  Increase neighborhood satisfaction

☒ 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)

Provide the public with rental assistance opportunities information

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)

Provide program participants with homeownership opportunities
Train program participants on self-sufficiency through appropriate mailers
Train program participants on homeownership opportunities
Provide the public with information on homeownership opportunities

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)

Maintain Standard – Quality of Life for Program Participants

- ✓ Monitor crime and security
- ✓ Upgrade and Improve security as needed
- ✓ Practice preventative maintenance
- ✓ Modernize and upgrade units as needed
- ✓ Monitor comments and complaints for trends
- ✓ Implement improvements in systems and practice as needed

Violence Against Women and Department of Justice Reauthorization Act (VAWA)

The St. Clair Shores Housing Commission (SCSHC) has adopted a policy (VAWA Policy) to implement applicable provision of the Violence Against Women and Department of Justice Reauthoriztion Act of 2005 (Pub.L.109-162) (VAWA). Goals, objectives and policies strive to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA and described in the SCSHC VAWA Policy.

In addition, the SCSHC shall maintain a listing of resources and programs to serve (in partnership) the needs of child and adult victims of domestic violence, dating violence and stalking.

Cross Reference: See Also Attachment J of the Annual Plan
On File: VAWA Policy
VAWA Resources Sheet
VAWA Certification Form
VAWA Informational Brochure

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 (Streamlined for High Performer)**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The St. Clair Shores Housing Commission has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and relative HUD requirements.

The mission statement presented in the Plan was developed by Housing Commission staff and was formally adopted by the Board of Commissioners. It is reflective of the goals and objectives of this Housing Authority.

The annual Plan is based on the premise of stated goals and objectives, continually building upon the Housing Commission Mission.

Through the policies and objectives of the Agency Plan, the St. Clair Shores Housing Commission will continue to meet the fluctuating needs of program participants as well as the community as a whole.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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☐ Table Library

☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☐ FY 2005 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Local Review

(*Applicable to All PHA Plan Types*)

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.

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Form HUD-50077, *Standard PHA Certifications of Compliance with the PHA Plans and Related Regulations*: *Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual PHA Plans*.	Standard 5-Year and Annual Plans Streamlined 5-Year Plans
	Form HUD-50076, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*: *Board Resolution to Accompany the Streamlined Annual PHA Plan*, including required PHA certification and assurances for policy and program changes since last Annual Plan.	Streamlined Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5-Year and Annual Plans 5-Year Streamlined 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 (AI) to Fair Housing Choice); and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
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), which includes the Tenant Selection and Assignment Plan (TSAP) and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. ☐ Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Local Review

(*Applicable to All PHA Plan Types*)

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.

Applicable & On Display	Supporting Document	Applicable Plan Component
X	Public housing rent determination policies, including the methodology for setting public housing flat rents.☒ 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. ☒ Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. ☒ Check here if included in the Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-Up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary).	Annual Plan: Operations and Maintenance and Community Service and Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP).	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types ☒ Check here if included in Section 8 Administrative Plan.	Annual Plan: Management and Operations
X	Public housing grievance procedures ☐ Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☒ Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement/Performance and Evaluation Report (form HUD-52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (form HUD-52825) for any active CIAP grant	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See Notice 99-52 (HA).	
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the U.S. Housing Act of 1937, or Section 33 of the U.S. Housing Act of 1937.	Annual Plan: Conversion of Public Housing
X	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section ___ of the Section 8 Administrative Plan).	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs ☐ Check here if included in the public housing A & O Policy.	
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	
	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

List of Supporting Documents Available for Local Review (*Applicable to All PHA Plan Types*) 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.		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). ☐ Check here if included in the public housing A & O Policy.	
X	The results of 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
	Consortium agreements and certifications that agreements are in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint PHA Plans for Consortia
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,226	3	3	1	1	1	1
Income >30% but <=50% of AMI	546	3	3	1	1	1	1
Income >50% but <80% of AMI	109	3	3	1	1	1	1
Elderly	430	5	2	1	1	1	1
Families with Disabilities	508	5	2	2	2	1	2

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Race/Ethnicity (a)	1620	4	3	1	1	1	1
Race/Ethnicity (b)	1207	4	3	1	1	1	1
Race/Ethnicity (c)	23	4	3	1	1	1	1
Race/Ethnicity (d)	19	4	3	1	1	1	1

(a) white (b) black (c) indian (d) asian

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
Indicate year: 2000

☐ 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)
. PHA Waiting List

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	905		2
Extremely low income <=30% AMI	735	81%	
Very low income (>30% but <=50% AMI)	141	16%	
Low income (>50% but <80% AMI)	29	3%	
Families with children	679	75%	
Elderly families	62	7%	
Families with Disabilities	123	14%	
Race/ethnicity (a)	276	30%	
Race/ethnicity (b)	622	69%	
Race/ethnicity (c)	6	1%	
Race/ethnicity (d)	1	0%	

(a) white (b) black (c) indian (d) asian

Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

How long has it been closed? Three Years

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

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	2803		33
Extremely low income <=30% AMI	2166	77%	
Very low income (>30% but <=50% AMI)	532	25%	
Low income (>50% but <80% AMI)	105	4%	
Families with children	1494	53%	
Elderly families	397	14%	
Families with Disabilities	462	17%	

Race/ethnicity (a)	1517	54%	
Race/ethnicity (b)	1195	43%	
Race/ethnicity (c)	25	1%	
Race/ethnicity (d)	19	1%	
(a) white (b) black (c) indian (d) asian			

Characteristics by Bedroom Size (Public Housing Only)			
1BR	1019	38%	30
2 BR	1042	39%	1
3 BR	594	22%	2
4 BR	28	1%	0
5 BR			
5+ BR			

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

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)
Maintain full lease-up status through supportive policies and procdedures

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)
Monitor federal targeting requirements to meet or exceed through appropriate policy setting practices.

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)
Apply marketing strategies to attract clientele. Strategies to include, but not limited to, upgrade and improve units and buildings, activities, advertising, and maintain security.

