

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

PHA Plans

5-Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2002-03

(July 1, 2002 through June 30, 2003)

HUD 50075
OMB Approval No: 2577-0226
Expires: 06/30/2003

PHA Plan Agency Identification

PHA Name: Michigan State Housing Development Authority

PHA Number: MI 901 and MI 902

PHA Fiscal Year Beginning: (mm/yyyy) (July, 2002)

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 2000 - 2004

[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: The Michigan State Housing Development Authority provides financial and technical assistance through public and private partnerships to create and preserve decent and affordable housing for low and moderate income Michigan residents.

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:
 - Welfare to Work Program
 - Mainstream and Medicaid Waiver Programs
 - Incremental Units
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
 - Develop a program that assigns tenant-based vouchers as project-based assistance.
- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
 - Improve MTCS reporting

- Increase customer satisfaction:
 - Survey participants
 - Employ process-mapping to determine best practices

- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - Monitor Housing Agent/Specialist Activities
 - Provide training to Agents/Specialists
 - Consolidate audit functions

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

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
 - Continue to participate as a member of the Regional Opportunity Council
 - Prepare and distribute a Lead Based Paint Brochure for Section 8 Landlords

- Increase voucher payment standards in select areas as necessary
- 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)
 - Develop a project-based voucher program.
 - Explore viability of a voucher-based homeownership program and begin implementation if MSHDA determines program can be accomplished and is administratively feasible.

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: FSS Program will continuously be offered to program participants.
 - Provide or attract supportive services to improve assistance recipients' employability:
Employ an FSS coordinator to solicit and secure commitments from service providers
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
Housing Agents and Specialists partnerships with advocacy group/staff
 - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
All advertising states EEO
Identify reasonable accommodations options

- 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:
 - Consider approval of rents above the payment standard
- Other: (list below)

Other PHA Goals and Objectives: (list below)

**Remainder of page intentionally
left blank**

Annual PHA Plan
PHA Fiscal Year 2002

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
 Small Agency (<250 Public Housing Units)
 Administering Section 8 Only

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 Michigan State Housing Development Authority (MSHDA) has prepared this Agency Plan in compliance with section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing requirements.

MSHDA has adopted the following mission statement to guide the activities of the Housing Authority.

MISSION: The Michigan State Housing development Authority provides financial and technical assistance through public and private partnerships to create and preserve decent and affordable housing for low and moderate income Michigan residents.

MSHDA has adopted the following goals (supportive objectives are outlined within the expanded Five Year Plan) for the forthcoming five years.

Goal 1: We will increase production and preservation of Michigan's affordable housing supply.

Goal 2: We will spearhead a state-wide effort that will substantially close the housing gap by 2010 for families and individuals that are most in need.

Goal 3: We will strengthen communities by supporting local comprehensive community development strategies.

Goal 4: We will improve organizational performance based on the Baldrige criteria.

MSHDA's Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach consistent with the Consolidated Plan. Provided below are a few highlights of the Annual Plan:

- Encourage rather than discourage families who are in the process of gaining financial independence.
- Provide safe, decent, sanitary housing at an affordable rate to families in need.
- Enhance our customer service by continuously working with staff to employ quality initiatives embraced at MSHDA.
- Continuously work with the Department of Housing and Urban Development to assist families impacted by Preservation sales or Opt-Out actions. Apply for Section 8 funding as Notifications of Fund Availability announcements are issued by HUD.
- Continuously work with HUD and other partners to provide housing and support services to qualified Section 8 families. Other partners include Family Independence Agencies, Area Agencies on Aging, Community Mental Health Agencies, and various other non-profit entities.

In summary, MSHDA is continuously working to improve housing conditions and provide affordable housing for low and moderate income households in Michigan. As a statewide agency administering the Section 8 Rental Allowance Program, MSHDA assists not only the qualified families but also local governments to meet their respective housing goals.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	
1. Housing Needs	6
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	19
4. Rent Determination Policies	24
5. Operations and Management Policies	28
6. Grievance Procedures	29
7. Capital Improvement Needs	N/A
8. Demolition and Disposition	N/A
9. Designation of Housing	N/A
10. Conversions of Public Housing	N/A
11. Homeownership	35
12. Community Service Programs	37
13. Crime and Safety	N/A
14. Pets (Inactive for January 1 PHAs)	N/A
15. Civil Rights Certifications (included with PHA Plan Certifications)	42
16. Audit	42
17. Asset Management	N/A
18. Other Information	45

