

PHA Plans

Streamlined Annual Version

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

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

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

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

Streamlined Annual PHA Plan for Fiscal Year: 2008

PHA Name: Bedford Township Housing Commission

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

Streamlined Annual PHA Plan Agency Identification

PHA Name: Bedford Township Housing Commission **PHA Number:** MI156

PHA Fiscal Year Beginning: 10/2008

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
Number of public housing units: 97 Number of S8 units: Number of public housing units:
Number of S8 units:

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

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

PHA Plan Contact Information:

Name: Susan Soda Phone: 734-847-3950
TDD: 734-847-3950 Email (if available): ijlc@accesstoledo.com

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

If yes, select all that apply:

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

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

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

Streamlined Annual PHA Plan
Fiscal Year 2008
[24 CFR Part 903.12(c)]

Table of Contents

[24 CFR 903.7(r)]

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

A. PHA PLAN COMPONENTS	Page
<input type="checkbox"/> 1. Site-Based Waiting List Policies	
903.7(b)(2) Policies on Eligibility, Selection, and Admissions	
<input checked="" type="checkbox"/> 2. Capital Improvement Needs	5
903.7(g) Statement of Capital Improvements Needed	
<input type="checkbox"/> 3. Section 8(y) Homeownership	
903.7(k)(1)(i) Statement of Homeownership Programs	
<input type="checkbox"/> 4. Project-Based Voucher Programs	
<input checked="" type="checkbox"/> 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA 7 has changed any policies, programs, or plan components from its last Annual Plan.	
<input checked="" type="checkbox"/> 6. Supporting Documents Available for Review	9
<input checked="" type="checkbox"/> 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report	12
<input checked="" type="checkbox"/> 8. Capital Fund Program 5-Year Action Plan	17
Attachment A- Violence Against Women Policy (VAWA)	
Attachment B - No Smoking Policy	
B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE	

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

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

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

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

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

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

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

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

A. Site-Based Waiting Lists-Previous Year

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

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

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

B. Site-Based Waiting Lists – Coming Year

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

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

2. Capital Improvement Needs

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

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

A. Capital Fund Program

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

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

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

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

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:
4. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
5. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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

2. Program Description:

a. Size of Program

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

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

b. PHA-established eligibility criteria

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

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

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

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

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

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

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

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

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

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

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

1. Consolidated Plan jurisdiction: State of Michigan

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

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

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

The Bedford Township Housing Commission(BTHC) has adopted a policy (The Bedford Township Housing Commission Violence Against Women Act Policy) on August 20, 2007 to implement applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA). The Bedford Township Housing Commission's goals, objectives and policies enable Bedford Township Housing Commission to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA and is stated in the Bedford Township Housing Commission Violence Against Women Act (VAWA) Policy.

To insure the quality of air and safety of residents in the Ivor J. Lindsay Housing Complex, the Bedford Township Housing Commission has declared that the Ivor J. Lindsay Housing Complex located at 8745 Lewis Avenue, Temperance, Michigan as a smoke-free building and has adopted a Smoke-Free Policy on April 16, 2007 and became effective June 1, 2007.

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
N/A	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
N/A	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
N/A	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
		Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
N/A	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
N/A	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
X	VAWA(Violence Against Women Act) Policy No Smoking Policy	(specify as needed)
N/A	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Bedford Township Housing Commission			Grant Type and Number Capital Fund Program Grant No: 28P15650108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$25,000.00		N/A	N/A
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$69,513.00		N/A	N/A
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$15,000.00		N/A	N/A
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$109,513.00		N/A	N/A
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation				

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Bedford Township Housing Commission			Grant Type and Number Capital Fund Program Grant No: 28P15650108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Bedford Township Housing Commission			Grant Type and Number Capital Fund Program Grant No: 28P15650108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MI28P156001	Operations	1406		\$25,000.00				Annual Plan not yet approved

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

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Bedford Township Housing Commission			Grant Type and Number Capital Fund Program Grant No: 28P15650108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MI28P156001	Kitchen Renovations	1460		\$69,513.00				Annual Plan not yet approved
MI28P156001	Non-dwelling equipment lawn tractor with snow blower	1475		\$15,000.00				Annual Plan not yet approved