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)
Continue marketing efforts to increase awareness of available programs
Continue networking efforts on available program information to share

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)
Funding Availability
Extent to which housing needs are met by other organizations and programs
Evidence of housing need as demonstrated in the Consolidated Plan
Current housing market
Result of consultation with residents and the Resident Advisory Board

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Amounts and Sources		
Sources	**Planned $**	**Planning Source**
1. **Federal Grants**		
a) Public Housing Operating Fund	297,276	*2008 Budget / est '07 as basis*
b) Public Housing Capital Fund	331,062	*'08 Grant / est'07 as basis*
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	579,043	*'08 Grant / est'07 as basis*
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund Program / 2006	44,694	*As Of 8/31/07*
3. PH Dwelling Rental Income	792,000	*'08 Budget / est'07 as basis*
4. Other income (list below)		
4. Non-federal sources (list below)		
Laundry	9,000	*'08 Budget / est'07 as basis*
Interest Excess Utilities Maintenance/Damage	28,000 6,000 2,000	*'08 Budget / est'07 as basis* *'08 Budget / est'07 as basis* *'08 Budget / est'07 as basis*
Total resources	2,089,075	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

☒ When families are within a certain number of being offered a unit: (state number: 10)
☐ 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)
Credit reports

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 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)
Fax or Mail

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)
Need for handicap accessible unit

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

2/3 Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
2 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)

Summary of SCSHC Waiting List Preference Criteria:

Residents of SCS = 200 pts
Working Head of Household (HOH) = 100pts
Elderly and Disability automatically receive working preference

Order of Waiting List Selection:

Resident w/Working HOH = 300pts
Resident w/o Working HOH = 200 pts
Nonresident w/Working HOH = 100 pts
Nonresident w/o Working HOH – 0 pts

All points being equal, applicants are tracked and selected according to date and time of application. Waiting list management is accomplished through a computer system utilizing Housing Data Systems (HDS) software.

4. Relationship of preferences to income targeting requirements:

☒ The PHA applies preferences within income tiers – When Applicable/required

☐ 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) - SCSHC Handbook

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 – *See Attachment A*

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 adjustmentof ceiling rents for certain developments
☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
☐ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
☐ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

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

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)

Information regarding tenant desirability or background is not sought, should the HA become aware of such information, it is shared with the prospective landlord and/or used in program eligibility determinations. Other information is shared in accordance with regulations (i.e., last known address, etc.)

(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)

Fax and Mail

(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:

When requested in writing prior to expiration

(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) {Per Policy, Transfers, Admin Basis per Board}

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

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

2/3 Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
2 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)

Summary of SCSHC Waiting List Preference Criteria:

Residents of SCS = 200 pts
Working Head of Household (HOH) = 100pts
Elderly and Disability automatically receive working preference

Order of Waiting List Selection:

Resident w/Working HOH = 300pts
Resident w/o Working HOH = 200 pts
Nonresident w/Working HOH = 100 pts
Nonresident w/o Working HOH – 0 pts

All points being equal, applicants are tracted and selected according to date and time of application. Waiting list management is accomplished through a computer system utilizing Housing Data Systems (HDS) software.

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 – When Applicable/required
☐ 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)
Misc posting at HA Offices and throughout the community

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?

If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
Flat rents / PHA policy currently sets flat rents at the jurisdictional FMR

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 (as required)
☐ For increases in earned income
☒ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below: flat rent (as required)

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

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

e. Ceiling rents

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

☐ Yes for all developments
☐ Yes but only for some developments
☒ No

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

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

☐ Other (list below)

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

☐ Market comparability study
☐ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

☐ Never
☐ At family option
☐ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☒ Other (list below)
All changes must be reported. Rent is adjusted where there is a change +/- of $10.00 per mo in rent

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)
Fair Market Rents

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 below100% 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)
Program leasing rates/activity

(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)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☐ An organization chart showing the PHA's management structure and organization is attached.

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
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)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

☐ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment D / CFP Annual Statement

-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 E / CFP Five Year Plan

-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.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition ☐ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ 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.)

Note: Although Plan is streamlined (for high performer), activity descriptions are provided below

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Leisure Manor I 1b. Development (project) number: MI28P059-001
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☒ {Orig submission denied; revision underway} Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (10/15/07
5. If approved, will this designation constitute a (select one) ☒ New Designation Plan ☐ Revision of a previously-approved Designation Plan?

form **HUD 50075** (03/2006)

6. Number of units affected: 120 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

Designation of Public Housing Activity Description
1a. Development name: Leisure Manor II 1b. Development (project) number: MI28P059-004
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☒ {Orig submission denied; revision underway} Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (10/15/07
5. If approved, will this designation constitute a (select one) ☒ New Designation Plan ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 91 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If

"yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ 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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ 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) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each

program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 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)

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

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
☐ Crime Prevention Through Environmental Design
☐ Activities targeted to at-risk youth, adults, or seniors
☐ Volunteer Resident Patrol/Block Watchers Program
☐ Other (describe below)

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

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)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 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 2000 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)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☒ Attached at Attachment (File name): Attachment H
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

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

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: *City of St. Clair Shores*

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)

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

   The goals and objectives stated within the PHA Plan are based on the needs of the Community as stated within the Consolidated Plan and as steered by the needs expressed within the PHA waiting list.

D. Other Information Required by HUD

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

Definition of Substantial Deviation and Significant Amendment/Modification

In addition to the most current regulatory requirements, the St. Clair Shores Housing Commission defines substantial deviation as the following:

- Changes to the Consolidated Plan that would generate an inconsistency
- Application of any new program type (i.e., homeownership, family self-sufficiency, etc.)
- Changes to rent or admissions policies or organization of the waiting listChanges to rent determination policies
- Additions of non-emergency work items not included in five-year plan (CFP)
- Change in the use of replacement reserve funds (CFP)
- Change in any demolition, disposition, designation or conversion activities

Any substantial deviation to the most currently approved PHA Plan will result in the submission of an amended PHA Plan to the U.S. Department of Housing and Urban Development. All proposed actions/changes are subject the approval of an amended PHA Plan in accordance with most current regulatory requirements.