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement

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

Optional Attachments:

- Attachment A: PHA Management Organizational Chart**
- FY 2000 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)

Attachment B: Amendment and Changes to 2001-2002 Five Year and Annual Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	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	Annual Plan: Conversion of Public Housing

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	1996 HUD Appropriations Act	
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 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	426,650	5	5	4	3	3	3
Income >30% but <=50% of AMI	242,900	5	5	4	3	2	3
Income >50% but <80% of AMI	193,000	4	4	3	2	2	3
Elderly	238,000	5	5	4	3	1	3
Families with Disabilities	25,000	5	5	3	5	1	3
Race/Ethnicity	N/A						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000-2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- X Other sources: (list and indicate year of information)

1999 C.P.
U.S. Census
Clarits: 1999/Projections/Estimates

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.

WAITING LIST DEMOGRAPHIC DATA JANUARY 2002		
INCOME TYPE	NUMBER OF APPLICANTS	TOTAL %
Extremely Low Income<=30% AMI	16,846	78.73
Very Low Income>30% but <50%AMI	4,530	21.17
Low Income>50% but <=80% AMI	22	0.10
RACE	NUMBER OF APPLICANTS	TOTAL %
American Indian/Native Alaskan	198	0.93
Asian	40	0.19
Black/African American	13,215	61.76
Native Hawaian/Other Pacific Islander	2	0.01
White	7,943	37.12
ETHNICITY	NUMBER OF APPLICANTS	TOTAL %
Hispanic or Latino	630	2.94
Non-Hispanic/Latino	20,768	97.06
FAMILY TYPE	NUMBER OF APPLICANTS	TOTAL %
Disabled	4,356	20.36
Elderly	480	2.24
Elderly/Disabled	18	0.08
Family with Dependents	13,842	64.69
Family without Dependents	2,664	12.45
Handicapped		
Single	37	0.17

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total			
Extremely low income <=30% AMI	13,479	75.49	
Very low income (>30% but <=50% AMI)	2,854	15.98	
Low income (>50% but <80% AMI)	1,545	8.65	
Families with children	11,497	64.39	
Elderly families	439	2.46	
Families with Disabilities	6	.03	
American Indian/Nat Alas	143	.8	
Asian/Pacific Island	33	.18	
Black	11,905	66.67	
White	5,758	32.25	
Hispanic	335	1.88	
Non-Hispanic	17,503	98.02	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List

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

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)

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)
Develop a project-based voucher program.

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 Welfare to Work Program
- Adopt rent policies to support and encourage work
- Other: (list below) Continuously encourage participation in the FSS Program

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) Utilize the Welfare to Work and FSS Programs

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
Vouchers for persons with Medicaid waivers

Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	77,000,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	44,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non-federal sources (list below)		
Total resources	77,044,000	Section 8 tenant-based

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

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

- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

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

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

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

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: Name of prior landlords if requested

(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: Local offices throughout the state

(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: Difficulty in finding a suitable unit due to lack of affordable housing suitable to the participant's needs.

Circumstances beyond the participant's control (e.g., health issues, disability, abuse).

(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 (select counties only – pilot program)
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

- 1 Date and Time (list open more than two weeks)
- 1 Lottery (list open less than two weeks)

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

- 1 Homelessness (select counties only – pilot program)

High rent burden

Other preferences (select all that apply)

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
 Other: Outreach to agencies that serve clients with special needs.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

- Fair market rents (FMR)
- 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)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(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	17,800	4,400
Section 8 Certificates		
Section 8 Mod Rehab	744	180
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: Administrative Plan, Program Policy Book, HQS Masterbook, HUD Handbook 7420.7, Nan McKay Certificate and Voucher Masterbook.
- (3)
- (4)

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: Housing Specialist/Housing Agent in the county of use

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway
- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

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

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation

for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each

identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only 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: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

B. Section 8 Tenant Based Assistance

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

NOTE: MSHDA is exploring the viability of a voucher-based home ownership program. MSHDA is working cooperatively with the Grand Rapids Housing Commission to investigate the feasibility of the home ownership option.

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: 01/03/02)
Public Housing		
Section 8	2,315	3,182

- 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:
 MSHDA continuously promotes the FSS Program. The current participation has us well postured to meet the program requirement. Given current practices we expect to reach 3500 participants in 2001.

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) (Resident Advisory Board Comments)

Provided below:

If it were not for MSHDA I would not have been able to maintain a stable environment for my children. I truly want to thank God for the people who work behind the scenes for MSHDA. I believe MSHDA tries to give everyone a fair chance regardless of race, religion, or handicap. The workers are consistent, and caring, and they do excellent work with each individual recipient. They all do an excellent job! The Five Year Plan has enabled me to set reasonable goals for myself and help me to succeed as a single parent. I thank God for having wonderful workers like Robin Acton; I think she is an angel in disguise. Thank you MSHDA and all the great people who make MSHDA happen. Without this program some of us would be homeless or worse. Keep up the great work!

Earnette M. Martinez

The Plan was put together very clearly in a way that was not difficult to understand. The only question I had was on the Home Purchase – Home ownership part of it. The Plan explained it in the Program Guide, but in the letter it states that it will not be implemented at this time. Thank you for choosing me to review the packet of information.

Cynthia Shetler

After reviewing the packet on future PHA plans and proposals I commend you. The combined efforts of yours and your staff reveals painstaking attention to detail which well serves the Michigan community as a whole. During my short acquaintance with MSHDA as a new board member, I'm learning more and more about how dedicated you and your associates are to the welfare of the recipients of your (MSHDA's) programs. It is reflected in the demeanor of your personnel as well as the written word.

Dorothy Stockbridge

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) Appointment to the Board by the Governor

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: The 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 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 Michigan State Housing Development Authority developed the Consolidated Plan for the State of Michigan.

C. Other Information Required by HUD

Amendments to the PHA Plan

Under the PHA Plan guidelines, MSHDA is required to advise HUD of substantial changes to the PHA Plan. The PHA Plan represents the best effort possible to incorporate citizen concerns in the entire planning process.

1. Criteria for amending the PHA Plan and/or the disbursement or targeting of Section 8 Vouchers would include changes in activities or the method of distribution, either reported herein or unforeseen, and changes that could reasonably be expected to change the delivery of services described herein. Administrative transfers of Section 8 Vouchers to address need will not constitute a substantial amendment to the plan if 1)

such transfer does not result in the addition or elimination of the activities described herein, and 2) such transfer does not cause a change in program priorities.

2. MSHDA will provide citizens with reasonable notice and an opportunity to comment on substantial amendments. Reasonable notice will be given through a public notice in a newspaper with statewide circulation. Opportunity to offer comments will be provided by a period of not less than 45 days, identified in the public notice, to receive comments on the substantial amendments before the amendment is implemented. The notice will clearly provide the name and address of the person responsible for receiving these comments.
3. MSHDA will consider any comments or views of citizens received in writing, if any, in preparing the substantial amendment to the PHA Plan. A summary of these comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment to the PHA Plan.

Performance Reports

1. Citizens shall be provided with a reasonable notice and opportunity to comment on any performance reports required on the Consolidated Plan. A period of not less than 45 days shall be provided to receive comments on the performance report prior to its submission to HUD. Reasonable notice shall be given in the form of an announcement in one or more newspapers of general public circulation.
2. MSHDA shall consider any comments received in writing or orally at public hearings in preparing the performance report. A summary of these comments shall be attached to the performance report.

Citizen participation requirements

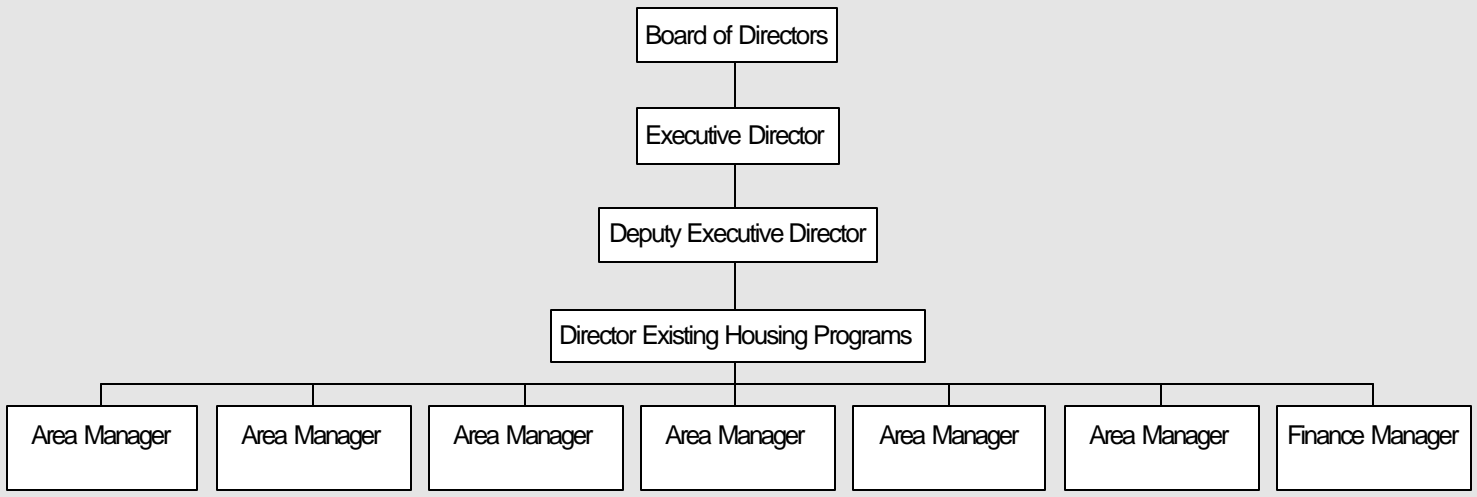
Units of general local government receiving CDBG funds from the State will hold a public hearing to receive comment on their proposed project(s) prior to submission to MSHDA. For housing projects, these hearings also include comment on program accomplishments from the preceding project(s). Units of local government receiving CDBG funds from MSHDA for non-housing projects, also hold a public hearing to receive public comment on program accomplishments after project completion but prior to final close-out.

Units of general local government receiving CDBG HUD Disaster Recovery funds from MSHDA will furnish citizens with information regarding the amount of funds available, the range of activities, the estimated amount of the proposed activities that will benefit persons of low to moderate income; will publish the proposed Action Plan for Disaster Recovery for public comment; and will provide reasonable public notice and comment period on any substantial change to the Action Plan.

Availability to the public

The PHA plan, as adopted, and substantial amendments, shall be available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request. These documents shall be available at the Lansing office of the Michigan State Housing Development Authority and available upon request to members of the general public through U.S. mail.

ATTACHMENT A
Organizational Chart



ATTACHMENT B

Amendment and Changes to 2001-2002 Five Year and Annual Plans

The Michigan State Housing Development Authority (MSHDA) is amending the Five-Year and Annual Plan to include the utilization of tenant-based vouchers as a project-based subsidy.

The identified modification to the Plan does not significantly change the mission of the Authority, which is as follows: *To promote financial and technical assistance through public and private partnerships to create and preserve decent and affordable housing for low and moderate income Michigan residents.* The modification does, however, change the strategies employed by MSHDA to create and preserve rental-housing units for very low and lower income Michigan residents.

MSHDA has circulated the amendment to the Plan to the Resident Advisory Committee for comment. Any comments received will be considered when preparing the final version of the amendment to the Plan for presentation to the Authority Board of Directors at an open meeting for their consideration and approval.

The language amending the 2001-2002 Five-Year and Annual Plan for the Section 8 Existing Housing Program is attached as “Exhibit A of Attachment B.”

In summary, MSHDA is continuously working to improve housing conditions, to provide affordable housing for low and moderate-income households in Michigan, and to promote partnerships with other housing affiliated partners. By earmarking tenant-based vouchers as project-based subsidies, MSHDA will create new housing opportunities and/or preserve existing housing units, thereby expanding the supply of assisted housing for the customers we serve.

Attachment

Exhibit A of Attachment B

Section 8 Existing PHA Plan for Fiscal Year 2002-03

In fiscal year 2003, the Authority plans to project base up to 10% (1,700) of the housing choice vouchers. The vouchers will be divided into six categories identified below. In the event vouchers under one or more of the categories are underutilized, the Authority plans to move units to one or more of the other categories.