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Bedford Township Housing Commission		Grant Type and Number Capital Fund Program Grant No: 28P15650108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Bedford Township Housing Commission		Grant Type and Number Capital Fund Program No: 28P15650108 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	
MI28P156001 Operations	06/12/2010			06/12/2012			Annual Plan not yet approved & funds not awarded
MI28P156001 (kitchen renovation)	06/12/2010			06/12/2012			Annual Plan not yet approved & funds not awarded

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Bedford Township Housing Commissio		Grant Type and Number Capital Fund Program No: 28P15650108 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	
MI29P156001	06/12/2010			06/12/2012			Annual Plan not approved(Non-dwelling equipment lawn tractor-snow blower)

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Bedford Township Housing Commission				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> 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				
MI28P156001		\$109,513.00	\$109,513.00	\$109,513.00	\$109,513.00
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

BEDFORD TOWNSHIP HOUSING COMMISSION
SMOKE-FREE POLICY

For

Ivor J. Lindsay Housing Complex
8745 Lewis Avenue
Temperance, Michigan 48182

To insure the quality of air and the safety of all residents in the Ivor J. Lindsay Housing Complex, the Bedford Township Housing Commission has declared that the Ivor J. Lindsay Housing Complex located at 8745 Lewis Avenue, Temperance, Michigan as a smoke-free facility. Smoking is not permitted in any area of the buildings including apartments. Smoking is also prohibited in the office/community building. Smoking is only permitted in specifically designated outside areas as listed below for current residents in residency at the Ivor Lindsay Housing Complex. All residents, employees and guests must abide by following the rules and regulations.

Date Adopted: April 16, 2007

Resolution Number: 07-04

Resolution Presented By: Phil Koenigseker

Motion: Yvonne Rado Support: Ray Williamson

Ayes: Yvonne Rado
Ray Williamson
Vicki Miller
Dave Beard
Phil Koenigseker

Attest: _____
Executive Director

NO SMOKING POLICY

1. Smoking is not permitted anywhere in the buildings including apartments and the office/community building. Effective on (date of adoption of policy), all current residents, all employees, all guests and all new residents of the Ivor J. Lindsay Housing will be prohibited from smoking anywhere in the buildings, including apartments.
2. Smoking is not permitted anywhere outside the buildings, including apartment patios, common areas, gazebo, and outside the office/community building. Effective (date of adoption of policy), all current residents, all employees, all guests and all new residents of the Ivor J. Lindsay Housing will be prohibited from smoking anywhere outside the buildings.
3. No smoking signs will be posted outside and inside of the apartment buildings and the office/community building.
4. There is an exception to this policy for current residents who are smokers. Any current resident as of (date of adoption) who smokes must complete a Smoking Exemption Form allowing them to smoke solely in the designated areas outlined in this Policy. This exemption will continue for the duration of their residency. Failure of any resident to follow the Smoke-Free Policy will be considered a lease violation.
5. Smoking outside the building for current residents who have signed the Smoking Exemption Form is limited to the following areas:
 - A. Current residents own individual patio.
 - B. On the patio of another resident who smokes. Residents who smoke are not allowed to smoke on the patios of non-smoking residents. Employees and guests, whether they smoke or not, are not allowed to smoke on the patio of a resident who smokes. Residents who smoke on their own patio are asked to be considerate of their neighbors and not direct the smoke to a neighbors open window which would interfere with their safety and peaceful enjoyment of their apartment as required by the lease.
 - C. Common concrete area between buildings B & C. Designated areas must be kept free of butts and litter by using receptacles provided.
 - D. The black top area of the parking lot, being cognizant of the fact that the black top area is busy with automobile traffic.
6. If a resident smells tobacco smoke in any place in the building, they are to report it to the office as soon as possible(this could be a safety situation). Management will seek the source of the smoke and take appropriate action.
7. For the health and safety of the Bedford Township Housing Commission employees and their representatives, no resident shall have any type of tobacco or related product burning at such time as any employee or representative of the Bedford Township Housing Commission enters and remains in your apartment. If any resident refuses to put out the

burning tobacco or related product prior to the employee or representative entering the apartment, or if the resident lights a tobacco or related product while an employee or representative remains in the apartment, the employee or representative shall vacate the apartment and shall not return until such time as there is no longer any tobacco or related product burning. This may result in a delay of services to the apartment. This is a violation to the lease and shall be reported to management.