Attachments

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

A Deconcentration and Income Mixing

B Progress Report for Five-year Goals

C CFP Performance & Evaluation Reports (2006 and 2007)

D Capital Fund Program (CFP) Annual Statement(s) (FFY 2008)

E CFP Five Year Plan (2008 – 2012)

F Voluntary Conversion Assessment

G Membership List – Resident Advisory Board

H Resident Advisory Board Recommendations

I Resident Board Member

J Violence Against Women Act (VAWA) Statement

Attachment A

Component 3, (6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. ☐ Yes ☐ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	**Number of Units**	**Explanation (if any) [see step 4 at §903.2(c)(1)((iv)]**	**Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]**

Attachment B

Progress Report
Five-Year Plan Mission and Goals

- Improve the quality of assisted housing

  An ongoing effort to meet and exceed indicator requirements of the Public Housing Assessment System (PHAS) is paramount. Through this process, the level of customer satisfaction is closely monitored. (resident survey). Results of the survey are used to best direct attention in specific areas. Based on the Uniform Physical Conditions Standards (UPCS), aggressive efforts are made to inspect and maintain properties according to the standard.

  The Resident Satisfaction Survey results directly influence the marketing and operational efforts of the day-to-day operations.

- Increase assisted housing choices

  Section 8 Voucher Program payment standards were increased to the current Fair Market Rent (FMR) to continue to provide a broad range of housing opportunities outside minority concentrated areas. The Commission provides the public with rental assistance program information to expend housing choices. Marketing efforts continue to make the public more aware of the Housing Commission's programs and how to get on the waiting list when it's open. To further assist in the housing search under the Voucher Program, marketing for owners through outreach efforts is ongoing in our day-to-day operations and continual encouragements.

- Promote self-sufficiency and asset development of assisted households

  A quarterly newsletter provides information on child care, medical insurance, transportation, financial management, and homeownership programs and opportunities. The Commission maintains a library of information for distribution. The Housing Commission also purchases self-sufficiency information booklets, etc and mails them to program participants on a regular basis (usually no less than annually).

- Maintain standard of quality of life

  The Housing Commission monitors crime and security needs on an ongoing basis. The modernization program needs assessment is updated on a regular basis with work items being scheduled first in the Five-year Plan and then budgeted in the CFP Annual Statement. Preventative maintenance is standard practice in property upkeep and Reac inspection findings are categorized/organized then introduced into work load for clearance

Attachment C

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
St. Clair Shores Housing Commission	Capital Fund Program Grant No: MI28P05950106 Replacement Housing Factor Grant No:	2006

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 6/30/07 ☐ 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				
2	1406 Operations	54,022		25,000	25,000
3	1408 Management Improvements	5,000		2,494.91	2,494.91
4	1410 Administration	39,000		15,750	15,750
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000		18,740	5,340
8	1440 Site Acquisition				
9	1450 Site Improvement	19,000		6,013.32	6,013.32
10	1460 Dwelling Structures	173,000			
11	1465.1 Dwelling Equipment—Nonexpendable	5,000		160,577.71	152,239.71
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000		4,160.09	4,160.09
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)	335,022		232,736.03	210,998.03

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. Clair Shores Housing Commission		**Grant Type and Number** Capital Fund Program Grant No: MI28P05950106 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
Leisure Manor I 59-1				Original	Revised	Funds Obligated	Funds Expended	
	A. Bath/Kit Upgrades	1460	2 units	3,000		0	0	
	B. Cement/Asphalt	1450	Misc	1,000		0	0	
	C. Flooring Upgrades	1460	6 units	4,000		7,736.45	7,736.45	
	D. Painting Upgrades	1460	Misc	1,000		3,196.51	3,196.51	
	E. HVAC / AMU Upgrades	1460	20%	20,000		90,889.50	82,551.50	
	F. Landscaping Upgrades	1450	10%	1,000		0	0	
	G. Electrical Upgrades	1460	10%	1,000		0	0	
	H. Roofing Upgrades	1460	2%	32,000		0	0	
	I. Common Area Upgrades	1460	10%	2,000		990	990	
	J. Elevator Upgrades	1460	Misc	1,000		0	0	
	K. Appliance Upgrades	1465.1	2 units	1,000		0	0	
	L. Door/Frame Upgrades	1460	1%	1,000		0	0	
	H. Lighting Upgrades	1460	1%	1,000		0	0	
	Subtotal			69,000		102,812.46	94,474.46	

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. Clair Shores Housing Commission		**Grant Type and Number** Capital Fund Program Grant No: MI28P05950106 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
Scattered Sites 59-2				Original	Revised	Funds Obligated	Funds Expended	
	A. Bas. Waterproofing	1460	1 unit	4,000		0	0	
	B. Bath/Kit/Carpentry	1460	1 unit	3,000		6,905.27	6,905.27	
	C. Cement Upgrades	1450	1500 s.f	5,000		654.48	654.48	
	D. Chimny/Found/Brick/Porch	1460	2 units	2,000		0	0	
	E. Door Upgrades	1460	1 unit	1,000		0	0	
	F. Drain Lines	1460	1 unit	1,000		0	0	
	G. Electrical Upgrades	1460	1 unit	2,000		3,170	3,170	
	H. Fencing/Railings Upgrading	1460	3 units	1,000		972	972	
	I. Flooring Upgrades	1460	1 unit	3,000		3,387.35	3,387.35	
	J. Furnace Upgrades	1460	1 unit	3,000		0	0	
	K. Gutters	1460	1 unit	1,000		0	0	
	L. Landscaping	1450	3 units	2,000		0	0	
	M. Lighting Upgrades	1460	4 units	2,000		0	0	
	N. Plumbing / Sump Upgrades	1460	2 units	2,000		0	0	
	O. Roofing Upgrades	1460	1 unit	2,000		0	0	
	P. Siding/Awn/Facad Upgrades	1460	1 unit	3,000		0	0	
	Q. Water heaters	1460	2 units	1,000		650	650	
	R. Window Upgrades	1460	2 units	3,000		0	0	
	S. Appliance Replacements	1465.1	2 units	1,000		0	0	
	Subtotal			42,000		15,739.10	15,739.10	

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. Clair Shores Housing Commission		**Grant Type and Number** Capital Fund Program Grant No: MI28P05950106 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
Leisure Manor II 59-4				Original	Revised	Funds Obligated	Funds Expended	
	A. Bath/Kit Upgrades	1460	1 unit	2,000		0	0	
	B. Cement/Asphalt	1450	2500 s.f.	9,000		3,568.50	3,568.50	
	C. Flooring Upgrades	1460	5 units	5,000		11,910.13	11,910.13	
	D. Painting Upgrades	1460	Misc/2%	2,000		0	0	
	E. Roof Upgrades	1460	20 %	30,000		0	0	
	F. Thermostat Replace	1460	100%	3,000		0	0	
	G. HVAC / AMU Upgrades	1460	80%	20,000		29,951.10	29,951.10	
	H. Masonary/Brick Upgrades	1460	10%	1,000		0	0	
	I. Door/Frame Upgrades	1460	4%	1,000		0	0	
	J. Landscaping Upgrades	1450	5%	1,000		1,790.34	1,790.34	
	K. Electrical Upgrades	1460	2%	2,000		0	0	
	L. Lighting Upgrades	1460	2%	2,000		0	0	
	M. Window Replacements Con't	1460	30%	1,000		1,922	1,922	
	N. Common Area Upgrades	1460	5%	2,000		272.95	272.95	
	O. Appliance Upgrades	1465.1	2%	3,000		0	0	
	P. Building System Upgrades	1460	2%	2,000		0	0	
	Q. Fire Protection Sys Upgrades	1460	15%	0		2,187.75	2,187.75	
	Subtotal			86,000		51,602.77	51,602.77	

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. Clair Shores Housing Commission		**Grant Type and Number** Capital Fund Program Grant No: MI28P05950106 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
HA Wide				Original	Revised	Funds Obligated	Funds Expended	
Operations	A. Operations	1406		54,022		25,000	25,000	
Mgt Impr	A. Training	1408	Misc/2	2,000		2,494.91	2,494.91	
	B. Computer Equip/Software	1408	Misc/2%	3,000		0	0	
Admin	A. Director (salary)	1410	17%	19,000		9,500	9,500	
	B. Maintenance (salary)	1410	17%	12,500		6,250	6,250	
	C. Tenant Services Coordinator	1410	35%	7,500		0	0	
Fees/Costs	A. A/E Services	1430	100%	23,000		13,400	0	
	B. Modernization Coordinator	1430	100%	8,000		0	0	
	C. Sundry / Planning Costs	1430	100%	2,000		1,340	1,340	
	D. Phy Need / Viability Study	1430	100%	2,000		0	0	
	E. Fees/Costs (General/Other)	1430	100%	0		4,000	4,000	
Nondwelling Equipment	A. Admin/Maint Equipment	1475	Misc	5,000		4,160.09	4,160.09	
	Subtotal			138,022		66,145	52,745	

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. Clair Shores Housing Commission	**Grant Type and Number** Capital Fund Program No: MI28P05950106 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	
59-1	7/18/08			7/18/10			
59-2	7/18/08			7/18/10			
59-4	7/18/08			7/18/10			
HA Wide	7/18/08			7/18/10			

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
St. Clair Shores Housing Commission	Capital Fund Program Grant No: MI28P05950107 Replacement Housing Factor Grant No:	2007

☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☒ Performance and Evaluation Report for Period Ending: 6/30/07 ☐ 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				
2	1406 Operations	54,062		0	0
3	1408 Management Improvements	5,000		0	0
4	1410 Administration	39,000		0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	19,000		0	0
10	1460 Dwelling Structures	169,000		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	5,000		0	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000		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 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	331,062		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: St. Clair Shores Housing Commission		**Grant Type and Number** Capital Fund Program Grant No: MI28P05950107 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
Leisure Manor I 59-1				Original	Revised	Funds Obligated	Funds Expended	
	A. Bath/Kit Upgrades	1460	2 units	1,000		0	0	
	B. Cement/Asphalt	1450	Misc	1,000		0	0	
	C. Flooring Upgrades	1460	6 units	4,000		0	0	
	D. Painting Upgrades	1460	Misc	1,000		0	0	
	E. HVAC / AMU Upgrades	1460	Misc/2%	1,000		0	0	
	F. Landscaping Upgrades	1450	10%	1,000		0	0	
	G. Electrical Upgrades	1460	10%	1,000		0	0	
	H. Roof Upgrade/Replacement	1460	80%	50,000		0	0	
	I. Common Area Upgrades	1460	10%	2,000		0	0	
	J. Elevator Upgrades	1460	Misc/1 car	1,000		0	0	
	K. Appliance Upgrades	1465.1	2 units	1,000		0	0	
	L. Door/Frame Upgrades	1460	1%	1,000		0	0	
	M. Lighting Upgrades	1460	1%	1,000		0	0	
	N. Fire Protection Sys Upgrades	1460	1%	1,000		0	0	
	O. AMU Upgrades Con't	1460	3%	1,000		0	0	
	Subtotal			68,000		0	0	

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

PHA Name: St. Clair Shores Housing Commission		**Grant Type and Number** Capital Fund Program Grant No: MI28P05950107 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
Scattered Sites 59-2				Original	Revised	Funds Obligated	Funds Expended	
	A. Bas. Waterproofing	1460	1 unit	4,000		0	0	
	B. Bath/Kit Upgrades	1460	1 unit	3,000		0	0	
	C. Cement Upgrades	1450	1500 s.f	5,000		0	0	
	D. Chimny/Found/Brick/Porch	1460	2 units	2,000		0	0	
	E. Door Upgrades	1460	1 unit	1,000		0	0	
	F. Drain Lines	1460	1 unit	1,000		0	0	
	G. Electrical Upgrades	1460	1 unit	2,000		0	0	
	H. Fencing/Railings Upgrading	1460	3 units	1,000		0	0	
	I. Flooring Upgrades	1460	1 unit	3,000		0	0	
	J. Furnace Upgrades	1460	1 unit	3,000		0	0	
	K. Gutters	1460	1 unit	1,000		0	0	
	L. Landscaping	1450	3 units	2,000		0	0	
	M. Lighting Upgrades	1460	4 units	2,000		0	0	
	N. Plumbing / Sump Upgrades	1460	2 units	2,000		0	0	
	O. Roofing Upgrades	1460	1 unit	2,000		0	0	
	P. Siding/Awn/Facad Upgrades	1460	1 unit	3,000		0	0	
	Q. Water heaters	1460	2 units	1,000		0	0	
	R. Window Upgrades	1460	2 units	3,000		0	0	
	S. Appliance Replacements	1465.1	2 units	1,000		0	0	
	Subtotal			42,000		0	0	

