

# PHA Plans

Annual Plan for Fiscal Year Beginning 2004

# DETROIT HOUSING COMMISSION

**PHA Plan  
Agency Identification**

**PHA Name: City of Detroit Housing Commission**

**PHA Number: MI-001**

**PHA Fiscal Year Beginning: 07/2004**

**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  
**2211 Orleans, Detroit, MI 48207**  
**1301 E. Jefferson, Detroit, MI 48207**
- PHA development management offices
- PHA local offices

**Display Locations for PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA  
**2211 Orleans, Detroit, MI 48207**  
**1301 E. Jefferson, Detroit, MI 48207**
- PHA development management offices  
**Smith Homes**  
**14313 Crescent Drive**  
**Detroit, MI 48223**
- PHA local offices
- Main administrative office of the local government  
**Municipal Center, City of Detroit**  
**Municipal Reference Library, Room 1004**  
**2 Woodward Ave.**  
**Detroit, MI 48226**
- Main administrative office of the County government
- Main administrative office of the State government
- Public library  
**Main Branch Public Library**  
**5210 Woodward Ave.**  
**Detroit, MI 48202**
- PHA website

- Other (list below)  
**Resident Advisory Board Office**  
**Woodbridge Senior Village**  
**1231 Seldon, Suite 103**  
**Detroit, MI 48201**

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

- Main business office of the PHA  
**1301 E. Jefferson, Detroit, MI 48207**
- PHA development management offices
- Other (list below)

**Detroit Housing Commission  
Fiscal Year 2004 Annual Plan**

[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. DHC FY2004 ANNUAL PLAN**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**I. EXECUTIVE SUMMARY**

On April 14, 2000, the Board of Commissioners of the Detroit Housing Commission (DHC or Agency) approved the DHC Five Year Agency Plan (“Plan”). The Plan, subsequently approved by HUD on November 22, 2000, set forth DHC’s statement of mission, goals, and objectives developed for the purpose of enhancing affordable housing opportunities for City of Detroit residents.

DHC’s Draft FY 2004 Annual Plan (Draft Plan -Year Five) represents the fifth year of the original Five-Year Plan developed to address the housing needs and expand affordable housing opportunities for impacted City of Detroit’s resident community.

As background, HUD issued regulations implementing provisions of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) on February 19, 1999. These regulations required each Public Housing Authority (PHA) to develop a Five-Year Plan with a Statement of Mission, Goals, and Objectives. The QHWRA required PHAs to prepare an Annual Plan with a statement of housing needs of the lower income population in its community, along with the strategies, policies and resources to be used in addressing those needs. According to QHWRA, the Five-Year Plan and Annual Plan are to be developed in consultation with PHA Public Housing and Section 8 residents. These plans are also to be offered for review and comment by the public.

Finally, the goals and major activities of Five-Year and Annual Plans are to be consistent with key housing-related objectives identified in the Consolidated Plans of the governmental unit(s) within the PHA's jurisdiction.

The Detroit Housing Commission (DHC), a public housing authority, is subject to compliance with the planning requirements of QHWRA. Accordingly, the enclosed Draft Plan-Year Five represents a collaborative, community effort that is consistent with the Agency's statement of mission, goals and strategies developed to address the housing needs of residents of the City of Detroit.

Pursuant to the Housing Facilities Act of 1996 (PA 18) which establishes all Housing Commissions in Michigan as Public Body Corporate, DHC is in the process of separating from the City of Detroit. DHC expects that this transition will be complete June 30 2004.

## **II. PLAN-YEAR FIVE: STATEMENT OF MISSION, GOALS, AND STRATEGIES**

**“The City of Detroit Housing Commission and its employees, with competency, ethics and integrity, are committed to providing quality service to low and moderate income residents of the City of Detroit in the delivery of:**

- *Affordable housing opportunities of high quality construction*
- *Revitalized and stable neighborhoods*
- *Opportunities for growth and economic freedom*
- *Innovative programs in partnership with foundations and public entities, thereby maximizing resources required for program delivery*
- *The efficient and effective management of all resources generated*

## **III. PLAN-YEAR FIVE: STATEMENT OF CHALLENGE**

The DHC's service area encompasses the jurisdiction of the City of Detroit. It also provides Section 8 tenant-based assistance to low-income residents throughout Wayne County and surrounding communities. Based upon data and conclusions contained in the current Consolidated Plans of these governmental units, the key housing-related challenges faced by lower income families are:

- Limited supply and locations of quality affordable housing for extremely low- and very low-income families;
- Limited availability and accessibility of affordable housing for the elderly and disabled families;
- Limited availability of affordable homeownership opportunities for low income families.

In addition to data and conclusions contained in the Consolidated Plans, the DHC and its partners identified the *lack of convenient public transportation to outlying areas* (which restricts ability of low-income families to live and work outside areas of low-income concentrations). Lower income families, especially those who are current and potential recipients of DHC program benefits, were determined to have non-housing challenges that impact their ability to obtain suitable quality housing. Among those challenges and obstacles are:

- High unemployment due to a lack of job skills and job preparedness;
- Lower levels of educational attainment;
- Lack of ability to generate and manage personal resources; and,
- Low levels of participation in self-sufficiency programs.

#### **IV. DHC FIVE YEAR PLAN ACCOMPLISHMENTS**

In response to Statement of Challenge set forth in Section III above, the DHC focused its Five-Year Plan in four (4) key areas:

- a. Affordable Housing
- b. Equal Housing Opportunity
- c. Self-Sufficiency
- d. Quality Of Life

The major strategies set forth in the Plan are maintained but strengthened in this Draft Plan-Year Five. Also, this document reflects DHC's ongoing planning process and consultation with the community and residents. As an enhancement, below are the DHC Plan Accomplishments for the four (4) strategic areas:

##### **1. AFFORDABLE HOUSING**

Consistent with HUD's Strategic Goal of "*Increasing the availability of decent, safe and affordable housing in American Communities*", the DHC will develop 600 units of affordable housing. This housing will consist of units for rental as well as units for ownership. The plan will exhibit a range of building types (i.e., single-family, town homes) and will be situated on scattered locations throughout the city.

The DHC will accomplish its related goals through the creation of public/private partnerships to facilitate affordable housing development and rehabilitation. It will identify and pursue non-traditional sources of funding for these housing activities and utilize mixed-income and mixed-finance approaches where feasible.

## **PLAN ACCOMPLISHMENTS**

- 25 million in federal funds leveraged to attract 125 million in other public/private development financing.
- Selected development teams at Jeffries Homes.
- Completed a plan to transform the Jeffries development into a new community called Woodbridge Estates with approximately 900 units of mixed-income housing.
- Initiated joint venture with Core Cities Nonprofit Development Corporation will produce infill housing units.
- Selected management firm for Woodbridge Estates Senior Villages.
- Closed Woodbridge Estates (formerly Jeffries HOPE VI).
- Developed and submitted pre-development plans to the U.S. Department of Housing and Urban Development in order to design a similar plan for Herman Gardens.
- Implemented Occupancy Improvement Plan for the rehabilitation of 482 public housing units.
- Dedicated \$20 million in revitalization work at Warren West Senior Apartments, Frederick Douglass Homes and Connor Waveney Senior Apartments.
- Confirmed as standard performer under HUD's PHAS performance system for all major component areas including MASS, PASS, FASPHA, RASS.
- Implemented PHAS monthly reporting for core operations including rent collections, work orders, vacancies, recertifications and evictions
- Implemented enhancements in the areas of Income Disregard policy/procedures and Community Service Program guidelines.
- Implemented a new lease, grievance procedure, pet policy and admissions and occupancy policy.
- Implemented site based waiting lists for DHC senior sites and commence planning for expanding initiative to include all DHC family developments.
- Enhanced customer service initiatives through the centralization of rent collections and restructuring site personnel functions

## **2. EQUAL HOUSING OPPORTUNITY**

With respect to HUD's strategic goal of "*Ensuring equal opportunity in housing for all Americans*", the DHC will seek to facilitate affordable housing opportunities in areas outside of those with concentrations of low-income families. This includes expanding housing options for Section 8 program participants as well as developing affordable housing outside of areas of low-income concentrations.

The DHC will accomplish the several of its related goals through the use of education and public information as the primary strategy. By creating a better-informed group of Section 8 participants and potential housing providers, resistance and obstacles to dispersed affordable housing can be reduced.

### **PLAN ACCOMPLISHMENTS**

- Certified as Standard Performer for Section Eight Management Assessment Program (SEMAP), HUD Assisted Housing Management Assessment system with improved performance in utilization.
- Created new housing opportunities through a joint partnership between DHC and private developers to provide quality housing in many areas of Metro Detroit utilizing the Housing Choice Voucher Project Base Program.

### **3. SELF-SUFFICIENCY**

The DHC will address HUD's strategic goal of "*Promoting self-sufficiency and asset development*" of families and individuals by creating an environment where residents who want to achieve self-sufficiency will have every opportunity to do so. Utilizing existing and newly created partnerships to offer an array of services, the DHC will facilitate employment, training, and educational opportunities to program participants. Greater resident responsibility for work will be accomplished through implementation of policies and procedures that encourage work and reward success. Homeownership will be a vehicle through which asset development will be accomplished.

### **PLAN ACCOMPLISHMENTS**

- Enrolled 275 Public and Assisted housing families in Family Self Sufficiency Program.
- Closed on mortgages for an addition eleven (11) families establishing the total participation of seventeen (17) in the House Choice Voucher Homeownership Program.
- Conducted five Homeownership Program training and recruitment workshops, financial literacy workshops, and credit counseling to 50 DHC families.
- Enrolled 9 individuals/families in the IDA Program a matched savings program that allows individuals to save for homeownership, entrepreneurship or secondary education. The IDA program is funded jointly by United Way and the Department of Human Services. DHC has been allocated nine slots in which to enroll residents.
- Four DHC scattered site residents signed purchase agreements for homeownership.



- Completed the sales of scattered site homes to twelve (12) public housing residents under the DHC's Home Ownership Program and developed plan to expand Homeownership to include Section 8 recipients.
- Provided resident training and services over 200 residents through the JOBNET Programs, Homeownership Training and Resident-owned businesses.
- Public Housing and Section 8 sponsored a Job Fair where 272 residents attended and 21 agencies and businesses recruited.
- Micro Loans in the amount of \$23,800 issued to two Resident Owned Businesses for start up and expansion capital.
- Resident Owned Businesses entered into contracts with DHC totaling \$1,396,000.
- Resident Owned Businesses entered into DHC contracts with Section 3 companies totaling \$4,022,000.
- Provided on-going technical assistance to 14 DHC Resident Owned Businesses.
- DHC had 100% compliance with Davis-Bacon with \$23,050 wage restitution.
- Implemented Literacy Program in partnership with Literacy Volunteers of America at two DHC family developments.
- Graduated 5 residents from DMTC
- Implemented Financial Literacy seminars in partnership with a local bank.
- Twelve (12) DHC residents graduated from Walgreen's Customer Service and Retail training and received customer service certificates and obtained jobs in the retail industry.
- Detroit Manufacturing Training Center graduated 5 residents from its automotive manufacturing training.
- Communities in Schools CISCO Academy provided training to 12 residents in computer repair and CISCO Systems networking.
- Implemented Nurses Aid training in partnership with the American Red Cross.
- Implemented Youth Programs in partnership with the City of Detroit Human Services Department - Youth Division, the City of Detroit Cultural Affairs Department, the City of Detroit Health Department, the Girl Scouts of Metro Detroit, Family Services, Inc., the City of Detroit Recreation Department and other non profit organizations. Programs include after school tutoring and mentoring, anti-drug and anti-violence programming, cultural, and other activities.

#### **4. QUALITY OF LIFE**

Consistent with HUD's strategic goal of "*Improving quality of life and economic viability*", the DHC will plan and execute physical, social improvements and operational improvements resulting in an improved living environment and enhanced customer service.

The DHC plans to accomplish the above goals through careful planning and execution of required capital improvements, utilization of partnerships to plan and initiate neighborhood improvements, and operational/administrative changes to enhance Agency efficiency.

### **PLAN ACCOMPLISHMENTS**

- Upgraded the DHC's technological capability through the implementation of Creative Computer Solution (CCS), a fully integrated financial management for public housing agencies.
- Improved customer delivery through the development of a new computerized help-desk system to manage MIS-related work orders.
- Created monthly financial reporting on a Generally Accepted Accounting Principles Basis.
- Established the DHC's technological presence through the DHC's internet web site.
- Established an Agency level internal audit and strategic planning function.
- Began the development and implementation of the Standard Operating Procedures for all key program areas.
- Successfully conducted 18 Resident Advisory Board (RAB) Elections under the guidance of newly developed election bylaws

### **CONCLUSION**

The DHC's Draft Plan-Year Five has the broad support of the resident, human service and non-profit community. The Draft Plan-Year Five continues the DHC's original statement of mission, goals and objectives and is consistent with the needs and priorities as expressed by local government in Consolidated Plans. The Draft Plan-Year Five was prepared with a high level of community involvement and input, and the strategies resulting there from will help the DHC stand out as a leader in the provisioning of affordable housing opportunities within the City of Detroit.

**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:**

- A** Admissions Policy for Deconcentration
- B** FY 1998-2004 Capital Fund Program Annual Statements
- Most recent Board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- C** Voluntary Conversion Required Initial Assessments
- L** Community Service Requirement

**Optional Attachments:**

- D** PHA Management Organizational Chart
- E** FY 2004 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)
- F** Admissions and Continued Occupancy Policy
- G** Pet Policy Summary
- H** Resident Membership of PHA Governing Board - Membership of Resident Advisory Board
- I** Assessment of Demographic Changes in Public Housing Development with Site- Based Waiting Lists
- J** RASS Follow up Plan
- K** Housing Choice Voucher Project Based Proposal

## 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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	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
<b>X</b>	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
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
<b>X</b>	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
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	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
<b>X</b>	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
<b>X</b>	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	A & O Policy	
<b>X</b>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations & Maintenance
<b>X</b>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Programs
<b>X</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Programs
<b>X</b>	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 Programs
<b>X</b>	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 Programs
<b>X</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b>X</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<b>X</b>	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
<b>X</b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<b>X</b>	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; on Display</b>	<b>Supporting Documents</b>	<b>Applicable Plan Component</b>
<b>X</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service Self-Sufficiency
<b>X</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	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
<b>X</b>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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.

<b>Housing Needs of Families in the Jurisdiction</b>							
<b>By Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ability	Size	Locati on
Income <= 30% of AMI	<b>59,612</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>4</b>
Income >30% but <=50% of AMI	<b>27,103</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>2</b>
Income >50% but <80% of AMI	<b>28,771</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>2</b>
Elderly **	<b>18,824</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>
Families with Disabilities	<b>30,000** estimated</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>2</b>	<b>2</b>
Race/Ethnicity **	<b>TBD</b>						
<b>Black/Non-Hisp.</b>	<b>134,341</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>
Race/Ethnicity **							
<b>White/Non-Hisp.</b>	<b>14,238</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>
Race/Ethnicity **							
<b>Hispanic</b>	<b>6,659</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Race/Ethnicity							

**\*\*Includes all income groups - including those above 95% MFI.**

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

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



## A. 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.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	<b>10,115</b>		<b>3,844</b>
Extremely low income <=30% AMI	<b>9,334</b>	<b>92.28%</b>	
Very low income (>30% but <=50% AMI)	<b>750</b>	<b>7.41%</b>	
Low income (>50% but <80% AMI)	<b>31</b>	<b>.31%</b>	
Families with children	<b>8,540</b>	<b>84.43%</b>	
Elderly families	<b>592</b>	<b>5.85%</b>	
Families with Disabilities	<b>892</b>	<b>8.82%</b>	
Race/ethnicity <b>Asian</b>	<b>2</b>	<b>.02%</b>	
Race/ethnicity <b>Black</b>	<b>9,951</b>	<b>98.38%</b>	
Race/ethnicity <b>Native American</b>	<b>70</b>	<b>0.7%</b>	
Race/ethnicity <b>White</b>	<b>92</b>	<b>0.9%</b>	

**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)? 12

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

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

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

**Housing Needs of Families on the Waiting List**

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/sub jurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	<b>8678</b>		<b>358</b>
Extremely low income <=30% AMI	<b>7821</b>	<b>90.12%</b>	
Very low income (>30% but <=50% AMI)	<b>732</b>	<b>8.44%</b>	
Low income (>50% but <80% AMI)	<b>125</b>	<b>1.44%</b>	
Families with children	<b>6816</b>	<b>78.54%</b>	
Elderly families	<b>410</b>	<b>4.72%</b>	
Families with Disabilities	<b>1349</b>	<b>15.55%</b>	
Race/ethnicity <b>Asian</b>	<b>11</b>	<b>.13%</b>	
Race/ethnicity <b>Black</b>	<b>8609</b>	<b>99.20%</b>	
Race/ethnicity <b>Native American</b>	<b>15</b>	<b>.17%</b>	

<b>Housing Needs of Families on the Waiting List</b>			
Race/ethnicity <b>White</b>	<b>47</b>	<b>.54%</b>	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	<b>1915</b>	<b>22%</b>	
2 BR	<b>4149</b>	<b>48%</b>	
3 BR	<b>2330</b>	<b>27%</b>	
4 BR	<b>240</b>	<b>2.8%</b>	
5 BR	<b>35</b>	<b>.4%</b>	
5+ BR	<b>9</b>	<b>.1%</b>	

<b>Housing Needs of Families on the Waiting List</b>
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>    How long has it been closed (# of months)?</p> <p>    Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>

### **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)  
**Engage in the development and operation of a Section 8 Project-Based program to stimulate the availability of decent, quality affordable housing units. See Attachment K Housing Choice Voucher Project Base Plan**

**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)

DHC will focus on the housing developments (new and existing) wherein the composition of the public housing units are limited to approximately 25-30 percent of the total development. DHC replacement housing factor development strategy plans for the creation of 220 public housing replacement units. DHC estimates that 50 to 100 public housing replacement units will come online in FY 2004.

**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)

**More fully utilize existing elderly public housing through enhanced marketing efforts and the improvement of the quality of services offered to elderly families.**

**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)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources-**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004-2005 grants)</b>		
a) Public Housing Operating Fund	<b>13,688,440</b>	
b) Public Housing Capital Fund	<b>9,639,001</b>	
c) HOPE VI Revitalization	<b>0</b>	
d) HOPE VI Demolition	<b>0</b>	
e) Replacement Housing Factor	<b>8,819,194</b>	
f) Annual Contributions for Section 8 Tenant-Based Assistance	<b>35,526,679</b>	
g) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<b>0</b>	
h) Resident Opportunity and Self-Sufficiency Grants	<b>0</b>	
i) Community Development Block Grant	<b>0</b>	
j) HOME	<b>0</b>	
Other Federal Grants (list below)		
Lead Hazard Control Grant	<b>519,566</b>	PH Capital Improvements
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
Douglas Demolition	<b>436,367</b>	PH Capital Improvements
1994 MROP	<b>8,275,527</b>	PH Capital Improvements
Brewster Development Grant	<b>1,383,750</b>	PH Capital Improvements
Capital Fund 2001,2002,2003	<b>18,312,342</b>	PH Capital Improvements

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Herman Gardens Demolition	<b>1,735,000</b>	PH Capital Improvements (includes MI28URD MI198)
Herman Gardens HOPE VI Implementation	<b>23,864,290</b>	PH Capital Improvements
Jeffries Demolition	<b>1,496,749</b>	PH Capital Improvements
Jeffries HOPE VI Implementation	<b>25,975,213</b>	PH Capital Improvements
Replacement Housing Factor	<b>23,711,391</b>	PH Capital Improvements
COPS	<b>820,921</b>	PH Safety/Security
Shelter Care Plus	<b>442,757</b>	Homeless Assistance
Empowerment Zone	<b>266,200</b>	PH Supportive Services
ROSS	<b>693,550</b>	PH Supportive Services
<b>3. Public Housing Dwelling Rental Income</b>	<b>6,246,673</b>	PH Operations
<b>4. Other income</b> (list below)		
Interest Income General Fund	<b>40,000</b>	PH Operations
<b>5. Non-federal sources</b> (list below)		
City of Detroit	<b>880,000</b>	PH Safety/Security
Other	<b>4,130</b>	
<b>Total Resources</b>	<b>182,777,740</b>	



### **3. DHC's Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: **(60 days)**
- 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)

When applicant claims that the local criminal record doesn't belong to them or information conflicts with applicant's claim, State and/or Federal criminal records are required

##### **(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

**10- Developments planned to occur within this fiscal year. This includes Woodbridge HOPE VI family and Senior enhanced as well as 8 DHC family sites.**

Other (describe)

\*DHC has submitted a draft RFP for review to HUD for the purpose of procuring an entity to test for assurance that the site-based waiting lists at senior communities are not being implemented in a discriminatory manner, and that no patterns or practices of discrimination exist. DHC anticipates procurement of this service within 90 days. The results will be provided to HUD.

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

- PHA main administrative office  
**1301 East Jefferson, Detroit, MI (only)**
- PHA development site management office  
**Family Developments - 3**  
**Elderly Sites - 8**
- 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?

**There will be a total of 11 site-based waiting lists.**

**Family Developments – 3**  
**Villages at Parkside II**  
**Villages at Parkside IV**  
**Woodbridge Family (New Construction)**

**\*These three were previously approved and are contained in the Master Development Agreements for these HOPE VI sites**

**Elderly Housing – 8**  
**Jeffries/Woodbridge (MI001-7) – Hi-Rises- West side of the Lodge Freeway**  
**Forest Park (MI001-11)**  
**Sheridan I (MI001-18)**  
**Sheridan II (MI001-45)**  
**State Fair (MI001-26)**  
**Warren West (MI001-27)**  
**Conner Waveney (MI001-28)-**  
**Harriet Tubman (MI001-29)**

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? 10

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

**There is no limitation to the number of lists a family may be on.**

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  
**1301 E Jefferson, Detroit, MI 48207**
- 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 **For elderly applicants**
- Two **For non-elderly applicants**
- 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
- Over housed
- Under housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other:

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

**2 Date and Time**

Former Federal preferences:

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

Other preferences (select all that apply)

- 1**  Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- 1**  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)
- 1**  those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes

Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

**Pre-occupancy training seminar and materials**

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 **Within 10 days of the change**  
 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:

**Elderly Housing**

**Jeffries (MI001-7) - Only West side of the Lodge Freeway**

**Forest Park (MI001-11)**

**Sheridan I (MI001-18)**

**Sheridan II (MI001-45)**

**State Fair (MI001-26)**  
**Conner Waveney (MI001-28)-**  
**Warren West (MI001-27)**  
**Harriet Tubman (MI001-29)**

**Family Developments**  
**Villages at Parkside II**  
**Villages at Parkside IV**  
**Woodbridge Family (New Construction)**

- DHC's Replacement Housing Factor strategy plans for the creation of 220 ACC replacement units commencing in 2004. DHC estimate that 50 – 100 ACC replacement units will come online in FY 2004

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:  
\*This will only occur at developments where RHF funds are used.

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:  
\*This will only occur at developments where RHF funds are used.

Other (list policies and developments targeted below)

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

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

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

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

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

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts

- List (any applicable) developments below:

## **B. Section 8**

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

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation  
 Criminal and drug-related activity, more extensively than required by law or regulation  
 More general screening than criminal and drug-related activity (list factors below)  
 Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**The DHC requests federal criminal records if the applicant disputes the accuracy of local criminal record.**

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity  
 Other (describe below)

### **Known previous addresses of prospective renters**

### **(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 **1301 East Jefferson, Detroit, MI 48207**

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:

**For documented difficulty in locating rentable Section 8 units**

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

Working families and those unable to work because of age or disability

Veterans and veterans' families

Residents who live and/or work in your jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs



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

**Elderly, Disabled**

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.

**2** Date and Time

Former Federal preferences

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

- 1** Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 1** Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in your jurisdiction
- 1** 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)
- 1** Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1** Other preference(s) (list below)

**Elderly Disabled and Handicapped**

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) **NOT APPLICABLE**

- 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) The Request For Proposals details the selection criteria of the Housing Choice Voucher Project Base Program.

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

- Through published notices
- Other (list below)

**The selection criteria of Housing Choice Voucher Project Based proposal is established in the Request For Proposal. Also see Attachment K Housing Choice Voucher Project Base Plan.**

**4. DHC 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/is 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?

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

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

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

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

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **NOT APPLICABLE**

For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy) If yes, state amount/s and circumstances below:

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

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

e. Ceiling Rents

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

Yes for all developments  
 Yes but only for some developments  
 No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

**These changes must be reported within 10 days of their occurrence. No increase in rent will become effective until the next regular re-exam date. Decreases in rent are effective on the first of the month after the change is reported.**

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) **NOT APPLICABLE**

- 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	3,581 units	400 units
Section 8 Vouchers	4,797 vouchers	479 vouchers
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	305	48
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

### C. Management and Maintenance Policies

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

#### GENERAL MANAGEMENT POLICIES AND PROCEDURES

Information Technology Guidelines  
 Help Desk Procedures  
 Equipment Selection Procedures  
 Inventory Disposal Guidelines  
 Information Technology Security Guideline  
 Equal Housing Opportunity Policy  
 Minority & Women Business Enterprise Plan  
 Press and Media Guidelines  
 Open Meeting Act Procedures

Resident Participation Management Procedures  
Economic Development/Self-Sufficiency  
Resident Representation Resolution  
Resident Scholarship Policy  
Risk Control Guidelines  
Solicitation Procedures  
Tracking and Reporting of Crime Guidelines  
Travel Policy  
Freedom of Information Act  
Blood-Borne Pathogens Procedures Medical Emergency Procedures  
Vehicle Use Guidelines  
Weapons Policy  
Harrassment Policy  
Conflict of Interest Policy  
Parking Permit Procedures / Policy  
Resident Screening Policy  
Lease Enforcement Procedure  
Davis Beacon Wage Requirement Compliance Guidelines

#### PHYSICAL/PROPERTY MANAGEMENT POLICIES

Requirements under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)  
Deceased Tenant Policy  
Evaluation and reduction of lead-based paint hazards and have available proper certifications of such CFR part 35  
Facilities Use Policy  
Grievance Procedures  
Pest Control Policy Policies for the prevention or eradication of pest infestation (including cockroach infestation)  
Rent Collection Policy  
Utility Allowances and Surcharges  
Maintenance/Excess Charges Policy  
Family choice Rents  
Third Party Verifications  
Janitorial Services for the Administration Offices and DHC Multi-Family & Senior Communities  
Daily Property Inspections  
Levels of Hierarchy Verifications & Use of Verification Monitoring Form  
Resident File Document Order  
Exigent Health and Safety Deficiencies  
Inspection Procedures  
Work Order Procedures  
Unit Pre-Procedure

Accounting Procedures  
Policy and SOP for preparation of HUD LOCCS for requisitions /  
vouchers and the disbursement of all federal grant funds  
Accounts payable and check disbursement procedures  
Capitalization Policy  
Check Signing Authorization Policy  
Cost Allocation Plan  
Investment Policy  
Procedure for receipting and processing tenant payments for all charges  
billed monthly

#### PROCUREMENT

Disposition Policy – Title 24—Housing and Urban Development  
Essential / Small Purchasing Procedures  
Procurement and Authority / Administration Policy  
Inventory Control Policy  
Procurement Policy  
Tax Credit Guidelines and Handbook

#### PERSONNEL POLICIES

Personnel Manual, Policy and Amendments  
Administrative Procedures  
Affirmative Action Plan  
Family Medical Leave Notice (FMLA) Rules of Conduct  
Drug-Free Work Place Policy  
Safety Policy

#### ADMISSIONS POLICIES

Public Housing Admission and Continued Occupancy Policy Dwelling  
Lease Agreement  
Grievance Procedures  
Public Housing Income Guidelines Section 5(h) Homeownership Plan  
Screening Policy  
Transfer Policy  
Pet Policy  
One Strike Policy

#### HOPE VI

Administration for Grants Guidelines  
HOPE VI Budget Guidance  
Cost Guidelines  
Cost Control and Safe Harbor Standards for Rental Mixed – Finance  
Development Guidelines  
Environmental Review Guidelines  
Relocation Authority Procedures



Assisted Housing

- SEMAP Procedure
- Partial Procedure of rent increase
- Section 8 Portability Procedure
- Vacancy Loss Claim Procedure
- SOP for Quality Control of the Annual Recertification Process for the HCV Program.
- Tenant File arrangement Procedure
- Moving Packet Procedure
- SOP for Exclusion/Abatements Procedure
- Mod Rehab SOP's Procedure
- Annual and Interim Recertification's Procedure
- Administrative 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 **1301 East Jefferson, Detroit, MI 48207**
- 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 **1301 East Jefferson, Detroit, MI 48207**

Other (list below)

## 7. DHC'S 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 B - Capital Fund Program Annual Statements**

-or-

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

#### (2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at **Attachment E - Capital Fund Program Five-Year Action Plan**

-or-

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

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

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

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

1. Development name: **Parkside Villages at Parkside II and IV**
2. Development (project) number: **MI001-14, MI001-051, MI001-063, MI001-064, MI001-065**
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

- **Housing Choice Voucher Project Based Program will be utilized on vacant property, should DHC identify qualified and interested developer(s). See Attachment K Housing Choice Voucher Project Base Plan.**
- **In addition, pursuant to the 2000 Inspector General’s report, 1810 deficiencies were identified at Parkside Villages II and IV . To date 746 of the citations have been corrected. The remaining 1,064 citations per the National Housing Group will be corrected during the period covered by the PHA Plan and the next five year plan. The citations will be corrected with non federal funds.**

1. Development name: **Jeffries (Only the West Side of Lodge Freeway)**
2. Development (project) number: **MI001-07**
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

**\* Housing Choice Voucher Project Based Program will be utilized on vacant property, should DHC identify qualified and interested developer(s). See Attachment K Housing Choice Voucher Project Base Plan.**

1. Development name: **Herman Gardens**
2. Development (project) number: **MI001-04**
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

**\* Housing Choice Voucher Project Based Program may be utilized on vacant property, should DHC identify qualified and interested developer(s). See Attachment K Housing Choice Voucher Project Base Plan.**

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:

Jeffries - MI00107  
 Parkside - MI28P001014  
 Herman Gardens - MI28P001004

As it relates to RHF funding, DHC plans to provide gap financing to housing development entities that have completed substantial pre-development activities on market rate housing development projects. The gap financing will be exchanged for a set aside percentage of public housing replacement units. DHC plans to provide financing through RHF and ACC funding to existing market rate housing developments in exchange for a set aside percentage of public housing replacement units.