8. All residents will be provided with two (2) copies of the Smoke-Free Policy. After reviewing the policy, the resident will sign both copies and return one copy to the Bedford Township Housing Commission's office. The copy will be placed in the resident's file. Failure to sign and return one copy of this policy will not exempt the resident from the policy.
9. Any deviation of the Smoke-Free Policy by any resident, a member or their household or guest will be considered a lease violation.
10. Guests and residents who rent the community room will not be allowed to smoke anywhere inside or outside the building. (Refer to hall permit). Caretakers will report to management guests or residents who violate this policy. Failure to comply with this rule will result in the loss of the hall rental deposit and denial of future hall rentals.
11. Failure to comply with the Smoke-Free Policy will constitute a violation of the Dwelling Lease of the Bedford Township Housing Commission and could result in termination of the lease.

RESIDENT CERTIFICATION

I have read and understand the above Smoke-Free Policy.

Resident Signature

BTHC Signature

Resident Signature

Title

Address

Date

Date

BEDFORD TOWNSHIP HOUSING COMMISSION
Violence Against Women Act Policy

1. Purpose and Applicability

The purpose of this policy is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 and more generally to set forth Bedford Township Housing Commission's policies and procedures regarding domestic violence, dating violence and stalking, as hereinafter defined.

The Policy will assist the Bedford Township Housing Commission in providing rights under the Violence Against Women Act (VAWA) to its applicants and public housing residents. Notwithstanding its title, this Policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as females victims of such violence.

2. Goals and Objectives

This Policy has the following principal goals and objectives:

- A. Bedford Township Housing Commission will maintain compliance with all applicable legal requirements imposed by VAWA.
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by Bedford Township Housing Commission.
- C. Bedford Township shall not discriminate against an applicant or public housing resident on the basis of the rights and privileges provided under the VAWA.
- D. Providing and maintaining housing opportunities for victims of domestic violence, dating violence or stalking.
- E. This Policy will assist Bedford Township Housing Commission in responding appropriately to violence while maintaining a safe environment for Bedford Township Housing Commission employees, tenants, applicants, visitors or those providing service to the property.

This Policy will assist Bedford Township Housing Commission in responding appropriately to the violence while maintaining a safe environment for Bedford Township Housing Commission employees, tenants, applicants, visitors or those providing service to the property.

3. Other Bedford Township Housing Commission Policies and Procedures

This Policy shall be referenced in and attached to Bedford Township Housing Commission's Admissions and Continued Occupancy Policy. Bedford Township Housing Commission's shall include in its' Annual Agency Plan and 5 Year Plan statements of objectives and policies relating to domestic violence, dating violence and stalking.

4. Definitions

For the purpose of this Section and the Violence Against Women Act Policy, the following definitions apply:

Domestic Violence-includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic violence laws;

Dating Violence-is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking-is defined as following, pursuing, or repeatedly committing acts with the intent to kill, injure, harass, or intimidate another person; and, in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, placing a person in reasonable fear of the death of, or serious bodily injury to, or causing substantial emotional harm to that person; a member of the immediate family of that person; or the spouse or intimate partner of that person.

Immediate Family Member-, with respect to a person, is identified as a spouse, partner, brother or sister, or a child of that person, or an individual to whom that person stands in loco parentis; or any other person living in the household of that person and related to that person by blood or marriage.

Perpetrator-means a person who commits an act of domestic violence, dating violence or stalking against a victim.

Victim-is a person who is the victim of domestic violence, dating violence, or stalking under this Policy and who has timely and completely completed the certification under

5. Termination of Tenancy or Assistance

Bedford Township Housing Commission shall not deny participation or admission to a program on the basis of a person's victim status, if the person otherwise qualifies for admission of assistance.

An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a serious or repeated violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.

Bedford Township Housing Commission may bifurcate a lease to evict, remove or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members.

Criminal activity directly related to domestic violence, dating violence, or stalking engaged in by a member of a tenant's household or any guest or other person under tenant's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim of that domestic violence, dating violence or stalking. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:

- a. Nothing contained in this paragraph shall limit any otherwise available authority of Bedford Township Housing Commission to terminate tenancy, evict, or terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence or stalking in question against the tenant or a member of the tenant's household. However, in taking any such action Bedford Township Housing Commission may not hold a victim to a more demanding standard.
- b. Nothing in this Section shall be construed to limit the authority of Bedford Township Housing Commission to evict or terminate from assistance any tenant or lawful applicant if Bedford Township Housing Commission can demonstrate an actual and imminent threat to other tenants, guests, employees or those providing service to the property, if the tenant is not evicted or terminated from assistance.
- c. Nothing in this Section shall limit the authority of Bedford Township Housing Commission, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members when the family breaks up.

6. Actions Against A Perpetrator

Bedford Township Housing Commission may evict, terminate assistance, deny admission to a program or trespass a perpetrator from its property under this Policy. The victim shall take action to control or prevent the domestic violence, dating violence or stalking. The action may include but is not limited to a)obtaining and enforcing a restraining or no contact order or order for protection against a perpetrator; b) obtaining and enforcing a trespass against the perpetrator; c) preventing the delivery of the perpetrator's mail to the victim's unit d) provide identifying information listed in e) other reasonable measures. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by Bedford Township Housing Commission. Leases used by Bedford Township Housing Commission shall contain provisions setting forth the substance of this paragraph.

7. Certification/Verification of Domestic Violence, Dating Violence or Stalking

A. Certification/Verification

For each incident that a person is claiming is abuse, the person shall certify to Bedford Township Housing Commission their victim status in writing, by completing a HUD approved certification form (HUD #50066). The person shall certify the date, time and description of the incidents, that the incidents were bona fide incidents or actual or threatened abuses and meet the requirements of VAWA and this Policy. The person shall provide information to identify the perpetrator including but not limited to the name, and if known, all alias names, date of birth, address, contact information or other information.

Other Certification-A person who is claiming victim status shall provide to Bedford Township Housing Commission

- a) documentation signed by the victim and an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking or the effects of the abuse, in which the professional attests under penalty of perjury(28 U.S.C. 1746)to the professional's belief that the incident(s) in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking must also sign and attest to the documentation under penalty of perjury.
- b) a federal, state, tribal or local police or court record describing the incident or incidents in question.

B. Time Allowed to Provide Certification/Failure to Provide

An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking and who is requested by Bedford Township Housing Commission to provide complete and accurate certifications/verifications in writing, must provide such certifications/verifications within 14 business days(i.e. calendar days, excluding Saturdays, Sundays, and federally recognized holidays) after receipt of the request for certification/verification/. Failure to provide certification/verification in the proper written form within such time will result in loss of protection under VAWA and this Policy against a proposed adverse action. Bedford Township Housing Commission may take action to deny or terminate participation or tenancy 42U.S.C. & 1437 1 (5) & (6); 42 U.S.C. & 1437 (d) (3); 42 U.S.C. & 1437f(c)(9); 42 U.S.C. & 1437 f(d)(1)(B)(ii) (iii); 42 U.S.C. & 1437f(o)(7)(C) &(D); or 42 U.S.C. & 1437f(o)(20) or for other good cause.

8. Confidentiality

The law requires that the information(including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to Bedford Township Housing Commission concerning an incident or incidents of domestic violence, dating violence or stalking be retained in confidence, not placed in any shared data base nor provided to a related entity, except to the extent disclosure requested or consented to by the individual supplying such information(request must be in writing), or required for use in an eviction proceeding, or otherwise by applicable law.

9. Notification of Rights

Bedford Township Housing Commission shall provide written notice to applicants, participants, tenants of their rights to confidentiality, the limits of such rights to confidentiality and appropriate basis form denial of admission, assistance or tenancy.

10. Conflict and Scope

This Policy does not enlarge Bedford Township Housing Commission's duty under any law, regulation or ordinance. Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

11. Amendment

This Policy may be amended from time to time by the Bedford Township Housing Commission as approved by the Bedford Township Housing Commission Board of Commissioners.

Date: August 20, 2007

Resolution 07-06 Presented by: Phil Koenigseker, Board President

Motion: Yvonne Rado

Support: Ray Williamson

Ayes: Yvonne Rado
Ray Williamson
David Beard
Phil Koenigseker

Nays: None

Attest: _____
Susan Soda, Executive Director