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

PHA Name: St. Clair Shores Housing Commission		**Grant Type and Number** Capital Fund Program Grant No: MI28P05950107 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
Leisure Manor II 59-4				Original	Revised	Funds Obligated	Funds Expended	
	A. Bath/Kit Upgrades	1460	1 unit	2,000		0	0	
	B. Cement/Asphalt	1450	2500 s.f.	8,000		0	0	
	C. Flooring Upgrades	1460	5 units	5,000		0	0	
	D. Painting Upgrades	1460	Misc/2%	2,000		0	0	
	E. Roof Upgrade/Replacement	1460	20 %	23,000		0	0	
	F. HVAC / AMU Upgrades	1460	Misc/2%	2,000		0	0	
	G. Masonary/Brick Upgrades	1460	10%	1,000		0	0	
	H. Door/Frame Upgrades	1460	4%	1,000		0	0	
	I. Landscaping Upgrades	1450	5%	1,000		0	0	
	J. Electrical Upgrades	1460	2%	2,000		0	0	
	K. Lighting Upgrades	1460	2%	2,000		0	0	
	L. Window Replacements Con't	1460	1%	1,000		0	0	
	M. Common Area Upgrades	1460	5%	2,000		0	0	
	N. Appliance Upgrades	1465.1	2%	3,000		0	0	
	O. Building System Upgrades	1460	2%	2,000		0	0	
	P. Fire Protection Sys Upgrades	1460	1%	1,000		0	0	
	Q. AMU Upgrades Con't	1460	7%	22,000		0	0	
	Subtotal			83,000		0	0	

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

PHA Name: St. Clair Shores Housing Commission		**Grant Type and Number** Capital Fund Program Grant No: MI28P05950107 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
HA Wide				Original	Revised	Funds Obligated	Funds Expended	
Operations	A. Operations	1406		54,062		0	0	
Mgt Impr	A. Training	1408	Misc/2	2,000		0	0	
	B. Computer Equip/Software	1408	Misc/2%	3,000		0	0	
Admin	A. Director (salary)	1410	17%	19,000		0	0	
	B. Maintenance (salary)	1410	17%	12,500		0	0	
	C. Tenant Services Coordinator	1410	35%	7,500		0	0	
Fees/Costs	A. A/E Services	1430	100%	23,000		0	0	
	B. Modernization Coordinator	1430	100%	7,000		0	0	
	C. Sundry / Planning Costs	1430	100%	2,000		0	0	
	D. Phy Need / Viability Study	1430	100%	2,000		0	0	
	E. Fees and Costs	1430	100%	1,000		0	0	
Nondwelling Equipment	A. Admin/Maint Equipment	1475	Misc	5,000		0	0	
	Subtotal			138,062		0	0	

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. Clair Shores Housing Commission	**Grant Type and Number** Capital Fund Program No: MI28P05950107 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	
59-1	9/12/09			9/12/11			
59-2	9/12/09			9/12/11			
59-4	9/12/09			9/12/11			
HA Wide	9/12/09			9/12/11			

Attachment D

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

PHA Name:	Grant Type and Number	Federal FY of Grant:
St. Clair Shores Housing Commission	Capital Fund Program Grant No: MI28P05950108 Replacement Housing Factor Grant No:	2008

☒ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☐ Performance and Evaluation Report for Period Ending: ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	54,062			
3	1408 Management Improvements	5,000			
4	1410 Administration	39,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	19,000			
10	1460 Dwelling Structures	169,000			
11	1465.1 Dwelling Equipment—Nonexpendable	5,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000			
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)	331,062			

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. Clair Shores Housing Commission		**Grant Type and Number** Capital Fund Program Grant No: MI28P05950108 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
Leisure Manor I 59-1				Original	Revised	Funds Obligated	Funds Expended	
	A. Bath/Kit Upgrades	1460	2 units	1,000				
	B. Cement/Asphalt	1450	Misc	1,000				
	C. Flooring Upgrades	1460	6 units	4,000				
	D. Painting Upgrades	1460	Misc	1,000				
	E. HVAC / AMU Upgrades	1460	Misc/2%	1,000				
	F. Landscaping Upgrades	1450	10%	1,000				
	G. Electrical Upgrades	1460	10%	1,000				
	H. Roofing Con't	1460	50%	40,000				
	I. Common Area Upgrades	1460	10%	2,000				
	J. Masonary/Brick Upgrades	1460	Misc	1,000				
	K. Appliance Upgrades	1465.1	2 units	1,000				
	L. Door/Frame Upgrades	1460	1%	1,000				
	M. Lighting Upgrades	1460	1%	1,000				
	N. Fire Protection Sys Upgrades	1460	1%	2,000				
	O. Studio Room Dividers Con't	1460	3%	5,000				
	P. Thermostat Replacements	1460	10%	5,000				
	Subtotal			68,000				

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. Clair Shores Housing Commission		**Grant Type and Number** Capital Fund Program Grant No: MI28P05950108 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
Scattered Sites 59-2				Original	Revised	Funds Obligated	Funds Expended	
	A. Bas. Waterproofing	1460	1 unit	4,000				
	B. Bath/Kit Upgrades	1460	1 unit	3,000				
	C. Cement Upgrades	1450	1500 s.f	5,000				
	D. Chimny/Found/Brick/Porch	1460	2 units	2,000				
	E. Door Upgrades	1460	1 unit	1,000				
	F. Drain Lines	1460	1 unit	1,000				
	G. Electrical Upgrades	1460	1 unit	2,000				
	H. Fencing/Railings Upgrading	1460	3 units	1,000				
	I. Flooring Upgrades	1460	1 unit	3,000				
	J. Furnace Upgrades	1460	1 unit	3,000				
	K. Gutters	1460	1 unit	1,000				
	L. Landscaping	1450	3 units	2,000				
	M. Lighting Upgrades	1460	4 units	2,000				
	N. Plumbing / Sump Upgrades	1460	2 units	2,000				
	O. Roofing Upgrades	1460	1 unit	2,000				
	P. Siding/Awn/Facad Upgrades	1460	1 unit	3,000				
	Q. Water heaters	1460	2 units	1,000				
	R. Window Upgrades	1460	2 units	3,000				
	S. Appliance Replacements	1465.1	2 units	1,000				
	Subtotal			42,000				

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. Clair Shores Housing Commission		**Grant Type and Number** Capital Fund Program Grant No: MI28P05950108 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
Leisure Manor II 59-4				Original	Revised	Funds Obligated	Funds Expended	
	A. Bath/Kit Upgrades	1460	1 unit	2,000				
	B. Cement/Asphalt	1450	2500 s.f.	8,000				
	C. Flooring Upgrades	1460	5 units	5,000				
	D. Painting Upgrades	1460	Misc/2%	2,000				
	E. Roofing Con't	1460	15 %	23,000				
	F. HVAC / AMU Upgrades	1460	Misc/2%	2,000				
	G. Masonary/Brick Upgrades	1460	10%	1,000				
	H. Door/Frame Upgrades	1460	4%	1,000				
	I. Landscaping Upgrades	1450	5%	1,000				
	J. Electrical Upgrades	1460	2%	2,000				
	K. Lighting Upgrades	1460	2%	2,000				
	L. Thermostat Replacements	1460	50%	23,000				
	M. Common Area Upgrades	1460	5%	2,000				
	N. Appliance Upgrades	1465.1	2%	3,000				
	O. Building System Upgrades	1460	2%	2,000				
	P. Fire Protection Sys Upgrades	1460	1%	1,000				
	Subtotal			83,000				

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. Clair Shores Housing Commission		**Grant Type and Number** Capital Fund Program Grant No: MI28P05950108 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
HA Wide				Original	Revised	Funds Obligated	Funds Expended	
Operations	A. Operations	1406		54,062				
Mgt Impr	A. Training	1408	Misc/2	2,000				
	B. Computer Equip/Software	1408	Misc/2%	3,000				
Admin	A. Director (salary)	1410	17%	19,000				
	B. Maintenance (salary)	1410	17%	12,500				
	C. Tenant Services Coordinator	1410	35%	7,500				
Fees/Costs	A. A/E Services	1430	100%	23,000				
	B. Modernization Coordinator	1430	100%	7,000				
	C. Sundry / Planning Costs	1430	100%	2,000				
	D. Phy Need / Viability Study	1430	100%	2,000				
	E. Fees and Costs	1430	100%	1,000				
Nondwelling Equipment	A. Admin/Maint Equipment	1475	Misc	5,000				
	Subtotal			138,062				

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. Clair Shores Housing Commission	**Grant Type and Number** Capital Fund Program No: MI28P05950108 Replacement Housing Factor No:	**Federal FY of Grant:** 2008

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	
59-1	9/12/10			9/12/12			
59-2	9/12/10			9/12/12			
59-4	9/12/10			9/12/12			
HA Wide	9/12/10			9/12/12			

Attachment E

Capital Fund Program Five-Year Action Plan
Part I: Summary

PHA Name		St. Clair Shores Housing Commission		☒ Original 5-Year Plan ☐ Revision No:	
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				
Leisure Manor I (001)		104,000	111,000	105,000	102,000
Scattered Sites (002)		41,000	41,000	41,000	41,000
Leisure Manor II (004)		104,000	97,000	73,000	106,000
HA Wide		82,062	82,062	112,062	82,062
Total CFP Funds (Est.)	331,062	331,062	331,062	331,062	331,062
Total Replacement Housing Factor Funds					

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 3 FFY Grant: 2010 PHA FY: 2010		
	Leisure Manor I (001)			**Leisure Manor I (001)**		
		Roof Upgrades	5,000		Irrigation System	2,000
See		Cement/Asphalt	7,000		Common Area Con't	2,000
Annual		Common Area Upgrades	10,000		Kitchen / Bath Upgrades	59,000
Statement		Windows (Common Area)	2,000		Landscaping	5,000
		Flooring Upgrades	2,000		HVAC Upgrades	2,000
		Painting Upgrades	2,000		Exhaust Fan Replc	2,000
		Fire Protection System Upgrades	5,000		Flooring Upgrades	10,000
		Kit/Bath Upgrades	71,000		Cement Upgrades	3,000
					Lighting/Electrical	5,000
					Ceiling Fans	5,000
					Door/Handi / Auto	2,000
					Boiler Upgrades	2,000
					Window Blinds	10,000
					Irrigation System	2,000
		Subtotal	104,000		Subtotal	111,000

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

Activities for Year 1	Activities for Year : 4 FFY Grant: 2011 PHA FY: 2011			Activities for Year: 5 FFY Grant: 2012 PHA FY: 2012		
	Leisure Manor I (001)			**Leisure Manor I (001)**		
See		Flooring Upgrades	3,000		Bath/Kit Upgrades	2,000
Annual		Cement Upgrades	3,000		Cement/Asphalt	1,000
Statement		Elevator Install(2nd)	71,000		Flooring Upgrades	2,000
		Lighting/Electrical	5,000		Landscaping Upgrades	2,000
		Storage Rm Remod	5,000		Lighting/Electrical	2,000
		Boiler Upgrades	2,000		Painting Upgrades	2,000
		Window Blinds	5,000		Stove / Elect Installs	10,000
		Common Area /Gen	5,000		Elev Install(2nd) Con't	15,000
		Bldg Sys Upgrades	4,000		Elev (1st) Upgrades	51,000
		Irrigation System	2,000		Boiler Upgrades	15,000
		Subtotal	105,000		Subtotal	102,000

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 3 FFY Grant: 2010 PHA FY: 2010		
	Scattered Site (002)			**Scattered Site (002)**		
		Appliances	1,000		Appliances	1,000
		Bas. Waterproofing	4,000		Bas. Waterproofing	4,000
See		Bath/Kit/Carpentry	3,000		Bath/Kit/Carpentry	3,000
Annual		Cement Upgrades	5,000		Cement Upgrades	5,000
Statement		Chim/Fnd/Brk/Prch	2,000		Chim/Fnd/Brk/Prch	2,000
		Door Upgrades	1,000		Door Upgrades	1,000
		Drain Lines	1,000		Drain Lines	1,000
		Electrical/Lightings	2,000		Electrical/Lightings	2,000
		Fenc/RailsUpgrades	1,000		Fenc/RailsUpgrades	1,000
		Flooring Upgrades	3,000		Flooring Upgrades	3,000
		Furnace Upgrades	3,000		Furnace Upgrades	3,000
		Gutters/Awnings	2,000		Gutters/Awnings	2,000
		Landscaping	2,000		Landscaping	2,000
		Plumbing Upgrades	1,000		Plumbing Upgrades	1,000
		Roofing Upgrades	2,000		Roofing Upgrades	2,000
		Side/Facad/Awngs	3,000		Side/Facad/Awngs	3,000
		Sump Pumps	1,000		Sump Pumps	1,000
		Water heaters	1,000		Water heaters	1,000
		Window Upgrades	3,000		Window Upgrades	3,000
		Subtotal	41,000		Subtotal	41,000

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

Activities for Year 1	Activities for Year : 4 FFY Grant: 2011 PHA FY: 2011			Activities for Year: 5 FFY Grant: 2012 PHA FY: 2012		
	Scattered Site (002)			**Scattered Site (002)**		
		Appliances	1,000		Appliances	1,000
		Bas. Waterproofing	4,000		Bas. Waterproofing	4,000
See		Bath/Kit/Carpentry	3,000		Bath/Kit/Carpentry	3,000
Annual		Cement Upgrades	5,000		Cement Upgrades	5,000
Statement		Chim/Fnd/Brk/Prch	2,000		Chim/Fnd/Brk/Prch	2,000
		Door Upgrades	1,000		Door Upgrades	1,000
		Drain Lines	1,000		Drain Lines	1,000
		Electrical/Lightings	2,000		Electrical/Lightings	2,000
		Fenc/RailsUpgrades	1,000		Fenc/RailsUpgrades	1,000
		Flooring Upgrades	3,000		Flooring Upgrades	3,000
		Furnace Upgrades	3,000		Furnace Upgrades	3,000
		Gutters/Awnings	2,000		Gutters/Awnings	2,000
		Landscaping	2,000		Landscaping	2,000
		Plumbing Upgrades	1,000		Plumbing Upgrades	1,000
		Roofing Upgrades	2,000		Roofing Upgrades	2,000
		Side/Facad/Awngs	3,000		Side/Facad/Awngs	3,000
		Sump Pumps	1,000		Sump Pumps	1,000
		Water heaters	1,000		Water heaters	1,000
		Window Upgrades	3,000		Window Upgrades	3,000
		Subtotal	41,000		Subtotal	41,000

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 3 FFY Grant: 2010 PHA FY: 2010		
	Leisure Manor II (004)			**Leisure Manor II (004)**		
See		Cement/Asphalt	2,000		Landscaping	2,000
Annual		Common Area Upgrade	15,000		Common Area Con't (furn,décor,floor,walls,etc)	10,000
Statement		Elevator Upgrades	5,000		Parking lot	5,000
		Fire Prot System	15,000		Window Blinds	1,000
		Flooring Upgrades	2,000		Door/Frames	2,000
		Kit/Bath Upgrades	61,000		Landscaping	2,000
		Painting Upgrades	2,000		Lighting/Electrical	2,000
		Roofing Upgrades	2,000		Storage Room Upgd	2,000
					Roofing Upgrades	5,000
					Irrigation Sys Upgd	3,000
					Kit/Bath (Floor/cab)	46,000
		Subtotal	104,000		Boiler Upgrades	12,000
					Handicap Tub (drop down sides)	5,000
					Subtotal	97,000

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

Activities for Year 1	Activities for Year : 4 FFY Grant: 2011 PHA FY: 2011			Activities for Year: 5 FFY Grant: 2012 PHA FY: 2012		
	Leisure Manor II (004)			**Leisure Manor II (004)**		
See		Landscaping	2,000		Cement/Asphalt	5,000
Annual		Common Area (furn,décor,floor,walls,etc)	6,000		Flooring Upgrades	10,000
Statement		Parking lot	5,000		Landscaping	5,000
		Window Blinds	2,000		Lighting/Elec Upgrades	15,000
		Landscaping	2,000		Painting Upgrades	10,000
		Lighting/Electrical	2,000		Roof Upgrades	5,000
		Storage Rm Remod	10,000		Elev Upgrade Upgd	15,000
		Common Area Cont	10,000		HVAC/AMU Upgd	5,000
		Fire Panel Replace	26,000		Boiler Upgrades	31,000
		Bldg Sys Upgrades	8,000		Common Area Upg	5,000
		Subtotal	73,000		Subtotal	106,000

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

Activities for Year 1	Activities for Year : 2 FFY Grant: 2009 PHA FY: 2009			Activities for Year: 3 FFY Grant: 2010 PHA FY: 2010		
	HA Wide			**HA Wide**		
See	*1406*	Operating	2,062	*1406*	Operating	2,062
Annual	*1408*	Training/Computer	5,000	*1408*	Training/Computer	5,000
Statement	*1410*	Salaries	30,000	*1410*	Salaries	30,000
	1430	Fees/Costs	40,000	*1430*	Fees/Costs	40,000
	1475	Ofc/Mtnc Equip	5,000	*1475*	Ofc/Mtnc Equip	5,000
		Subtotal	82,062		Subtotal	82,062

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

Activities for Year 1	Activities for Year : 4 FFY Grant: 2011 PHA FY: 2011			Activities for Year: 5 FFY Grant: 2012 PHA FY: 2012		
	HA Wide			**HA Wide**		
See	*1406*	Operating	2,062	*1406*	Operating	2,062
Annual	*1408*	Training/Computer	5,000	*1408*	Training/Computer	5,000
Statement	*1410*	Salaries	30,000	*1410*	Salaries	30,000
	1430	Fees/Costs	40,000	*1430*	Fees/Costs	5,000
	1475	Ofc/Mtnc Equip	5,000	*1475*	Ofc/Mtnc Equip	5,000
	1475	Vehicle	30,000	*1499*	Development	35,000
		Subtotal	112,062		Subtotal	82,062

Attachment F

Voluntary Conversion Assessment

St. Clair Shores Housing Commission (MI059)

Developments subject to the required initial assessment:

Scattered Sites (MI059-002)

Developments non subject to the required initial assessment:

Leisure Manor I (MI059-001) elderly
Leisure Manor II (MI059-004) elderly

Assessments conducted the PHA's covered development:

Cost comparison // 288.71(pum) vs. 334 (avg hap)

Principally beneficial

- No benefit to the community
- Commission currently offers well-maintained scattered site properties at a lower rate of operational expense

Effect on available affordable housing

- Adverse effect to affordable housing opportunities at an increased rate

Certification

The St. Clair Shores Housing Commission certifies that it has:

- Reviewed the development's operation as public housing;
- Considered the implications of converting the public housing to tenant-based assistance; and
- Concluded that conversion of the development would be inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion as described in the interim rule dated June 22, 2001.

/s/ 10/4/01

Mary A. Walsh, Executive Director Date

Attachment G

Resident Advisory Board Members

Name	**Address**	**Program**
Tenant Council Officers:		
Bella Osborn	4011 Blossom Heath Blvd., SCS, 48080	PH / Leisure Manor
Virginia Rozanek	238 Blossom Heath Blvd, SCS, 48080	PH / Leisure Manor
Diane Lynch	113 Blossom Heath Blvd, SCS, 48080	PH / Leisure Manor
Kathleen Holtzclaw	6009 Blossom Heath Blvd., SCS, 48080	PH Leisure Manor
Hazel Leath	6013 Blossom Heath Blvd., SCS, 48080	PH/Leisure Manor

Updated: September 25, 2007

Attachment H

St. Clair Shores Housing Commission

Resident Advisory Board Recommendations

Discussion:

A general overview of the Agency Plan process and contents was provided. The designated housing plan and modernization program were the general focus of questions, comments, and recommendations. Current modernization projects, funding, procurement processes, and priorities were reviewed.

Recommendations:

Suggestion:

Kitchen and bath remodels should include the following:

. A cupboard above the refrigerator
. Knobs on the cupboards are not necessary
. Prefer wood (light oak) like LMI community room
. Prefer sheet flooring in lieu of tiles due to potential lifting of tiles and tripping hazards
. Want an even flooring system by removing the threshold at doorways
. Want grab bars next to toilet and outside tub added
. Would like higher toilets
. Some bath floors are liked and don't want replaced in all cases

Response:

Much discussion was held on the subject with a great deal of helpful insight from tenants on need.
All suggestions will be considered in the kitchen and bathroom upgrade project.
The Housing Commission will prioritize work items and consider costs to overall job. As Leisure Manor is an independent living environment, some work items, such as additional grab bars (some already in place) and higher toilets may be left for individual applications under reasonable accommodation or person purchases of medical equipment. The Housing Commission will provide as much upgrading as possible where overall costs allow.

Suggestion:

For the common area upgrade project, the Housing Commission may want to consider painting the hallway walls instead of wallpaper to save money. There are many finishes available that can provide different design, color, and texture.

Response:

Good idea to consider, the Housing Commission will keep in this mind during the planning and specification phases of the project. Be advised, however, that wallpaper can provide a stronger surface for care and cleaning and therefore give a good appearance for a longer period of time. Also a great deal of wall preparation is involved in painting (given the wall condition under the wallpaper) and may not be cheaper after all. Wallpaper is generally used in multidwelling or public spaces due to the endurance and pleasing appearance.

Attachment I

Resident Board Member

Name:	Donna Kaveloski
Address:	22511 Gordon, St. Clair Shores, MI 48080
Program:	Public Housing Program / Scattered Site
Method:	Appointment / City Manager
Effective:	October 15, 2004
Term:	Five years
Expiration:	June 14, 2009

Attachment J

Violence Against Women Act (VAWA)

The St. Clair Shores Housing Commission (SCSHC) has adopted a policy (VAWA Policy) to implement applicable provisions ofd the vilence Against Women and Department of Justice Reauthorization Act of 2005 (Pub.L.109-162) (VAWA). Goals, objectives and policies strive to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA and described in the SCSHC VAWA Policy.

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

The Housing Commission maintains a resource list of agencies and works in partnership to serve the needs of child and adult victims including Macomb County Health Department, MIChild Program, St. Vicent DePaul, Salvation Army, Department of Human Service,(State of Michigan), Turning Point.

A file is also maintained on miscellaneous listings and other resources for housing opportunities, housing assistance, legal assistance, counseling, food, employment, transportation, child care, and medical assistance. Information is distributed as needed and revealed through interviews, meetings and discussions with Housing Commission staff.

B. The following activities, services or programs are provided by the SCSHC to help child and adult victims of domestic violence, dating violence, sexual assault, or stalking obtain and/or maintain housing.

The SCSHC VAWA Policy has been formulated in accordance with the Act utilizing opportunities available that allow victims to maintain their housing assistance while assisting them in overcoming the many obstacles to eliminate the violence from their lives.

The Housing Commission maintains a summary resource list, as well as a file on the many other needs that such a household might need including many opportunities for shelter and housing assistance for victims that are not currently program participants.

C. The following activities, services, or programs are provided by the SCSHC to prevent domestic violence, dating violence, sexual assault and stalking, or to enhance victim safety in assisted families.

In a preventative effort, the Housing Commission distributed an informational brochure on VAWA to all program participants and landlords. This educational brochure shares the background on the Act, the roles and responsibilities of all parties, as well as the rights of the victim(s). The Housing Commission will continue to distribute the brochure as new participants and landlords enter the program, as well as publish periodic informational newsletter articles.

Cross Reference: See Also Five Year Plan Goals and Objectives (B. Goals)

On file: VAWA Policy, VAWA Resources Sheet, VAWA Certification Form, VAWA Informational Brochure