To further the decentralization of public housing units DHC will focus on the housing developments (new and existing) wherein the composition of the public housing units are limited to approximately 25 percent-30percent of the total development. DHC replacement housing factor development strategy plans for the creation of 220 public housing replacement units. DHC estimates that 50 to 100 public housing replacement units will come online in FY 2004.

- 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:

DHC expects to engage in market rate housing development within the plan fiscal year.

As it relates to RHF funding, DHC has begun the process of selected development deals for which to provide gap financing to housing development entities that have completed substantial pre-development activities on affordable and market rate development projects.

The gap financing will be exchanged for a specific number of public housing ACC units replacement units DHC will negotiate a development agreement, private management agreement, and an admissions and continuing occupancy plan to ensure the long term success of the ACC assisted units within any mixed-income development.

To further the decentralization of public housing units, DHC will focus on the housing development projects (new and existing) wherein the composition of the public housing units do not exceed 30% of the total project composition. DHC will further look to distribute RHF replacement units throughout the City of Detroit while giving preference for developments located in an EZ or within a Hope VI impact area (3 mile radius).

DHC's Replacement Housing Factor strategy plans for the creation of 220 ACC replacement units commencing in 2004. DHC estimate that 50 – 100 ACC replacement units will come online in FY 2004.

## **8. DHC'S FY2004 Demolition and Disposition Plan**

[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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Jeffries (Only West Side of Lodge Freeway)</b> 1b. Development (project) number: <b>MI001-07</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, <b>submitted</b> , or planned for submission: <b>07/01/04</b>
5. Number of units affected: 6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development *This is for the demolition of the administration building at Jeffries.
7. Timeline for activity: a. Actual or projected start date of activity: <b>3/01/05</b> b. Projected end date of activity: <b>5/30/05</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Jeffries (Only West Side of Lodge Freeway)</b> 1b. Development (project) number: <b>MI001-07</b>
1. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application <b>approved</b> , submitted, or planned for submission: <b>04/29/03</b>
5. Number of units affected: <b>(0) There are no units affected by the disposition process during this period.</b>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>04/01/02</b>

b. Projected end date of activity: **5/1/05**  
**The next phase of development closing (3,4,5) will mark the completion of disposition activity.**

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Herman Gardens</b>
1b. Development (project) number: <b>MI001-04</b>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application .
4. Date application approved, <b>submitted</b> , or planned for submission: <b>12/27/02</b>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>03/01/05</b> b. Projected end date of activity: <b>09/01/05</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Herman Gardens</b>
1b. Development (project) number: <b>MI001-04</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/> DHC plans to demolish existing roads, infrastructure, and any additional sub-surfaces structures that remain on the vacant site. All dwelling and non-dwelling unit structures have been demolished previously.
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application <b>approved</b> , submitted, or planned for submission: 8/1/97; 3/24/98; 9/2/98
5. Number of units affected: (0) No units are affected by proposed additional demolition.
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: The timeline references additional activity that needs to take place prior to new development. a. Actual or projected start date of activity: <b>04/01/05</b> b. Projected end date of activity: <b>09/01/05</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Lee Plaza</b> 1b. Development (project) number: <b>MI001-32</b>
2. Activity type: Demolition Disposition X  DHC is currently executing Disposition activities of the State Historic Preservation Office of the state of Michigan. One of the requirements is that the property be advertised for one year.
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application <b>approved</b> , submitted, or planned for submission: <b>05/21/96</b>
5. Number of units affected: <b>214</b>
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>06/1/05</b> b. Projected end date of activity: <b>06/01/06</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Temple Towers</b> 1b. Development (project) number: <b>MI001-031</b>
2. Activity type: Demolition Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or <b>planned for submission: 07/01/05</b>
5. Number of units affected: <b>64</b>
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>11/01/05</b> b. Projected end date of activity: <b>06/30/06</b>

<b>Demolition/Disposition Activity Description</b>
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1a. Development name: <b>Scattered Site</b>
1b. Development (project) number: <b>MI001-21</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or <b>planned for submission: 06/30/05</b>
5. Number of units affected: <b>1 (17558 Westmoreland)</b>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>5/1/06</b> b. Projected end date of activity: <b>6/30/06</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Scattered Site</b>
1b. Development (project) number: <b>MI001-37</b>
2. Activity type: Demolition <input checked="" 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 <b>planned for submission: 06/30/05</b>
5. Number of units affected: <b>1 (14003 Appoline)</b>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>5/1/06</b> b. Projected end date of activity: <b>6/30/06</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Scattered Site</b>
1b. Development (project) number: <b>MI001-19</b>
2. Activity type: Demolition <input checked="" 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 <b>planned for submission: 06/30/05</b>
5. Number of units affected: <b>1</b> (20418 Birwood)
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>5/1/06</b> b. Projected end date of activity: <b>6/30/06</b>
<b>Demolition/Disposition Activity Description</b>
1a. Development name: Scattered Site
1b. Development (project) number: MI001-21
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or <b>planned for submission: 06/30/05</b>
5. Number of units affected: 1 (9344 Littlefield)
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 5/1/06 b. Projected end date of activity: 6/30/06

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Scattered Site</b>
1b. Development (project) number: <b>MI001-21</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or <b>planned for submission: 06/30/05</b>
5. Number of units affected: <b>1</b> (8212 Marlowe)
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>5/1/06</b> b. Projected end date of activity: <b>6/30/06</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Scattered Site</b> 1b. Development (project) number: <b>MI001-37</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or <b>planned for submission: 06/30/05</b>
5. Number of units affected: <b>1 (394 Lakewood)</b>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>5/1/06</b> b. Projected end date of activity: <b>6/30/06</b>

<b>Demolition/Disposition Activity Description</b>
1a. Development name: <b>Scattered Site</b> 1b. Development (project) number: <b>MI001-37</b>
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or <b>planned for submission: 06/30/05</b>
5. Number of units affected: <b>1 (7137 Varjo)</b>
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <b>5/1/06</b> b. Projected end date of activity: <b>6/30/06</b>

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities** [24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	<b>Jeffries (Only West Side of Lodge Freeway)</b>
1b. Development (project) number:	<b>MI001-07-</b>
2. Designation type:	Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, <b>submitted</b> , or planned for submission:	<b>12/16/04</b>
5. If approved, will this designation constitute a (select one) <b>Not Applicable</b>	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	<b>346</b>
7. Coverage of action (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Forest Park</b> 1b. Development (project) number: <b>MI001-11</b>
2. Designation type: Occupancy by only the elderly <b>X</b> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, <b>submitted</b> , or planned for submission: <b>12/16/04</b>
5. If approved, will this designation constitute a (select one) <b>Not Applicable</b> <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>97</b> 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <b>X</b> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Sheridan I</b> 1b. Development (project) number: <b>MI001-18</b>
2. Designation type: Occupancy by only the elderly <b>X</b> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, <b>submitted</b> , or planned for submission: <b>12/16/04</b>
5. If approved, will this designation constitute a (select one) <b>Not Applicable</b> <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>209</b> 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <b>X</b> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>State Fair</b> 1b. Development (project) number: <b>MI001-26</b>
2. Designation type: Occupancy by only the elderly <b>X</b>

Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, <b>submitted</b> , or planned for submission: <b>12/16/04</b>
5. If approved, will this designation constitute a (select one) <b>Not Applicable</b> <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>200</b> 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Warren West</b> 1b. Development (project) number: <b>MI001-27</b>
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, <b>submitted</b> , or planned for submission: <b>12/16/04</b>
5. If approved, will this designation constitute a (select one) <b>Not Applicable</b> <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>143</b> 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Conner Waveney</b> 1b. Development (project) number: <b>MI001-28</b>
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan Submitted, pending approval <input checked="" type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date this designation approved, <b>submitted</b> , or planned for submission:
5. If approved, will this designation constitute a (select one) <b>Not Applicable</b> <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>95</b>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Harriet Tubman</b>
1b. Development (project) number: <b>MI001-29</b>
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, <b>submitted</b> , or planned for submission: <b>12/16/04</b>
5. If approved, will this designation constitute a (select one) <b>Not Applicable</b> <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: <b>200</b>
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Designation of Public Housing Activity Description</b>
1a. Development name: <b>Sheridan II</b>
1b. Development (project) number: <b>MI001-45</b>
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, <b>submitted</b> , or planned for submission: <b>12/16/04</b>

<p>5. If approved, will this designation constitute a (select one) Not Applicable</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected: 200</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input checked="" type="checkbox"/> Total development</p>

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: <b>Jeffries (Only West Side of Lodge Freeway)</b>	
1b. Development (project) number: <b>MI001-07-Woodbridge Senior Enhanced</b>	
2. Designation type:	
Occupancy by only the elderly <input checked="" type="checkbox"/>	
Occupancy by families with disabilities <input type="checkbox"/>	
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	
Submitted, pending approval <input checked="" type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date this designation approved, <b>submitted</b> , or planned for submission: <b>12/16/04</b>	
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?	
6. Number of units affected: <b>50</b>	
7. Coverage of action (select one)	
<input checked="" type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

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

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

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



2. Activity Description **NOT APPLICABLE**

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.

**NOT APPLICABLE**

<b>Conversion of Public Housing Activity Description</b>
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. DHC's Homeownership Programs**

[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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: <b>Scattered Site Project 19 - 8 Mile/Wyoming</b>
1b. Development (project) number: <b>MI001-19</b>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" 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 checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or <b>planned for submission:</b> <b>4/8/05</b>
5. Number of units affected: <b>21</b>
6. Coverage of action: (select one)

<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
<b>Public Housing Homeownership Activity Description</b> <b>(Complete one for each development affected)</b>
1a. Development name: <b>Scattered Site Project 20</b> 1b. Development (project) number: <b>MI001-20</b>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" 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 checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or <b>planned for submission:</b> <b>4/8/05</b>
5. Number of units affected: <b>41</b> 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description</b> <b>(Complete one for each development affected)</b>
1a. Development name: <b>Scattered Site Project 21</b> 1b. Development (project) number: <b>MI001-21</b>
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" 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 checked="" type="checkbox"/> Planned application
2. Date Homeownership Plan/Program approved, submitted, or <b>planned for submission:</b> <b>4/8/05</b>
2. Number of units affected: <b>191</b> 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development

Total development

**Public Housing Homeownership Activity Description  
(Complete one for each development affected)**

1a. Development name: **Scattered Site Project 37**

1b. Development (project) number: **MI001-37**

2. Federal Program authority:

- HOPE I
- 5(h)
- Turnkey III
- Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

- Approved; included in the PHA's Homeownership Plan/Program
- Submitted, pending approval
- Planned application

4. Date Homeownership Plan/Program approved, submitted, or **planned for submission:**  
**4/8/05**

5. Number of units affected: **76**

6. Coverage of action: (select one)

- Part of the development
- Total development

**Public Housing Homeownership Activity Description  
(Complete one for each development affected)**

1a. Development name: **Scattered Site Project 38**

1b. Development (project) number: **MI001-38**

2. Federal Program authority:

- HOPE I
- 5(h)
- Turnkey III
- Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one)

- Approved; included in the PHA's Homeownership Plan/Program
- Submitted, pending approval
- Planned application

4. Date Homeownership Plan/Program approved, submitted, or **planned for submission:**  
**4/8/05**

5. Number of units affected: **72**

6. Coverage of action: (select one)

- Part of the development
- Total development

**B. DHC'S Section 8 Homeownership Program**

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

**\*There have been 18 homes sold in the Section 8 Homeownership Program**

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. DHC’s 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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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)

**Alternative procurement policy for resident owned businesses.**

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. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<b>Resident Leadership Training</b>	<b>20</b>	<b>RAB</b>	<b>Development and</b>	<b>Both</b>

		<b>Membership</b>	<b>PHA Main Office</b>	
<b>Youth Activities</b>	<b>250</b>	<b>Random</b>	<b>Development, PHA Main Office and other</b>	<b>Both</b>
<b>Family Literacy</b>	<b>30</b>	<b>Random</b>	<b>Development, PHA Main Office and other</b>	<b>Both</b>
<b>Job Training</b>	<b>75</b>	<b>Random</b>	<b>Development, PHA Main Office and other</b>	<b>Both</b>
<b>Entrepreneurial Training</b>	<b>10</b>	<b>Random</b>	<b>Development, PHA Main Office and other</b>	<b>Both</b>
<b>JOB Net</b>	<b>150</b>	<b>Random</b>	<b>Development and PHA Main Office</b>	<b>PH Residents</b>

(2) **Family Self Sufficiency Programs**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (Start of FY 2000)</b>	<b>Actual Number of Participants (As of: 06/30/2002)</b>
<b>Section 8</b>	<b>388</b>	<b>242</b>

- 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)  
**Giving persons at risk of losing benefits priority for job training, placement and outreach services.**

<b>D. Reserved for Community Service Requirement pursuant to Section 12(c) of the U.S. Housing Act of 1937</b>
--

See required Attachment L

### 13. DHC Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents



- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti-drug programs
- Other (describe below)      **Resident Assessment and Satisfaction Survey**

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

**Federal law enforcement agencies have conducted empirical data analysis of all of DHC properties. Due to the sensitivity of the data federal law enforcement agencies could not share the raw data with DHC however they have independently confirmed that Brewster/ Douglas and Jeffries East are DHC highest crime properties.**

**DHC in 2004 established a Task Force made up of the Detroit Police Department, DEA, AFT and the US Marshal Service to reduce crime at DHC Developments. To date this Task Force has conducted six raids which have resulted in arrests and the evictions of residents under the Federal Government’s “One Strike Policy.”**

Site	Number of Arrests
Brewster / Douglas	33
Jeffries East	16
<b>Total</b>	<b>49</b>

**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)

**DHC has been offered the assistance by the US Justice Department in Crime Prevention Initiatives. This assistance by US Department of Justice is both monetary and resource based in the form of a grant. The grant is for \$600,000 and will allow the local US Attorney’s Office to conduct crime prevention and strategic**

**planning for local law enforcement. Douglas is the site where these monies will be directed.**

2. Which developments are most affected? (list below) Senior and Family Developments

**Federal law enforcement agencies have conducted empirical data analysis of all of DHC properties. Due to the sensitivity of the data federal law enforcement agencies could not share the raw data with DHC however they have independently confirmed that Brewster/ Douglas and Jeffries East are DHC highest crime properties.**

**DHC in 2004 established a Task Force made up of the Detroit Police Department, DEA, AFT and the US Marshal Service to reduce crime at DHC Developments. To date this Task Force has conducted six raids which have resulted arrests and the evictions of residents under the Federal Government's "One Strike Policy."**

**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)

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

**All developments are affected.**

**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.

**[NO LONGER REQUIRED - PHDEP not funded separately but funding merged into PH Operating Fund beginning FY 2002]**

- 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)]

### **Pet Policy Summary - attachment G -)**

**The complete Pet Policy and Pet Lease Addendum appear in the Admissions and Continued Occupancy Policy - Attachment F-**

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? 3
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? 02/09/2005  
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?

1. 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)
2.  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 903.79 (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:
  - 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)

DHC will amend an existing open year Capital Budget to incorporate some capital request as provided by the RAB Board during a roundtable discussion on March 22, 2004. DHC will comply with the Federal requirement that Annual Plan P&E's reflect information as of 12-31. DHC did submit budget revisions to the local office that were approved in January of this year. We will again request a budget revision to the appropriate funding year while awaiting approval of the PHA Plan to expedite the requests and needs of our residents.

DHC held Community Planning forum's with the Resident Advisory Board (RAB) to present the draft Plan and solicit input from community stakeholders. The dates were as follows: February 26, 2004, March 22, 2004, April 5, 2004 and April 13, 2004. On February 27, 2004 the Annual and 5 Year Plan was made available for public review and comment. A public hearing was held on April 14, 2004 for the purpose of presenting the Plan and to receive comments or questions from the general public.

The comments related to this PHA plan from the various meetings with the RAB Board are listed below. The items listed were requested by the President/Resident of that particular community. The items with one asterisk are items that DHC will include in a current open year Capital Budget. The items with two asterisks will be addressed through Operations. The remainder will be assessed for feasibility in a future year.

#### Charles Terrace

- Playscape\*
- Speed Bumps\*
- Parking Lot Patches\*

#### Sheridan I

- Commercial Stove and Refrigerator
- Vent in the Beauty Shop, Equipment\*
- Benches outside in the yard\*
- Flowers in the Gazebo – in the center of Mums\*
- Intercom/PA System\*

#### Harriet Tubman

- Lighting in front & picnic area\*

#### Douglass

- Air Conditioner
- Site Lighting\*
- Painting in Douglass & Brewster\*
- Community center/meeting space

#### Smith Homes

- Site Lighting \*
- Playground equipment\*
- Gaps in the door\*\*
- Draft through the windows\*\*
- Fencing, signage on entry\*

#### Diggs

- Sod laid in front of the door\*
- Blinds \*

#### State Fair

- Address & lettering \*
- Light bulbs under the canopy \*\*
- Light in the front \*
- Cut down 4 apple trees \*
- Blinds \*

- Window Cleaning\*\*

#### Forest Park

- Lighting \*

#### Brewster

- Screen Doors
- Floors not leveled in some units \*
- Blinds\* (In progress)
- Space in the windows \*\*
- Space to meet/office

#### Jeffries East

- Pot Holes in street\*

#### Scattered Sites

- Meeting space \*\*
- Large tree in yard \*
- Lights in hall way\*\*

#### Warren West

- Lights on the outside \*\*
- Gate/fence for parking\*
- Signage\*

#### Sheridan II

- Bench replaced \*
- Far end towards Jefferson needs to be closed off\*
- Speed bump repair\*\*
- Carpet cleaning \*\*

#### Sojourner Truth

- Unit Rehab (Contract at HUD)
- Duct Cleaning \*\*
- New furnace doesn't give even heat \*\*
- Electrical wire/ cable wires on the back of the units, hang \*\*
- Gutters need cleaning\*\*
- Plumbing issues (to be assessed during unit rehab)

There were two policy revision request made by the President's of Sheridan II and Herman Gardens. The request from both Presidents was for residents to participate in the screening process. The President of Herman Gardens also requested that residents participate in hearings related to evictions. DHC staff committed to meeting with the RAB Board and members of the communities to explore these options as they are

sensitive in nature and research is needed on involvement, implementation and feasibility.

DHC received one written comment from the public which was a document request from a resident of Sheridan II. The request included copies of DHC's ACOP, a schedule of DHC's flat rents, PHA maintenance and management policies including policy on the eradication of pests and a copy of the latest PHDEP semi-annual report. These documents will be forwarded as requested.

On behalf of the residents at Villages of Parkside, Commissioner Carol Mayes made the following request and comment

- Playground equipment (DHC will seek a non-federal funding source to obtain due to I.G. issues and work items)
- Air comes through gaps in the door (Will be dealt with as closeout of the I.G. Audit)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

### **C. Statement of Consistency with the Consolidated Plan**

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

1. Consolidated Plan jurisdiction: **City of Detroit, 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)

**Since 1995, the need to implement a strategic vision redeveloping Detroit's neighborhoods has been a major priority for the Detroit Housing Commission and the City of Detroit.**

**Municipal support for the DHC's efforts to rehabilitate existing public housing units, demolish and replace public housing units where rehabilitation is not feasible, improve maintenance of public housing and increase security in public housing. (Page 74-75 of Consolidated Plan)**

**Allocate HOME investment trust funds to proposed projects based on the eligibility, feasibility and benefits of the proposed project. (Page 75 of Consolidated Plan)**

**Improve coordination among the various agencies involved in affordable housing. (Page 76 of Consolidated Plan)**

**Provide opportunities for Homeownership. (Page 78 of Consolidated Plan)**  
**Provide supportive services to the elderly and persons with special needs. (Page 86 of Consolidated Plan)**

**The ultimate goal of the City of Detroit's housing strategies is to insure that all City of Detroit residents live in decent, safe and sanitary housing.**

### **D. Other Information Required by HUD**

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



**The Agency Plan is a living document, which shall serve to guide DHC operations and resource management. In the event that circumstances or priorities necessitate actions, which would represent a substantial departure from the goals, objectives, timetables or policies as set forth in the plan, the DHC will invite resident review and input prior to taking actions that would implement such substantial changes.**

**Development of subsequent Annual Plans shall be a vehicle through which updates and minor or routine modifications to the Agency Plan are made. On an annual basis the DHC will review its progress toward the achievement of its goals and objectives and the existing policies and procedures, adequately address the needs of its constituents, stakeholders and the agency. To the extent that those needs are not met by the elements of the existing Agency Plan, the subsequent Annual Plan shall be written to reflect changes to goals, objectives, policies and procedures to address those needs.**

**In the event that the elements of the subsequent annual plan represent a significant departure from those of the existing Agency Plan, a Significant Amendment or Modification to the Agency Plan will be undertaken. Under these circumstances, a full and participatory planning process will be used to obtain resident and stakeholder input. A draft of the substantially modified Agency Plan will be subject to the public review, comment, and hearing process.**

**DHC's definitions of Substantial Deviation and Significant Amendment will include the following.**

- **Changes to rent or admissions policies or organization of the waiting list;**
- **Additions of non-emergency work items that exceed \$250,000 (items not included in the current Annual Statement or 5-year Action Plan) or change in use of replacement reserve funds under the Capital Fund will be subject to public review and comment. Non-emergency work items less than \$250,000 will be presented to the RAB Board, then to the Resident Council and community that is affected by the change.**
- **Additions of new activities not included in the current PHDEP Plan;**
- **And any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.**

**An exception to this definition will be made of any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments.**

**Note: DHC received approval from the RAB Board, Public via the public hearing and the DHC Board of Commissioners to adopt the aforementioned definition of substantial deviation and significant amendment.**

## **Attachments**

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

### **Required Attachments:**

**Attachment A: Admissions Policy for Deconcentration**

**Attachment B: Capital Fund Programs Annual Statements**

**Attachment C: Voluntary Conversion Required Initial Assessments**

**Attachment J: RASS Follow Up Plan**

### **Optional Attachments:**

**Attachment D: PHA Management Organizational Chart**

**Attachment E: Capital Fund Program Five-Year Action Plan**

**Attachment F: Admissions and Continued Occupancy Policy**

**Appendix A - Grievance Procedures Policy**

**Appendix B - Pet Policy**

**Appendix C - Dwelling Lease/Pet Lease Addendum**

**Attachment G: Pet Policy Summary**

**Attachment H: Resident Membership of PHA Governing Board  
Membership of Resident Advisory Board**

**Attachment I: Assessment of Demographic Changes in Public Housing  
Developments with Site-Based Waiting List**

**Attachment J: RASS Follow-up Plan**

**DETROIT HOUSING COMMISSION (MI-001)  
ATTACHMENT A  
ANNUAL PLAN FOR FISCAL YEAR 2003**

**ADMISSIONS POLICY FOR DECONCENTRATION**

The following admissions policy provides for Deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. This Deconcentration Policy is authorized under Section 513 of the Quality Housing and Work Responsibility Act of 1998, which amended Section 16 of the 1937 Housing Act to allow a public housing agency to establish and utilize income-mixing criteria for the selection of residents for dwelling units in public housing projects to meet Deconcentration objectives.

This policy is established based on a Deconcentration and income mixing analysis and is being implemented in a manner that does not prevent or interfere with the use of a site-based waiting list. The Deconcentration and income-mixing plan does not impose or require any specific income or racial quotas for any project or projects. Further, the Deconcentration objectives are consistent with QHWRA targeting objectives such that the public housing units made available for occupancy in any fiscal year to eligible families, not less than 40% shall be occupied by families whose incomes at the time of commencement of occupancy do not exceed 30% of the area median income.

The Admissions Policy for Deconcentration achieves its objectives through incentives and provides for family choice. The principle of family choice allows the family to have the sole discretion to determine whether to accept the incentive without adverse action on the part of the DHC. Notwithstanding, QHWRA permits the DHC to skip a family on the waiting list to reach another family to implement its Deconcentration policy without that act being considered an adverse action.

DHC will implement its Deconcentration policy by conducting an income assessment of participants:

- ◆ *Determine and compare the relative tenant incomes of each development to the average income of the public housing participants;*
- ◆ *Identify what admissions policy measures or incentives, if any, are needed to align the development income mix with the income mix of all public housing participants;*
- ◆ *Ensure that such measures and incentives affirmatively further fair housing;*
- ◆ *Make any appropriate changes to the admissions policies;*

- ◆ *Implement measures and incentives to achieve stated Deconcentration goals; and*
- ◆ *Monitor results and suspend measures and incentives when on a site-by-site basis when goals are met.*

In attaining its Deconcentration objectives, DHC will give preference to the following measures and incentives:

- ◆ Measures to increase employment and higher wages of families in lower income developments including Section 3 opportunities, apprentice and self-sufficiency enrollment;
- ◆ Needs assessment, self-sufficiency and job counseling for new admissions; and
- ◆ Incentives for transfer families that accept moves that will further the goals of Deconcentration.

The DHC will apply Deconcentration incentives and measures to the new admissions waiting list only to the extent that targeting goals are met and skipping is essential to attain Deconcentration goals.



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Detroit Housing Commission</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28P001709-99	<b>Federal FY of Grant:</b> <b>1998</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/03		<input type="checkbox"/> Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements Soft Costs	-	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	-	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	289,942	114,942	114,942	114,942
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	-	-	-
10	1460 Dwelling Structures	33,077	33,077	33,077	33,077
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1498 Development Activities	1,544,097	1,7,19,097	-	-
19	1502 Contingency	-	-	-	-
	Amount of Annual Grant: (sum of lines 2 to 19.)	1,867,116	1,867,116	148,019	148,019
	Amount of line related to LBP Activities	-	-	-	-
	Amount of line related to Section 504 compliance	-	-	-	-
	Amount of line related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	-	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-



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

PHA Name: <b>Detroit Housing Commission</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28P001709-99				<b>Federal FY of Grant:</b> <b>1998</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide: Fees & Costs	09/30/01	12/31/03		09/30/03	9/30/04		Consultant to be hired to prepare plans
MI 1-05: Charles Terrace- New Construction of Townhouses	09/30/01		09/30/01	09/30/03			See RHF Plan submitted 5/03
MI 1-27: Warren West- Gut Rehab	09/30/01		09/30/01	09/30/03		03/31/01	
HA-Wide: Acquisition of ACC units							See RHF Plan submitted 5/03



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Detroit Housing Commission</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28R00150199	Federal FY of Grant: <b>1999</b>
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Original Annual Statement      Reserve for Disasters/ Emergencies       Revised Annual Statement (revision no:      )  
 Performance and Evaluation Report for Period Ending: 12/31/03       Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements Soft Costs	-	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	-	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	-	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	-	-	-
10	1460 Dwelling Structures	-	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1498 Development Activities	3,504,802	3,504,802	-	-
19	1502 Contingency	-	-	-	-
	Amount of Annual Grant: (sum of lines 2 to 19.)	3,504,802	3,504,802	-	-
	Amount of line related to LBP Activities	-	-	-	-
	Amount of line related to Section 504 compliance	-	-	-	-
	Amount of line related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	-	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-





# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Detroit Housing Commission</b>	Grant Type and Number Capital Fund Program Grant No: MI28P00150100 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2000</b>
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	Revised Annual Statement (revision no:4 )
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/03		Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	1,654,579	3,309,158	3,309,158	1,654,579
3	1408 Management Improvements Soft Costs	3,309,158	3,309,158	3,309,158	2,907,427
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	1,654,579	1,654,579	1,654,579	1,654,579
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	-	519,889	519,889	519,888
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	614,500	29,126	29,126	29,126
10	1460 Dwelling Structures	7,960,000	7,379,528	7,379,528	7,379,528
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	353,695	311,285	311,285	237,972

14	1485 Demolition	69,740	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	75,000	20,892	20,892	20,892
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	-	-	-	-
	Amount of Annual Grant: (sum of lines 2 to 19.)	16,545,794	16,545,794	16,545,794	10,390,104
	Amount of line related to LBP Activities	-	-	-	-
	Amount of line related to Section 504 compliance	-	-	-	-
	Amount of line related to Security –Soft Costs	2,600,981	2,527,582	2,527,582	2,102,477
	Amount of line related to Security-- Hard Costs	150,000	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: <b>Detroit Housing Commission</b>		Grant Type and Number Capital Fund Program Grant No: <b>MI28P00150100</b> Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2000</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
HA-Wide	Operations	1406		1,654,579	3,309,158	1,654,579	1,654,579		
HA-Wide Mgmt Imp	Police	1408	66 officers	1,535,134	1,472,655	1,472,655	1,472,655		
HA-Wide Mgmt Imp	Security program for senior sites	1408	65	1,065,847	-	-	-		
HA-Wide Mgmt Imp	Maintenance Aides-Residents assisting in tasks to learn skills & earn wages	1408	3	172,412	-	-	-		
HA-Wide Mgmt Imp	MIS Upgrades - new hardware, software, networking, training and security	1408		390,000	186,519	186,519	186,519		
HA-Wide Mgmt Imp	Staff & Resident Training	1408		133,765	71,043	71,043	71,043		
HA-Wide Mgmt Imp	Community Support Services Consultant	1408	1 contract	12,000	11,711	11,711	11,711		
HA-Wide Mgmt Imp	Software systems conversion consultant	1408	1 contract	-	50,000	50,000	16,905		
HA-Wide Mgmt Imp	FDS filing Technical Asst./FY03 Year End	1408	2 contracts	-	101,194	101,194	71,265		
HA-Wide Mgmt	Tech Asst-Bank Acct & Fixed	1408	1 contract	-	10,108	10,108	10,108		

Imp	As.								
Ha-Wide Mgmt. Imp	Financial Tech. Asst Consultant	1408	1 contract	-	50,000	50,000	17,788		
HA-Wide Admin	Allocation of staff salaries	1410		1,653,094	1,652,270	1,652,270	1,652,270		
HA-Wide Admin	Advertisements	1410		1,485	2,309	2,309	2,309		
HA-Wide Fees & Costs	Construction Manager	1430	1 contractor		425,818	425,818	425,818		
HA-Wide Fees & Costs	A&E Fees	1430	3 contracts		94,071	94,071	94,071		
HA-Wide Dwell Equip	Appliances	1465.1	250	74,726	-	-	-		
HA-Wide Non Dwell St	DHC Warehouse	1470	1 bldg	1,000,000	-	-	-		
HA-Wide Non Dwell Equipment	Office Equipment	1475		93,092	-	-	-		
HA-Wide Non Dwell Equipment	Computer Replacement	1475		56,908	323,464	323,464	311,285		
HA-Wide	Relocation costs	1495.1	75 residents	75,000	20,892	20,892	20,892		
MI 1-2 Parkside	Playground equipment & furnishings	1450	2 bldgs.	-	27,626	27,626	926		
MI 1-7 Jeffries	Air Ventilation System	1460	2 bldgs.	-	15,936	15,936	15,936		
MI 1-7 Jeffries	Fire Alarm system repair	1460	1 bldg	-	4,725	4,725	4,725		
MI 1-08 Douglass	Parapet Walls Upgrade-Midrise Bldg.	1460	1 bldg.	-	93,445	93,445	93,445		
MI 1-08 Douglass	Cyclical Painting Program	1460	4 units	-	2,576	2,576	2,576		
MI 1-17 Diggs	Repair heating systems (Comm Bldg)	1470	1 bldg	28,252	-	-	-		
MI 1-18 Sheridan I	Boiler installation	1460	2 boilers	-	1,142	1,142	1,142		
MI 1-19 Scattered Sites	Repair sidewalks & driveways to codes as necessary	1450	10 units	20,000	-	-	-		
MI 1-19 Scattered Sites	Repair/replace all systems to codes as necessary	1460	10 units	26,000	-	-	-		

MI 1-19 Scattered Sites	Repairs/replace all facets of bldg to code as necessary incl. Garages	1460	10 units	30,000	-	-	-	
MI 1-19 Scattered Sites	Repair/replace all in-unit fixtures, systems & entry doors to code	1460	10 units	24,000	-	-	-	
MI 1-19 Scattered Sites	Cyclical Painting Program	1460	3 units	-	6,552	6,552	6,552	
MI 1-20 Scattered Sites	Repair sidewalks & driveways to codes as necessary	1450	1 unit	20,000	-	-	-	
MI 1-20 Scattered Sites	Lighting fixtures, electrical receptables, adjustment to the furnace	1460	1 unit	26,000	950	950	950	
MI 1-20 Scattered Sites	Gutters and downspouts	1460	1 unit	30,000	650	650	650	
MI 1-20 Scattered Sites	Unit rehabilitation	1460	1 unit	24,000	3,770	3,770	3,770	
MI 1-21 Scattered Sites	Repair sidewalks & driveways to codes as necessary	1450	1 unit	20,000	1,500	1,500	1,500	
MI 1-21 Scattered Sites	Repair units to code as necessary	1460	3 units	26,000	33,575	33,575	33,575	
MI 1-21 Scattered Sites	Mechanical/electrical work	1460	2 units	-	750	750	750	
MI 1-21 Scattered Sites	Repairs/replace all facets of bldg to code as necessary incl. Garages	1460	1 unit	30,000	4,717	4,717	4,717	
MI 1-21 Scattered Sites	Roofing demo & installation	1460	4 Units	-	17,126	17,126	17,126	



MI 1-21 Scattered Sites	Cyclical Painting Program		1460	5 Units	-	15,288	15,288	15,288	
MI 1-28 Conner Waveney	Signage/Electronic Gate installation		1450	1 bldg	34,500			-	
MI 1-28 Conner Waveney	A/C units, Fire Suppression		1460	129 units	839,000	4,507,365	4,507,365	4,507,365	
MI 1-28 Conner Waveney	Replace windows & doors		1460	1 129 units	500,000	370,268	370,268	370,268	
MI 1-28 Conner Waveney	Comprehensive unit modification		1460	129 units	6,000,000	2,292,793	2,292,793	2,292,793	
MI 1-28 Conner Waveney	Window treatments		1460	129 units	15,000	-	-	-	
MI 1-37 Scattered Sites	Repair sidewalks & driveways to codes as necessary		1450	10 units	20,000	-	-	-	
MI 1-37 Scattered Sites	Repair/replace all systems to codes as necessary		1460	10 units	26,000	-	-	-	
MI 1-37 Scattered Sites	Repairs/replace all facets of bldg to code as necessary incl. Garages		1460	10 units	30,000	-	-	-	
MI 1-37 Scattered Sites	Repair/replace all in-unit fixtures, systems & entry doors to code		1460	10 units	24,000	-	-	-	
MI 1-37 Scattered Sites	Cyclical Painting Program		1460	4 Units		4,368	4,368	4,368	
MI 1-38 Scattered Sites	Cyclical Painting Program		1460	4 Units	-	2,184	2,184	2,184	
MI 1-45 Sheridan I	Boiler Installation		1460	2 boilers	-	1,348	1,348	1,348	
MI 1-50 Brewster	Sidewalk/Replacement Curb		1450	55 bldgs	500,000	-	-	-	
MI 1-50 Brewster	Repair foundation work, porches, gutters & downspout		1460	55 bldgs	160,000	-	-	-	



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

PHA Name: <b>Detroit Housing Commission</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: MI28P00150100 Replacement Housing Factor Grant No:					<b>Federal FY of Grant:</b> <b>2000</b>	
Development Number  Name/HA-Wide Activities	All Fund Obligated  (Quarter Ending Date)			All Funds Expended  (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA Wide: Police	09/30/02		03/31/02	09/30/04		12/31/02		
HA Wide: Resident Monitors	09/30/02		03/31/02	09/30/04	6/30/03			
HA Wide: Maintenance Aides	09/30/02		03/31/02	09/30/04	6/30/03			
HA Wide: MIS Upgrades	09/30/02		03/31/02	09/30/04	12/31/02		Expenses moved to CFP02	
HA Wide: Community support services consultant	09/30/02		10/31/01	09/30/04	9/30/02			
HA Wide: Staff & Resident Training	09/30/02		03/31/02	09/30/04			Fungibility from CGP99	
HA Wide: Software systems conversion consultant	09/30/02		09/30/04	09/30/04			Fungibility from CGP99	
HA Wide: FDS Filing Technical Assistance	09/30/02		09/30/04	09/30/04			Fungibility from CGP99	
HA Wide: Tech Assistance-Bank accts. & fixed assets	09/30/02		09/30/04	09/30/04			Fungibility from CGP99	
HA Wide: Administration	09/30/02		03/31/02	09/30/04		03/31/02		
HA Wide: Advertisement	09/30/02		03/31/02	09/30/04		03/31/02		
HA Wide: Computer Replacement	09/30/02		03/31/02	09/30/04				
HA Wide: Relocation costs	09/30/02		03/31/02	09/30/04				
HA Wide: Fees and costs-Construction Manager	09/30/02		09/30/04	09/30/04				
HA Wide: Fees and costs-A&E fees	09/30/02		09/30/04	09/30/04				
MI 1-02 Parkside: Playground equipment & furnishings	09/30/02		09/30/04	09/30/04			Fungibility from CGP99	
MI 1-07 Jeffries-Air ventilation system	09/30/02		03/31/02	09/30/04		05/31/02		

MI 1-07 Jeffries-Fire alarm system	09/30/02		03/31/02	09/30/04		02/28/02	
MI 1-08 Douglass-Parapet Walls Upgrade-Midrise bldg.	09/30/02		03/31/02	09/30/04		12/31/02	
MI 1-08 Douglass-Cyclical painting program	09/30/02		03/31/02	09/30/04		12/31/02	
MI 1-18 Sheridan I-Boiler Installation	09/30/02		03/31/02	09/30/04		12/31/02	
MI 1-19 Scattered Sites-Cyclical Painting Program	09/30/02		03/31/02	09/30/04		07/31/02	
MI 1-20 Scattered Sites-Repair/ replace all systems to code as necessary	09/30/02		03/31/02	09/30/04		09/30/02	
MI 1-20 Scattered Sites-Repair/replace all facets of bldg to code as necessary incl. Garages	09/30/02		03/31/02	09/30/04		09/30/02	
MI 1-20 Scattered Sites-Repair/replace all in-unit fixtures, systems & entry doors to code	09/30/02		03/31/02	09/30/04		09/30/02	
MI 1-21 Scattered Sites-Repair sidewalks & driveways to code as necessary	09/30/02		03/31/02	09/30/04		08/31/02	
MI 1-21 Scattered Sites-Repair/ replace all systems to code as necessary	09/30/02		03/31/02	09/30/04		08/31/02	
MI 1-21 Scattered Sites-Repair/replace all facets of bldg to code as necessary incl. Garages	09/30/02		03/31/02	09/30/04		08/31/02	
MI 1-21 Scattered Sites-Repair/replace all in-unit fixtures, systems & entry doors to code	09/30/02		03/31/02	09/30/04		08/31/02	
MI 1-21 Scattered Sites-Roofing demo & installation	09/30/02		03/31/02	09/30/04			
MI 1-28 Conner Waveney-A/C units, fire suppression	09/30/02		03/31/02	09/30/04			
MI 1-28 Conner Waveney-Replace windows	09/30/02		03/31/02	09/30/04			
MI 1-28 Conner Waveney-Comprehensive unit modification	09/30/02		03/31/02	09/30/04			
MI 1-28 Conner Waveney-Window treatments	09/30/02		03/31/02	09/30/04			
MI 1-37 Scattered Sites-Repair sidewalks & driveways to code as necessary	09/30/02		03/31/02	09/30/04			
MI 1-37 Scattered Sites-Repair/replace all facets of bldg to code as necessary incl. Garages	09/30/02		03/31/02	09/30/04			Move to CFP01

MI 1-37 Scattered Sites-Repair/replace all in-unit fixtures, systems & entry doors to code	09/30/02		03/31/02	09/30/04			Move to CFP01
MI 1-37 Scattered Sites-Cyclical painting program	09/30/02		03/31/02	09/30/04		07/31/02	
MI 1-38 Scattered Sites-Roofing demo & installation	09/30/02		03/31/02	09/30/04		12/31/02	
MI 1-38 Scattered Sites-Cyclical painting program	09/30/02		03/31/02	09/30/04		9/30/02	
MI 1-45: Sheridan II-Boiler installation	09/30/02		03/31/02	09/30/04		13/31/02	

**Detroit Housing Commission  
Budget Narrative for CFP2000  
Annual Plan 2004**

**Budget Line Item 1408 Management Improvement:**

The decrease in the Security at Senior Sites budget was due to fungibility utilized to closeout CGP1999.

The salaries for Maintenance Aides budget was decreased due to the agency did not have any residents employed in this position.

The Warehouse Consultant budget was decreased due to the agency not entering into a contractual agreement with the vendor. Funds were allocated to another management improvement work item.

The increase in MIS Upgrades due to reallocation of the funds related to the Warehouse Consultant. The decrease in Staff and resident training was due to DHC's effort to cutback on expenditures agency wide.

The decrease in the budget for Community Support Service Consultant; FDS Filing Technical Assistance and Technical Assistance- Bank Accounts and Fixed Assets occurred to reflect the final contract amount after final payments were made.

**Budget Line Item 1430 Fees & Costs:**

The increase in the Construction Manager is a result of an approved change order for Don Todd & Associates.

The increase in the A&E fees is also due to an approved change order for various A&E vendors.

**Budget Line Item 1450 Site Improvements:**

The budget was decreased for the Playground equipment at MI 1-02 Parkside as result of a change in the costs of the equipment.

The site work budgeted at MI 1-27 Conner Waveney/Riverbend was deleted and allocated to the Comprehensive Unit Modification work item for the same development.

**Budget Line Item 1460 Dwelling Structures:**

The budget for MI 1-08 Douglas Homes Parapet walls upgrade was reduce to the final contract payment after final payments were made. The budget for the MI 1-21 Scattered Sites Roof demolition/installation and MI 1-38 Scattered Sites Cyclical painting work items were also reduced for the same reason.

The work item at MI 1-27 Riverbend Apartments replacement of windows/doors budget was reallocated to the Comprehensive Unit Modification work item for the same development.

**Budget Line Item 1460 Dwelling Structures Cont'd:**

For MI 1-21 and MI 1-37 Code repairs work items the budget was decreased due to fungibility. The work items were moved to CFP01.

**Budget Line Item 1475 Non Dwelling Equipment:**

The budget for Computer Replacement was increased due to hardware purchases made and funds are moved from MIS Upgrades work items in budget line item 1408.

**Budget Line Item 1485 Demolition Costs:**

The budget for Lee Plaza was reduced due to fungibility and moved to CFP01.

**Budget Line Item 1495.1 Relocation Expenses:**

The Agency restored the budget amount to the original submission amount.

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Grant Type and Number	Federal FY of Grant:
<b>Detroit Housing Commission</b>	Capital Fund Program Grant No:	<b>2000</b>
	Replacement Housing Factor Grant No: MI28R00150100	

<b>Original Annual Statement</b>	<b>Reserve for Disasters/ Emergencies</b>	<b>Revised Annual Statement (revision no: )</b>
<b>x Performance and Evaluation Report for Period Ending 12/31/03</b>		<b>Final Performance and Evaluation Report</b>

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements Soft Costs	-	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	-	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	-	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	-	-	-
10	1460 Dwelling Structures	-	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	4,021,494	-	-	-
19	1502 Contingency	-	-	-	-

	Amount of Annual Grant: (sum of lines 2 to 19.)	4,021,494	-	-	-
	Amount of line related to LBP Activities	-	-	-	-
	Amount of line related to Section 504 compliance	-	-	-	-
	Amount of line related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	-	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-







## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:

PHA Name:		Grant Type and Number			Federal FY of Grant:	
<b>Detroit Housing Commission</b>		Capital Fund Program Grant No: MI28P00150101			<b>2001</b>	
		Replacement Housing Factor Grant No:				
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		Revised Annual Statement (revision no:4 )		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/03				<input type="checkbox"/> Final Performance and Evaluation Report		
	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>		
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>	
1	Total non-CFP Funds					
2	1406 Operations	1,545,810	3,091,617	3,091,617	3,091,617	
3	1408 Management Improvements Soft Costs	3,091,621	3,089,536	2,649,592	1,459,678	
	Management Improvements Hard Costs	-	-	-	-	
4	1410 Administration	1,545,810	1,545,809	1,545,809	1,545,810	
5	1411 Audit	-	-	-	-	
6	1415 Liquidated Damages	-	-	-	-	
7	1430 Fees and Costs	450,000	1,606,684	1,606,684	502,112	
8	1440 Site Acquisition	-	-	-	-	
9	1450 Site Improvement	533,665	1,333,985	1,333,985	681,017	
10	1460 Dwelling Structures	7,361,197	4,065,824	4,065,824	1,814,593	
11	1465.1 Dwelling Equipment—Nonexpendable	75,000	68,774	68,774	56,425	
12	1470 Nondwelling Structures	-	4,826	4,826	4,826	
13	1475 Nondwelling Equipment	300,000	461,950	461,950	289,873	
14	1485 Demolition	-	79,990	79,990	79,990	
15	1490 Replacement Reserve	-	-	-	-	
16	1492 Moving to Work Demonstration	-	-	-	-	
17	1495.1 Relocation Costs	55,000	109,108	-	-	
18	1499 Development Activities	-	-	-	-	
19	1502 Contingency	500,000	-	-	-	
	Amount of Annual Grant: (sum of lines 2 to 19.)	15,458,103	15,458,103	14,909,051	9,525,941	

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:

PHA Name:	Grant Type and Number	Federal FY of Grant:
<b>Detroit Housing Commission</b>	Capital Fund Program Grant No: MI28P00150101 Replacement Housing Factor Grant No:	<b>2001</b>

<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<b>Revised Annual Statement (revision no:4 )</b>
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/03		<input type="checkbox"/> Final Performance and Evaluation Report

Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Original	Revised	Obligated	Expended
Amount of line related to LBP Activities	-	-	-	-
Amount of line related to Section 504 compliance	4,004,190	1,092,318	1,092,318	-
Amount of line related to Security –Soft Costs	1,535,135	1,158,474	1,158,474	1,191,563
Amount of line related to Security-- Hard Costs	-	-	-	-
Amount of line related to Energy Conservation Measures	-	-	-	-
Collateralization Expenses or Debt Service	-	-	-	-
<b>Signature of Executive Director &amp; Date</b>				

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150101				2001			
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
HA-Wide	Operations-20% of annual grant 140600010001	1406		1,545,810	3,091,617	3,091,617	3,091,617		
HA-Wide	DHC Police/Security 140800010002	1408		1,535,135	1,158,474	1,158,474	1,191,563	PO#2774 Newton Security (550k)	
HA-Wide	Resident Monitors -security monitoring at senior sites, resident employment 140800010003	1408		953,531	47,082	47,082	-		
HA-Wide	Maintenance Aides-residents assisting in tasks to learn skills and earn wages 140800010004	1408		143,018	47,082	47,082	-		
HA-Wide	Staff salaries-MAPS & resident initiatives	1408		-	760,055	760,055	-		
HA-Wide	MIS Upgrades-new hardware, software, networking, training and security 140800010005	1408	20%	320,996	437,351	437,351	235,968	Emphasys Computing/PO#2337 OAS (3,506)/PO# 1450 Discovery Computer (1,300)/PO#2229 New Horizons (19,960)/PO#1652 Strategic Staffing Solutions (154,000)/PO#1835 COMARK (29,169)/PO#2337 OAS Group (3,506)/PO#1519 Sunmicrosystems (5,504)/PO#2692 ANG (44,450)	
HA-Wide	Staff Training-continuation of ongoing program to educate & train personnel 140800010006	1408	20%	78,269	99,548	99,548	25,573	13,000 to Community Support Services Planner/Consultant	
HA-Wide	Resident training/programs 140800010007	1408	1 contract	47,672	-	-	-	Transportation Business Consultant-2,500	
HA-Wide	Community Support Services Planner/Consultant 140800010008	1408	1 contract	13,000	-	-	-	Contract #80456	
HA-Wide	Technical Asst.-Financial workout plan 140800010009	1408		-	50,000	50,000	6,574	PO#2773 Casterline	

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name:		Grant Type and Number				Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: M128P00150101				2001			
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
HA-Wide	Technical Asst.-Financial consultant	1408		-	50,000	50,000	-	Contract#1844	
HA-Wide	Technical Asst.-Mod/Dev Tech consultant	1408		-	50,000	-	-		
HA-Wide	Technical Asst.-Energy performance contract	1408		-	25,000	-	-		
HA-Wide	Technical Asst.-IOC	1408		-	364,944	-	-		
HA-Wide	Allocation of staff salaries necessary to administer grant 141000010009	1410		1,545,810	1,544,328	1,544,328	1,544,328	PO 1792 for 10k	
HA-Wide	Printing services 141000010009	1410	3 binders	-	686	686	686	PO#1698 American Speedy Printing	
HA-Wide	Advertisements 141000010009	1410		-	795	795	795	Detroit Newspapers/NAHRO	
HA-Wide	A&E services based on anticipated design and construction mgt. Costs 143000010010	1430	5 contracts	450,000	1,205,547	1,205,547	410,556	Contract#1793 Don Todd(25685)/Contract# 1836 TEC Consultants (200k)/Contract#1837 The Traverse Group (200k) /Contract#1838 Lakeshore Engineering (200k)/Contract#1512003 Pravin Sheth & Assoc. (375,000)/500k to legal fees for MOD	
HA-Wide	Legal fees for MOD Division 143000010012	1430		-	300,000	300,000	-	Butzel Long/25656 to Legal-Jeffries	
HA-Wide	Painting of various units & DHC buildings 146010010052	1460		-	29,128	29,128	29,128	Contract#1252002 McCrary Chambers from CGP99/Req#1831 (400,437)	
HA-Wide	Vertical blind replacement & 2211 Orleans 146010010054	1460	1 bldg.	-	9,392	9,392	-	PO#2674 Chezcore	
HA-Wide	Appliances	1465.1		75,000	68,774	68,774	56,425	Contract# 100600 General Electric Appliances/PO#2422 Quality Appliances(29,900)	
HA-Wide	Detroit Housing Commission Warehouse 147000000008	1470	1 bldg.	-	-	-	-	743,670 to Operations/from MI 1-28/repaid/7,100 to PO#2588	
HA-Wide	Replacement of vehicles & telephone/communications systems enhancements 147500010012	1475	2 vehicles/3 vans/2 buses	165,000	120,959	120,959	47,545	PO 940 Mike Albert Leasing (24,949.50)/PO 963 Mike Albert Leasing (22,595.25)/PO#2663 Midwest Transit Equip. of MI (73,414)	
HA-Wide	Maintenance Equipment 147500010015	1475	1 loader	-	98,100	98,100	-	PO#2588 Jorgenson Ford	

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150101				2001			
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
HA-Wide	Office Equipment	1475		135,000	1,344	1,344	781	Po#1458 Insight Public Sector (563)/PO# 2331 The Office Professionals (781.49)/remainder to Maint. Equip.	
	147500010013								
HA-Wide	Computer Replacement	1475		-	241,547	241,547	241,547	PO 1201 Universal Solutions (1,870) /PO#1208 Xerographic Solutions (396)/PO#1396 Insight Public Sector (300)/PO#1675 Insight Public Sector (3,435)/PO#1677 Insight Public Sector (2830)/PO#2013 Insight (21,228)/PO#2455 Sehi Computer Products (11,626)/PO#214	
	147500010014								
HA-Wide	Relocation Costs	1495.1		55,000	109,108	-	-	54,108 from CFP2000/Requisition#1821	
	149510010014								
HA-Wide	Contingency @ 3% of annual grant	1502		500,000	-	-	-		
MI 1-02 Parkside	Legal Fees	1430	1 contract	-	16,205	16,205	6,624	Dickinson-Wright from CGP99	
	143000010010								
MI 1-05 Charles Terrace	COMP MOD Phase I	1460	48 units	-	45,000	45,000	-	from CGP99	
MI 1-07 Jeffries	Legal Fees	1430	1 contract	-	84,932	84,932	84,932	Contract#1792 Butzel Long from HA-Wide A&E	
	143000010011								
MI 1-07 Jeffries	Resurface & repave all roads for Jeffries	1450		200,000	-	-	-	595,557 to Operations/budget from MI 1-28	
	145010010016								
MI 1-07 Jeffries	Repair of fire-damaged units	1460	2 units	-	75,800	75,800	59,150	PO#2665 GME Engineering & Associates	
	146010010046								
MI 1-07 Jeffries	Installation of blinds for Bldg. 502	1460	1 bldg.	-	-	-	-	Requisition#1829(45k) to CFP2002	
MI 1-08 Douglass	Storm system and landscaping installation	1450		-	548,809	548,809	159,339	Contract#1848 JL Judge Construction	
	145010010044								
MI 1-08 Douglass	Air handling units, A/C systems-Midrise Building	1460	2 bldgs.	500,000	-	-	-	45k to Charles Terrace/97,600 to Parapet walls/206,580 to Operations/29128 to painting contract/121692 to A&E	
	146010010017								
MI 1-08 Douglass	Repair roofing system at Bldg. 1302	1460	1 bldg.	-	-	-	-	to Operations	
	146010010050								

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150101				2001			
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI 1-08 Douglass	Replace doors at Bldgs. 1301 & 1302	1460	2 bldgs.	-	18,825	18,825	37,649	PO#2514 & 2515 Airtec Corporation	
	146010010053								
MI 1-08 Douglass	Boiler Installation	1460	2 bldgs.	-	102,885	102,885	102,885	PO#2134 CAR BEE (62885) & PO#2516 CAR BEE (20000)/60K from DHC Warehouse	
	146010010047								
MI 1-08 Douglass	Parapet Wall Repairs	1460	1 bldg.	-	106,345	106,345	106,345	Contract#1831 Boss Construction	
	146010010045								
MI 1-08 Douglass	Furnace Replacement	1460	96 units	100,000	12,160	12,160	12,160	Contract#1821 Walker's Heating & Cooling c/o#1/91,753 to c/o#1 at Forest Park/7,955 to Contract#1832/11,868 from DHC Warehouse	
	146010010018								
MI 1-08 Douglass	Replacement of porch overhangs	1460	165 units	-	102,364	102,364	102,364	c/o#1Contract#1832 Filmore Construction from DHC Warehouse	
	146010010044								
MI 1-08 Douglass	HazMat Removal	1485	2 bldgs.	-	-	-	-	Requisition#549-budget to Douglass Demo Grant/58,084 to maintenance equip./230628 to Warren West HVAC	
MI 1-11 Forest Park	Exterior Wall Restoration	1460		1,066,255	-	-	-		
MI 1-11 Forest Park	Electrical Upgrade	1460	1 bldg.	-	97,915	97,915	92,712	c/o#1 Contract# 1827 Detroit Boiler/c/o#2 Contract#1827 Detroit Boiler-6159.40/c/o#3 Contract#1827 Detroit Boiler-4,536.45	
	146010010019								
MI 1-11 Forest Park	Generator annunciator panel relocation/startup	1460	1 generator	-	-	-	-	Req#1975 Contract#1808 Litt Electric c/o#1 (847) to CFP2002	
	146010010019								
MI 1-15 Sojourner Truth	Landscape Upgrade, install sprinklers, permiter fencing	1450	20 bldgs	266,000	255,913	255,913	1,513	Contract#1849Filmore Construction/PO# 2610 Jo-Mar Fencing (1513)	



**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150101				2001			
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
	145010010020								
MI 1-15 Sojourner Truth	Prime & security entry doors, windows, roofs	1460	186 units	1,387,757	-		-		
	146010010021								
MI 1-15 Sojourner Truth	504 Conversion & Visitability Conversion	1460	186 units	4,004,190	1,092,318	1,092,318	-	Contract#1849 Filmore Construction(254,400)/206,462 to c/o#1 Contract#1821	
	146010010022								
MI 1-17 Diggs Homes	Furnace replacement	1460	3 units	-	5,200	5,200	5,200	PO#2370 Walker's Heating & Cooling	
	146010010051								
MI 1-18 Sheridan I	Generator annunciator panel relocation	1460	1 panel	-	-	-	-	Req#1975 Contract#1808 Litt Electric c/o#1 to CFP2002	
	146010010019								
MI 1-19 Scattered Sites	Repair sidewalks and driveways to code as necessary	1450		13,533	-	-	-	8,491 to MI 1-37/5,042 to 1611 Longfellow	
	145010010023								
MI 1-19 Scattered Sites	Repair and replace all systems to codes as necessary	1460		19,533	-	-	-	budget to MI 1-37 1611 Longfellow	
	146010010024								
MI 1-19 Scattered Sites	Repair and replace all facets of building to code as necessary including garages	1460	1 unit	23,533	5,220	5,220	5,220	PO#2007 Raby Builders for 20231 Washburn(5,220)/remainder to MI 1-37 1611 Longfellow	
	146010010025								
MI 1-19 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code	1460		17,533	-	-	-	budget to MI 1-37 1611 Longfellow	
	146010010026								
MI 1-19 Scattered Sites	Vertical blind replacement	1460	9 units	-	7,177	7,177	-	PO#2675 Modern Blinds	
	146010010054								
MI 1-20 Scattered Sites	Repair sidewalks and driveways to code as necessary	1450	1 unit	13,533	4,200	4,200	4,200	PO#2054 Edwards & Pollard Co. for 14320 Braile/remainder to 1611 Longfellow	
	145010010027								

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150101				2001		
		Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
MI 1-20 Scattered Sites	Repair and replace all systems to codes as necessary	1460		19,533	-	-	-	budget to MI 1-37 1611 Longfellow
	146010010028							
MI 1-20 Scattered Sites	Repair and replace all facets of building to code as necessary including garages	1460		23,533	-	-	-	budget to MI 1-37 1611 Longfellow
	146010010029							
MI 1-20 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code	1460		17,533	-	-	-	10,908 to 1611 Longfellow/6159 to MI 1-11 c/o#2
	146010010030							
MI 1-20 Scattered Sites	Vertical blind replacement	1460	9 units	-	7,177	7,177	-	PO#2675 Modern Blinds
	146010010054							
MI 1-21 Scattered Sites	Repair sidewalks and driveways to code as necessary	1450	6 units	13,533	18,100	18,100	15,850	PO#2054 Edwards & Pollard Concrete for 13750 Capital (3600)/ PO#2656 Green's Enterprise for 11041 Kennebec(4200), 20156 Derby(2400), 16445 Mark Twain (3350),16523 Mark Twain(2300)/PO#2669 Green's Enterprise for 9655 Sorrento (2250)
	145010010031							
MI 1-21 Scattered Sites	Furnace replacement	1460	1 unit	19,533	751	751	751	PO#2010 The New W.T. Andrew for 18474 Hartwell/remainder to MI 1-08
	146010010032							
MI 1-21 Scattered Sites	Repair and replace all facets of building to code as necessary including garages	1460	5 units	23,533	23,795	23,795	23,795	PO#1824 Raby Builders for 18696 Washburn roof replacement (5,805)/PO#2007 Raby Builders for 14550 Vaughan(6,500)/ 8890 Warwick (4,300) /15901 Rutherford (3,440) & 15759 Lauder(3,750)
	146010010033							
MI 1-21 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code	1460		17,533	-	-	-	5718 to MI 1-08 boilers/5200 to MI 1-17 furnaces/remainder to MI 1-21 driveways
	146010010034							
MI 1-21 Scattered Sites	Vertical blind replacement	1460	9 units	-	7,177	7,177	-	PO#2675 Modern Blinds
	146010010054							

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**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: M128P00150101				2001			
		Replacement Housing Factor Grant No:							
Development Number	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
Name/HA-Wide Activities				Original	Revised	Obligated	Expended		
MI 1-21 Scattered Sites	Carpet replacement	1460	1 unit	-	995	995	-	PO#2885 Modern World Coating for 18000 Griggs from Premier Electronics budget	
	146010010055								
MI 1-26 State Fair	Generator annunciator panel relocation	1460	1 panel	-	-	-	-	Req# 1975 Contract#1808 Litt Electric c/o#1 to CFP2002	
	146010010019								
MI 1-26 State Fair	Installation of carpet-common areas	1470	11 floors	-	4,826	4,826	4,826	PO#1439 Modern World /from DHC Warehouse	
	147001000001								
MI 1-27 Warren West	Dwelling Units - HVAC Upgrades	1460	213 units	-	556,526	556,526	360,197	Contract#1847 Liberty Bell LLC	
	146010010043								
MI 1-27 Warren West	Installation of doors	1460	1 sectional door	-	870	870	870	PO#2576 Jan Overhead Door MF/funds leftover due to non-payment of taxes	
	146010010043								
MI 1-28 Conner Waveney	Footings, Gas & sanitary lines, Parking lot modifications	1450	129 units	-	11,998	11,998	11,998	Contract#1821 G. Fisher Construction c/o#1	
	145010010045								
MI 1-28 Conner Waveney	Signange/gate installation	1450	129 units	-	459,043	459,043	459,043	Contract#1821 G. Fisher Construction from CFP2000	
	145010010045								
MI 1-28 Conner Waveney	Comprehensive unit modification	1460	129 units	-	985,410	985,410	301,165	Contract#1821 G. Fisher Construction c/o#1/co#2 (102,190)original budget to CFP2000/767,773 from CFP2000	
	146010010048								
MI 1-28 Conner Waveney	Replace windows and doors	1460	129 units	-	508,962	508,962	498,282	Contract#1821 G. Fisher Construction from CFP2000	
	146010010048								
MI 1-28 Conner Waveney	Vertical blind replacement	1460		-	18,808	18,808	-	PO#2672 Modern Blinds	
	146010010054								

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**Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150101				2001			
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI 1-29 Harriet Tubman	Repair/replace fire alarm system	1460	1 unit	-	2,969	2,969	-	PO#2186 Premier Electronics/budget to Operations/964 to carpet replacement Scat Site#21	
	146010010049								
MI 1-29 Harriet Tubman	Generator annunciator panel relocation	1460	1 panel	-	-	-	-	Req# 1975 Contract#1808 Litt Electric c/o#1 to CFP2002	
	146010010019								
MI -32 Lee Plaza	Hazmat removal	1485		-	10,250	10,250	10,250	PO#2224 Bella Improvements	
	148510010045								
MI 1-32 Lee Plaza	Site demolition-garage	1485	1 garage	-	69,740	69,740	69,740	PO#1215 Homrich from CFP2000	
	148510010045								
MI 1-37 Scattered Sites	Repair sidewalks and driveways to code as necessary	1450	6 units	13,533	28,872	28,872	22,024	PO#2054 Edwards & Pollard Co. for 14648 Greenlawn (4450) / PO#2656 Green's Enterprise for 15095 Heyden (4350)/ 17520 Wisconsin (4600)/PO#2669 Green's Enterprise for 8991 Roselawn (4100) /Contract#1846 Clark's Construction for 1611 Longfellow (11,372)/Req#	
	145010010035								
MI 1-37 Scattered Sites	Repair and replace all systems to codes as necessary	1460	2 units	19,533	19,533	19,533	-	Contract#1846 Clark's Construction for 1611 Longfellow (19,533)/Req#1648 for 8167 LaSalle (768) to CFP2002	
	146010010036								
MI 1-37 Scattered Sites	Repair and replace all facets of building to code as necessary including garages	1460	6 units	23,533	70,430	70,430	12,600	PO#2007 Raby Builders for 4346 Pacific (12,000)/1614 Annabelle (4,500)/PO#1938 D&Tee Express for 4221 Tuxedo roof replacement (8,100)/ Contract#1846 Clark's Construction for 1611 Longfellow(45,830)/Req#1648 for 8167 Lasalle (4771) & 16141 Cherrylawn (173)	
	146010010037								
MI 1-37 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code	1460	1 unit	17,533	63,163	63,163	32,883	Contract#1846 Clark's Construction for 1611 Longfellow	
	146010010038								
MI 1-37 Scattered Sites	Vertical blind replacement	1460	10 units	-	7,177	7,177	-	PO#2675 Modern Blinds	
	146010010054								





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**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150101				2001			
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI 1-29 Harriet Tubman	Repair/replace fire alarm system	1460	1 unit	-	2,969	2,969	-	PO#2186 Premier Electronics/budget to Operations/964 to carpet replacement Scat Site#21	
	146010010049								
MI 1-29 Harriet Tubman	Generator annunciator panel relocation	1460	1 panel	-	-	-	-	Req# 1975 Contract#1808 Litt Electric c/o#1 to CFP2002	
	146010010019								
MI -32 Lee Plaza	Hazmat removal	1485		-	10,250	10,250	10,250	PO#2224 Bella Improvements	
	148510010045								
MI 1-32 Lee Plaza	Site demolition-garage	1485	1 garage	-	69,740	69,740	69,740	PO#1215 Homrich from CFP2000	
	148510010045								
MI 1-37 Scattered Sites	Repair sidewalks and driveways to code as necessary	1450	6 units	13,533	28,872	28,872	22,024	PO#2054 Edwards & Pollard Co. for 14648 Greenlawn (4450) / PO#2656 Green's Enterprise for 15095 Heyden (4350)/ 17520 Wisconsin (4600)/PO#2669 Green's Enterprise for 8991 Roselawn (4100) /Contract#1846 Clark's Construction for 1611 Longfellow (11,372)/Req#	
	145010010035								
MI 1-37 Scattered Sites	Repair and replace all systems to codes as necessary	1460	2 units	19,533	19,533	19,533	-	Contract#1846 Clark's Construction for 1611 Longfellow (19,533)/Req#1648 for 8167 LaSalle (768) to CFP2002	
	146010010036								
MI 1-37 Scattered Sites	Repair and replace all facets of building to code as necessary including garages	1460	6 units	23,533	70,430	70,430	12,600	PO#2007 Raby Builders for 4346 Pacific (12,000)/1614 Annabelle (4,500)/PO#1938 D&Tee Express for 4221 Tuxedo roof replacement (8,100)/ Contract#1846 Clark's Construction for 1611 Longfellow(45,830)/Req#1648 for 8167 Lasalle (4771) & 16141 Cherrylawn (173)	
	146010010037								
MI 1-37 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code	1460	1 unit	17,533	63,163	63,163	32,883	Contract#1846 Clark's Construction for 1611 Longfellow	
	146010010038								
MI 1-37 Scattered Sites	Vertical blind replacement	1460	10 units	-	7,177	7,177	-	PO#2675 Modern Blinds	
	146010010054								

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**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150101				2001			
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI 1-38 Scattered Sites	Replace driveways, sidewalks, walkways, porches, and steps	1450	2 units	13,533	7,050	7,050	7,050	PO#2656 Green's Enterprise for 19189 Edinborough (2750)/PO# 2669 Green's Enterprise for 8209 Roselawn (4300)	
	145010010039								
MI 1-38 Scattered Sites	Wiring device, receptable, fuel oil specialities, vent protector/breather	1460	20 units	19,533	-	-	-	3933 to MI 1-29/remainder to Douglass doors	
	146010010040								
MI 1-38 Scattered Sites	Roofing & siding demo, roof accessories, asphalt shingles, masonry	1460	4 units	23,533	19,238	19,238	31,238	PO#2007 Raby Builders for 13745 Thornton (5,210)/18100 Stout (5,028)/18088 Archdale (5,290)/17609 Steel(3,710)	
	146010010041								
MI 1-38 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code	1460	20 units	17,533	-	-	-	1,524 to Douglass doors	
	146010010042								
MI 1-38 Scattered Sites	Vertical blind replacement	1460	10 units	-	7,177	7,177	-	PO#2675 Modern Blinds	
	146010010054								
MI 1-45 Sheridan I	Generator annunciator panel relocation	1460	1 panel	-	-	-	-	Req#1975 Contract#1808 Litt Electric c/o#1 to CFP2002	
	146010010019								
MI 1-50 New Brewster	Vertical blind replacement	1460		-	55,937	55,937	-	PO#2673 Modern Blinds	
	146010010054								



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**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Implementation Schedule**

PHA Name:		<b>Grant Type and Number</b>					<b>Federal FY of Grant:</b>	
<b>Detroit Housing Commission</b>		Capital Fund Program Grant No: MI28P00150101					<b>2001</b>	
		Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA-Wide: Police & Security	06/30/03		06/30/03	06/30/05				
HA-Wide: MIS Upgrades	06/30/03			06/30/05				
HA-Wide: Resident monitors	06/30/03			06/30/05				
HA-Wide: Maintenance aides	06/30/03		06/30/03	06/30/05				
HA-Wide: staff salaries-MAPS & resident initiatives	06/30/03			06/30/05				
HA Wide: Staff & Resident Training	06/30/03		06/30/03	06/30/05				
HA-Wide: Technical assistance-Financial workout plan	06/30/03			06/30/05				
HA-Wide: Technical assistance-Financial consultant	06/30/03			06/30/05				
HA-Wide: Technical assistance-Mod/Dev Tech consultant	06/30/03			06/30/05				
HA-Wide: Technical assistance-Energy performance contract	06/30/03			06/30/05				
HA-Wide: Technical assistance-Indefinite Quantities Contract	06/30/03			06/30/05				
HA-Wide Administration	06/30/03		06/30/03	06/30/05				
HA-Wide-Printing services	06/30/03		06/30/03	06/30/05				
HA-Wide: Advertisements	06/30/03		06/30/03	06/30/05				
HA-Wide Fees & Costs	06/30/03		06/30/03	06/30/05				
HA-Wide: Legal fees for MOD division	06/30/03		06/30/03	06/30/05				
HA-Wide: Vertical blind replacement @ 2211 Orleans	06/30/03		06/30/03	06/30/05				
HA-Wide Dwelling Equipment-Appliances	06/30/03		06/30/03	06/30/05				

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part III: Implementation Schedule

PHA Name:		Grant Type and Number					Federal FY of Grant:
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150101					2001
		Replacement Housing Factor Grant No:					
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide-Replacement of vehicles	06/30/03		06/30/03	06/30/05			
HA-Wide: Maintenance equipment	06/30/03		06/30/03	06/30/05			
HA-Wide-Office Equipment	06/30/03		06/30/03	06/30/05			
HA-Wide- Non Dwelling Equipment	06/30/03		06/30/03	06/30/05			
HA-Wide Relocation Costs	06/30/03			06/30/05			
HA-Wide: Painting of various units & DHC buildings	06/30/03			06/30/05			
MI 1-02 Parkside: Legal Fees	06/30/03		06/30/03	06/30/05			
MI 1-05 Charles Terrace: COMP MOD Phase I	06/30/03		06/30/03	06/30/05			
MI 1-07 Jeffries: Legal Fees	06/30/03		06/30/03	06/30/05			
MI 1-07 Jeffries: Repair of fire-damaged unit	06/30/03		06/30/03	06/30/05			
MI 1-07 Jeffries: Vertical blind replacement	06/30/03		06/30/03	06/30/05			
MI 1-08 Douglass: Storm system and landscaping installation	06/30/03		06/30/03	06/30/05			
MI 1-08 Douglass: Furnace replacement	06/30/03		06/30/03	06/30/05			
MI 1-08 Douglass: Boiler Installation	06/30/03		05/31/03	06/30/05			
MI 1-08 Douglass: Parapet wall repairs	06/30/03		04/30/03	06/30/05		04/30/03	
MI 1-08 Douglass: Replacement of porch overhangs	06/30/03		09/30/02	06/30/05		09/30/02	
MI 1-08 Douglass: Door replacement	06/30/03		06/30/03	06/30/05		09/30/03	
MI 1-11: Forest Park-Electrical upgrade	06/30/03		06/30/03	06/30/05			
MI 1-15 SoJourneyer Truth: Landscape Upgrade	06/30/03		06/30/03	06/30/05			
MI 1-15 SoJourneyer Truth: 504 Conv. & Visitability Conv.	06/30/03		06/30/03	06/30/05			
MI-17 Diggs: Furnace replacement	06/30/03		04/30/03	06/30/05		04/30/03	
MI 1-19 Scattered Sites: repair and replace all facets of building to code as necessary including garages	06/30/03		06/30/03	06/30/05		06/30/03	
MI 1-19 Scattered Sites: vertical blind replacement	06/30/03		06/30/03	06/30/05			
MI 1-20 Scattered Sites: Repair Sidewalks	06/30/03		01/31/03	06/30/05		01/31/03	
MI 1-20 Scattered Sites: Vertical blind replacement	06/30/03		06/30/03	06/30/05			

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**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Implementation Schedule**

PHA Name:		Grant Type and Number					Federal FY of Grant:
<b>Detroit Housing Commission</b>		Capital Fund Program Grant No: MI28P00150101					<b>2001</b>
		Replacement Housing Factor Grant No:					
Development Number	All Fund Obligated			All Funds Expended			Reasons for Revised Target Dates
Name/HA-Wide Activities	(Quarter Ending Date)			(Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	
MI 1-21 Scattered Sites: Repair Sidewalks	06/30/03		06/30/03	06/30/05			
MI 1-21 Scattered Sites: Furnace replacement	06/30/03		05/31/03	06/30/05		05/31/03	
MI 1-21 Scattered Sites: Repair/replace all facets of bldg. to code	06/30/03		06/30/03	06/30/05			
MI 1-21 Scattered Sites: Vertical blind replacement	06/30/03		06/30/03	06/30/05			
MI 1-26 State Fair: Installation of carpet in common areas	06/30/03		03/31/03	06/30/05		03/31/03	
MI 1-27 Warren W-D/U HVAC Upgrade	06/30/03			06/30/05			
MI 1-27 Warren West: Installation of doors	06/30/03		06/30/03	06/30/05			
MI 1-28 Conner Waveney: Footings, Gas & sanitary lines, Parking lot modifications	06/30/03		06/30/03	06/30/05		09/30/03	
MI 1-28 Conner Waveney: Signage/gate installation	06/30/03		06/30/03	06/30/05			
MI 1-28 Conner Waveney: Comprehensive unit modification	06/30/03		06/30/03	06/30/05			
MI 1-28 Conner Waveney: Vertical blind replacement	06/30/03		06/30/03	06/30/05			
MI 1-28 Conner Waveney: Replace windows and doors	06/30/03			06/30/05			from CFP2000
MI 1-29: Harriet Tubman: Replace fire alarm system	06/30/03		06/30/03	06/30/05			
MI 1-32 Lee Plaza: Hazmat removal	06/30/03			06/30/05		04/30/03	
MI 1-32 Lee Plaza: Site demolition-garage	06/30/03			06/30/05			from CFP2000
MI 1-37 Scattered Sites: Repair Sidewalks	06/30/03		06/30/03	06/30/05			

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**Part III: Implementation Schedule**

PHA Name:		Grant Type and Number					Federal FY of Grant:
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150101					2001
		Replacement Housing Factor Grant No:					
Development Number Name/HA-Wide Activities	All Fund Obligated			All Funds Expended			Reasons for Revised Target Dates
	(Quarter Ending Date)			(Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	
MI 1-37 Scattered Sites: Repair all sys to code	06/30/03		06/30/03	06/30/05			
MI 1-37 Scattered Sites: Repair/replace all facets	06/30/03			06/30/05			
MI 1-37 Scattered Sites: Vertical blind replacement	06/30/03		06/30/03	06/30/05			
MI 1-37 Scattered Sites: Repair/replace in-unit fix.	06/30/03		06/30/03	06/30/05			
MI 1-38 Scattered Sites: Repair Sidewalks	06/30/03		06/30/03	06/30/05			
MI 1-38 Scattered Sites: Roofing and siding demo, roof accessories, asphalt shingles, masonry	06/30/03		06/30/03	06/30/05			
MI 1-38 Scattered Sites: Vertical blind replacement	06/30/03		06/30/03	06/30/05			
MI 1-50 Brewster Homes: Vertical blind replacement	06/30/03		06/30/03	06/30/05			
<b>Signature of Executive Director &amp; Date</b>							



**Detroit Housing Commission  
Budget Narrative for CFP2001  
Annual Plan 2004**

**Budget Line Item 1408 Management Improvement:**

The budget increase for the following work items is due to fungibility (the unexpended balance from the previous years is pulled forward): Police Security, Resident Monitors, Staff training and Maintenance Aides.

The Resident Training and Community Support Services Planner/Specialist budget was decreased and the work items were moved to CFP2000.

The MIS Upgrades budget was increased to have funds available for the Internet Connectivity contract in preparation of terminating the use of the City of Detroit's connection.

The following work items are new management improvement initiatives deemed necessary by the Commission to improve performance: Technical Assistance Financial Workout plan; Technical Assistance Financial Consultant; Technical Assistance Modernization/Development Consultant; Technical Assistance Energy Performance and Technical Assistance IQC – Financial and Accounting Consulting Services.

**Budget Line Item 1430 Fees & Costs:**

The decrease in the budget for legal fees at MI 1-02 Parkside Homes to reflect the final task order amount after final payment made to Dickinson Wright.

**Budget Line Item 1450 Site Improvements:**

The budget for MI 1-29 Riverbend Apartments site gate installation work item increased due to fungibility of the unexpended/unobligated balance from CFP2000.

The budget for MI 1-08 Douglas Homes sprinkler/landscape upgrade work items was increased to reflect the final contract award amount.

**Budget Line Item 1460 Dwelling Structures:**

The budget line item increased due to the addition of a new work item to be performed agency wide – Cyclical Painting. The budget also increased for the Vertical Blind installation work item at the Administration Building at 2211 Orleans.

The repair of fire damaged units work item at MI 1-07 Jeffries Homes required a budget increase to the final contract award.

**CFP2001 Budget Narrative Cont'd**

**Budget Line Item 1460 Dwelling Structures Cont'd**

At MI 1-08, the Air handling units and door replacement work items was moved forward to a future CFP year and reallocation of funds to 1406 Operations. The boiler installation and parapet walls repair work items required a budget increase to adjust to the contract award amount.

The budget for work item 504 Conversion & Viability Conversion at Sojourner Truth Homes was decreased as result of fungibility; transferring the work item to CFP2002.

At the Diggs Homes, the budget was increased for the new furnace replacement work item at two units.

The budget increased for the new vertical blind replacement work item at each Scattered Site and Brewster Homes.

The HVAC Upgrade work item at Warren West Apartments required a budget decrease to reflect the final contract amount after processing the final payment. The budget was increased at this development for the door installation new work item.

The Comprehensive Unit Modification work item at Riverbend Apartments increased as a result of fungibility.

**Budget Line Item 1465.1 Dwelling Equipment:**

The budget for this line item was decreased to the final contract award amount.

**Budget Line Item 1470 Non Dwelling Structures:**

The Commission decided not to purchase the Mack Avenue and the budget was decreased.

**Budget Line Item 1475 Non Dwelling Equipment:**

The budget increased due to the purchase of additional vehicles, computer and office equipment.

**Budget Line Item 1485 Demolition Costs:**

The budget for Lee Plaza was increased due to fungibility and moved to CFP2002.

**Budget Line Item 1495.1 Relocation Expenses:**

The budget increased for this line item due to fungibility and the unobligated/unexpended balance from previous CFP years transferred to CFP2002.





# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Detroit Housing Commission</b>		Grant Type and Number <b>MI28P00150102</b>		Federal FY of Grant: <b>2002</b>	
		Replacement Housing Factor Grant No:			
<b>Original Annual Statement</b>		<b>Reserve for Disasters/ Emergencies</b>		<b>Revised Annual Statement (revision no:4 )</b>	
<b>X Performance and Evaluation Report for Period Ending: 12/31/03</b>		<b>Final Performance and Evaluation Report</b>			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	1,556,989	1,939,028	1,939,028	1,556,988
3	1408 Management Improvements Soft Costs	1,939,028	1,939,028	1,426,838	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	969,514	969,514	969,514	896,916
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	747,500	803,337	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	97,665	83,405	36,356	22,150
10	1460 Dwelling Structures	3,830,949	3,733,504	2,811,580	289,535
11	1465.1 Dwelling Equipment—Nonexpendable	60,000	60,000	-	-
12	1470 Nondwelling Structures	252,761	47,036	9,600	9,600
13	1475 Nondwelling Equipment	35,000	65,290	57,542	45,364
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	55,000	55,000	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	150,736	-	-	-

	Amount of Annual Grant: (sum of lines 2 to 19.)	9,695,142	9,695,142	7,250,458	2,820,554
	Amount of line related to LBP Activities	-	-	-	-
	Amount of line related to Section 504 compliance	-	-	-	-
	Amount of line related to Security –Soft Costs	1,565,851	1,565,851	-	-
	Amount of line related to Security-- Hard Costs	-	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: <b>Detroit Housing Commission</b>		Grant Type and Number MI28P00150102			Federal FY of Grant: <b>2002</b>			
		Replacement Housing Factor Grant No:						
Development Number  Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA-Wide	Operations	1406		1,556,989	1,939,028	1,939,028	1,556,989	
HA-Wide Mgmt Imp	Police	1408		1,135,655	1,135,655	1,135,655	-	
HA-Wide Mgmt Imp	Security program for senior sites	1408		430,196	47,000	47,000	-	
HA-Wide Mgmt Imp	Maintenance Aides-Residents assisting in tasks to learn skills & earn wages	1408		87,412	47,000	47,000	-	
HA-Wide Mgmt Imp	MIS Strategy - new hardware, software, networking, training and security	1408		140,000	114,710	80,300	-	
HA-Wide Mgmt Imp	Staff & Resident Training	1408		145,765	66,883	66,883	-	
HA-Wide Mgmt Imp	Technical Asst. – Financial Workout Plan	1408		-	50,000	50,000	-	
HA-Wide Mgmt Imp	Technical Asst. – Indefinite Quantities Contract	1408		-	385,056	-	-	
HA-Wide Mgmt Imp	Technical Assistance	1408		-	92,724	-	-	
HA-Wide Admin	Allocation of staff salaries@ 10% of annual grant	1410		969,514	969,514	969,514	896,916	
HA-Wide Fees & Costs	A& E services based on anticipated design and construction mgt. Costs	1430		247,500	303,337	-	-	

HA-Wide Fees & Costs	Legal Services to MOD Division		1430		500,000	500,000	-	-	
HA-Wide Dwelling Structures	Cyclical Painting Program		1460		-	380,437	-	-	
HA-Wide Non Dwelling Equip.	Appliances		1465.1	400	60,000	60,000	-	-	
HA-Wide Non Dwelling Structures	Fire Suppression @ 2211 Orleans		1470		150,000	-	-	-	
HA-Wide Non Dwelling Structures	Air conditioning replacement @ 2200 Riopelle		1470		-	9,600	9,600	9,600	
HA-Wide Non Dwelling Equip.	Office Equipment		1475		35,000	35,000	35,000	26,866	
HA-Wide Non Dwelling Equip	Computer Replacement		1475		-	25,290	17,542	13,498	
HA-Wide	Relocation costs		1495.1		55,000	55,000	-	-	
MI 1-05 Charles Terrace	Sidewalk Replacement		1450		-	3,684	1,850	-	
MI 1-06 Smith Homes	Sidewalk Replacements, trash container storage area and wheelchair ramp		1450		-	21,656	21,656	9,300	
MI 1-07 Jeffries	Vertical Blind Replacement @ Bldg. 502		1460		-	45,000	-	-	
MI 1-11 Forest Park	Generator annunciator panel relocation		1460		-	847	-	-	
MI 1-15 Sojourner Truth	504 conversion & Vistability Conversion		1460		-	2,228,151	2,228,151	-	
MI 1-18 Sheridan Place I	Generator annunciator panel relocation		1460		-	847	-	-	
MI 1-19 Scattered Sites	Repair sidewalks & driveways to codes as necessary		1450	8 units	13,533	3,933	-	-	
MI 1-19 Scattered Sites	Repair/replace all systems to codes as necessary		1460	8 units	19,533	-	-	-	
MI 1-19 Scattered Sites	Repairs/replace all facets of bldg to code as necessary incl. Garages		1460	8 units	23,533	3,273	-	-	
MI 1-19 Scattered Sites	Repair/replace all in-unit fixtures, systems & entry doors to code		1460	8 units	17,533	6,485	-	-	
MI 1-20 Scattered Sites	Repair sidewalks & driveways to codes as necessary		1450	8 units	13,533	13,533	-	-	

MI 1-20 Scattered Sites	Repair/replace all systems to codes as necessary		1460	8 units	19,533	19,533	-	-	
MI 1-20 Scattered Sites	Repairs/replace all facets of bldg to code as necessary incl. Garages		1460	8 units	23,533	23,533	-	-	
MI 1-20 Scattered Sites	Repair/replace all in-unit fixtures, systems & entry doors to code		1460	8 units	17,533	341	-	-	
MI 1-21 Scattered Sites	Repair sidewalks & driveways to codes as necessary		1450	8 units	13,533	13,533	-	-	
MI 1-21 Scattered Sites	Repair/replace all systems to codes as necessary		1460	8 units	19,533	19,325	-	-	
MI 1-21 Scattered Sites	Repairs/replace all facets of bldg to code as necessary incl. Garages		1460	8 units	23,533	53,883	5,195	5,195	
MI 1-21 Scattered Sites	Repair/replace all in-unit fixtures, systems & entry doors to code		1460	8 units	17,533	34,725	-	-	
MI 1-26 State Fair	Upgrade landscaping, fencing, signage, sprinklers		1450	1 parcel	30,000	-	-	-	
MI 1-26 State Fair	Comprehensive unit modification		1460	200 units	2,648,969	-	-	-	
MI 1-26 State Fair	Generator Annunciator panel relocation		1460	1 panel	-	1,146	-	-	
MI 1-27 Warren West	Air conditioning/HVAC upgrades		1460	143 units	878,985	-	-	-	
MI 1-27 Warren West	Trash compactor replacement		1475	1 compact or	-	5,000	5,000	5,000	
MI 1-27 Warren West	Installation of front door & frame - sliding system		1460	1 sliding door	-	6,048	6,048	-	
MI 1-27 Warren West	Lobby/Common area upgrades		1470	1 lobby	102,761	-	-	-	
MI 1-28 Conner Waveney	Access control & CCTV Installation		1460	139 units	-	218,266	-	-	
MI 1-28 Conner Waveney	Comprehensive unit modification		1460	139 units	-	568,773	568,773	277,515	
MI 1-29 Harriet Tubman	Generator annunciator panel relocation		1460	1 panel	-	847	-	-	
MI 1-29 Harriet Tubman	Carpet Replacement		1470	280 sq sq yd /152 sq	-	37,436	-	-	

MI 1-37 Scattered Sites	Repair sidewalks & driveways to codes as necessary		1450	8 units	13,533	9,648	-	-	
MI 1-37 Scattered Sites	Repair/replace all systems to codes as necessary		1460	8 units	19,533	19,533	-	-	
MI 1-37 Scattered Sites	Repairs/replace all facets of bldg to code as necessary incl. Garages		1460	8 units	24,814	24,814	-	-	
MI 1-37 Scattered Sites	Repair/replace all in-unit fixtures, systems & entry doors to code		1460	8 units	16,252	16,252	-	-	
MI 1-38 Scattered Sites	Repair sidewalks & driveways to codes as necessary		1450	8 units	13,533	17,418	12,850	12,850	
MI 1-38 Scattered Sites	Repair/replace all systems to codes as necessary		1460	8 units	19,533	10,458	-	-	
MI 1-38 Scattered Sites	Repairs/replace all facets of bldg to code as necessary incl. Garages		1460	8 units	23,533	32,608	-	-	
MI 1-38 Scattered Sites	Repair/replace all in-unit fixtures, systems & entry doors to code		1460	8 units	17,533	17,533	-	-	
MI 1-45 Sheridan Place II	Generator Annunciator Panel Relocation		1460	1 panel	-	846	-	-	

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

PHA Name: <b>Detroit Housing Commission</b>		Grant Type and Number MI28P00150102					Federal FY of Grant: <b>2002</b>	
		Replacement Housing Factor Grant No:						
Development Number  Name/HA-Wide Activities	All Fund Obligated  (Quarter Ending Date)			All Funds Expended  (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA Wide: Police	06/30/04			06/30/06				
HA Wide: Resident Monitors/security program for senior sites	06/30/04			06/30/06				
HA Wide: Maintenance Aides	06/30/04			06/30/06				
HA Wide: MIS Upgrades	06/30/04			06/30/06				
HA Wide: Staff & Resident Training	06/30/04			06/30/06				
HA Wide: Administration	06/30/04			06/30/06				
HA Wide: Contingency	06/30/04			06/30/06				
HA Wide: Non-dwelling structures	06/30/04			06/30/06				
HA Wide: Office Equipment	06/30/04			06/30/06				
HA Wide: Appliances	06/30/04			06/30/06				
HA Wide: Fees & Costs	06/30/04			06/30/06				
HA Wide: Relocation costs	06/30/04			06/30/06				
MI 1-19 Scattered Sites-Repair sidewalks & driveways to code as necessary	06/30/04			06/30/06				
MI 1-19 Scattered Sites-Repair/ replace all systems to code as necessary	06/30/04			06/30/06				
MI 1-19 Scattered Sites-Repair/replace all facets of bldg to code as necessary incl. Garages	06/30/04			06/30/06				

MI 1-19 Scattered Sites-Repair/replace all in-unit fixtures, systems & entry doors to code	06/30/04			06/30/06			
MI 1-20 Scattered Sites-Repair sidewalks & driveways to code as necessary	06/30/04			06/30/06			
MI 1-20 Scattered Sites-Repair/ replace all systems to code as necessary	06/30/04			06/30/06			
MI 1-20 Scattered Sites-Repair/replace all facets of bldg to code as necessary incl. Garages	06/30/04			06/30/06			
MI 1-20 Scattered Sites-Repair/replace all in-unit fixtures, systems & entry doors to code	06/30/04			06/30/06			
MI 1-21 Scattered Sites-Repair sidewalks & driveways to code as necessary	06/30/04			06/30/06			
MI 1-21 Scattered Sites-Repair/ replace all systems to code as necessary	06/30/04			06/30/06			
MI 1-21 Scattered Sites-Repair/replace all facets of bldg to code as necessary incl. Garages	06/30/04			06/30/06			
MI 1-21 Scattered Sites-Repair/replace all in-unit fixtures, systems & entry doors to code	06/30/04			06/30/06			
MI 1-26 State Fair-Upgrade landscaping, fencing, signange, sprinklers	06/30/04			06/30/06			
MI 1-26 State Fair-Comprehensive unit modification	06/30/04			06/30/06			
MI 1-27 Warren West-Air conditioning/HVAC upgrades	06/30/04			06/30/06			
MI 1-27 Warren West-Lobby/Common area upgrades	06/30/04			06/30/06			
MI 1-37 Scattered Sites-Repair sidewalks & driveways to code as necessary	06/30/04			06/30/06			
MI 1-37 Scattered Sites-Repair/ replace all systems to code as necessary	06/30/04			06/30/06			
MI 1-37 Scattered Sites-Repair/replace all facets of bldg to code as necessary incl. Garages	06/30/04			06/30/06			
MI 1-37 Scattered Sites-Repair/replace all in-unit fixtures, systems & entry doors to code	06/30/04			06/30/06			



MI 1-38 Scattered Sites-Repair sidewalks & driveways to code as necessary	06/30/04			06/30/06			
MI 1-38 Scattered Sites-Repair/ replace all systems to code as necessary	06/30/04			06/30/06			
MI 1-38 Scattered Sites-Repair/replace all facets of bldg to code as necessary incl. Garages	06/30/04			06/30/06			
MI 1-38 Scattered Sites-Repair/replace all in-unit fixtures, systems & entry doors to code	06/30/04			06/30/06			

**Detroit Housing Commission  
Annual Plan 2004  
Budget Narrative for CFP2002**

**Budget Line Item 1408 - Management Improvements:**

The Commission's overall budget for Management Improvements did not change. However, the technical assistance work item was allocated to separate initiatives in the Annual Plan for 2004. The funds were allocated to Financial Workout Plan; Indefinite Quantities Contract for Accounting Financial/Technical Assistance and MOD/Dev Consultant. Funds were also moved from MIS Upgrades to Computer Replacement work item under BLI 1475 when computer hardware is purchased.

**Budget Line Item 1450 - Site Improvements:** The Commission's overall budget for Site Improvements did not change. Funds were reallocated between the Scattered Sites due to adjustments according to final contract award amounts.

**Budget Line Item 1460 - Dwelling Structures:** Funds were reallocated between Scattered Sites due to adjustments according to final contract award amounts. For Conner Waveney (Riverbend Apartments) funds were reduced for the Comprehensive Unit Modification and moved to Scattered Sites.

**Budget Line Item 1470 - Non-Dwelling Structures:** Funds were reduced due to the Lobby/Common Areas upgrades work item at Warren West moved to a future CFP year.

**Budget Line Item 1475 - Non Dwelling Equipment:** Funds were increased as result of moving funds from Management Improvement - MIS Upgrades work item to Computer Replacement when hardware is purchased.



## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Detroit Housing Commission</b>	Grant Type and Number  Replacement Housing Factor Grant No: MI28R00150102	Federal FY of Grant: <b>2002</b>
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**Original Annual Statement**      Reserve for Disasters/ Emergencies      Revised Annual Statement (revision no:    )

**Performance and Evaluation Report for Period Ending:**      **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements Soft Costs	-	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	-	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	-	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	-	-	-
10	1460 Dwelling Structures	-	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	6,505,355	-	-	-
19	1502 Contingency	-	-	-	-

	Amount of Annual Grant: (sum of lines 2 to 19.)	6,505,355	-	-	-
	Amount of line related to LBP Activities	-	-	-	-
	Amount of line related to Section 504 compliance	-	-	-	-
	Amount of line related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	-	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-





## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:  <b style="text-align: center;">Detroit Housing Commission</b>	Grant Type and Number Capital Fund Program Grant No: MI28P00150103 Replacement Housing Factor Grant No:	Federal FY of Grant:  <b style="text-align: center;">2003</b>
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	1,900,702	-	-	-
3	1408 Management Improvements Soft Costs	1,900,702	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	950,351	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	1,057,406	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	267,665	-	-	-
10	1460 Dwelling Structures	2,583,049	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	60,000	-	-	-
12	1470 Nondwelling Structures				



		373,633	-	-	-
13	1475 Nondwelling Equipment	175,000	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	55,000	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	180,000	-	-	-
	Amount of Annual Grant: (sum of lines 2 to 19.)	9,503,508	-	-	-
	Amount of line related to LBP Activities	-	-	-	-
	Amount of line related to Section 504 compliance	-	-	-	-
	Amount of line related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	-	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-

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

PHA Name: <b>Detroit Housing Commission</b>		Grant Type and Number Capital Fund Program Grant No: MI28P00150103 Replacement Housing Factor Grant No:				Federal FY of Grant: <b>2003</b>			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Obligated	Expended	
HA-Wide	Operations-20% of annual grant		1406	20%	1,900,702				
HA-Wide Mgt. Imp.	DHC Police-Security		1408		548,038				
HA-Wide Mgt. Imp.	Resident Monitors-security monitoring at senior sites, resident employment		1408		130,196				
HA-Wide Mgt. Imp.	Maintenance Aides-residents assisting in tasks to learn skills and earn wages		1408		87,412				
HA-Wide Mgt. Imp.	MIS Upgrades-new hardware, software, networking, training and security		1408		120,000				
HA-Wide Mgt. Imp.	Staff & Resident training-continuation of ongoing program to educate & train personnel		1408		75,000				
HA-Wide Mgt. Imp.	Staff Salaries – Resident Services & MAPS		1408		940,056				
HA-Wide Admin.	Allocation of staff salaries necessary to administer grant		1410	10%	950,351				



MI 1-07 Jeffries Homes	Vacant Unit Reduction		1460	31 units	154,795				
MI 1-08 Douglas Homes	Window Replacement		1460		301,608				
MI 1-08 Douglas Homes	Vertical Blind Replacement		1460		172,571				
MI 1-08 Douglas Homes	Vacant Unit Reduction		1460	135 units	674,116				
MI 1-11 Forest Park	Vacant Unit Reduction		1460	12 units	59,921				
MI 1-17 Diggs	Vacant Unit Reduction		1460	21 units	104,862				
MI 1-18 Sheridan Pl I	Vacant Unit Reduction		1460	13 units	64,915				
MI 1-19 Scattered Sites	Repair sidewalks and driveways to code as necessary		1450	8 units	13,533				
MI 1-19 Scattered Sites	Repair and replace all systems to codes as necessary		1460	8 units	17,406				
MI 1-19 Scattered Sites	Repair and replace all facets of building to code as necessary including garages		1460	8 units	17,125				
MI 1-19 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code		1460	8 units	19,687				
MI 1-19 Scattered Sites	Vacant Unit Reduction		1460	4 units	19,974				
MI 1-20 Scattered Sites	Repair sidewalks and driveways to code as necessary		1450	8 units	13,533				
MI 1-20 Scattered Sites	Repair and replace all systems to codes as necessary		1460	8 units	17,406				

MI 1-20 Scattered Sites	Repair and replace all facets of building to code as necessary including garages		1460	8 units	17,125				
MI 1-20 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code		1460	8 units	19,687				
MI 1-20 Scattered Sites	Vacant Unit Reduction		1460	3 units	14,980				
MI 1-21 Scattered Sites	Repair sidewalks and driveways to code as necessary		1450	8 units	13,533				
MI 1-21 Scattered Sites	Repair and replace all systems to codes as necessary		1460	8 units	17,406				
MI 1-21 Scattered Sites	Repair and replace all facets of building to code as necessary including garages		1460	8 units	17,125				
MI 1-21 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code		1460	8 units	19,687				
MI 1-21 Scattered Sites	Vacant Unit Reduction		1460	25 units	124,836				
MI 1-26 State Fair	Vacant Unit Reduction		1460	30 units	149,803				
MI 1-26 State Fair	Physical Condition Assessment & Planning		1430	200 unit	572,406				
MI 1-27 Warren West	Vacant Unit reduction		1460	19 units	94,875				
MI 1-27 Warren West	Lobby/Common Area Upgrades		1470	1 lobby	73,633				
MI 1-29 Harriet Tubman	Vacant Unit reduction		1460	25 units	124,836				

MI 1-37 Scattered Sites	Repair sidewalks and driveways to code as necessary		1450	8 units	13,533				
MI 1-37 Scattered Sites	Repair and replace all systems to codes as necessary		1460	8 units	17,406				
MI 1-37 Scattered Sites	Repair and replace all facets of building to code as necessary including garages		1460	8 units	17,125				
MI 1-37 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code		1460	8 units	19,687				
MI 1-37 Scattered Sites	Vacant Unit Reduction		1460	10 units	49,934				
MI 1-38 Scattered Sites	Repair sidewalks and driveways to code as necessary		1450	8 units	13,533				
MI 1-38 Scattered Sites	Repair and replace all systems to codes as necessary		1460	8 units	17,406				
MI 1-38 Scattered Sites	Repair and replace all facets of building to code as necessary including garages		1460	8 units	17,125				
MI 1-38 Scattered Sites	Vacant Unit Reduction		1460	7 units	34,954				
MI 1-38 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code		1460	8 units	19,687				
MI 1-45 Sheridan PI II	Vacant Unit Reduction		1460	3 units	14,980				

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

PHA Name: <b>Detroit Housing Commission</b>		Grant Type and Number Capital Fund Program Grant No: MI28P00150103 Replacement Housing Factor Grant No:					Federal FY of Grant: <b>2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA Wide: Operations	6/30/05			6/30/07				
HA-Wide Mgmt Imp: Police & Security	6/30/05			6/30/07				
HA-Wide Mgmt Imp: MIS Upgrades	6/30/05			6/30/07				
HA Wide Mgmt Imp: Staff & Resident Training	6/30/05			6/30/07				
HA Wide Mgmt Imp: Security monitoring at senior sites, resident employment	6/30/05			6/30/07				
HA Wide Mgmt Imp: Maintenance Aides – residents assisting in tasks to learn skills and earn wages	6/30/05			6/30/07				
HA Wide Mgmt Imp: Staff Salaries – Resident Services & MAPS Staff	6/30/05			6/30/07				
HA-Wide Administration	6/30/05			6/30/07				
HA-Wide Fees & Costs: A&E services & Construction Administration/Management	6/30/05			6/30/07				
HA-Wide Non Dwelling Structures: 504 Compliance Physical Improvements @ DHC Properties	6/30/05			6/30/07				
HA-Wide Dwelling Equipment-Appliances	6/30/05			6/30/07				
HA Wide Non Dwelling: Fire Suppression @ 2211 Orleans	6/30/05			6/30/07				
HA Wide Non Dwelling: Reconfiguration @ 2211 Orleans	6/30/05			6/30/07				
HA Wide Non Dwelling: Site Signage	6/30/05			6/30/07				
HA-Wide-Maintenance Equipment	6/30/05			6/30/07				
HA-Wide-Computer Replacement	6/30/05			6/30/07				

HA-Wide Relocation Costs	6/30/05			6/30/07			
Contingency	6/30/05			6/30/07			
MI 1-07 Jeffries Homes: Parking Lot Upgrade	6/30/05			6/30/07			
MI1-07 Jeffries Homes: Vacant Unit Reduction	6/30/05			6/30/07			
MI1-08 Douglas Homes: Window Replacement	6/30/05			6/30/07			
MI1-08 Douglas Homes: Vertical Blind Replacement	6/30/05			6/30/07			
MI 1-08 Douglas Homes: Vacant Unit Reduction	6/30/05			6/30/07			
MI 1-11 Forest Park: Vacant Unit Reduction	6/30/05			6/30/07			
MI 1-17 Diggs: Vacant unit Reduction	6/30/05			6/30/07			
MI 1-18 Sheridan Pl I: Vacant unit Reduction	6/30/05			6/30/07			
MI 1-19 Scattered Sites: Repair sidewalks & driveways to code as necessary	6/30/05			6/30/07			
MI 1-19 Scattered Sites: Vacant Unit Reduction	6/30/05			6/30/07			
MI 1-19 Scattered Sites: Repair & replace all systems to codes as necessary	6/30/05			6/30/07			
MI 1-19 Scattered Sites: Repair & replace all facets of building to code as necessary including garages	6/30/05			6/30/07			
MI 1-19 Scattered Sites: Repair and replace all in-unit fixtures, systems and entry doors to code	6/30/05			6/30/07			
MI 1-20 Scattered Sites: Repair sidewalks and driveways to code as necessary	6/30/05			6/30/07			
MI 1-20 Scattered Sites: Repair and replace all systems to codes as necessary	6/30/05			6/30/07			
MI 1-20 Scattered Sites: Repair and replace all facets of building to code as necessary including garages	6/30/05			6/30/07			
MI 1-20 Scattered Sites: Repair and replace all in-unit fixtures, systems and entry doors to code	6/30/05			6/30/07			
MI 1-20 Scattered Sites: Vacant Unit Reduction	6/30/05			6/30/07			
MI 1-21 Scattered Sites: Repair sidewalks and driveways to code as necessary	6/30/05			6/30/07			
MI 1-21 Scattered Sites: Repair and replace all systems to codes as necessary	6/30/05			6/30/07			
MI 1-21 Scattered Sites: Repair and replace all facets of building to code as necessary including garages	6/30/05			6/30/07			
MI 1-21 Scattered Sites: Repair and replace all in-unit fixtures, systems and entry doors to code	6/30/05			6/30/07			
MI 1-21 Scattered Sites: Vacant Unit Reduction	6/30/05			6/30/07			
MI 1-26 State Fair: Vacant unit Reduction	6/30/05			6/30/07			



MI 1-26 State Fair: Physical Condition Assessment & Planning	6/30/05			6/30/07			
MI 1-27 Warren West: Lobby/Common Area Upgrades	6/30/05			6/30/07			
MI 1-27 Warren West: Vacant Unit Reduction	6/30/05			6/30/07			
MI 1-29 Harriet Tubman: Vacant Unit Reduction	6/30/05			6/30/07			
MI 1-37 Scattered Sites: Repair sidewalks and driveways to code as necessary	6/30/05			6/30/07			
MI 1-37 Scattered Sites: Repair and replace all systems to codes as necessary	6/30/05			6/30/07			
MI 1-37 Scattered Sites: Repair and replace all facets of building to code as necessary including garages	6/30/05			6/30/07			
MI 1-37 Scattered Sites: Repair and replace all in-unit fixtures, systems and entry doors to code	6/30/05			6/30/07			
MI 1-37 Scattered Sites: Vacant Unit Reduction	6/30/05			6/30/07			
MI 1-38 Scattered Sites: Repair sidewalks and driveways to code as necessary	6/30/05			6/30/07			
MI 1-38 Scattered Sites: Repair and replace all systems to codes as necessary	6/30/05			6/30/07			
MI 1-38 Scattered Sites: Repair and replace all facets of building to code as necessary including garages	6/30/05			6/30/07			
MI 1-38 Scattered Sites: Repair and replace all in-unit fixtures, systems and entry doors to code	6/30/05			6/30/07			
MI 1-38 Scattered Sites: Vacant Unit Reduction	6/30/05			6/30/07			
MI 1-45 Sheridan Pl II: Vacant Unit Reduction	6/30/05			6/30/07			

**DHC Budget Narrative: There was no budget revision for Capital Funds MI28P00150103 2003**



**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:**

PHA Name: <b>Detroit Housing Commission</b>	Grant Type and Number Capital Fund Program Grant No: MI28P00150203 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	336,173	-	-	-
3	1408 Management Improvements Soft Costs	336,173	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	336,173	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	-	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	-	-	-
10	1460 Dwelling Structures	836,173	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	348,955	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	1,000,000	-	-	-
19	1502 Contingency	168,087	-	-	-
	Amount of Annual Grant: (sum of lines 2 to 19.)	3,361,734	-	-	-
	Amount of line related to LBP Activities	-	-	-	-
	Amount of line related to Section 504 compliance	-	-	-	-
	Amount of line related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	-	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-
	<b>Signature of Executive Director &amp; Date</b>				

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150203				2003			
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
HA-Wide Operations	Operations	1406		336,173					
HA-Wide Mgmt Imp	Security	1408		168,087					
HA-Wide Mgmt Imp	MOD Staff Training	1408		33,617					
HA-Wide Mgmt Imp	MOD Computer Software Acquisition	1408		33,617					
HA-Wide Mgmt Imp	Constuction Consultant	1408		100,852					
HA Wide Admin	Administration - MOD Staff Salaries	1410		336,173					
HA-Wide Dwelling Structures	M&E - Installation of Fire E-Call System at Senior Sites	1460		500,000					
HA-Wide Non Dwell Structures	Building Improvements @ 2211 Orleans and 1301 E Jefferson	1470		348,955					
HA-Wide Development Act	Development & Acquisition	1499		1,000,000					
HA Wide Contingency	Contingency	1502		168,087					
MI 1-50 Brewster Homes	M& E - Installation of air conditioning	1460		336,173					

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

PHA Name: <b>Detroit Housing Commission</b>		Grant Type and Number Capital Fund Program Grant No: MI28P00150203 Replacement Housing Factor Grant No:					Federal FY of Grant: <b>2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
HA Wide Operations	03/31/06			03/31/08				
HA Wide Mgmt Impr - Security	03/31/06			03/31/08				
HA Wide Mgmt Impr - Staff Training	03/31/06			03/31/08				
HA Wide Mgmt Impr - MOD Computer Software Acquisition	03/31/06			03/31/08				
HA Wide Mgmt Impr Construction Consultant	03/31/06			03/31/08				
HA Wide Administration - MOD Staff Salaries	03/31/06			03/31/08				
HA Wide Non Dwell Structures - Bldg Improvements @ 2211 Orleans & 1301 E Jefferson	03/31/06			03/31/08				
HA Wide Development Activities - Development & Acquisitions	03/31/06			03/31/08				
HA Wide Contingency	03/31/06			03/31/08				
MI 1-50 Brewster Homes - M&E Installation of air conditioning	03/31/06			03/31/08				
<b>Signature of Executive Director &amp; Date</b>								

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: <b>Detroit Housing Commission</b>	Grant Type and Number Replacement Housing Factor Grant No: MI28R00150103	Federal FY of Grant: <b>2003</b>
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements Soft Costs	-	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	-	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	-	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	-	-	-
10	1460 Dwelling Structures	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-

			-	-	-
14	1485 Demolition		-	-	-
15	1490 Replacement Reserve		-	-	-
16	1492 Moving to Work Demonstration		-	-	-
17	1495.1 Relocation Costs		-	-	-
18	1499 Development Activities	684,413	-	-	-
19	1502 Contingency		-	-	-
	Amount of Annual Grant: (sum of lines 2 to 19.)	684,413	-	-	-
	Amount of line related to LBP Activities		-	-	-
	Amount of line related to Section 504 compliance		-	-	-
	Amount of line related to Security –Soft Costs		-	-	-
	Amount of line related to Security-- Hard Costs		-	-	-
	Amount of line related to Energy Conservation Measures		-	-	-
	Collateralization Expenses or Debt Service		-	-	-







## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:

PHA Name:	Grant Type and Number	Federal FY of Grant:
<b>Detroit Housing Commission</b>	Capital Fund Program Grant No:	<b>2003</b>
	Replacement Housing Factor Grant No: MI28R00150203	

Original Annual Statement      Reserve for Disasters/ Emergencies     
  Revised Annual Statement (revision no: 1 )

Performance and Evaluation Report for Period Ending:     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements Soft Costs	-	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	-	572,870	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	-	550,000	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	-	-	-
10	1460 Dwelling Structures	-	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	5,728,700	4,605,830	-	-
19	1502 Contingency	-	-	-	-
	Amount of Annual Grant: (sum of lines 2 to 19.)	5,728,700	5,728,700	-	-
	Amount of line related to LBP Activities	-	-	-	-

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:**

PHA Name: <b>Detroit Housing Commission</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28R00150203	Federal FY of Grant: <b>2003</b>
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<input type="checkbox"/> Original Annual Statement Reserve for Disasters/ Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 )
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Amount of line related to LBP Activities	-	-	-	-
	Amount of line related to Section 504 compliance	-	-	-	-
	Amount of line related to Security –Soft Costs	-	38,896	-	-
	Amount of line related to Security-- Hard Costs	-	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-
	<b>Signature of Executive Director &amp; Date</b>				

<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name:			Grant Type and Number				Federal FY of Grant:		
Detroit Housing Commission			Capital Fund Program Grant No:				2003		
			Replacement Housing Factor Grant No: MI28R00150203						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
HA Wide Administration	Staff Salaries - Development Team	1410			533,974				
HA Wide Administration	Sundry	1410			38,896				
HA Wide	Fees & Costs	1430			550,000				
HA-Wide	Acquistion and new development	1499		5,728,700	4,605,830			See plan submitted by agency	

<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>							
<b>Part III: Implementation Schedule</b>							
PHA Name:			Grant Type and Number			Federal FY of Grant:	
<b>Detroit Housing Commission</b>			Capital Fund Program Grant No:			<b>2003</b>	
			Replacement Housing Factor Grant No: MI28R00150203				
Development Number	All Fund Obligated			All Funds Expended			Reasons for Revised Target Dates
Name/HA-Wide Activities	(Quarter Ending Date)			(Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	
Acquisition and new development	12/31/07			12/31/09			See plan submitted by the Agency
HA Wide Administration Staff Salaries - Development Team		12/31/07			12/31/09		Plan aproved - funds can be allocated
HA Wide Administration Sundry		12/31/07			12/31/09		Plan aproved - funds can be allocated
HA Wide Fees & Costs		12/31/07			12/31/09		Plan aproved - funds can be allocated

**Detroit Housing Commission  
Narrative for Budget Revision**

The Budget revision was done to align funds according to the HUD approved RHF plan. The revision was the movement of funds from BLI 1499 and spread to additional BLI's in accordance with the plan.

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:

PHA Name:	Grant Type and Number	Federal FY of Grant:
<b>Detroit Housing Commission</b>	Capital Fund Program Grant No: MI28P00150104	<b>2004</b>
	Replacement Housing Factor Grant No:	

<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	1,927,800	-	-	-
3	1408 Management Improvements Soft Costs	1,927,800	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	963,900	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	485,000	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	107,665	-	-	-
10	1460 Dwelling Structures	3,038,390	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	828,446	-	-	-
13	1475 Nondwelling Equipment	125,000	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	55,000	-	-	-
18	1499 Development Activities	-	-	-	-
19	1502 Contingency	180,000	-	-	-
	Amount of Annual Grant: (sum of lines 2 to 19.)	9,639,001	-	-	-

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:**

PHA Name: <b>Detroit Housing Commission</b>	Grant Type and Number Capital Fund Program Grant No: MI28P00150104 Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report	

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Amount of line related to LBP Activities	-	-	-	-
	Amount of line related to Section 504 compliance	-	-	-	-
	Amount of line related to Security –Soft Costs	356,878	-	-	-
	Amount of line related to Security-- Hard Costs	-	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-
	<b>Signature of Executive Director &amp; Date</b>				

<b>Annual Statement/Performance and Evaluation Report</b>								
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>								
<b>Part II: Supporting Pages</b>								
PHA Name:		Grant Type and Number			Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150104 Replacement Housing Factor Grant No:			2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Obligated	Expended	
HA-Wide	Operations-20% of annual grant	1406	20%	1,927,800				
HA-Wide Mgt. Imp.	Security	1408		356,878				
HA-Wide Mgt. Imp.	Senior Tracker/Resident Caretakers-security monitoring at senior sites, resident employment	1408		130,196				
HA-Wide Mgt. Imp.	Maintenance Aides-residents assisting in tasks to learn skills and earn wages	1408		87,412				
HA-Wide Mgt. Imp.	MIS Upgrades-new hardware, software, networking, training and security	1408		140,000				
HA-Wide Mgt. Imp.	Staff & Resident training-continuation of ongoing program to educate & train personnel	1408		145,765				
HA-Wide Mgt. Imp.	Staff Salaries - Resident Services and MAPS Divisions	1408		1,067,549				
HA-Wide Admin.	Allocation of staff salaries necessary to administer grant	1410	10%	963,900				
HA-Wide Fees & Costs	A&E services based on anticipated design and construction mgt. Costs	1430		485,000				
HA-Wide Non-Dwelling Structures	Site Signage	1470		404,594				
HA-Wide Non-Dwelling Equip.	Maintenance Equipment	1475		100,000				
HA-Wide Non-Dwelling Equip.	Computer Replacement	1475		25,000				
HA-Wide	Relocation Costs	1495.1		55,000				
HA-Wide	Contingency @ 3% of annual grant	1502		180,000				
MI 1-06 Smith Homes	Signange & play equipment	1450		25,000				



<b>Annual Statement/Performance and Evaluation Report</b>									
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>									
<b>Part II: Supporting Pages</b>									
PHA Name:		Grant Type and Number				Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150104				2004			
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI 1-06 Smith Homes	Community building/admin. Bldg.	1470	1 bldg.	423,852					
MI 1-19 Scattered Sites	Repair sidewalks and driveways to code as necessary	1450	8 units	10,533					
MI 1-19 Scattered Sites	Repair and replace all systems to codes as necessary	1460	8 units	16,533					
MI 1-19 Scattered Sites	Repair and replace all facets of building to code as necessary including garages	1460	8 units	20,533					
MI 1-19 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code	1460	8 units	14,533					
MI 1-20 Scattered Sites	Repair sidewalks and driveways to code as necessary	1450	8 units	10,533					
MI 1-20 Scattered Sites	Repair and replace all systems to codes as necessary	1460	8 units	16,533					
MI 1-20 Scattered Sites	Repair and replace all facets of building to code as necessary including garages	1460	8 units	20,533					
MI 1-20 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code	1460	8 units	14,533					
MI 1-21 Scattered Sites	Repair sidewalks and driveways to code as necessary	1450	8 units	10,533					
MI 1-21 Scattered Sites	Repair and replace all systems to codes as necessary	1460	8 units	16,533					
MI 1-21 Scattered Sites	Repair and replace all facets of building to code as necessary including garages	1460	8 units	20,533					
MI 1-21 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code	1460	8 units	14,533					
MI 1-26 State Fair	Site Upgrade-landscaping, sprinklers	1450	200 units	30,000					
MI 1-26 State Fair	Comprehensive unit modification	1460	200 units	2,106,055					

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name:		Grant Type and Number				Federal FY of Grant:			
Detroit Housing Commission		Capital Fund Program Grant No: MI28P00150104				2004			
		Replacement Housing Factor Grant No:							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
MI 1-37 Scattered Sites	Repair sidewalks and driveways to code as necessary	1450	8 units	10,533					
MI 1-37 Scattered Sites	Repair and replace all systems to codes as necessary	1460	8 units	16,533					
MI 1-37 Scattered Sites	Repair and replace all facets of building to code as necessary including garages	1460	8 units	20,533					
MI 1-37 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code	1460	8 units	14,533					
MI 1-38 Scattered Sites	Repair sidewalks and driveways to code as necessary	1450	8 units	10,533					
MI 1-38 Scattered Sites	Repair and replace all systems to codes as necessary	1460	8 units	16,533					
MI 1-38 Scattered Sites	Repair and replace all facets of building to code as necessary including garages	1460	8 units	20,533					
MI 1-38 Scattered Sites	Repair and replace all in-unit fixtures, systems and entry doors to code	1460	8 units	14,533					
MI 1-50 Brewster Homes	Installation of air conditioning in units	1460	250 units	674,340					

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Implementation Schedule**

PHA Name:		Grant Type and Number					Federal FY of Grant:
<b>Detroit Housing Commission</b>		Capital Fund Program Grant No: MI28P00150104					<b>2004</b>
		Replacement Housing Factor Grant No:					
Development Number Name/HA-Wide Activities	All Fund Obligated			All Funds Expended			Reasons for Revised Target Dates
	(Quarter Ending Date)			(Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide: Operations	09/30/06			09/30/08			
HA-Wide: Security	09/30/06			09/30/08			
HA Wide: Senior Tracker/Resident Caretakers	09/30/06			09/30/08			
HA Wide: Maintenance Aides	09/30/06			09/30/08			
HA-Wide: MIS Upgrades	09/30/06			09/30/08			
HA Wide: Staff & Resident Training	09/30/06			09/30/08			
HA-Wide Administration	09/30/06			09/30/08			
HA-Wide Fees & Costs	09/30/06			09/30/08			
HA-Wide: Site Signage	09/30/06			09/30/08			
HA-Wide- Non Dwelling Equip-Maintenance Equip	09/30/06			09/30/08			
HA-Wide- Non Dwelling Equip-Computer Replacement	09/30/06			09/30/08			
HA-Wide Relocation Costs	09/30/06			09/30/08			
MI 1-06 Smith Homes: Signage & play equipment	09/30/06			09/30/08			
MI 1-06 Smith Homes: Community bldg./admin. Bldg.	09/30/06			09/30/08			
MI 1-19 Scattered Sites: Repair sidewalks and driveways to code as necessary	09/30/06			09/30/08			
MI 1-19 Scattered Sites: Repair and replace all facets of bldg. to code as necessary	09/30/06			09/30/08			
MI 1-19 Scattered Sites: Repair and replace all in-unit fixtures, systems and entry doors to code as necessary	09/30/06			09/30/08			
MI 1-20 Scattered Sites: Repair sidewalks and driveways to code as necessary	09/30/06			09/30/08			
MI 1-20 Scattered Sites: Repair and replace all facets of bldg. to code as necessary	09/30/06			09/30/08			
MI 1-20 Scattered Sites: Repair and replace all in-unit fixtures, systems and entry doors to code as necessary	09/30/06			09/30/08			
MI 1-21 Scattered Sites: Repair sidewalks and driveways to code as necessary	09/30/06			09/30/08			
MI 1-21 Scattered Sites: Repair & replace all facets of bldg. To code as necessary	09/30/06			09/30/08			

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Implementation Schedule**

PHA Name:		<b>Grant Type and Number</b>					<b>Federal FY of Grant:</b>
<b>Detroit Housing Commission</b>		Capital Fund Program Grant No: MI28P00150104					<b>2004</b>
		Replacement Housing Factor Grant No:					
Development Number	All Fund Obligated			All Funds Expended			Reasons for Revised Target Dates
Name/HA-Wide Activities	(Quarter Ending Date)			(Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	
MI 1-21 Scattered Sites: Repair & replace all in-unit fixtures, systems and entry doors to code as	09/30/06			09/30/08			
MI 1-26 State Fair: Site upgrade-landscaping, sprinklers	09/30/06			09/30/08			
MI 1-26 State Fair: Comprehensive unit modification	09/30/06			09/30/08			
MI 1-37 Scattered Sites: Repair/replace sidewalks and driveways to code as necessary	09/14/06			09/14/08			
MI 1-37 Scattered Sites: Repair/replace all facets of bldg. To code as necessary	09/14/06			09/14/08			
MI 1-37 Scattered Sites: Repair/replace all in-unit fixtures, systems and entry doors to code as necessary	09/14/06			09/14/08			
MI 1-38 Scattered Sites: Repair sidewalks and driveways to code as necessary	09/14/06			09/14/08			
MI 1-38 Scattered Sites: Repair/replace all systems to code as necessary	09/14/06			09/14/08			
MI 1-38 Scattered Sites: Repair/replace all facets of bldg. To code as necessary including garages	09/14/06			09/14/08			
MI 1-38 Scattered Sites: Repair/replace in-unit fixtures, systems and entry doors to code as	09/14/06			09/14/08			
MI 1-50 Installation of air conditioning in units	09/14/06			09/14/08			
<b>Signature of Executive Director &amp; Date</b>							

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:

PHA Name:	Grant Type and Number	Federal FY of Grant:
<b>Detroit Housing Commission</b>	Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28R00150104	<b>2004</b>

<input checked="" type="checkbox"/> Original Annual Statement      Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements Soft Costs	-	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	-	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	-	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	-	-	-
10	1460 Dwelling Structures	-	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	1,264,863	-	-	-
19	1502 Contingency	-	-	-	-
	Amount of Annual Grant: (sum of lines 2 to 19.)	1,264,863	-	-	-

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:**

PHA Name: <b>Detroit Housing Commission</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28R00150104	Federal FY of Grant: <b>2004</b>
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<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <b>Reserve for Disasters/ Emergencies</b>	<input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>	<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	Amount of line related to LBP Activities	-	-	-	-
	Amount of line related to Section 504 compliance	-	-	-	-
	Amount of line related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	-	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-
	<b>Signature of Executive Director &amp; Date</b>				



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

PHA Name:		Grant Type and Number					Federal FY of Grant:
Detroit Housing Commission		Capital Fund Program Grant No:					2004
		Replacement Housing Factor Grant No: MI28R00150104					
Development Number	All Fund Obligated			All Funds Expended			Reasons for Revised Target Dates
Name/HA-Wide Activities	(Quarter Ending Date)			(Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	
Acquisition and new development	09/30/09			09/30/10			See plan submitted by the Agency
<b>Signature of Executive Director &amp; Date</b>							



**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:**

PHA Name: <b>Detroit Housing Commission</b>	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28R00150204	Federal FY of Grant: <b>2004</b>
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<input checked="" type="checkbox"/> Original Annual Statement	Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	-	-	-	-
3	1408 Management Improvements Soft Costs	-	-	-	-
	Management Improvements Hard Costs	-	-	-	-
4	1410 Administration	755,433	-	-	-
5	1411 Audit	-	-	-	-
6	1415 Liquidated Damages	-	-	-	-
7	1430 Fees and Costs	550,000	-	-	-
8	1440 Site Acquisition	-	-	-	-
9	1450 Site Improvement	-	-	-	-
10	1460 Dwelling Structures	-	-	-	-
11	1465.1 Dwelling Equipment—Nonexpendable	-	-	-	-
12	1470 Nondwelling Structures	-	-	-	-
13	1475 Nondwelling Equipment	-	-	-	-
14	1485 Demolition	-	-	-	-
15	1490 Replacement Reserve	-	-	-	-
16	1492 Moving to Work Demonstration	-	-	-	-
17	1495.1 Relocation Costs	-	-	-	-
18	1499 Development Activities	6,248,898	-	-	-
19	1502 Contingency	-	-	-	-
	Amount of Annual Grant: (sum of lines 2 to 19.)	7,554,331	-	-	-

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1:**

PHA Name:	Grant Type and Number	Federal FY of Grant:
Detroit Housing Commission	Capital Fund Program Grant No: Replacement Housing Factor Grant No: MI28R00150204	2004

<input checked="" type="checkbox"/> Original Annual Statement Reserve for Disasters/ Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line related to LBP Activities	-	-	-	-
	Amount of line related to Section 504 compliance	-	-	-	-
	Amount of line related to Security –Soft Costs	-	-	-	-
	Amount of line related to Security-- Hard Costs	-	-	-	-
	Amount of line related to Energy Conservation Measures	-	-	-	-
	Collateralization Expenses or Debt Service	-	-	-	-
	<b>Signature of Executive Director &amp; Date</b>				

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name:		<b>Grant Type and Number</b>				<b>Federal FY of Grant:</b>			
<b>Detroit Housing Commission</b>		Capital Fund Program Grant No:				<b>2004</b>			
		Replacement Housing Factor Grant No: MI28R00150204							
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised	Obligated	Expended		
HA Wide Administration	Staff Salaries - Development Team	1410		716,537					
HA Wide Administration	Sundry	1410		38,896					
HA Wide	Fees & Costs	1430		550,000					
HA-Wide	Acquisition and new development	1499		6,248,898				See plan submitted by agency	

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Implementation Schedule**

PHA Name:		<b>Grant Type and Number</b>					<b>Federal FY of Grant:</b>
<b>Detroit Housing Commission</b>		Capital Fund Program Grant No:					<b>2004</b>
		Replacement Housing Factor Grant No: MI28R00150204					
Development Number	All Fund Obligated			All Funds Expended			Reasons for Revised Target Dates
Name/HA-Wide Activities	(Quarter Ending Date)			(Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	
Acquisition and new development	09/30/09			09/30/10			See plan submitted by the Agency
HA Wide Administration Staff Salaries - Development Team	09/30/09			09/30/10			Plan approved - funds can be allocated
HA Wide Administration Sundry	09/30/09			09/30/10			Plan approved - funds can be allocated
HA Wide Fees & Costs	09/30/09			09/30/10			Plan approved - funds can be allocated



**VOLUNTARY CONVERSION INITIAL ASSESSMENTS**

**Component 10 (B) Voluntary Conversion Initial Assessments**

- a. How many of the PHA's developments are subject to the Required Initial Assessments?

**NONE**

- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

**21**

- c. How many Assessments were conducted for the PHA's covered developments?

**NONE**

- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

**NOT APPLICABLE**

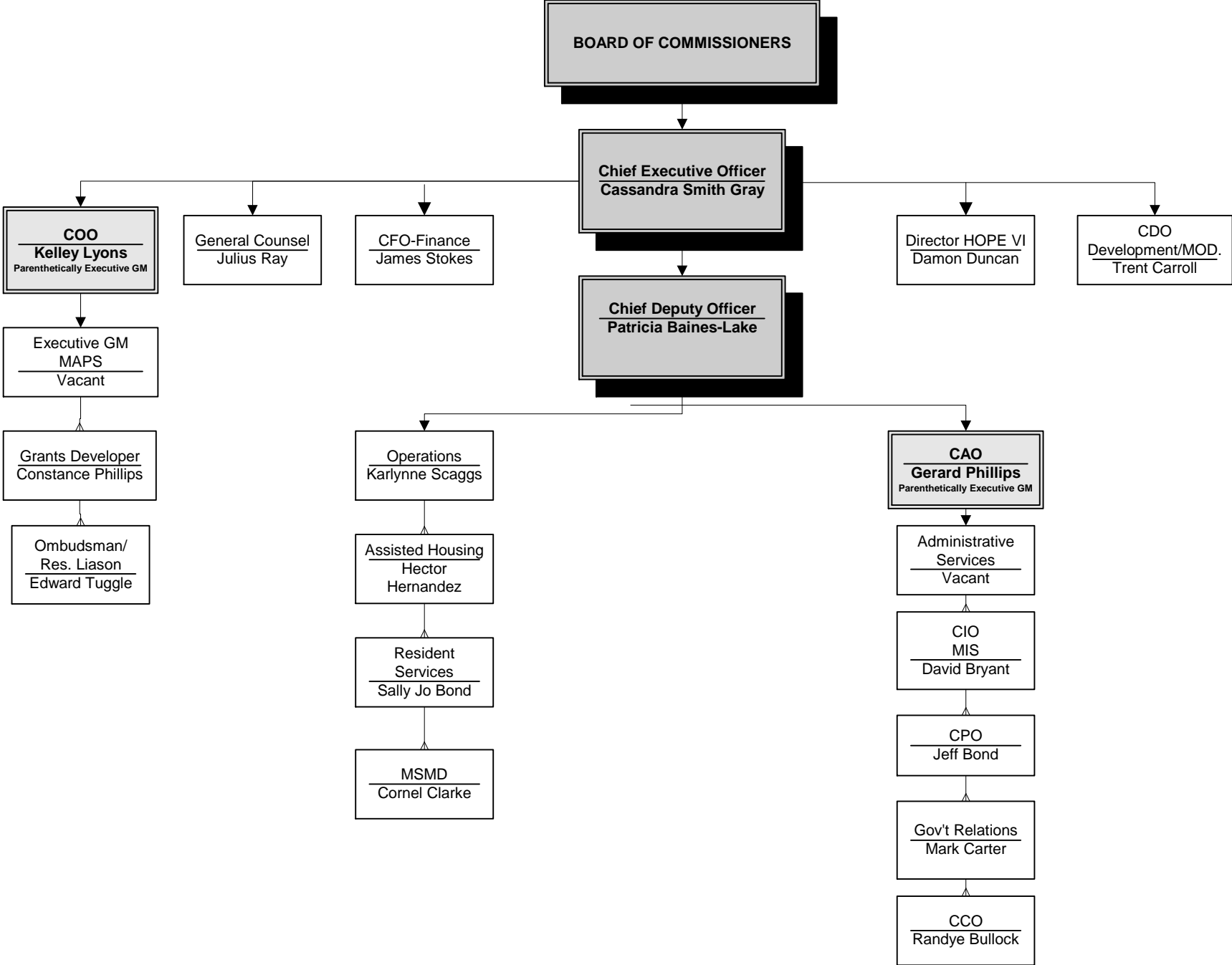
<b>Development Name</b>	<b>Number of Units</b>

- a. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

**NOT APPLICABLE**

**DETROIT HOUSING COMMISSION  
ORGANIZATIONAL CHART**

**Attachment D**



# Attachment E

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

PHA Name Detroit Housing Commission		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 6/30/05	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 6/30/06	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 6/30/07	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 6/30/08
HA-Wide Mgmt Imp.	Annual Statement	\$1,900,702	\$1,900,702	\$1,900,702	\$1,900,702
HA-Wide Admin.		\$950,351	\$950,351	\$950,351	\$950,351
HA-Wide Fees & Costs		\$400,000	\$400,000	\$400,000	\$345,000
HA-Wide Non Dwelling Equipment		\$725,000	\$725,000	\$125,000	\$125,000
HA-Wide Relocation		\$55,000	\$55,000	\$55,000	\$55,000
HA-Wide Contingency		\$180,000	\$180,000	\$180,000	\$180,000
Operations		\$1,900,702	\$1,900,702	\$1,900,702	\$1,561,989
MI 1-07 Jeffries East			\$0	\$729,288	\$0
MI 1-08 Douglass		\$2,526,064	\$867,257	\$621,449	\$1,602,803
MI 1-11 Forest Park		\$0	\$0	\$500,000	\$0
MI 1-19,20,21,37,38 Scattered Sites		\$310,660	\$338,754	\$338,754	\$338,754
MI 1-17 Diggs		\$0	\$803,521	\$0	\$0
MI 1-18 Sheridan I		\$0	\$0	\$1,000,000	\$0
MI 1-26 State Fair		\$555,029	\$0	\$0	\$0
MI 1-27 Warren West		\$0	\$0	\$507,116	\$0
MI 1-28 Conner W		\$0	\$0	\$0	\$0
MI 1-29 Harriet T		\$0	\$652,933	\$0	\$841,106
MI 1-45 Sheridan II		\$0	\$0	\$1,024,434	\$0
MI 1-50 Brewster		\$0	\$0	\$0	\$0

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

Activities for Year : 2

Activities for Year : 2



FFY Grant: 2005 PHA FY: 6/30/05			FFY Grant: 2005 PHA FY: 6/30/05		
Management Improvements -Security – Security Guard Services		\$336,603	MI1-19,20,21,37,38 Scattered Sites <b>Site Work</b> (Repair sidewalks & driveways to meet Code requirements)		\$52,665
Management Improvement – Staff Salaries: Resident Services Division, , MAPS Division		\$1,067,549	MI 1-19,20,21,37,38 Scattered Sites <b>Bldg Systems:</b> (Repair/replace all Mech. & Elec. systems to code		\$82,665
Management Improvements: Resident Employment Maintenance Aides & Senior Trackers		\$217,608	MI 1-19,20,21,37,38 Scattered Sites Repair and replace all facets (roofing, siding, windows & trim, Masonry etc..) of building to code as necessary including garages		\$102,665
MIS Strategy – Hardware, software, security upgrades including training necessary to improve efficiency, (continued) accommodate separation from the City & meet networking & office automation needs		\$140,000	MI 1-19,20,21,37,38 Scattered Sites (continued) Dwelling Units: Repair/replace all in-units fixtures, systems & entry doors to code		\$72,665
HA Wide: Operations		\$1,900,702	MI 1-26: State Fair Comprehensive unit modification( Kitchen & Bath upgrades, new finishes throughout, accessibility upgrades)		\$555,029
Resident Training		\$47,673	HA Wide Administration Allocation of staff salaries		\$950,351
Staff Training – Continuation of on-going program		\$91,269	MI 1-08 Douglass M&E: Air handling units, A/C systems		\$1,132,939
HA-Wide Fees & Costs A&E services based on anticipated design & construction mgmt costs		\$400,000	MI 1-08 Douglass D/U: (Repair/replace in-unit fixtures, systems & entry doors to code)@ Bldg. 1301		\$944,625
HA-Wide Non Dwelling Equipment: Maintenance Equipment; Computer Replacement, CCTV Upgrade		\$725,000	MI 1-08 Douglass Building exterior: Roof replacement for 12 Bldgs. @ Douglas Townhouses		\$448,500
HA Wide Relocation Costs		\$55,000	HA Wide Contingency		\$180,000

## Capital Fund Program Five-Year Action Plan

### Part II: Supporting Pages—Work Activities

Activities for Year: 2004	Activities for Year : 3 FFY Grant: 2006 PHA FY: 6/30/06			Activities for Year : 3 FFY Grant: 2006 PHA FY: 6/30/06		
Annual Statement						
	Management Improvements -Security – Security Guard Services		\$336,603	MI 1-07 Jeffries East: Dwelling Structure Exterior – Roof Replacement		\$729,288
	Management Improvement – Staff Salaries: Resident Services Division, , MAPS Division		\$1,067,549	MI 1-08 Douglas Homes: Dwelling Structures Exterior: Building Improvements to Bldg. 1301 (Roofing, Bldg Entry, Ext Bldg Lighting)		\$867,257
	Management Improvements: Resident Employment Maintenance Aides & Senior Trackers		\$217,608			
	MIS Strategy – Hardware, software, security upgrades including training necessary to improve efficiency, (continued) accommodate separation from the City & meet networking & office automation needs		\$140,000	MI1-19,20,21,37,38 Scattered Sites Site: (Repair sidewalks & driveways to meet Code requirements)		\$67,665
	HA Wide: Operations		\$1,900,702	MI 1-19,20,21,37,38 Scattered Sites <b>Bldg Systems:</b> (Repair/replace all Mech. & Elec. systems to code)		\$87,030
	Resident Training		\$47,673			
	Staff Training – Continuation of on-going program		\$91,269	MI 1-19,20,21,37,38 Scattered Sites Bldg. Ext: Repair and replace all facets (roofing, siding, windows & trim, Masonry etc..) of building to code as necessary including garages		\$85,624
	HA-Wide Fees & Costs A&E services based on anticipated design & construction mgmt costs		\$400,000	MI 1-19,20,21,37,38 Scattered Sites (continued) Dwelling Units: Repair/replace all in-units fixtures, systems & entry doors to code		\$98,435
	HA-Wide Non Dwelling Equipment: Maintenance Equipment; Computer Replacement, CCTV Upgrade		\$725,000	HA Wide Contingency		\$180,000

	HA Wide Relocation Costs		\$55,000	MI 1-29 Harriet Tubman: Dwelling Structures – Finishes, Kitchens, Bathrooms & Mechanical and Electrical	\$152,933
	HA Wide Administration Allocation of staff salaries		\$950,351	MI 1-29 Harriet Tubman: Dwelling Structures Exterior: (Roofing, Bldg Entry, Ext Bldg Lighting)	\$500,000
	MI 1-17 Diggs Homes: Dwelling Structures – Amenities, Mechanical and Electrical, DHW, Repair/Replace all systems to code, 504 Conversion		\$803,521		

<b>Part II: Supporting Pages—Work Activities</b>				
Activities for Year : 4 FFY Grant: 2007 PHA FY: 6/30/07		Activities for Year : 4 FFY Grant: 2007 PHA FY: 6/30/07		
Management Improvements -Security – Security Guard Services		\$336,603	MI 1-18 Sheridan I: Bldg. improvements (Interior doors, kitchen & bathroom upgrades, wall, ceiling & floor repair and finishes)	\$1,000,000
Management Improvement – Staff Salaries: Resident Services Division, , MAPS Division		\$1,067,549	MI1-19,20,21,37,38 Scattered Sites Site: (Repair sidewalks & driveways to meet Code requirements)	\$67,665
Management Improvements: Resident Employment Maintenance Aides & Senior Trackers		\$217,608	MI 1-19,20,21,37,38 Scattered Sites <b>Bldg Systems:</b> (Repair/replace all Mech. & Elec. systems to code	\$87,030
MIS Strategy – Hardware, software, security upgrades including training necessary to improve efficiency, (continued) accommodate separation from the City & meet networking & office automation needs		\$140,000	MI 1-19,20,21,37,38 Scattered Sites Bldg. Ext: Repair/replace all facets of building to code	\$85,624
HA Wide: Operations		\$1,900,702	MI 1-19,20,21,37,38 Scattered Sites Dwelling Units: Repair/replace all in-units fixtures, systems & entry doors to code	\$98,435
Resident Training		\$47,673	MI 1-27 Warren West: Bldg. Improvements (Front entry door, lobby renovations, signage,	\$500,000
Staff Training – Continuation of on-going program		\$91,269	MI 1-27 Warren West: Amenities (Blinds, Painting, Fixture replacement)	\$7,116
HA-Wide Fees & Costs A&E services based on anticipated design & construction mgmt costs		\$400,000	MI 1-45 Sheridan Place II: Building Exterior - Windows	\$524,434
HA-Wide Non Dwelling Equipment: Maintenance Equipment; Computer Replacement, CCTV Upgrade		\$125,000	MI 1-45 Sheridan Place II: Bldg. Improvements (Interior doors, kitchen & bathroom upgrades, wall, ceiling & floor repair and finishes)	\$500,000

## Capital Fund Program Five-Year Action Plan

### Part II: Supporting Pages—Work Activities

Activities for Year : 5 FFY Grant: 2008 PHA FY: 6/30/08		Activities for Year : 5 FFY Grant: 2008 PHA FY: 6/30/08	
Management Improvements -Security – Security Guard Services	\$336,603	MI1-19,20,21,37,38 Scattered Sites Site: (Repair sidewalks & driveways to meet Code requirements)	\$67,665
Management Improvement – Staff Salaries: Resident Services Division, , MAPS Division	\$1,067,549	MI 1-19,20,21,37,38 Scattered Sites <b>Bldg Systems:</b> (Repair/replace all Mech. & Elec. systems to code)	\$87,030
Management Improvements: Resident Employment Maintenance Aides & Senior Trackers	\$217,608	MI 1-19,20,21,37,38 Scattered Sites Bldg. Ext: Repair/replace all facets of building to code	\$85,624
MIS Strategy – Hardware, software, security upgrades including training necessary to improve efficiency, (continued) accommodate separation from the City & meet networking & office automation needs	\$140,000	MI 1-19,20,21,37,38 Scattered Sites Dwelling Units: Repair/replace all in-units fixtures, systems & entry doors to code	\$98,495
HA Wide: Operations	\$1,900,702	MI 1-29 Harriet Tubman: Common area Improvements	\$841,106
Resident Training	\$47,673		
Staff Training – Continuation of on-going program	\$91,269		
HA-Wide Fees & Costs A&E services based on anticipated design & construction mgmt costs	\$345,000		
HA-Wide Non Dwelling Equipment: Maintenance Equipment; Computer Replacement, CCTV Upgrade	\$125,000		

**Attachment F**

**DETROIT HOUSING COMMISSION**

**ADMISSIONS AND CONTINUED  
OCCUPANCY POLICY**

**Cassandra Smith-Gray  
Executive Director  
Revised April 15, 2004**

## **FOREWARD:**

**This admissions and continued occupancy policy represents changes which have occurred since October 16, 2004. First, this ACCOP contains language regarding the new community service requirement mandated by the Federal Government. In addition, DHC had to suspend the proposed MI Medicaid Waiver language for Conner Waveney as DHC works out the final approval from HUD and implementation of the MI Medicaid Program for Conner Waveney. The MI Medicaid Waiver from version #1 was omitted to elevate confusion.**

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APPENDIX A. GRIEVANCE PROCEDURE

APPENDIX B. PET POLICY

APPENDIX C. DWELLING LEASE  
PET LEASE ADDENDUM

**DETROIT HOUSING COMMISSION  
ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

**1. ELIGIBILITY FOR ADMISSION AND PROCESSING OF APPLICATIONS**

**A. Nondiscrimination**

1. It is the policy of the Detroit Housing Commission to comply with all applicable laws relating to comply with all applicable laws relating to Civil Rights, including Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988), Executive Order 11063, Section 504 of the Rehabilitation act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern), any applicable State laws or local ordinances and any legislation protecting the individual rights of tenants, applicants or staff that may subsequently be enacted.

2. DHC shall not discriminate because of race, color, sex, sexual orientation, religion, familial status, disability, national origin in the leasing, rental, or other disposition of housing or related facilities, including land, that is part of any project or projects under DHC's jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof.

3. DHC shall not, on account of race, color, sex, sexual orientation, religion, familial status, disability, or national origin:

- (a) Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to lease housing suitable to its needs;
- (b) Provide housing which is different from that provided others;
- (c) Subject a person to segregation or disparate treatment;
- (d) Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- (e) Treat a person differently in determining eligibility or other requirements for admission;
- (f) Deny a person access to the same level of services; or
- (g) Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the housing program.

4. DHC shall not automatically deny admission to a particular group or category of otherwise qualified applicants (e.g., families with children born to unmarried parents, families whose head or spouse is a student). Each applicant in a particular group or category must be treated on an individual basis in the normal processing routine.

5. DHC will identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504, and the Fair Housing Amendments Act of 1988, DHC will make structural modifications to its housing and non-housing facilities, make reasonable accommodations, or combinations of the two, to permit people with disabilities to take full advantage of the housing program.

(a) In making reasonable accommodations or structural modifications for otherwise qualified persons with disabilities, DHC is not required to:

(1) In an existing housing program, make each of its existing facilities accessible; or make structural alterations when other methods can be demonstrated to achieve the same effect;

(2) Make structural alterations that require the removal or altering of a load-bearing structural member;

(3) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level;

(4) Take any action that would result in a fundamental alteration in the nature of program;

(5) Take any action that would result in an undue financial and administrative burden on the Detroit Housing Commission.

6. DHC will not permit these policies to be subverted to do personal or political favors. Accepting an applicant from a lower waiting list position before one in a higher position violates policy, federal law, and the civil rights of the other families on the waiting list.

## **B. Marketing**

1. It is the policy of DHC to conduct outreach as needed to maintain an adequate application pool representative of the eligible population in the area. Outreach efforts will take into consideration the level of vacancy in the DHC's units, availability of units through turnover, and waiting list characteristics. DHC will periodically assess these factors in order to determine the need for and scope of any marketing efforts.

## **C. Qualification for Admission**

1. It is DHC's policy to admit only qualified applicants.
2. An applicant is qualified if he or she meets all of the following criteria:
  - (a) Is a family as defined in Section 8, Definition 21 of this policy and meets one of the local preference requirements;
  - (b) Heads a household where all members of the household are citizens or eligible noncitizen;
  - (c) Has an Annual Income at the time of admission that does not exceed the low or very low income limits for occupancy established by the Department of Housing and Urban Development, and posted separately in DHC offices.
    - The Low income limits as defined by HUD are applicable to new admissions to properties with a Date of Full Availability after 10-1-81.
  - (d) Provides a Social Security number for all family members, age 6 or older, or can document and certify that they do not have Social Security numbers;
  - (e) Meets or exceeds the Applicant Selection Criteria set forth in Section 1.G of these policies, including attending and successfully completing a DHC approved pre-occupancy class;
  - (f) Is not currently adequately housed in a DHC dwelling unit. Applicants who are listed on a current DHC dwelling lease (or are part of the household as verified by DHC records) and reside in a unit meeting the occupancy standards for the family size are not qualified for admission and will not be placed on the waiting list for new applicants. (DHC may make exceptions to this requirement due to emergency conditions including but not limited to severe harassment, hate crimes, and witness protection, as authorized by DHC's Executive Director or designee.).

**D. Waiting List Management**

1. It is the policy of DHC to administer its waiting list as required by the regulations at 24 CFR 912, 913, 945, 960.201 through 960.215.
2. Opening and Closing Waiting Lists
  - (a) DHC, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. DHC may open or close the list by local preference category. See (c) below.

- (b) DHC will update the waiting list at least once a year by removing the names of those families who are no longer interested, no longer qualify for housing or cannot be reached by telephone and mail. At the time of initial intake, DHC will advise families of their responsibility to notify the DHC when mailing address or phone numbers change.
- (c) If DHC's highest waiting list preference category has sufficient applications to fill anticipated vacancies for the coming 12 months, DHC may elect to: (a) close the waiting list completely; (b) close the list during certain times of the year; or (c) restrict intake by preference, type of project, or by size and type of dwelling unit.
- (d) Decisions about closing the waiting list will be based on the number of applications available for a particular size and type of unit, the number of applicants who qualify for a Local and the ability of DHC to house an applicant in an appropriate unit within a reasonable period of time. A decision to close the waiting lists, restricting intake, or opening the waiting lists will be advertised in the local media.
- (e) During the period when the waiting list is closed, DHC will not maintain a list of individuals who wish to be notified when the waiting list is reopened.

### 3. Waiting Lists and the Local Preferences

- (a) During periods when DHC is not accepting new applications, DHC will place an application on the waiting list if the application is otherwise eligible for assistance and claim that he/she qualifies for a local Preference.
- (b) EXCEPT THAT, DHC may refuse to place such a Local Preference applicant if the following are true:
  - (1) There is an adequate pool of applicants already on the waiting list who are likely to qualify for a Local Preference; and
  - (2) Under DHC's system for applying the Local Preferences that the family making the application could qualify for assistance ahead of other applicants already on the waiting list.
- (c) The determination in (b) above is based on the Local Preferences system described in these policies, the preference or preferences claimed by applicants already on the waiting list, and the preferences claimed by the applicant seeking placement on the waiting list.

### 4. Change in the Preference Status While on the Waiting List

- (a) Occasionally families on the waiting list who did not qualify for a Local Preference or at the time of application intake will experience a change in circumstances that qualifies them for a Preference. In such instances, it will be the family's duty to contact DHC so that their status may be recertified or, depending on application processing status, reverified.
- (b) To the extent that DHC determines that the family does now qualify for a Local Preference, they will be considered eligible on the waiting list in accordance with their Local Preference(s), any local preference(s) and their date and time of application. They will then be informed in writing of how the change in status has affected their place on the waiting list.

**E. Processing Applications for a Unit Offer and Admission**

- 1. It is DHC's policy to accept and process applications in accordance with applicable HUD Regulations.
- 2. Interviews and Verification Process
  - (a) As families approach the top of the waiting list, the following items will be verified to determine qualification for admission to DHC's housing:
    - (1) Family composition and type (Elderly/non-elderly)
    - (2) Annual Income
    - (3) Assets and Asset Income
    - (4) Allowance Information
    - (5) Local Preferences
    - (6) Social Security Numbers of all Family Members
    - (7) Information Used in Applicant Screening
    - (8) Citizenship or eligible immigration status
  - (b) DHC's first choice is a written third party verification to substantiate applicant or resident claims. DHC may also use phone verifications with the results recorded in the file, dated, and signed by DHC staff, review of documents, and if no other form of verification is available, applicant certification. Applicants must cooperate fully in obtaining or providing the necessary verifications. Falsification of any information will result in the denial of application.
  - (c) Verification of citizenship or eligible immigration status shall be carried out pursuant to 24 CFR 912.8 using the Immigration and Naturalization Service's (INS) SAVE system and , if needed, a manual search of INS records.

3. Applicants reporting zero income will be asked to complete a family expense form. This form will be the first form completed in the interview process. The form will ask residents to estimate how much they spend on : food, beverages, transportation, health care, child care, debts, household items, etc. It will also ask applicants about the status of any application or benefits through TANF or other similar programs. (If a "zero income" family is admitted, quarterly redetermination of income will be performed. See Section 3. C, Periodic Reexaminations, of this policy.)

4. DHC's records with respect to applications for admission to any low-income housing assisted under the United States Housing Act of 1937, as amended, shall indicate for each application the date and time of receipt; the determination by DHC as to eligibility or ineligibility of the applicant; when eligible, the unit size for which eligible, the preference, if any, and the date, location, identification, and circumstances of each vacancy offered and accepted or rejected.

#### **F. The Preference System**

It is DHC's policy that preference does not guarantee admission. Preferences are used to establish order of placement on the waiting list. Every applicant must still meet DHC's Resident Selection Criteria before being offered a unit.

Preferences will be granted to applicants who are otherwise qualified and who, at the time they are certified for admission, meet the definitions of the preferences income targeting requirements.

Public Housing program annual admissions will be those having local preferences that meet income targeting requirements. Non-preferences holders may be admitted if the waiting list does not contain names of local preference holders that meet the income targeting requirements. The DHC has created an exception for police officers, who would otherwise be ineligible, to occupy a public housing unit for purposes of increased security. **(QHWRA Section 524)**

**Income Targeting.** The Quality Housing and Work Responsibility Act of 1998 requires Housing Commissions to submit with its annual Public Housing Agency Plan, an Admission Policy designed to provide for decentralization of poverty and promote income-mixing in public housing developments. In addition, dwelling units in public housing made available for occupancy in any fiscal year, not less than 40% shall be occupied by families whose income at the time of initial occupancy do not exceed 30% of the area median income. The act of skipping of a family on a waiting list to reach another family of a desired income targeting requirement to implement the policy, shall not be considered an adverse action by DHC. **(QHWRA Section 513)**

1. DHC will offer units to existing residents on the transfer list. Some types of transfers are ahead of new admissions (e.g., emergencies).
2. If there are no applicants on the waiting list(s) that qualify for the local preferences, eligible non-preference families will be selected.
3. DHC will not hold units vacant for prospective applicants with local preferences nor will it relax eligibility or screening criteria to admit otherwise unqualified applicants with local preferences.

Factors other than preferences that affect the selection of applicants from the waiting list - before applying its preference system, DHC will first match the characteristics of the available unit to the applicants available on the waiting list. Factors such as unit size, accessible features, or units in housing designated for the elderly or disabled, limit the admission of families to those whose characteristics “match” the characteristics and features of the vacant unit available.

By matching unit and family characteristics it is possible that families lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application, or ahead of family needing such features is in the non-preference pool.

Factors other than the preference system that affect applicant selection for unit offers are described below:

1. When selecting a family from the public housing waiting list, DHC will give a preference to families that include persons with disabilities who can verify the household will benefit through the accessible features of the unit.
2. If no family can be found for a unit with accessible features, DHC will house a family not needing the unit features subject to the procedures described in the Tenant Selection and Assignment Plan, described later in this policy. Under this policy a non-disabled family in an accessible unit can be required to move so that a family needing the unit features can take advantage of the unit.
3. When selecting a family for a unit in housing designated for elderly families or housing designed for disabled families, DHC will give a preference to elderly or disabled families as described later in this section.
4. When selecting a family for a unit in a mixed population housing (the property houses both elderly and disabled families) DHC will give a preference to elderly families and disabled families as described later in this section.



5. When selecting a single person from the waiting list, elderly or disabled single persons have preference over singles who are neither elderly or disabled.
6. Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the preference system. Other admissions required by court order will also take precedence over the preference system.

DHC will use local preferences in its preference system. The following preference system will be applied in the selection of applicants from the waiting list for a unit offer:

1. Working applicants;
2. Victims of domestic violence; and
3. Elderly, disabled and handicapped families

The local preferences are ranked equally and will be administered as follows:

1. A local preference for a family that can verify:
  - (a) While the family is on the waiting list - employment by a previously unemployed family member, age 18 or over, that last at least 90 days. The employment must provide a minimum of 20 hours of work per week for the family member claiming the preference.
  - (b) Employment at the time of the offer - to receive the local employment preference the applicant family must have at least one family member, age 18 or older, employed at the time of DHC's offer of housing. Employment at the time of the offer must be for the 90 day period immediately prior to the offer of housing and provide a minimum of 20 hours per week for the family member claiming the preference.
  - (c) Employment periods may be interrupted but to claim the local preference a family must have an employed family member prior to the actual offer housing as described above.
  - (d) A family member that leaves a job after receiving benefit of the local preference will be asked to document the reason for the termination. Someone who quits work (as opposed to layoff, or taking a new job) will be considered to have misrepresented the fact to DHC and will have their assistance terminated.
  - (e) The amount earned shall not be a factor in granting this local preference.

- (f) If the head of the household, spouse or sole member of the household is age 62 or older or is receiving Social Security disability benefits, supplemental security income, disability benefits or any other payments based on an individual inability to work.

- 2. A local preference for a family that can verify, at time of initial application, participation in a job training program or graduation from such a program;

OR

Can verify participating in a job training program or graduation from such a program while on the waiting list. The family must notify DHC if it enters such a program while on the waiting list and provide documentation of participation to DHC. DHC will not grant this preference if the family fails to provide notice. Notice and verification of the preference claim must be received prior to the offer of housing. To claim this preference applicants must be in good standing with respect to attendance and program rules.

- 3. A local preference for a family that can verify involuntary displacement due to domestic violence. The actual or threatened violence must have occurred within the past **30** days or be of a continuing nature and documented through police reports or shelter facility records.

An applicant who lives in a violent neighborhood or is fearful of other violence outside the household is not considered involuntarily displaced.

To qualify for this preference, the abuser must still reside in the unit from which the victim was displaced. The displacement from the unit must be verified as being involuntary, to avoid an attempt to circumvent the waiting list by the alleged victim and abuser. Unless the HA gives prior written approval. If the abuser moves out of the unit after the victim moves out he or she cannot reunite with the family unless the HA and the Landlord gives written approval to the abuser, by placing the person's name on the lease agreement for the Public Housing Program. Otherwise, the victim may be terminated for subleasing the unit.

DHC will approve the return of the abuser to the household under the following conditions.

- (a) DHC verifies that the abuser has received therapy or counseling that appears to minimize the likelihood of recurrence of violent behavior.

- (b) The verification that the abuser provides to the HA must be from a medical or counseling institution with professional trained staff that is licensed in the area of marriage counseling and/or certified professional in a related discipline.
  - (c) If the abuser returns to the family without approval of the HA, the HA will deny or terminate assistance for breach of the certification.
  - (d) If prior written approval is given by the HA for the abuser to reunite with the victim, subject to the victim request in writing, the abuser will be removed from the lease agreement if an abusive behavior is demonstrated while a member of the house hold. If the victim refuses to comply with the HA policy with removal of the abuser, the victim will be terminated from the Public Housing Program.
4. The preference system described above will work in combination with requirements to match the characteristics of the family to the type of unit available, including units with targeted populations and income targeting requirements. When such matching is required or permitted by current law, DHC will give preference to the families described below. The ability to provide preferences for some family types will depend on unit size available.
- (a) Units designed for elderly - in accordance with the 1992 Housing Act, elderly families with a head, spouse or sole member at least 62 years of age will receive a preference for admission to such units.
    - (1) When there are no elderly families on the waiting list, near-elderly families (head or spouse ages 50 to 61) may receive a preference for this type of unit.
    - (2) Units with accessible features - families with members who require a unit with accessible features will receive preference for such units over families who do not require such features. See below.
  - (b) Units designated for the disabled - in accordance with the 1992 Housing Act, disabled families with a head, spouse or sole member who qualifies as a person with disabilities will receive a preference for admission to units that are designated as disabled.
  - (c) Units with accessible features - families with members who require a unit with accessible features will receive preference for such units over families who do not require such features. See below.
  - (d) Mixed population units - in accordance with the 1992 Housing Act, elderly families whose head or spouse or sole member is at least 62 years age and disabled families, a family whose head or spouse or sole member is a person with

disabilities, will receive equal preference for admission to such units. No limit will be established on the number of elderly or disabled families that may occupy a mixed population property.

(1) Local preferences shall be applied when selecting applicants for admission to this type of property along with income targeting requirements.

(2) Elderly families or disabled families with a local preference can be given a preference for admission over non-elderly and non-disabled families that do qualify for such preference.

(3) Elderly or disabled applicants who are single persons shall be given a preference for admission over single persons who are neither elderly or disabled.

(4) Units with accessible features - families with members who require a unit with accessible features will receive preference for such units over families who do not require such features.

(e) Units with accessible features, in any property, DHC will give a preference to families that include a person with disabilities who can benefit from the features in the unit.

## 5. Administration of the Preferences

(a) DHC requires that applicants certify to their qualification for a local preference at the time of application (pre-application stage).

(b) At the time of initial application local preferences. Verification of a local preference must be adequate to satisfy all preference conditions.

(c) At the time of initial application, DHC will use a preference checklist or other form to obtain the family's certification that it qualifies for a local preference. If a local preference is claimed DHC will advise the family to notify DHC of any change that may affect their ability to qualify for a preference.

(d) Applicants that are otherwise eligible and are certified or verified as qualifying for a local preference will be placed on the waiting list in the local preference applicant pool.

(e) Families that do not qualify for a local preference at the time of application will be notified in writing and advised of their right to an informal meeting. If otherwise

qualified, the family's application will then be placed on the waiting list in appropriate non-preference category.

- (f) Applicants that certify/verify to a local preference at the time of initial application must be able to verify their preference status prior to the offer of the unit. Applicants that cannot verify current preference status will lose their preference category.
- (g) Families that lose their original local preference, but still qualify for another local preference, will be placed on the waiting list in accordance with their current preference status. Families that cannot qualify for any of the local preferences will be moved into a non-preference category, in a lower position on the waiting list based on time and date of application.

6. Notice and Opportunity for a Meeting

- (a) DHC will provide a written notice of determination in those cases where an applicant does not meet the criteria for receiving a local preference. This notice shall contain; a brief statement of the reasons for the determination, and a statement that the applicant has the right to meet with the Resident Selection Office.
- (b) The applicant will be advised that he/she may exercise other rights if the applicant believes that illegal discrimination, based on race, color, religion, national origin, age, disability, or familial status has contributed to DHC;s decision to deny the preference.

7. DHC will not give a local preference to an applicant if any member of the applicant family is a person evicted during the past three years because of drug-related criminal activity from housing under the 1937 Housing Act. DHC may give an admission's preference in any of the following cases:

- (a) If DHC determines that the evicted person has successfully completed a rehabilitation program approved by DHC;
- (b) If DHC determines that the evicted person clearly did not participate or know about the drug-related criminal activity; or
- (c) If DHC determines that the evicted person no longer participated in any drug-related criminal activity.
- (d) If DHC determines that the evicted person no longer lives in the household.

8. The preference system described above will work in combination with requirements to match the characteristics of the family to the type of unit available, including units with targeted populations. When such matching is required or permitted by current law DHC will give preference to the families described below. The ability to provide preferences for some family types will depend on unit size available.

(a) Units designed for the elderly - in accordance with the 1992 Housing Act elderly families with a head, spouse or sole member at least 62 years of age will receive a preference for admission to such units.

(1) When there are no elderly families on the waiting list, near-elderly families (head or spouse ages 50 to 61) may receive a preference for this type of unit.

(2) Units with accessible features - Families with members who require a unit with accessible features will receive preference for such units over families who do not require such features. See below.

(b) Units designated for the disabled - in accordance with the 1992 Housing Act, disabled families with a head, spouse or sole member who qualifies as a person with disabilities will receive a preference for admission to units that are designated as disabled.

(c) Units with accessible features - Families with members who require a unit with accessible features will receive preference for such units over families who do not require such features. See below.

(d) Mixed population units - in accordance with the 1992 Housing Act elderly families whose head or spouse or sole member is at least 62 years of age and disabled families, a family whose head or spouse or sole member is a person with disabilities, will receive equal preference for admission to such units. No limit will be established on the number of elderly or disabled families that may occupy a mixed population property.

(1) Local preferences shall be applied when selecting applicants for admission to this type of property.

(2) Elderly or disabled applicants who are single persons shall be given a preference for admission over single persons who are neither elderly nor disabled.

(3) Units with accessible features - Families with members who require a unit with accessible features will receive preference for such units over families who do not require such features. See below.

- (e) Units with accessible features, in any property, DHC will give a preference to families that include a person with disabilities who can benefit from the features in the unit.

**G. Applicant Selection Criteria**

It is DHC's policy that all applicants should be screened in accordance with HUD's regulations (24 CFR Part 960) and sound management practices. During screening DHC will require applicants to demonstrate ability to comply with essential provisions of lease as summarized below.

1. All applicants must demonstrate through an assessment of current and past behavior the ability:

- (a) to pay rent and other charges as required by the lease in a timely manner;
- (b) to care for and avoid damaging the unit and common areas;
- (c) to use facilities and equipment in a reasonable way;
- (d) to create no health, or safety hazards, and to report maintenance needs;
- (e) not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
- (f) not to engage in criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents or staff; and not to engage in drug-related criminal activity on or off DHC premises;
- (g) to comply with necessary and reasonable rules and program requirements of HUD and the DHC; and,
- (h) to comply with health and safety codes.

2. How DHC will check ability to comply with essential lease requirements:

- (a) Information to be considered in completing applicant screening shall be reasonably related to assessing the conduct of the applicant and other family members listed on the application, in present and prior housing.
- (b) The history of applicant conduct and behavior must demonstrate that the applicant family can reasonably be expected not to:

- (1) Interfere with other residents in such a manner as to diminish their peaceful enjoyment of the premises by adversely affecting their health, safety, or welfare; especially as it relates to drug or alcohol abuse.
  - (2) Adversely affect the physical environment or financial stability of the project;
  - (3) Violate the terms and conditions of the lease;
  - (4) Require services from DHC staff that would alter the fundamental nature of DHC's program.
- (c) DHC will conduct a detailed interview of all applicants using an interview checklist. The form will ask questions based on the essential elements of tenancy. Answers will be subject to third party verification.
  - (d) DHC will complete a rental history check on all applicants.
  - (e) Payments of funds owed to DHC is part of the screening evaluation. Payment of outstanding balances is an opportunity for the applicant to demonstrate an improved track record. DHC will consider any past balances owed DHC by the applicant for any program that DHC operates. DHC expects these balances to be paid in full (either in a lump sum or over time) before initiating the full screening process. DHC will not admit families who owe back balances.
  - (f) DHC will complete a criminal background check on all applicants including other adult members in the household or any other member for which criminal records are available.
  - (g) DHC will complete a home visit on all applicants, if adverse information is discussed in the screening process.
  - (h) All applicants are required to attend and complete DHC's Pre-Occupancy training.
  - (i) DHC's examination of relevant information respecting past and current habits or practices will include, but is not limited to, an assessment of:
    - (1) The applicant's past performance in meeting financial obligations, especially rent.
    - (2) A record of disturbance of neighbors (disturbances sufficient to warrant a police call) destruction of property, or living or housekeeping habits at present or prior residences which may adversely affect the health, safety, or welfare of other tenants or neighbors.



(3) Any history of criminal activity on the part of any applicant family member involving crimes of physical violence to persons or property and other criminal acts including alcohol or drug-related criminal activity which would adversely affect the health, safety, or welfare of other residents or staff or cause damage to the unit of the development.

(4) A record of eviction from assisted housing or other housing within three years for drug related criminal activity.

(5) The applicant or any applicant family member has been determined to be illegally using a controlled substance or involuntary termination from residential programs (taking into account date and circumstances).

(6) An applicant's ability and willingness to comply with the terms of DHC's lease.

- (j) An applicant's intentional misrepresentation of any information related to eligibility, award of preference for admission, housing history, allowances, family composition or rent will result in rejection.
- (k) Applicants must be able to demonstrate the ability and willingness to comply with the terms of DHC's lease, either alone or with assistance which they can demonstrate that they have or will have at the time of admission. Availability of assistance is subject to verification by DHC.

### 3. Home Visits

- (a) Home visits at the current dwelling of the applicant shall be required of qualified applicants. Housekeeping inspections are part of the home visit.
- (b) Housekeeping criteria shall include, but not be limited to:
  - (1) Conditions in living room, kitchen (food preparation and clean-up), bathroom and bedrooms.
  - (2) Conditions of entrance ways, halls, and yard.
  - (3) Cleanliness in each room
  - (4) General care of furniture, appliances, fixtures, windows, doors and cabinets.
- (c) Other DHC lease compliance criteria will also be checked, such as:

- (1) Evidence of destruction of property
  - (2) Unauthorized occupants
  - (3) Evidence of criminal or drug related activity
  - (4) Conditions inconsistent with application information
- (d) All applicants shall have at least two days' advance written notice of Home Visits.
  - (e) The purpose of the Home Visit is to obtain information to be used in determining the applicant's compliance with Applicant Screening Criteria.
4. Screening applicants who claim mitigating circumstances
- (a) If unfavorable information is received about an applicant, consideration shall be given to the time, nature and extent of the applicant's conduct and to factors that might indicate a reasonable probability of favorable future conduct. To be factored into DHC's screening assessment of the applicant, mitigating circumstances must be verifiable.
  - (b) Mitigating circumstances are facts relating to the applicant's record of unsuitable rental history or behavior, which when verified, would indicate both: (1) the reason for the unsuitable rental history and/or behavior; and (2) that the reason for the unsuitable rental history and behavior is no longer in effect or is under control, AND applicant's prospect for lease compliance is an acceptable one, justifying admission. Mitigating circumstances would overcome or outweigh information already gathered in the screening process.
  - (c) If the mitigating circumstances claimed by the applicant relate to a change in disability, medical condition or course of treatment, DHC shall have the right to refer such information to persons qualified to evaluate the evidence and verify the mitigating circumstance. DHC shall also have the right to request further information reasonably needed to verify the mitigating circumstance, even if such information is of a medically confidential nature. Such inquiries will be limited to the information necessary to verify the mitigating circumstances or, in the case of a person with disabilities, to verify a reasonable accommodation.
  - (d) Examples of mitigating circumstances might include:
    - (1) Evidence of successful completed supervised drug or alcohol rehabilitation program;

- (2) Evidence of the applicant family's participation in a supervised drug or alcohol rehabilitation program, social service or other appropriate counseling service;
  - (3) Evidence of successful and sustained modification of previous disqualifying behavior.
- (e) Consideration of mitigating circumstances does not guarantee that applicant will qualify for admission. DHC will consider such circumstances in light of:
- (1) the applicant's ability to substantiate through verification the claim of mitigating circumstances and his/her prospects for improved future behavior; and
  - (2) the applicant's overall performance with respect to all the screening requirements; and,
  - (3) the nature and seriousness of any criminal activity, especially drug related criminal activity that appears in the applicant's record.
5. Qualified and Unqualified Applicants
- (a) Verified information will be analyzed and a determination made with respect to:
    - (1) Eligibility of the applicant as a family;
    - (2) Eligibility of the applicant with respect to income limits for admission;
    - (3) Eligibility of the applicant with respect to citizenship or eligible immigration status;
    - (4) Preference category (if any) to which the family is entitled;
    - (5) Qualification of the applicant with respect to the Applicant Selection Criteria.
  - (b) Families determined to be qualified will be notified by DHC of the approximate date of occupancy insofar as that date can be reasonably determined.
  - (c) Assistance to a family may not be delayed, denied or terminated on the basis of the family's ineligible immigration status unless and until the family completes all the verification and appeals processes to which they are entitled under both INS and DHC procedures.
  - (d) DHC will make every effort to accurately estimate an approximate date of occupancy. However, the date given by DHC does not mean that applicants

should expect to be housed by that date. The availability of a suitable unit to offer a family is contingent upon factors not directly controlled by DHC, such as turnover rates, and market demands as they affect bedroom sizes and project location.

- (e) Applicants determined unqualified for admission will be promptly notified. These applicants will receive a Notice of Denial from DHC, stating the basis for such determination. DHC shall provide such applicants with an opportunity for an informal review with the Resident Selection Office.
- (f) Applicants who are known to have a disability or handicap and have been determined eligible but who fail to meet the Applicant Selection Criteria, will be offered an opportunity for a second meeting to have their cases examined to determine whether mitigating circumstances or reasonable accommodations will make it possible for them to be housed.

## **H. Resident Participation in the Intake and Screening Process**

### **1. Policy statement on resident participation**

- (a) DHC's policy is to encourage resident participation in the applicant intake and screening process. Further, DHC recognizes that screening is only part of the occupancy cycle, and for the DHC-resident partnership to be effective, work is required both before and after admission.
- (b) Given this policy DHC, in conduction with its resident leaders, proposes the following areas of involvement:
  - (1) Orientation for families in Shelters - to introduce shelter families to DHC's screening requirements so that families with poor tenancy histories can take actions (either on their own or with support) to demonstrate the ability to comply with DHC's lease.
  - (2) Applicant pre-occupancy orientation - Attendance at a pre-occupancy orientation program will be a requirement of screening. Residents and DHC staff will design and deliver the orientation.
  - (3) Resident post-occupancy follow up - provide a post move-in follow-up to check on new residents, provide additional orientation, and offer resident-to-resident assistance, either through the resident council, or through a mentor program, so that new families do not become isolated and issues of lease noncompliance (if any) can be spotted and addressed early without resorting to eviction. Residents and the manager at each property will work together on the design of a follow-up program for each property.

**I. Occupancy Guidelines**

1. It is DHC's policy and HUD requirement, that units should be occupied by families of the appropriate size. This policy maintains the usefulness of the units, while preserving them from excessive wear and tear or underutilization.
2. The following general unit maximum and minimum number of persons per unit will govern the assignment of a family of a given size and composition. These are only guidelines and the maximum may be exceeded at the request of the family, or because of the square footage of a specific unit:

Occupancy Guidelines Chart

<u>Number of Bedrooms</u>	<u>Min Persons/Unit</u>	<u>Max Persons/Unit</u>
0BR	1	1
1BR	1	2
2BR	2	4
3BR	3	6
4BR	4	8
5BR	5	10
6BR	6	12

3. Exceptions to the maximum standards may be made in case of reasonable accommodations for a person with disabilities, emergencies, and at the discretion of the Executive Director or designee.
4. Families will not be placed on the waiting list for a larger unit unless there is a verifiable medical reason or reasonable accommodation that requires that the family be placed in a larger size unit.
5. An unborn child will not be counted as a person in determining unit size. A single pregnant woman may be assigned to a one bedroom unit. In assigning a unit DHC will also consider a child who is temporarily away from the home because of placement in foster care or kinship care.
6. Dwelling units will be so assigned that:

- (a) It will not be necessary for persons of different generations or opposite sex, other than husband and wife, to occupy the same bedroom. Exceptions may be made for infants and young children or at the request of the family.
- (b) For verified reasons of health (disability, addition of a live-in aide, need for medical equipment, etc.), a separate bedroom may be provided for an individual family member.
- (c) Two children of the opposite sex will not be required to share a bedroom except at the request of the family.
- (d) The living room will not be used as a bedroom.
- (e) A single head of household parent shall not be required (but may choose) to share a bedroom with his/her children.

**J. Credit Reports**

1. In addition to home visits and completion of landlord verification forms, which are performed by Residents Selections Office staff, DHC will obtain applicants' credit report and contact housing providers and/or landlords as a part of the applicant screening procedures.

2. Rental History

(a.) DHC will also perform a check of the applicant's rental history on:

(1) All Public Housing applicants.

(2) Those applicants with no current/prior landlord.

(3) Those applicants with no current/prior landlord references or where the housing provider is not a traditional landlord (i.e. family member, agency or shelter).

(b.) The reason for checking with prior landlords or shelter providers are those current landlords of dangerous, destructive or costly applicants may misrepresent information about applicants thereby DHC inherits the landlord's problem tenant. Contacts with all prior landlords for at least the past three years or the prior tenancies are to be pursued by DHC staff.

3. Checking Landlord Information

(a.) DHC differentiates between applicants who are/were the Tenant of Record (TOR) whose landlord DHC cannot reach and applicants who have lived

somewhere without the landlord's knowledge and consent, thus making it impossible for the prior landlord to verify residency, or rent paying ability.

(b.) DHC will attempt to verify that the applicant is the TOR by contacting the landlord. DHC will also accept: a notarized letter from the TOR when the Applicant living in the unit is not on the lease; other credible references that can verify address and tenancy status of the period under review and any secondary forms of verification.

(c.) Where current or previous landlord is a relative of the applicant, DHC will give more weight to those periods where the applicant lived in a unit provided by a landlord not related to the family.

(d.) If no landlord references are available, DHC will obtain a credit report and contact the current housing provider with a request that the provider complete the landlord verification form.

(e.) DHC will also consider state and local court records for evidence of evictions or judgments against the applicant, if stated on a credit report.

#### 4. Evaluating Credit Information

(a.) DHC will make a careful examination of the credit report. The report will be checked to determine if there are inconsistencies in the applicants' housing history as reported to DHC on the application form or other documents. DHC staff will consider negative credit information less critical than poor rental payment history. Thus, poor credit with respect to nonpayment or delinquent rent and utilities will be given greater weight than nonpayment of delinquencies for other consumer obligations.

(b.) If DHC rejects an applicant because of poor credit history, DHC staff will advise the applicant in the rejection notice of his/her rights under state law to:

(1) Examine the credit report (copy).

(2) Dispute and correct inaccurate credit information Should the applicant successfully demonstrate to DHC that the credit report is inaccurate and the report is corrected, DHC will consider reinstatement to the waiting list using the original date and time of the application, if no other outstanding issues exist.

(c.) DHC will consider bad credit as understandable when mitigating circumstances that can be documented by the applicant, i.e. loss of job, illness or medical problems that limited a family's financial resources. DHC will also

consider whether nonpayment or poor payment of rent and other charges is likely to reoccur once the applicant obtains housing where the rent is adjusted based on income.

(d.) If an applicant has filed bankruptcy and this is reflected in the credit report, DHC will determine if the bankruptcy included debts related to tenancy and shelter costs. Applicants will not be rejected solely on the basis of the bankruptcy filing.

5. Utilities. Where applicants have had past responsibility for utility payments, DHC will use account records by utility companies (excluding telephone and cable TV services).

6. Other Documentation DHC will accept credible evidence of rent payment or utility payments in the form of canceled rent checks, money orders or rent receipts for any period of tenancy under review. DHC will review 12 to 36 months of rent receipts, utility bills, etc. unless the applicant documents that a shorter period of time is applicable.

#### 7. Ability to Obtain Utility Connections

(a.) Ability to obtain utility service is considered an indicator of the applicant's past performance in meeting financial obligations.

(b.) DHC owns public housing units where resident is responsible for the utility payments. In accordance with the Admission and Occupancy Policy and the Lease Agreement, DHC requires that applicants offered units with tenant-paid utilities be able to secure utility service in their name. Applicants that cannot secure utility service will not be permitted to move into units with tenant-paid utilities. Assuming that an applicant in these situations passes screening DHC will, subject to availability, offer a different unit where DHC pays the utilities.

(c.) DHC will advise all applicants of the above requirements at initial intakes and remind applicants of this requirement at the start of the screening process.

(d.) If Resident Selection Office staff has questions about any information received, they may contact the housing provider in order to get reliable and credible documentation.

(e.) Acceptable documentation for demonstrating good past performance in meeting financial obligations, especially rent will include a combination of:

(1) Completed landlord verification forms for the past three years or past three tenancies.



(2) Rent or utility receipts cover 12 to 36 months of payment history for any tenancy period under review.

(3) Account records (computer printouts or other forms) provided by utility companies for any period of tenancy under review.

(4) Credit check, as required above, that has no negative indicators especially with respect to shelter costs; shows that the information on the credit report is consistent with other documentation or statements made by the applicant.

(5) Court records that indicate no records of eviction for nonpayment, or failure to pay for damages or other charges due to landlord, if stated on a credit report.

8. Primary indicators for meeting financial obligations, especially rents are:

(a.) Without evidence of mitigating circumstances, no more than three rent delinquencies in any 12 consecutive months of tenancy under review; Payment of rent in full and on time for the period under review, payment of utilities in full and on time (no shut-offs or termination of Services).

(b.) Subject to verification, applicants may also present evidence of a recovery from a delinquency, such as sweat equity to pay off a debt, provided another service for debt forgiveness, and meeting the requirement of payment contract for back rent.

9. Secondary indicators for meeting financial obligations, especially for rent are:

(a.) One or more of the secondary indicators should be present to demonstrate acceptable payment history under these criteria.

(1) Self-employment work histories that show good performance and habits with respect to monthly payment of bills or creditors (as verified by vendors or creditors);

(2) Record of payments of consumer loans, credit cards or lay aways (monthly payment in full and on time) or evidence of recovery from a delinquency;

(3) Record of utility payments other than gas or electric such as water and sewer, telephone (monthly payment in full and on time) or evidence of recovery from a delinquency;

(4) Record of cable TV payment (monthly payment in full and on time) or evidence of recovery from a delinquency;

- (5) Record of making any kind of regular payment, i.e. monthly payment of storage bill for household possessions;
- (6) No outstanding debts, liens, defaults, or other bad payment history;
- (7) Record of regular payment for alimony or child support;
- (8) Ability to secure a vendor payment agreement with payments made directly to DHC;
- (9) Establishment of protective payee status for monthly rental payments (applicant gives a third party authorization, limited power of attorney, to handle finances and make payments. The relationship is subject to verification by DHC.

**2. TENANT SELECTION AND ASSIGNMENT PLAN**

**A. Organization of the Waiting List**

It is DHC's policy that each applicant shall be assigned his/her appropriate place on a single city-wide waiting list and site based waiting lists in sequence based upon date and time the application is received, suitable type or size of unit, and factors affecting preference or priority. Preference and priority factors are established in this policy in accordance with HUD regulations. Exceptions to single city-wide waiting lists will be permitted only to comply with Court Orders, Settlement Agreements, or when approved in advance by the Assistant Secretary for Fair Housing and Equal Opportunity.

**B. Method of Applicant Selection**

1. DHC will first match the characteristics of the applicant to the unit available, including any priorities for admission required for designated or mixed population housing. Applicable local preferences as described earlier in this policy will then be used to determine the order of selection from the waiting list. Further, in the selection of a family for a unit with accessible features DHC will give preference to families that include a person with disabilities who can benefit from the features.

2. In selecting applicants for offers of units, DHC will use local preference to achieve the following distribution:

100% of the applicants admitted on an annual basis will be selected from local preferences.

3. The percentage limitation described above is a factor in every admission. Certain types of transfers will also be processed with new admissions.

4. The applicant must accept the second vacancy offered within 3 working days of the date the offer is communicated (by phone or mail) or be moved to the bottom of the waiting list. Offers made over the phone will be confirmed by letter to the applicant. If unable to contact an applicant by phone DHC will send a letter.
5. "Bottom of the list" shall mean the applicant will lose preferences for which he/she may have been eligible for.
6. If more than one unit of the appropriate size and type is available, the first unit to be offered will be the unit that was ready for occupancy first.
7. If an applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents to the satisfaction of DHC clear evidence ("good cause") that acceptance of the offer of a suitable vacancy will result in undue hardship or handicap not related to considerations of race, color, sex, sexual orientation, religion or national origin, the applicant will not be moved to the bottom of the waiting list.
8. Examples of good cause reasons for the refusal of an offer of housing include, but are not limited to:
  - (a) Inaccessibility to source of employment or children's day care such that adult household member must quit a job, drop out of an educational institution or job training program;
  - (b) Presence of a health risk in the unit offered when the applicant has children under the age specified by current law;
  - (c) The family demonstrates to DHC's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. Reasons offered must be specific to the family. Refusals due to location alone are not good cause.
  - (d) A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members or live-in aide (each as listed on final application) necessary to the care of the principal household member;
  - (e) The unit is inappropriate for the applicant's disabilities.
  - (f) An elderly or disabled family makes the decision not to occupy or accept occupancy in designated housing.

9. The applicant must be able to document that the hardship claimed is good cause for refusing an offer of housing. Where good cause is verified to DHC's satisfaction, the refusal of the offer shall not require that the applicant be moved to the bottom of the waiting list.

10. DHC will maintain a record of units offered, including location, date and circumstances of each offer, and each acceptance or rejection, including the reason for the rejection.

**C. Occupancy of Dwelling Units with accessible or adaptable features**

1. Before offering a vacant accessible unit to a non-disabled applicant, DHC will offer such units:

- (a) First, to a current occupant of another unit of the same development, or other public housing developments under DHC's control, having a disability that requires the special features of the vacant unit.
- (b) Second to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.

2. When offering an accessible/adaptable unit to a non-disabled applicant, DHC will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or applicant needs the features of the unit. This requirement will be reflected in the lease agreement signed with the applicant.

**D. Leasing and Occupancy of Dwelling Units**

It is DHC's policy that all units must be occupied pursuant to a lease that complies with HUD's regulations.

1. Applicant folders will be processed at the Resident Selection Office. Initial intake, waiting list management, screening, and offers of housing (including transfers) will be made at the Resident Section Office. Offers may be made in person or by phone.

2. When offering units DHC will provide the applicant with a brief property description and other information to help orient the applicant to the neighborhood and location in the property. Staff making offers will be familiar with DHC's housing sites. If the offer of a unit is preliminarily accepted by the applicant, the manager of the property will be advised of the offer and will contact the applicant to set up a date to show the unit.

3. Once the unit is shown and the applicant accepts the unit, the manager will execute a lease. If the applicant refuses the unit, the reason for the refusal must be obtained in writing from the applicant. The applicant must sign a refusal form. The form is then sent to Resident Selection for "good cause" determination. No applicant will be expected to sign a lease for a unit that is not ready for occupancy.
4. Managers will only show and lease units of the appropriate size. If an exception to DHC's occupancy standards is approved for the applicant this information will be noted on the leasing packet sent to the manager.
5. Changes in family composition, income or status between the time of the interview with the applicant and the showing of the unit, or between annual reexaminations will be processed at the Resident Selection Office. Managers shall work with central office to forward necessary information and coordinate this activity with the applicant or resident family. Managers shall not lease units to families whose occupancy will create an over or under housed situation.
6. The lease shall be signed by the head of household, spouse, and all other adult members of the household accepted as a resident family and by an authorized representative of DHC.
7. If a resident transfers from one DHC unit to another, a new lease will be executed for the dwelling into which the family moves.
8. If at any time during the life of the lease agreement, a change in the resident's status results in the need for changing or amending any provision of the lease, either:
  - (a) A new lease agreement will be executed, or
  - (b) A Notice of Rent Adjustment will be executed, or
  - (c) An appropriate rider will be prepared and made a part of the existing lease, or appropriate insertions made within the lease. All copies of such riders or insertions are to be dated and signed by the Resident and by an authorized representative of DHC.
9. Only those persons listed on the most recent certification form shall be permitted to occupy a dwelling unit. Except for natural births to family members, any family seeking to add a new member must request approval prior to the new member occupying the unit.
10. Additions to the household - Following receipt of a family's request for approval, DHC will conduct a pre-admission screening of the proposed new member. Only new members approved by DHC following the screening process will be added to the

household. The results of screening shall be used to determine whether or not to admit the new member. Children born to a family member, children under the age below which Juvenile Justice records are not made available who are adopted by a family member or who are added through a kinship care arrangement are exempt from the pre- admission screening process. The exemption age specified in this paragraph is subject to change should the State of locality modify its laws concerning the availability of police or court records for juvenile offenders.

11. Examples of situations where the addition of a family member is subject to screening are:

- (a) Resident plans to be married and files a request to add the new spouse to the lease;
- (b) Resident is awarded custody of a child over the age for which juvenile justice records are available;
- (c) Resident desires to add a new family member to the lease, employ a live-in aide, or take in a foster child(ren).
- (d) A unit is occupied by a remaining family member (s) under age 18 (and not an emancipated minor) and an adult, not a part of the original household, requests permission to take over as the head of the household.

12. Residents who fail to notify DHC of additions to the household are in violation of the lease. Residents who permit persons to join the household without undergoing screening are also in violation of the lease. Such persons will be considered unauthorized occupants by DHC and the entire household will be subject to eviction.

13. Family members over age 18 who move from the dwelling unit to establish new households shall be removed from the lease. The resident has the responsibility to report the move-out within 30 calendar days of its occurrence. These individuals may not be readmitted to the unit and must apply as a new applicant household for placement on the waiting list. Medical hardship, or other extenuating circumstances shall be considered by DHC in making determinations under this paragraph.

14. Visitors may be permitted in a dwelling unit. Visits must not exceed 14 calendar days, unless authorized by the manager. Visitors remaining beyond this period shall be considered unauthorized guests and the head of household shall be guilty of breach of the lease.

15. In accordance with the lease, roomers and lodgers shall not be permitted to occupy a dwelling unit, nor shall they be permitted to move in with any family occupying a

dwelling unit, nor shall the residents sublet their units. Violation of this provision is grounds for termination of the lease.

16. Residents will not be given permission to allow a former resident of DHC who has been recently evicted to occupy the unit for any period of time. Violation of this requirement is grounds for termination of the lease.

17. Residents must advise DHC if they will be absent from the unit for more than 7 days. Residents are required to notify the manager and make arrangement to secure the unit and provide a means for DHC to contact the resident in the event of an emergency. Failure to advise DHC of an extended absence is grounds for termination of the lease.

#### **E. Resident Transfers**

1. It is DHC's policy that transfers will be made without regard to race, sex, sexual orientation, color, religion, national origin, or familial status. Residents can be transferred to accommodate a disability.

2. Residents will not be transferred to a dwelling unit of equal size within a site or between sites except to alleviate hardship of the resident or other undesirable conditions as determined by the Executive Director or designee.

3. DHC has four types of transfers: Emergency, Administrative - Category 1, Administrative - Category 2, and Incentive.

4. Resident Transfer Criteria:

- (a) Emergency Transfers are permitted when the unit or building conditions pose an immediate threat to resident life, health or safety, as determined by DHC. Emergency transfers within sites or between sites may be made to repair unit defects hazardous to life, health, or safety, alleviate verified medical problems of a life threatening nature, or based on documentation provided by a law enforcement agency, protect members of the household from attack by the criminal element in a particular property or neighborhood. These transfers shall take priority over new admissions.
- (b) Administrative Transfers - Category 1: include transfers to remove residents who are witnesses to crimes and may face reprisals (as documented by a law enforcement agency), provide housing options to residents who are victims of hate crimes or extreme harassment, alleviate verified medical problems of a serious nature, permit modernization of units, or permit a family that requires a unit with accessible features to occupy such a unit. These transfers shall take priority over new admissions.

- (1) Requests for medical transfers under Category 1 will be made to the manager. The resident will provide the manager with the necessary verification and/or documentation to substantiate the need for a medical transfer. Whenever feasible, transfers will be made within a resident's area. Medical transfers may also be initiated by DHC (e.g., moving a person with mobility problems to a unit with accessible features).
- (c) Administrative transfers - Category 2: within sites or between sites may be made to correct occupancy standards (over/under housed conditions), to correct and avoid concentration of the most economically and socially deprived families and to address situations such as neighbor disputes that are not criminal but interfere with the peaceful enjoyment of the unit or common areas. These transfers will not take priority over new admissions.
- (d) Category 2 administrative transfers will be processed with new admissions using a case by case determination. Based on recommendations from staff, the Executive Director may authorize a change in this ratio or suspend the processing of this type transfer.
- (1) Transfers to correct occupancy standards may be recommended at the time of re-examination or interim redetermination. This is the only method used to determine over/under housed status.
- (2) Residents in an over/under housed status will be advised that a transfer is recommended and the family has been placed on the transfer list.
- (3) When a head of a household, originally housed in a bedroom by him/herself, has a child, that child shall remain in the parent's bedroom until it is two (2) years of age. After age 2, a Category 2 administrative transfer may be recommended.
- (4) Split-family transfers will be processed under this category of administrative transfers. Families that split into 2 "new" households may be transferred to two different units or a portion of the "old" household may be transferred to a single unit depending on family circumstances and unit availability. Options for split family transfers will be considered in order to minimize the impact on vacant units. Such transfers will be made in a manner that best benefits DHC.
- (e) Good record required for a transfer - residents will be considered for transfer if they:
- (1) have not engaged in criminal activity that threatens the health and safety of residents and staff.



(2) do not owe back rent or other charges, or evidence a pattern of late payment;  
or

(3) meet reasonable housekeeping standards and have no house-keeping lease violations.

Exceptions to the good record requirements may be made for emergency transfers or when it is to DHC's advantage to move forward with the transfer.

(f) Without a determination of exception the following policy applies to transfers:

(1) If back rent is owed the resident will not be transferred until a payment plan is established or, if prior payment plans have failed, back rent is paid in full.

(2) A resident with housekeeping standards violations will not be transferred until he/she passes a follow-up housekeeping inspection.

(g) Incentive Transfers - DHC will occupy Scattered Site units through incentive transfers. No applicant shall be admitted directly to a Scattered Site unit.

(h) Residents requests for incentive transfers should be made to the Housing Manager. Managers may also recommend a resident for an incentive transfer. In order for a resident to be considered for an incentive transfer the following conditions must be met:

(1) Residency in a DHC development for at least five (5) years.

(2) No repayment agreement or unpaid balance at any time in the past two (2) years.

(3) No history of disturbances that resulted in lease violations or violence toward staff or neighbors as indicated by notices of lease violation in the applicant's file.

(4) Good housekeeping record.

(i) Cost of transfers - Residents shall bear the cost of transfers to correct occupancy standards, however, where there is a hardship due to health, disability, or other factors, the manager may recommend the families be reimbursed their out-of-pocket expenses for an occupancy standards transfer. Transfers requested or required by DHC will be paid by DHC.

- (j) The Manager has the responsibility to obtain and document all pertinent information relative to a request for transfer.

#### 5. Resident Transfers, Administrative Requirements

- (a) Transfers will be processed at the Resident Selection Office. A central transfer list will be maintained.
- (b) Asset Managers will review and approve all transfer requests and forward the request to The Resident Selection Office.
- (c) Residents will receive one offer of a transfer. Refusal of that offer without good cause will result in the removal of the household from the transfer list. The good cause standards applicable to new admissions shall apply to transfers.

### **3. ELIGIBILITY FOR CONTINUED OCCUPANCY, ANNUAL RE-EXAMINATIONS AND REMAINING FAMILY MEMBERS**

#### **A. Eligibility for Continued Occupancy**

Residents who meet the following criteria will be eligible for continued occupancy:

1. Qualify as a family as defined in Section 8 of this policy.
2. Are in full compliance with the resident obligations and responsibilities as described in the dwelling lease.
3. Whose family members, age 6 and older, each have Social Security numbers or have certifications on file indicating they have no Social Security number.
4. Who are citizens or have eligible immigration status. Every member of a resident family must submit either evidence of citizenship or eligible immigration status as required by HUD.
5. Availability of Income Matching Information. The DHC shall require that any family that resides in a public housing dwelling unit who receives information regarding income, earnings, wages, unemployment compensation from HUD pursuant to income verification procedures of HUD , to disclose such information upon receipt of information to the DHC that operates the dwelling unit in which such family resides. THE DHC shall require that the resident family members sign an agreement under which the applicant or participant agrees to provide the DHC the information required for the sole purpose of the DHC verifying income information pertinent to the applicant's or participant's eligibility or level of benefits and compliance with such agreement. (QHWRA Section 508 (d))

**B. Remaining Family Members and Prior Debt**

1. As a party to the lease, remaining family members (other than the head or spouse) 18 years of age or older will be responsible for arrearage incurred by the former head or spouse. DHC will not hold remaining family members responsible for any portion of the arrearage incurred prior to the remaining member attaining age 18.

**C. Periodic Re-examination**

1. Regular re-examinations. DHC shall, at least once a year, re-examine the incomes of all resident families.

2. Special re-examinations. When it is not possible to estimate projected family income with any degree of accuracy at the time of admission or regular re-examination, a temporary determination will be made with respect to income and a special re-examination will be scheduled for every 90 days until a reasonably accurate estimate of income can be made. The resident will be notified in advance as to the date for the special re-examination(s). Special re-examination shall also be conducted when there is a change in the head of household that requires a remaining family member take on the responsibilities of a leaseholder.

3. Persons reporting zero income will have their circumstances examined every 90 days until they have a stable income. Persons claiming zero income will also be asked to complete a family expense form. This form will be the first form completed in the annual re-examination process. The form will ask residents to estimate how much they spend on: food, beverages, transportation, health care, child care, debts, household items, etc. Residents will then be asked how they pay for these items.

4. Re-examination Procedures

- (a) At the time of re-examination, all adult members of the household will be required to sign rent review and other forms required by HUD.
- (b) Employment, income, allowances, Social Security number, and such other data as is deemed necessary will be verified, and all verified findings will be documented and filed in the resident's folder.
- (c) Verified information will be analyzed and a determination made with respect to:
  - (1) Eligibility of the resident as a family or as the remaining member of a family;
  - (2) Unit size required for the family;
  - (3) Rent the family should pay.

- (d) Income shall be computed in accordance with the definitions and procedures set forth in this policy.
- (e) Families failing to respond to the initial re-examination appointment will be issued a final appointment within the same month. Failure to respond to the final request will result in termination of the lease.

#### 5. Action Following Re-examination

- (a) If there is any change in rent, the lease will be amended, or a new lease will be executed, or a Notice of Rent Adjustment will be issued.
- (b) If any change in the unit size is required, the resident will be placed on a transfer list in accordance with the transfer criteria described earlier in this policy and moved to an appropriate unit when one becomes available.
- (c) DHC shall not commence eviction proceedings, or refuse to renew a lease, based upon the income of the resident family unless (1) it has identified, for possible rental by the family a unit of decent, safe and sanitary housing of suitable size available at a rent not exceeding thirty 30% of income as defined by the DHC for the purpose of determining rents; or (2) it is required to do so by local law. Pending their removal from the project, such families are to be charged rents calculated in accordance with the formula for Total Tenant Payment described in Section 8 of these policies.

#### D. **Disallowance of Earned Income**

1. The DHC will disregard increases in earned income of residents for up to twelve (12) months as a result of: 1) A family's annual income as a result of employment of a family member who was unemployed for one or more years previous to employment; 2) Participation in any economic self-sufficiency or other job training program; or 3) An increase in earned income by residents who have, at any time within the past six months, received temporary assistance for needy families funded under Part A of Title IV of the Social Security Act. This policy also allows DHC to disregard 50% of any such increased income for any eligible resident for an additional twelve (12) months after the expiration of the initial twelve month period. **(QHWRA Section 508 (b))**

2. **DHC Income Disregard.** In addition to the twelve month total and the twelve month partial income disregard periods, as an additional incentive, the DHC will also allow a deferment, for up to six (6) months for persons participating in a DHC job training

program approved by the DHC’s Board of Commissioners and Executive Director; and would allow total disregard for any and all training income received during the additional six month deferment period.

**4. RESIDENT CHOICE OF RENT PAYMENT**

The DHC will establish flat rents for all dwelling units inventory wide. Flat rents for a class of units will be based on the unit type, size, location and has an established reasonable market value.

Flat rents will be calculated according to reasonable market values as determined by the DHC utilizing a comparison between the HUD established Section 8 Fair Market Rents (FMR) and the Michigan Low-Income Tax Credit Rent schedules.

**A. Flat Rents**

For units currently existing in the housing stock, the current “ceiling rents” will be retained on a transitional basis for three (3) years. At that time, the DHC will adjust the ceiling rents to flat rents, based upon a reasonable market value for those units. **(24 CFR 5.603, 5.614; QHWRA; Section 523)**

**Flat Rents for All Public Housing Units:**

Studio-	\$ 386.00
1 Bedroom	\$ 525.00
2 Bedrooms-	\$ 634.00
3 Bedrooms-	\$ 793.00
4 Bedrooms-	\$ 889.00
5 Bedrooms-	\$1,022.00
6 Bedrooms -	\$1,156 00

The DHC shall immediately provide for a family to switch to an income based rent instead of a flat rent amount upon the determination that the family is unable to pay the flat rent amount because of financial hardship, including:

Situations in which the income of the family has decreased because of changed circumstances, loss or reduction of employment, death in the family, and reduction in or loss of income or other assistance;

An increase, because of changed circumstances, in the family’s expenses for medical costs, child care, transportation, education or similar items; and

Such other situations as may be determined by the DHC. **(QHWRA; Section 523)**

For families electing the flat rent payment amount, the DHC shall review the income of such families not less than once every three (3) years. Families choosing to pay the income-based rent, shall continue to have a re-examination of income once every twelve

(12) months. On an annual basis, all families shall be afforded the resident choice of rent payment and can choose to pay the lesser of the income-based rent or the established flat rent per the flat rent amounts. **(QHWRA; Section 523)**

**B. Income –Based Rent**

At the time of admission or the reexamination, all families shall be charged the greater of:  
Thirty percent (30%) of the monthly adjusted income; or  
Ten percent (10%) of the unadjusted monthly income.

**C. Minimum Rent**

The DHC has established \$0.00 as its minimum rent, in the event a family reports no income. The DHC is required to grant financial hardship status immediately, for a period of ninety (90) days to eligible families that can verify circumstances that make payment of the minimum rent a hardship. These hardships include situations in which the family income decreases due to changed circumstances, loss of employment, death, eviction as a result of non-payment of rent, awaiting an eligibility determination to receive federal, state or local assistance (this includes legal aliens entitled to receive assistance under the Immigration and Nationality Act), and other situations as determined by the DHC. If a resident requests a hardship exemption that the DHC determines is temporary, an exemption for non-payment of the minimum rent will not be granted during the 90-day period beginning on the day the request is made. However, a resident may not be evicted for non-payment of rent during this 90-day period. If the hardship is reasonably determined to be long-term, the DHC must retroactively exempt the residents from the minimum requirement for the 90-day period. **(QHWRA; Section 507 (A)(B))**

**5. INTERIM RENT ADJUSTMENTS: FIXED RENT SYSTEM**

**A. Rent Adjustments**

1. Residents must report all changes in family composition, status or income to the housing manager within 10 calendar days of the occurrence. Failure to report within the 10 calendar days may result in a retroactive rent charge.

2. Not all changes in family income between reexaminations will result in a rent change. DHC will process interim changes in rent in accordance with the chart below:

**INCOME CHANGE DHC ACTION**

- (a) Decrease in income for any reason DHC will process an interim except for decrease that lasts for less than adjustment in rent. An interim 30 days adjustment will not be processed if the decrease will last less than 30 days.

- (b) Increase in earned income from the DHC will defer the increase the next employment of a current household regular reexamination.
- (c) Increase in unearned income. DHC will defer the increase to the next regular reexamination.
- (d) Increase in income because a person DHC will defer the increase to the with income (from any source) joins the next regular reexamination.household.
- (e) Residents that take work to obtain the deferral of income and quit work to avoid being employed at the next regular reexamination will be considered as misrepresenting the facts and subject to retroactive increases. Residents with seasonal or part-time employment of a cyclical nature will be asked for third party documentation of the circumstances of their employment including start and ending dates.
- (f) DHC will process an interim adjustment in rent if it is found that the resident at an annual or interim re-examination has misrepresented the facts upon which the rent is based so that the rent the Resident is paying is less than the rent that he/she should have been charged. DHC will apply any increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred.

3. Complete justification and verification of the circumstances applicable to rent adjustments must be documented by the resident and approved by the Executive Director or his/her designee.

4. DHC will process interim adjustments in rent in accordance with the following policy:

- (a) When a decrease in income is reported and DHC receives confirmation that the decrease will last less than 30 days, an interim adjustment will not be processed.
- (b) Residents reporting decreases in income that are expected to last more than 30 days will have an interim adjustment processed.

5. Residents granted a reduction in rent under these provisions may be required to report for special re-examinations at intervals determined by the Housing Manager. Reporting is required until the circumstances cease or until it is time for the next regularly scheduled re-examination, whichever occurs first. If family income increases during this time, the rent will be increased accordingly. A fully documented record of the circumstances and decisions shall be included in the resident's folder.

**B. Effective Date of Adjustments**

Residents will be notified in writing of any rent adjustment and such notice will state the effective date of the adjustment.

1. Rent decreases go into effect the first of the month following the reported change, provided the change in income or circumstances was reported within the month in which it occurred.
2. Rent increases (except those due to misrepresentation) require 30 days notice.

**C. Failure to Report Accurate Information**

If it is found that the resident has misrepresented or failed to report to Management the facts upon which his/her rent is based so that the rent being paid is less than what should have been charged, then the increase in rent will be made retroactive. Failure to report accurate information is also grounds for initiating eviction proceedings in accordance with DHC's dwelling lease.

**6. LEASE TERMINATION PROCEDURES**

It is DHC's policy that no resident's lease shall be terminated except in compliance with applicable HUD regulations and the lease terms.

**A. Notice Requirements**

1. No resident shall be given a Notice of Lease Termination (30 day notice) without being told by DHC in writing the reason for termination. The resident must also be informed of his/her right to request a hearing in accordance with the Grievance Procedure, and be given the opportunity to make such a reply as he/she may wish.
2. Notices of lease termination can be served personally or shall also be sent to the resident by mail.
3. The Notice shall include a statement describing the residents right to meet with management and determine whether a reasonable accommodation could eliminate the need for the lease termination.

**B. Record Keeping Requirements**

A written record of every termination and/or eviction shall be maintained by DHC, and shall contain the following information:

1. Name of resident, number and identification of unit occupied;
2. Date of the Notice of Lease Termination and any other notices required by State or local law; these notices may be on the same form and will run concurrently;



3. Specific reason(s) for the Notices, with section of the lease violated and other facts pertinent to the issuing of the Notices described in detail;
4. Date and method of notifying residents;
5. Summaries of any conferences held with resident including dates, names of conference participants and conclusions.

## **7. UTILITIES**

In some of DHC's developments residents pay the cost of certain utilities directly to the supplier of utilities. When this is the case, resident rents are reduced by an Allowance for Utilities that is developed by DHC in consultation with the utility supplier and reviewed by HUD. Whether utilities are or are not paid by the residents, rent and utilities will not exceed 30% of adjusted monthly income.

### **A. Resident-Paid Utilities**

The following requirements apply to residents living in developments with resident-paid utilities or applicants being admitted to such developments:

1. When the supplier of utilities offers a "Budget" plan, it shall be suggested to the resident to pay his/her bills according to this plan. This protects the resident from large seasonal fluctuations in utility bills and ensures adequate heat in the winter. If the family is receiving AFDC, DHC will encourage the family to consider a vendor payment plan for rent and utilities.
2. Third-Party Notification - When a resident makes application for utility service in his/her own name, he or she must sign a third party notification agreement so that DHC will be notified if the resident fails to pay the utility bill.
3. Ability to Get Utilities Connected - If a resident or applicant is unable to get utilities connected because of a previous balance owed the utility company at a prior address, resident/applicant will not be permitted to move into a unit with resident paid utilities. This may mean that a current resident cannot transfer to a scattered site or that an applicant cannot be admitted to a unit with resident paid utilities.
4. