

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

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007

Annual Plan for Fiscal Year 2003

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**2003 PHA Plan
Agency Identification**

PHA Name: Traverse City Housing Commission

PHA Number: MI080

PHA Fiscal Year Beginning: (mm/yyyy) 07/2003

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)

- X Main administrative office of the PHA
- PHA development management offices
- X PHA local offices (Riverview Terrace Office)
- 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 2003 - 2007
[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: (state mission here)

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.

- X PHA Goal: Expand the supply of assisted housing
Objectives:
X Apply for additional rental vouchers:
 Reduce public housing vacancies:
X Leverage private or other public funds to create additional housing opportunities:
X Acquire or build units or developments
 Other (list below)
- X PHA Goal: Improve the quality of assisted housing
Objectives:
X Improve public housing management: (PHAS score)
X Improve voucher management: (SEMAP score)
X Increase customer satisfaction:
X Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
X Renovate or modernize public housing units:

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

X PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- X Conduct outreach efforts to potential voucher landlords
- X Increase voucher payment standards
- Implement voucher homeownership program:
- X Implement public housing or other homeownership programs:
- X Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

X PHA Goal: Provide an improved living environment

Objectives:

- X 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:
- X Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- X Other: (list below)
 - (1) Implement Public Housing Capital Improvements.
 - (2) Meet with Resident advisory board to secure input on capital improvements.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

X PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- X Provide or attract supportive services to improve assistance recipients' employability:
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2003
[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)]

The PHA Plan provides an overview of the Programs and operating capacity of the Traverse City Housing Commission. The Traverse City Housing Commission endeavors to provide greater access to quality and affordable housing by implementing the following programs:

- **Low-Rent Housing Program (136 units)**
- **Section 8 Program (167 vouchers)**
- **FSS Program (30 Section 8 – up to 20 Low-Rent)**
- **CDBG Program – Coordinated with Grand Traverse County**

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2003 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:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

| List of Supporting Documents Available for Review | | |
|--|--|----------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| On Display | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| On Display | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |

| List of Supporting Documents Available for Review | | |
|--|--|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| N/A | 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 |
| On Display | 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 |
| On Display | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| On Display | 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 |
| On Display | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| On Display | Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| On Display | Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| On Display | Schedule of flat rents offered at each public housing | Annual Plan: Rent |

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Determination |
| On Display | Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |
| On Display | 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 |
| On Display | Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| On Display | Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| N/A | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| On Display | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| On Display | 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 |
| N/A | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| N/A | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| N/A | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| N/A | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| N/A | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |

| List of Supporting Documents Available for Review | | |
|--|--|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| N/A | Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| N/A | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| On Display | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| N/A | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| N/A | The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| On Display | 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 |
| N/A | 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% | 1,139 | 5 | 5 | 4 | N/A | 5 | 5 |

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---------|----------------|--------|---------|----------------|------|-----------|
| Family Type | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| of AMI | | | | | | | |
| Income >30% but <=50% of AMI | 1,331 | 5 | 5 | 4 | N/A | 5 | 4 |
| Income >50% but <80% of AMI | 1,710 | 3 | 3 | 3 | N/A | 3 | 4 |
| Elderly | 1,111 | 4 | 3 | 4 | 3 | N/A | 3 |
| Families with Disabilities | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Race/Ethnicity | 402 | 4 | 4 | 3 | N/A | 4 | 3 |

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:
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: **2003 Housing Needs Study – Grand Traverse Region**
Other sources: (list and indicate year of information)

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

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

| Housing Needs of Families on the Waiting List | | |
|--|---|---------------------|
| Waiting list type: (select one) | | |
| <input type="checkbox"/> | Section 8 tenant-based assistance | |
| <input checked="" type="checkbox"/> | Public Housing | |
| <input type="checkbox"/> | Combined Section 8 and Public Housing | |
| <input type="checkbox"/> | Public Housing Site-Based or sub-jurisdictional waiting list (optional) | |
| If used, identify which development/subjurisdiction: | | |
| | # of families | % of total families |
| | | Annual Turnover |

| Housing Needs of Families on the Waiting List | | | |
|---|-------------|--------------|----|
| | | | |
| Waiting list total | 288 | | 34 |
| Extremely low income <=30% AMI | 173 | 61% | |
| Very low income (>30% but <=50% AMI) | 46 | 16% | |
| Low income (>50% but <80% AMI) | 6 | 29% | |
| Families with children | 137 | 48% | |
| Elderly families | 27 | 9% | |
| Families with Disabilities | 96 | 33% | |
| Race/ethnicity- Black Native American Hispanic Asian/Pacific Islander | 4 2 5 | Less than 1% | |
| Characteristics by Bedroom Size (Public Housing Only) | | Less than 1% | |
| 1BR | 97 | 34% | |
| 2 BR | N/A | | |
| 3 BR | 144 | 50% | |
| 4 BR | 47 | 16% | |
| 5 BR | N/A | | |
| 5+ BR | N/A | | |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

| | # of families | % of total families | Annual Turnover |
|---|---|---------------------|-----------------|
| Waiting list total | 263 | | 69 |
| Extremely low income <=30% AMI | 207 | 73% | |
| Very low income (>30% but <=50% AMI) | 5 | 2% | |
| Low income (>50% but <80% AMI) | 9 | 3% | |
| Families with children | 75 | 29% | |
| Elderly families | 12 | 5% | |
| Families with Disabilities | 70 | 27% | |
| Race/ethnicity-Hispanic | Black 2 Native American 2 Asian/Pac. Island 1 Hispanic 3 | Less than 1% | |
| Characteristics by Bedroom Size (Public Housing Only) | Does Not Apply | | |
| 1BR | N/A | | |
| 2 BR | N/A | | |
| 3 BR | N/A | | |
| 4 BR | N/A | | |
| 5 BR | N/A | | |
| 5+ BR | N/A | | |

Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 5

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)

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
Adopt and implement elderly preferences for housing at Riverview Terrace.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)
Coordinate with agencies that represent and serve households of race and ethnicities that are disproportionately served in the community.

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)
Counsel Section 8 tenants as to the location of units in Grand Traverse County, City of Traverse City, and Traverse City Area Public School District.

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 2002 grants) | | |
| a) Public Housing Operating Fund | \$120,392.00 | |
| b) Public Housing Capital Fund | \$189,074.00 | |
| c) HOPE VI Revitalization | 0.00 | |
| d) HOPE VI Demolition | 0.00 | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | \$851,808.00 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 0.00 | |
| g) Resident Opportunity and Self-Sufficiency Grants | 0.00 | |
| h) Community Development Block Grant | \$300,000.00 | Housing Rehabilitation |
| i) HOME | 0.00 | |
| Other Federal Grants (list below) | \$61,916.00 | FSS Program |
| ▪ FSS Administration Grant | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| | | |

| Financial Resources: Planned Sources and Uses | | |
|--|-----------------------|----------------------------------|
| Sources | Planned \$ | Planned Uses |
| | | |
| 3. Public Housing Dwelling Rental Income | \$343,802.00 | Operation & Maintenance |
| | | |
| 4. Other income (list below) | \$49,840.00 | |
| | | |
| | | |
| 3. Non-federal sources (list below) | \$29,340.00 | County; Develop Housing Programs |
| ▪ Grand Traverse County – CDBG Administration Budget | | |
| | | |
| | | |
| Total resources | \$1,946,172.00 | |
| | | |
| | | |

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) 5 (five)
- 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?0

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:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 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
- 1 Veterans and veterans' families
- 1 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
- 1 Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
Family Unification

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:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 1 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

- 1 Victims of reprisals or hate crimes
Included under Displacement
- 1 Other preference(s) (list below)
Family Unification

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

B. Section 8

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

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

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors below)
 - Other (list below)
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
 - Other (describe below)
NONE

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
 - Other (list below)

(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:

Units exceed FMRs and payment standards making eligible units difficult to find.

(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

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 1 Victims of domestic violence
 1 Substandard housing
 1 Homelessness
 1 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
 1 Veterans and veterans' families
 1 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

- 1 Victims of reprisals or hate crimes (included in displacement preference)
- Other preference(s) (list below)
Family Unification

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

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 1 Veterans and veterans’ families
- 1 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
- 1 Victims of reprisals or hate crimes (included in displacement preference)
- 1 Other preference(s) (list below)
Family Unification

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

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

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

- This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

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

Through published notices

Other (list below)

Initiate individual contact and referral to/from local agencies.

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:

\$0 rent is the result of \$0.00 income.

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)
NONE.

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)
NONE.

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)]

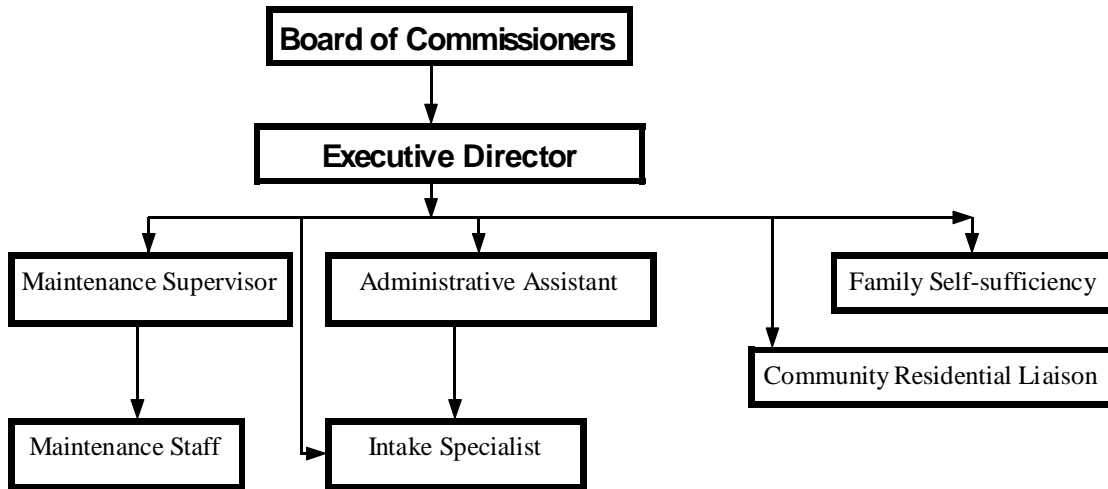
Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

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 | 136 | 30 |
| Section 8 Vouchers | 177 | 30 |
| Section 8 Certificates | 0 | 0 |
| Section 8 Mod Rehab | 0 | 0 |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | 0 | 0 |
| Public Housing Drug Elimination Program (PHDEP) | 0 | 0 |
| | | |
| Other Federal | | |

| | | |
|-----------------------------|---|---|
| Programs(list individually) | 0 | 0 |
| | | |
| | | |

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below)

- Admissions and Continued Occupancy Policy
- Maintenance Operations Manual
- Schedule of Utility Charges
- Rent Collection Policy
- Deceased Tenant Policy
- Community Room Policy
- Pet Policy
- Lease Agreement
- Grievance Policy
- Equal Housing Opportunity Plan
- Inventory Policy
- Key Issuance Policy
- Schedule of Maintenance & Repair Charges Policy
- Procurement Policy
- Disposition Policy
- Capitalization Policy
- Emergency Closing Policy
- Travel Policy
- Personnel Policy
- Civil Rights Policy
- Sexual Harassment Policy
- Investment Policy

(2) Section 8 Management: (list below)

- Section 8 Administrative Plan
- Family Self-sufficiency Action Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement

can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
- Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

| 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. X 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 **X** 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: Riverview Terrace Apartments |
| 1b. Development (project) number: |

| |
|---|
| <p>2. Designation type: Near Elderly Designation 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"/> Occupancy by near-elderly <input checked="" type="checkbox"/></p> |
| <p>3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/></p> |
| <p>4. Date this designation approved, submitted, or planned for submission: (02/22/04)</p> |
| <p>5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?</p> |
| <p>6. Number of units affected: 116 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development</p> |

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.)

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 (1)]

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 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) | Estimate d Size | Allocation Method (waiting list/random | Access (development office / PHA main office / other | Eligibility (public housing or section 8 |
| | | | | |

| | | | | |
|--|------------|---|------------------------|--------------------------------------|
| | | selection/speci fic criteria/other) | provider name) | participants or both) |
| <i>Grand Traverse Senior Center</i> | <i>150</i> | <i>Open to Seniors</i> | <i>PHA Main Office</i> | <i>Public Housing - RVT</i> |
| <i>Traverse Area Entrepreneur Center (Cool Cities)</i> | <i>N/A</i> | <i>Access enrollment for Section 8 participants</i> | <i>PHA Main Office</i> | <i>Section 8/Public Housing</i> |
| <i>Financial Management Classes (NWMHS)</i> | <i>8</i> | <i>criteria</i> | <i>PHA Main Office</i> | <i>Section 8/Public Housing</i> |
| <i>Bridge Program (NMC)</i> | <i>10</i> | <i>other</i> | <i>PHA main office</i> | <i>Section 8/ Public Housing</i> |
| <i>Michigan Works</i> | <i>10</i> | <i>other</i> | <i>PHA Main Office</i> | <i>Section 8/ Public Housing</i> |
| <i>Mich Rehabilitation Center</i> | <i>4</i> | <i>criteria</i> | <i>PHA Main Office</i> | <i>Section 8/ Public Housing</i> |
| <i>4 C's Program (daycare)</i> | <i>6</i> | <i>other</i> | <i>PHA Main Office</i> | <i>Public Housing- Section 8</i> |
| <i>Meals on Wheels</i> | <i>30</i> | <i>other</i> | <i>PHA Main Office</i> | <i>Public Housing</i> |
| | | | | |
| | | | | |

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|--|--|
| Program | Required Number of Participants (start of FY 2002 Estimate) | Actual Number of Participants (As of: 01/04/03) |
| Public Housing | Up to 20 | 7 |
| Section 8 | 30 | 9 |

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

| |
|--|
| D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937 |
|--|

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)
No incidents of violent or drug-related crimes – measures are being considered, however.

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)

Orchardview – 20 Family Units

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)

Orchardview Apartments

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)

Both Riverview Terrace and Orchardview

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)]

**TRAVERSE CITY HOUSING COMMISSION
PET POLICY**

INTRODUCTION

In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1998, Traverse City Housing Commission (TCHC) tenants shall be permitted to own and keep common household pets. Animals that are required for medical or disability reasons will be exempt from this policy provided that the animal is certified and registered from an accredited institution that trains animals for assisted living situations. In addition, submission of a medical statement from a physician authorizing the use of such an animal will be required.

The ownership of common household pets is subject to the following rules and limitations:

APPLICATION FEE, APPROVAL, AND CHARGES

1. Tenants must have the prior approval of the TCHC before moving a pet into their unit. Tenants must remit a \$25.00 non-refundable application fee and request approval on a fully completed Application for Pet Ownership Form before the Housing Commission will consider the request. To register the pet and at each annual re-certification, or at other times deemed necessary by the Housing Commission, the Tenant must provide proof of license, current inoculations, and a current photograph in color (3x5 minimum size).
2. If the pet ownership is approved, the Tenant must remit a \$250.00 pet deposit in addition to the application fee. This deposit will be used to defray the cost of potential damage done by the pet to the unit or to common areas of the community. The security deposit shall not preclude charges to a Tenant for the repair of damages caused by a pet. The Tenant is responsible for all such damages and will reimburse the Commission for all costs it incurs in repairing such damages. This deposit is refundable if no damage is identified at the move-out inspection.
3. Removal (or facilitation of removal by the TCHC) of any pet for improper maintenance will be solely at the Tenant's expense.

TYPES, RESTRICTIONS, AND NUMBER OF PETS ALLOWED

1. TCHC will allow only domesticated dogs, cats, birds, and fish. Animals deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed. Pit Bulls, birds of prey, and poisonous or dangerous fish are not permitted.
2. No animal may exceed thirty (30) pounds in weight at full growth.
3. All female dogs over the age of six (6) months and female cats over the age of five (5) months must be spayed. All male dogs over the age of eight (8) months and all male cats over the age of ten (10) months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet in the community.
4. It is recommended that all cats have their front paws de-clawed. If a cat is not de-clawed, there should be evidence of a scratching post.
5. Only one (1) pet per unit is allowed with the exception of birds and fish. Up to two (2) birds may be allowed per unit. The number of fish allowed is not limited, however, no more than one 20-gallon aquarium is allowed per unit.
6. All pets shall be inoculated and licensed in accordance with applicable state and local laws.

7. Visiting pets are not allowed for any reason.

CONDUCT

1. Pet owners shall maintain their pet in such a manner as to prevent any damage to their unit, the yard, or the common areas of the community in which they live. The TCHC staff will inspect living units on a periodic or on a complaint basis.
2. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, TCHC employees, or the public. Substantiated complaints regarding a pet that is disturbing the peace through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet from the premises.
3. The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas. A litter box must be provided for cats and cleaned on a daily basis. Litter is to be changed at least weekly. Litter is to be securely bagged and disposed of by depositing it in the outdoor dumpster. At Riverview Terrace the dumpster that is outside must be used; litter may not be put in the chute.
4. Birds may be removed from their cages while inside the owner's housing unit for the purpose of handling, but shall not generally be unrestrained.
5. Pets are allowed in common areas and in the yard, however they must be leashed or in an appropriate cage or container at all times. No outdoor cages, pens or houses may be constructed and the animal may not be tied up outside the dwelling unit. Furthermore, the owner is responsible for cleaning up after them, including the removal and disposal of feces. This applies to any portion of the building or grounds, including the designated pet run.
6. Dogs and cats must wear a collar at all times with proof of rabies inoculation, license tag (dogs) and an identification tag attached that bears the animal's name, owner's name, address and telephone number.

TRAVERSE CITY HOUSING COMMISSION
PET AGREEMENT

NOTE: this policy is an agreement between the Head of the Household and the Traverse City Housing Commission and needs to be signed only if a pet is in the household.

As Head of Household, I have read the pet policy as written above and understand these provisions. I agree to abide by these provisions fully and understand that permission will be revoked if I fail to do so. Failure to comply with any part of the above and/or to take corrective action after sufficient notice of the violation shall be cause for termination of the lease. I have received a copy of this policy.

In the event that I cannot care for my pet(s) due to an illness, absence, or death, and the other identified care-takers are not able, or are unwilling to care for the pet, then the pet is to be released to the Humane Society/Animal Control, in accordance with their procedures.

In no case shall Traverse City Housing Commission incur any costs or liability for the care of a pet placed in the care of another individual or agency under this procedure.

Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the Traverse City Housing Commission from all claims, causes of action, damages or expenses, including attorney's fees, resulting from the action or the activities of his or her pet. The Traverse City Housing Commission accepts **NO RESPONSIBILITY** for the pet under any circumstances.

The Traverse City Housing Commission strongly advises all Tenants to obtain liability insurance.

Tenant (please print) _____
Community or Building Name Unit #

Tenant's Signature _____
Date

Traverse Housing Commission Staff Member _____ Date

3. Yes No: Were there any findings as the result of that audit?
 ** Audit is anticipated by Anderson-Tackman – expect findings in the audit to be released.
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)

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

Have revised 5-year Capital Plan based on resident meetings.

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)

Appointed by Traverse City Commissioners.

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)

Any adult member who is a resident.

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)

Traverse City - City Commissioners

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: (provide name here) 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)

Completion of Certification of Consistency with MSHDA.

D. Other Information Required by HUD

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

Attachments

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

Attachment A – Admissions Policy for Deconcentration

Attachment B – Capital Fund Program Annual Statement

Attachment C – 5-Year Action Plan & Statement of Progress

Attachment D – Resident Advisory Board Comments

Attachment E – Community Service Implementation

Attachment F – Resident Membership on Governing Board

Attachment G – Membership of Resident Advisory Board

Attachment A – Admissions Policy for Deconcentration

DECONCENTRATION

The policy of the Traverse City Housing Commission is to house families in a manner that will prevent a concentration of families whose income is at or below extremely low income guidelines and/or concentrations of higher income in any one project or apartment community. The Traverse City Housing Commission will house no less than 40% of its admissions with families that have income at or below 30% of the area median income established by HUD for each apartment community. In addition, to ensure that concentrations of families with higher income levels, the Traverse City Housing Commission will house more than 60% of its units in any one apartment community with families whose income exceeds 30% of the area median income. The Housing Commission will track the status of family income on a monthly basis.

To accomplish this policy, an analysis of income and families in each apartment community will occur on an annual basis. This analysis will determine if special efforts must be instituted to achieve a de-concentration of poverty or target those families that have higher incomes. The housing commission will skip those applicants on the waiting list who do not meet the income targeting requirements as outlined in the de-concentration policy which is limiting admissions to not less than 40% of admissions to families at or below 30% of area median income and not exceed 60% of families whose income exceeds 30% of area median income.

Attachment B - 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 MI080501-02 FY of Grant Approval: (07/2002)

Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | \$18,907.40 |
| 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 | \$41,608.60 |
| 10 | 1460 Dwelling Structures | \$46,000.00 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | \$38,484.00 |
| 12 | 1470 Nondwelling Structures | \$24,074.00 |
| 13 | 1475 Nondwelling Equipment | \$20,000.00 |
| 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) | \$189,074.00 |
| 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
FY 2002

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|---|---|----------------------------|----------------------|
| MI080001002 | Parking Lot Sealant | 1450 | 5,500.00 |
| MI080001 | Riverview Lobby Renovations | 1460 | 31,000.00 |
| MI080001 | Lock Changes | 1460 | 14,000.00 |
| MI080001 | Replacement of Exterior Doors- Maintenance Dept Entrance | 1470 | 7,000.00 |
| MI080001 | Management Improvement | 1408 | 18,907.40 |
| MI080001 | Replacement of Phone System | 1475 | 3,000.00 |
| MI080001 | Installation of Air Conditioning in Heat Recovery Units | 1465.1 | 38,484.00 |
| MI080001 | Carpeting | 1460 | 15,000.00 |
| MI080001002 | Painting – Apartment Turnovers | 1460 | 8,000.00 |
| MI080001 | Painting of hallways | 1460 | 6,900.00 |
| MI080 001 | Renovation of Community Room Bathrooms – ADA Compliance | 1470 | 11,121.00 |
| MI080 001 002 | Replacement of Apartment Appliances | 1460 | 6,000.00 |
| MI080 001 | Replacement of Community Room Floor | 1470 | 6,953.00 |
| MI080001 002 | Benches and Bike Racks | 1470 | 1,000.00 |
| MI080 001 | Lobby Furniture | 1470 | 4,608.60 |
| MI080001 & 002 | | | |

Annual Statement/Performance and Evaluation Report
2002 Capital Fund Program (CFP)
Part II: Supporting Pages

| PHA Name: | | Grant Type and Number | | | Federal FY of Grant | |
|----------------------------------|---|--|----------|----------------------|----------------------|--|
| Traverse City Housing Commission | | Capital Fund Grant Number: MI080501-02 | | | 7/1/2002 | |
| Development Number | Description of Work Category | Acct # | Qty | Estimated Cost | Total Actual Cost | Status |
| MI080 001 & 002 | Parking Lot Sealant | 1450 | N/A | \$ 22,000.00 | \$ 5,292.00 | <i>under contract; completed by July 14, 2004</i> |
| MI080 001 | RVT Lobby & 3rd floor Renovations | 1460 | N/A | \$ 22,000.00 | \$ 33,600.00 | <i>completed and 88% paid in full; awaiting final billings</i> |
| MI 080 001 | Lock Changes - ADA lever locks | 1460 | 128 | \$ 20,000.00 | \$ 13,695.00 | <i>completed and paid in full</i> |
| MI 080 001 | Replacement of Maint. Dept Doors/Frames | 1470 | 6 | \$ 4,000.00 | \$ 7,728.00 | <i>under contract; completed by July 31, 2004</i> |
| MI 080 001 & 002 | Management Improvement | 1408 | N/A | \$ 18,907.40 | \$ 18,907.40 | <i>completed and drawn down</i> |
| MI 080 001 & 002 | Phone System | 1475 | N/A | \$ 4,000.00 | \$ 3,100.00 | <i>completed and paid in full</i> |
| MI 080 001 | Installation of HVAC Units | 1465.1 | 4 | \$ 38,484.00 | \$ 38,484.00 | <i>completed and paid in full</i> |
| MI 080 001 | Carpeting - Unit Turnover | 1460 | 13 | \$ 15,000.00 | \$ 12,000.00 | <i>completed 90% paid - final invoicing due</i> |
| MI 080 001 & 002 | Painting - Apartment Turnovers | 1460 | 11 | \$ 8,000.00 | \$ 9,000.00 | <i>completed - 80% paid -final invoicing</i> |
| MI 080 001 | Painting - Hallways | 1470 | 8 | \$ 7,000.00 | \$ 6,750.00 | <i>completed - paid in full</i> |
| MI 080 001 | Renovation of Community Room | 1470 | N/A | \$ 11,121.00 | \$ 2,900.00 | <i>Includes painting services</i> |
| MI 080 001 & 002 | Replacement of Apt Appliances | 1465.1 | 16 | \$ 6,001.50 | \$ 5,500.00 | <i>completed - both appliances for RVT and ORCH</i> |
| MI 080 001 | Replacement of Comm Room Floor | 1470 | N/A | \$ 6,953.00 | \$ - | <i>transferred to FY 2003 Budget</i> |
| MI 080 002 | Benches and Bike Racks | 1475 | N/A | \$ 1,000.00 | \$ - | <i>completed - no cost involved</i> |
| MI 080 001 | Lobby Furniture | 1475 | N/A | \$ 4,608.00 | \$ - | <i>completed; included in the lobby renovation numbers</i> |
| ADDITIONS | | | | | | |
| MI 080 001 | Carpet - basement-4th floor-elevators | 1470 | 2 floors | | \$ 6,680.69 | <i>under contract; complete by 7/15/04</i> |
| MI 080 001 | Electrical Change-out - Efficiency | 1470 | 113 | | \$ 4,773.00 | <i>under contract - awaiting supplies</i> |
| MI 080 001 | Paint Apartment/Community Doors | 1460 | 192 | | \$ 7,200.00 | <i>on-going under contract</i> |
| MI 080 001 | Irrigation for Landscaping | 1450 | N/A | | \$ 7,400.00 | <i>under contract - completed 7-2004</i> |
| Mil 080 002 | Repair Pump System | 1450 | N/A | | \$ 99.18 | <i>completed - mostly dur from FY 2003 CFP</i> |
| MI080 001 & 002 | Maintenance Items | 1475 | N/A | | \$ 3,000.00 | <i>snow blower, mower, drill, etc.</i> |
| MI 080 001 & 002 | Extraordinary Maintenance Items | 1475 | N/A | | \$ 2,965.47 | |
| 2002 CFP TOTALS | | | | \$ 189,074.90 | \$ 189,074.74 | |

Traverse City Housing Commission

Final Contracts and Invoicing
2002 CFP

2002 CFP Remaining \$ 48,866.60

| Contract/Invoice | Subcontractor | Description | Amount | 2003 CFP Amount |
|------------------|------------------------------|---|-------------|---------------------------------|
| Invoice | Lautner Irrigation | Repair Orchardview pump system | \$ 99.18 | \$ 1,107.73 2003 CFP allocation |
| Invoice | Carpet Galleria | Change Orders - Final Invoicing - RVT Lobbies | \$ 2,039.87 | |
| Invoice | Fitzpatrick Electric | RVT Light fixture change-out - energy audit | \$ - | \$ 2,028.00 2003 CFP allocation |
| Invoice | Direct Supply | Final Invoice - RVT Furnishings | \$ 4,733.86 | |
| Contract | Carpet Galleria | Carpet Change-out RVT-elevators, basement, etc | \$ 6,680.69 | |
| Contract | Cunningham Electrical | RVT - change out of fixtures - 115 total | \$ 4,773.00 | |
| Contract | Farrington Const. | Exterior Door & frame Replacement - RVT | \$ 7,728.00 | |
| Contract | Twin Bay Glass | Change-out 3rd floor windows to Low-e | \$ - | \$ 1,884.00 2003 CFP allocation |
| Contract | Pro-Select | Painting of interior doors - RVT | \$ 7,200.00 | |
| Contract | Pro-Select | Painting of 3rd floor rec room/kitchen/baths | \$ 2,940.00 | |
| Contract | Traverse Outdoor Landscaping | Irrigation lines installed at RVT | \$ 7,400.00 | |
| Contract | Sure Seal | Seal & Re-stripe all driveways/parking, bball court | \$ 5,292.00 | |

Remaining Contracts and Invoices - 2002 CFP \$ 48,886.60

Attachment B - 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

FY 2003 CFP

Capital Fund Grant Number MI080501-03 FFY of Grant Approval: (07/2003)

Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | \$17,779.00 |
| 3 | 1408 Management Improvements | |
| 4 | 1410 Administration | \$4,004.00 |
| 5 | 1411 Audit | |
| 6 | 1415 Liquidated Damages | |
| 7 | 1430 Fees and Costs | |
| 8 | 1440 Site Acquisition | |
| 9 | 1450 Site Improvement | \$29,600.00 |
| 10 | 1460 Dwelling Structures | \$108,400.00 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | \$10,000.00 |
| 12 | 1470 Nondwelling Structures | \$3,600.00 |
| 13 | 1475 Nondwelling Equipment | \$4,414.00 |
| 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) | \$177,797.00 |
| 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
FY 2003 CFP**

| Development Number/Name HA-Wide Activities | General Description of Major Work Categories | Development Account Number | Total Estimated Cost |
|---|--|----------------------------|----------------------|
| MI080-001002 | Management/Operations | 1406 | \$ 17,779.00 |
| MI080-001 | Lock changes - turnover (ORCH) | 1460 | \$ 2,500.00 |
| MI080-002 | Addit'l Playground-Seal Bball Court (ORCH) | 1450 | \$ 8,500.00 |
| MI080-002 | Soil Replacement - ORCH | 1450 | \$ 5,500.00 |
| MI080-001 | Energy Analysis and Revisions 2, 4, 5, 6, 7, 9, 10, 11 | 1460 | \$ 11,900.00 |
| MI080-001 | Increase landscape lighting at Riverview | 1450 | \$ 2,100.00 |
| MI080-001 | Window Replacement – Hallway Decor | 1460 | \$ 25,000.00 |
| MI080-001 | Signage at Riverview | 1450 | \$ 1,500.00 |
| MI080-001002 | Carpeting - Apt Turnover | 1460 | \$ 14,000.00 |
| MI080-001002 | Painting – Apt Turnovers - materials | 1460 | \$ 2,400.00 |
| MI080-002 | Testing for ORCH | 1450 | \$ 8,000.00 |
| MI080-001 | Replace Cabinets/lighting RVT - turnover | 1460 | \$ 25,000.00 |
| MI080-001002 | Apt Appliances | 1465.1 | \$ 10,000.00 |
| MI080-001002 | Landscaping - RVT and ORCH | 1450 | \$ 4,000.00 |
| MI080-001 | Upgrade Salon | 1460 | \$ 1,500.00 |
| MI080-001 | Lease City - New Deck (10 spaces) | 1470 | \$ 3,600.00 |
| MI080-001 | Lobby camera - RVT | 1460 | \$ 2,200.00 |
| MI080-001002 | General Admin Upgrades | 1475 | \$ 4,414.00 |
| MI080-001002 | General Design Assistance | 1410 | \$ 4,004.00 |
| MI080 001 | Window Replacement | 1460 | \$ 6,000.00 |
| MI080 001002 | Electrical Upgrades - units | 1460 | \$ 2,900.00 |
| MI080 001002 | Painting Services – Apt Turnover | 1460 | \$ 15,000.00 |
| | | | |
| | | | |
| | FY 2003 CFP Allocation | | \$177,797.00 |

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule
FY 2003 CFP

| Development Number/Name HA-Wide Activities | All Funds Obligated (Quarter Ending Date) | All Funds Expended (Quarter Ending Date) |
|--|--|---|
| MI080 | 06/30/2005 | 09/30/2005 |

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 |
| MI080 | PHA-wide | 6 | 4% |
| Description of Needed Physical Improvements or Management Improvements | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| 40 Exterior Doors/frames/lock sets | | \$35,000 | 08/2004 |
| New Furnishings/Renovation of Riverview | | \$40,000 | 07/2003-07/2004 |
| Kitchen Cabinet Replacement – Riverview Terrace | | \$125,000 | 07/2005-2008 |
| Replace Landscaping at Orchardview – clean sand | | \$8,000 | 07/2004-08/2004 |
| Sprinkler System for Riverview | | \$8,000 | 08/2004 |
| Resurface Orchardview/Riverview | | \$40,000 | 08/2006 |
| Replace Playground Equip - ORCH | | \$15,000 | 07/2006 |
| Replacement of Water Pumps - RVT | | \$13,500 | 09/2004 |
| Generator Replacement – Riverview | | \$50,000 | 07/2006 |
| Construct Storage Bldg – Riverview | | \$50,000 | 2006 |
| Interior Painting of Corridors –Riverview Terrace | | \$30,000 | 07/2004-2005 |
| Benches – bike racks - Orchardview | | \$3,000 | 08/2005 |
| Replace Trash Compactor | | \$14,000 | 08/2004 |
| Fire Suppression Upgrade | | \$15,000 | 07/2005 |
| Window Replacement | | \$120,000 | 07/2004-2006 |
| Landscape Sign & Lighting | | \$10,000 | 10/2004 |

| | | |
|---|---------------------|-----------------------|
| General Maintenance Capital Items | \$50,000 | 07/2004-2008 |
| Install Retaining Wall | \$22,000 | 07/2005 |
| Replacement of Appliances | \$50,000 | 07/2004-2008 |
| Construction of stairs – Riverview | \$110,000 | 07/2004-7/2007 |
| Orchardview Office Expansion | \$45,000 | 07/2006 |
| Outside Barbeque - Orchardview | \$4,000 | 08/2007 |
| Total estimated cost over next 5 years | \$857,500.-- | |

UPDATE on Five-Year Plan:

Much has been accomplished in the past 10 months regarding renovations in Riverview Terrace. New furnishings have been purchased for the main lobby and third floor tv/game room at Riverview Terrace. Renovation throughout Riverview includes the following: new carpet in the lobby and 3rd floor community areas, establishment of a library on the third floor, and replacement of old light fixtures with energy-efficient fixtures. Additionally, energy-efficient bulbs have been purchased (14W fluorescent to replace 60 watt incandescent) and installed throughout Riverview Terrace.

Beginning of large scale replacement of aging appliances has started in full at Orchardview Apartments. Most of the appliances at Orchardview are original. Benches and bike racks are in place at Orchardview. The basketball court has been resurfaced and the focus is providing a safer, more positive environment for children in the Orchardview community. Contracting for the FY 2002 monies was completed in June of 2004. Final closeout of accounts should be complete by 9-15-2004.

FY 2003 CFP monies are being contracted at this point. Large scale programs include further energy-efficiency at Riverview Terrace through the installation of low-e windows throughout the building. Increasing the capacity of the maintenance department to keep up with repairs & preventative planning will be accomplished during the next 2-3 years through renovation of the maintenance department and plant areas. Fire safety and emergency planning upgrades will be made with 2003 CFP allocations as well.

ATTACHMENT D - Resident Advisory Board Comments

Public Hearing held at NOON on May 28, 2003.

Riverview Terrace Apartments, 150 Pine Street, Traverse City, MI 49684.

Hearing was opened and presided over by the Executive Director of the PHA. Approximately 15 residents were in attendance.

President of the Resident Council welcomed the Executive Director and thanked him for providing the forum for which to discuss the PHA's Annual Plan and 5-year plan. The President continued by stating that she is interested to see how the new air conditioning system, helps the situation in the building during the upcoming summer. The President then turned the floor over to the remainder of the advisory committee.

Resident suggested that the PHA pursue renovating the interior of the building. Resident complained about old, "ugly" furniture in the lobby of the building. The hallways are "dingy and drab." Not a good place to walk into.

Resident requested that the "smoking room" adjacent to the cafeteria be eliminated. "Makes' her sick to smell cigarette smoke while eating." Also suggested that the shuffle board court outside be refinished.

Mention was made that air conditioning individual dwelling units would be nice. The south facing units are "unbearable" during the summer months. The ED responded by stating that it is probably "cost-prohibitive" to place air conditioners in every dwelling unit. Additionally, the electrical loads cannot be handled by the building.

Resident requested that a firepit or fireplace be constructed on the grounds outside. This would create a wonderful environment in which to enjoy the evenings. Resident also suggested that the PHA increase the amount of activities for residents outside of building activities. Suggested "buying a bus - but seemed to be joking.

Resident complained that "there is absolutely NO PLACE to park." Stated that the PHA should purchase the land next door and put in 100 parking spaces. Resident also pointed out that the city police should tow the cars that don't belong to residents of the building. Family and caretakers should park elsewhere.

Another resident continued by stating that the Housing Commission should not allow new people into the building to have cars. There are too many "young people" coming into Riverview that drive cars. PHA staff indicated that the PHA could not preclude younger disabled residents from living at Riverview.

Another resident suggested that parking spaces be reserved. Once all spaces are reserved, no more cars should be allowed in the lot. Could “draw straws” to see who could park in the space.

Resident complained that too many of “those people” are moving into the building. Staff asked what he meant by “those people?” Resident stated that staff knew what he meant. The people that cannot function with others. The younger people. “They scare me.”

Next resident stated that he thought the PHS should investigate a new air circulation system. He complained that the airflow through the building was insufficient. Staff indicated that an engineer was hired two years before and the cfm measured throughout the units met stated/federal standards.

Resident asked for a new stove in her unit.

Resident asked that the parking be dealt with. It is really difficult.

Resident asked for lighting in unit be changed. Staff asked “what lighting, specifically?” Resident stated that all lighting should be changed. Dingy interior. Resident asked for a building manager to live on-site.

Next resident also asked for the PHA pursue “special funding” for a building manager.

Last resident to speak asked for attention to be paid to the “needs of the residents at Riverview. The past months have seen little attention paid by TCHC employees.

Meeting ended at 1:15 PM.

Orchardview Apartments – May 26, 2003.

No residents attended the public hearing.

Written comment submitted by resident. “Please look into replacing the doors on the units. They’re in terrible shape.”

ATTACHMENT E – Community Service Implementation

The Traverse City Housing Commission provides written notice to all Public Housing residents twice per year (June and December) that there exists a “Community Service Requirement” of individuals meeting federal standards for community service.

Additionally, new residents to public housing are issued the same letter with their information packet upon orientation and move-in. The residents are also told of the particular circumstances that would “exempt” an individual of the requirement.

During recertification, residents are informed, again, about the Community Service requirement and staff documents the resident participation/non-participation.

ATTACHMENT F: Resident Membership on Governing Board

One resident is required to sit on the Board of Commissioners for the Traverse City Housing Commission. Presently, an elderly resident of Riverview Terrace Apartments serves on the Board. The resident member's term is for five years.

ATTACHMENT G: Membership on Resident Advisory Board

The Resident Advisory Board consists of five members. These members are elected by other residents. There is a President, Vice-President, Secretary, Treasurer, and Resident Advocates position. The President presides over Advisory Board meetings. A Treasurer's report is issued to the ED of the Housing Commission on a monthly basis. Elections are held every November to elect new advisory board officers.

The ED meets bi-monthly with the advisory board officers. The ED also attends monthly meetings that are held by the Advisory Board before the residents as a whole. Meetings are not held during the summer months: June, July and August.