I. The Authority has entered into a Memorandum of Understanding with the Michigan Department of Community Health and the Corporation for Supportive Housing to promote the development of housing for special needs populations. Eight pilot demonstration areas have been identified in the past three years where a consortium of local service providers have been selected through a competitive process to develop a total of 700 units of supportive housing for special needs populations. Approximately 350 of these units have been produced and/or are in the process of being constructed and the balance are expected to be constructed in the next 18 months to three years. For units that have previously been placed in service, and/or already have a financing commitment from MSHDA prior to July 1, 2001, project-based vouchers will not be awarded. The project-based vouchers will be offered to the owners of the first units available for occupancy, which are constructed pursuant to a commitment issued after this proposed plan change. It is estimated that up to 100 units will be awarded under these criteria in FY 2002-03. The geographic regions in which winners of the competition are located are: Kent, Washtenaw, Allegan, Genesee, Livingston, Kalamazoo and Grand Traverse/Benzie counties and out-Wayne county (all Wayne county communities outside the City of Detroit). The criteria used to select the participants are attached as Schedule I of Exhibit A (of Attachment B); the scoring is set forth in Schedule II of Exhibit A.

In a similar but simpler program, the MI Home Program, nonprofit sponsors anywhere in the state may submit proposals for small (1-4 unit) rental developments. The sponsors use a combination of HOME funding and very low interest MSHDA loans to produce units for rent to people with disabilities who typically would not otherwise live independently in the community. Sponsors must arrange local commitments for services for tenants.

Project-based vouchers are needed for this category of recipients for two reasons. Residents with disabilities and a history of homelessness typically have very low income that hinders their ability to pay rent. They also have difficulty finding landlords with accessible and/or appropriate units who are willing to rent to them.

II. Under the second category, up to 500 vouchers will be available for special needs populations in tax-credit projects located in other than "qualified census tracts." The need for

vouchers for special needs populations continues to be acute. As in category I above, individuals in this category typically have very low income; consequently they find it difficult to find decent, safe, affordable housing. The Authority plans to notify each of the owners of projects which received 9% tax credits allocated in calendar years 1996 through 2001 of the availability of project-based rental assistance. Approximately 17% of the 500 vouchers will be targeted to units produced from tax credit allocations for each of the calendar years (under subscribed unit allocations will be distributed equally to each of the oversubscribed years). Owners will be given the opportunity to provide an additional (beyond previous commitments to provide special needs units) 10% of the units in their project for this special needs population. Tenant-based subsidies, assigned to specific units, will be awarded based on the tax credit scoring in the year of ranking. To be eligible, the owners must satisfy the requirements of Addendum III of the Unified Application, which is attached as Schedule III of Exhibit A (of Attachment B), and demonstrate that the units will be placed in service by the end of FY 2002-03. Since these projects are located across the state, the only geographical constraints would be that they must be located in other than “qualified census tracts.”

III. The third category will involve the availability of up to 400 project-based vouchers to provide needed rent subsidies for special needs tenants in multifamily developments that have previously received a substantial amount of public financial support but are now in serious financial jeopardy. The rent subsidies are needed for this population because their low income makes it difficult to find appropriate units. Use of the project-based vouchers will have the added benefit of supporting the financial viability of these publicly funded units, thereby assuring their continued availability to serve the low-income population.

IV. The fourth category of use earmarks the availability of up to 100 units for projects that have vacant or under-utilized barrier-free units. This program will attempt to link very low-income individuals who need barrier-free units but are unable to live in them because rents are too high. The plan is to advertise the availability of these project-based vouchers in the Grand Rapids and Detroit areas. The Detroit and Grand Rapids areas have been selected because of the relative strength of their Centers for Independent Living. These advocacy groups, as partners with MSHDA, will assist with screening applications and making the best units available within the Housing Choice Voucher rent limits. Factors to be considered will include proximity to the recipient’s supportive services, work and family.

V. The Authority will advertise and conduct a statewide competition to select local community service providers who will collectively utilize up to 500 vouchers for units selected by the service provider. The service provider must enter into an agreement or other relationship with the landlord to guarantee the availability of units to the target population for the term of the Housing Assistance Payments Contract. Initially not more than 25 units will be awarded for use by a single service provider. Service providers must use the vouchers to serve a homeless or special-need target population meeting the following criteria:

Households must be at or below 25% of median income and be referred by a community services provider who will:

- 1) Identify household as being either homeless or meeting “special needs” criteria, as defined in accord with Addendum 3 (attached), and
- 2) Identify household as having been engaged in an emergency housing program for an extended period of time (i.e., at least 28 days), and
- 3) Certify that household has reasonable likelihood of maintaining stability in housing with support of a housing voucher, and
- 4) Certify that household is willing to engage in a self-identified plan for housing stability and self-sufficiency, and
- 5) Commit to providing continuing outreach and supportive contact to the household, on a voluntary basis, to address issues identified in housing stability plan, including tenant and landlord relations, financial and social counseling.

Service providers will be selected according to the following criteria:

- 1) Service provider qualification data
 - i. Nonprofit 501c3 status
 - ii. Organizational capacity
 - iii. Financial capacity
- 2) Service provider experience
 - i. Providing services to the target population
 - ii. Determining resident eligibility for affordable housing
 - iii. Evaluating units for compliance with HQS
 - iv. Providing other housing-related services, or operating permanent supportive housing, transitional housing or emergency shelter programs
- 3) Adequacy and relative strength of the service provider’s plan for support services for residents in the following areas:
 - i. Services designed to support housing permanence
 - ii. Services related to the special needs of target population
- 4) The location, amenities and other features of units proposed for lease to the target population.
- 5) Designation of units in properties that are not otherwise HUD assisted or participating in the voucher program.
- 6) Evidence of commitment by the landlord to participate.

VI. Project-Based Section 8 Criteria

The Michigan State Housing Development Authority will consider assigning up to 200 Section 8 Project-Based Vouchers to existing multi-family housing developments. This demonstration will be conducted in Detroit and Benton Harbor/Benton Township. Non-profit and for-profit owned existing multi-family housing developments financed under the 236, Tax Credit, 70/30, Taxable Bond, or 80/20 Programs are eligible. The following criteria must be met to qualify for Section 8 Project-Based vouchers:

- REAC inspection scores must be at least 80% (when applicable)
- Units must meet HQS
- Developments must demonstrate vouchers result in long-term preservation
- Developments must receive HOME funding
- Voucher assistance must compliment a workout in progress or workout proposal
- Operating deficits exist because of high vacancy or marketing concessions
- Request must have community support (pilot or letter of support from municipality)
- Development must have between 80 and 300 units
- Developments can apply for the lesser of 50 vouchers or 25% of the total units in the project
- More than 30% of existing residents are paying more than 40% of their income for rent
- The management agent must have experience leasing to Section 8 households.

This approach will help move families out of temporary housing situations and shelters and into permanent housing. The safety net of having an ongoing relationship between the service provider and landlord in the form of project-based vouchers is expected to open housing opportunities to this hard-to-serve population.

**SCHEDULE I
(OF EXHIBIT A TO ATTACHMENT B)**

Scoring criteria for selection of CSH sites

The factors used for selecting the four new demonstration sites are set forth below. The attached grid shows how the competing communities scored. The communities on the grid (at the bottom) that were not scored did not meet threshold for selection. Each factor was rated on a scale of 1 to 3 (poor to good). Scores were then tallied and the top four scoring sites were selected.

- Collaboration/relationships
- Local government support
- Cost/resource requirements
- Philanthropy role
- Business/employer participation
- Service capacity (cost, flex., prov.)
- Development capacity
- Consumer involvement
- Consortium leadership

**SCHEDULE II
(OF EXHIBIT A TO ATTACHMENT B)**

**Supportive Housing Proposed Demonstration Sites – 2000
Summary Evaluation of Proposals and Site Visits**

Evaluation Factors	Traverse City	Out Wayne	Ottawa	Kalamazoo	Livingston	Oakland
Collaboration/relationships	3	2	1	2	3	2
Local Government Support	2	2	2.5	3	1	1
Cost/Resource Requirements	1	3	1	3	1	1
Philanthropy	3	2	2	2	2	2
Business/Employer Participation	3	2	2	1	3	1
Service Capacity (cost, flex, prov.)	3	2	2	2	3	2
Development Capacity	1.5	1	2	2	1	2
Consumer Involvement	3	1	3	0	2	0
Leadership	2	3	1	2	1.5	1.5
TOTAL SCORE	21.5	18	16.5	17	17.5	12.5
Other communities not scored	Van Buren	Char- Emmet	Port Huron			
Other Communities not visited	Muskego n	Lenawee	Shiawassee			

**SCHEDULE III
(OF EXHIBIT A TO ATTACHMENT B)**

ADDENDUM III OF UNIFIED APPLICATION

**Instructions for LIHTC Proposals that will
Serve Special Needs Populations**

INTRODUCTION

To be eligible for special needs points, housing units designated for populations with special needs must include a plan for the provision of a *substantial level of services* that are essential for these individuals to sustain themselves in permanent housing. Generally, these projects must reflect active collaboration between the real estate developer and appropriate supportive service provider(s). They must also articulate a specific plan for sustained long-term service delivery.

Addendum III must include the specified components, in the order listed, and be transmitted with sequentially numbered pages as a separate component of the application. See the exhibit checklist, which summarizes documentation requirements and is attached.

DEFINITION OF SPECIAL NEEDS POPULATIONS

For purposes of this program, a person/prospective tenant that qualifies for special needs points consideration, is defined by the following characteristics: 1) a describable “special need condition,” 2) a resulting need for substantial supportive services in order to be successful in living independently, and 3) a viable plan for assuring the availability of the needed supports.

A special need condition is defined as:

- a physical or mental impairment, or
- a previous chemical dependency, or
- previous periods of homelessness, or
- having been a victim of domestic violence, or
- another condition which includes:
 - a. developmental disability,
 - b. long term health disorder.

At the same time, this special need condition must:

be of a continuing or long term duration, and

substantially impede the person's ability to live independently without supports, and
be improved by access to more suitable housing conditions.

Supportive services are expected to provide the assistance necessary for the tenant to live independently. In order to meet the definition of "need for substantial services," assistance must be required in at least two of the life-skills areas described below:

Self-care (i.e. ability to independently meet personal care needs and assure one's own health and safety):

Economic self-sufficiency (i.e. capacity for sustained and successful functioning in vocational, learning, or employment contexts):

Instrumental living skills (i.e. managing money, getting around in the community, grocery shopping, complying with prescription requirements, meal planning and preparation, mobility, etc.); or

Self-direction (e.g. making decisions/choices about one's day-to-day activities and regarding one's future).

COMPLETION INSTRUCTIONS FOR SPECIAL NEED ADDENDUM

The special needs addendum document should be submitted incorporating all of these elements and in the following order: (a narrative or form presentation is acceptable; no standard form is required)

A. Table of Contents

Provide a list of the seven plan components (B through H below) and corresponding page numbers where this information can be located.

B. Project Location and Description

Provide a brief project description that includes:

the type of development (e.g. condominium, multi-story apartment building, single family homes/subdivision, etc.)

number and type of unit by number of bedrooms;

number and type of barrier-free units;

the total number of buildings;

proposed tenants (e.g. is the development restricted to the elderly, etc.);

any amenities (e.g. universal design, office space for support providers, community room/building, etc.); and/or

any plans for special amenities related to the proposed special needs tenants.

Include the specific number and type of units proposed to be set aside for special needs tenants. Indicate whether the unit locations are pre-designated, will be clustered, or will be scattered throughout the development.

Describe the project location with regard to relative proximity of public transportation, hospitals, shopping, other community amenities, and service sites meeting tenants' needs.

C. Proposed Rents

Provide a table that describes proposed rents by type of unit (as described in the market study) along with proposed rents for special need units along with any necessary narrative explanation. Provide evidence of affordability of the rent to the tenant on a sustained basis (i.e. relationship to median income, etc.). If the service provider or developer intends to subsidize or reduce tenant rent, this should be specified here including how the subsidization or reduction would be determined. The source of funding for the subsidization should be identified.

D. Other Information

The applicant may provide additional information relevant to the project and review of the proposal. This could include description of contributions or support from the developer or service provider not otherwise addressed in Addendum III, information as to whether the developer will provide funds for barrier-free modifications, etc.

E. Supportive Services Plan

The supportive services plan submitted as part of the application should generally specify the conditions which would qualify proposed tenant(s) as a special need population(s), the expected life-skills areas for which support services are likely to be required, and a description of the services to be provided.

A specific and separate plan should be transmitted for each population group proposed as special need tenants. This plan should:

1. Specify the special needs population(s) to be served in this housing.

Provide a concise but comprehensive description of the characteristics of persons for whom support services are intended (e.g. persons with physical limitations, persons with serious mental illness, etc.). Describe the scope and nature of the need for service and assistance using the major life-skills areas defined above.

2. Describe the proposed services including the expected level, frequency and expected duration of services, how these services will address the major life-skill areas, how the cost of services will be funded, service location (on-site or in the community), and how transportation needs and/or other related services (such as children's day care) will be addressed.
3. Specify how tenants will access the services described including expected referral sources.
4. Identify and describe the supportive service provider(s) involved. Include name of organization(s), address, contact person, executive director (if different from contact person), telephone, fax, and e-mail address. The description should address issues of the provider organization's history, their prior experience with the targeted special need population, experience with the services to be provided, and sources of funding for the services outlined in this plan. If the service provider is reliant on funding from other entities to sustain the services described, that should be specified. Also identify collaborating service providers.
5. Specify the relationship of this support services plan to other current or potential grants (HUD, foundations, CDBG, etc.), if applicable.

F. Tenant Landlord Relationships

Describe the role of the service provider and developer/landlord in tenant/landlord relationships. Describe how prospective tenants will be recruited, screened, and selected. Describe how problem-resolution for tenants with special needs will occur.

G. Memorandum of Understanding/Contract

Submit written documentation (specifically, a Memorandum of Understanding or contract) between the developer and service provider(s) that outlines their mutual roles and responsibilities in this project. This MOU should provide proof of commitment by the service provider and demonstration of an ongoing commitment

by the developer and/or landlord to assure sustained availability of support services.

Please Note: It is expected that the executive director or board chair of the service provider organization be a signatory to such agreements. If the service provider is reliant on funding from another agency to fund and sustain the services identified, documentation of support from that funder for the service plan submitted must also be included in the proposal.

H. Summary of How Project is Grounded in Community-Based Planning and Collaboration

Include information, as applicable, that describes how this project is related to local collaborative and community-based planning efforts addressing the supportive housing needs of persons with special needs.

1. Discuss the relationship of this development project to the most recent local Continuum of Care plan (if at all).
 - a. Is the type of housing or special needs population targeted by your housing project addressed in the Continuum of Care plan?
 - b. If applicable, what priority is the need for this type of Housing and need for this sub-population given in the Continuum of Care gaps analysis?
 - c. Describe the relationship of identified provider(s) to the Continuum of Care process.
2. If this project is NOT related to the local Continuum of Care plan, discuss how it is grounded in any other relevant collaborative community strategy or plan, if applicable. Discuss how prior community planning, participation, and support have informed this project.
3. Discuss how your services provider(s) and/or support service plans are grounded in any local network or collaboration of service providers.

**SCHEDULE III
(OF EXHIBIT A TO ATTACHMENT B)**

ADDENDUM III OF UNIFIED APPLICATION

Exhibit Checklist for Special Needs

- A. Table of Contents
- B. Project Location and Description
- C. Proposed Rents
- D. Other Information
- E. Supportive Services Plan (separate for each special needs population)
- F. Tenant Landlord Relations
- G. Memorandum of Understanding (MOU/Contracts)
- H. Summary of Collaborative Effort

Exhibit B of Attachment B

Addendum to include a ‘Homeless Preference’ in a limited number of target areas to be designated by MSHDA

Proposed Definition of ‘Homeless Preference’ for Section 8 Tenant-Based Vouchers

Preference:

Up to 500 of MSHDA’s Section 8 Tenant-Based Vouchers will be designated, on a pilot basis, for households who qualify under the following preference definition:

Households in Kalamazoo, Marquette, and Washtenaw (and up to four additional target areas to be designated by MSHDA), who must be at or below 25% of area median income and must be referred by a community services provider who will:

1. Identify household as being either homeless or meeting “special needs” criteria, as defined in accord with Addendum 3 (attached), and
2. Identify household as having been engaged in an emergency housing program for an extended period of time (i.e. at least 28 days), and
3. Certify that household has reasonable likelihood of maintaining stability in housing with support of a housing voucher, and
4. Certify that household is willing to engage in a self-identified plan for housing stability and self-sufficiency, and
5. Commit to providing continuing outreach and supportive contact to the household (at the household’s volition), to address issues identified in the housing stability plan (see #4, above).

The local Continuum of Care planning body will be responsible for developing a coordinated referral plan and for certifying the referring community service providers.

PHA Plan

Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
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	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA- Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>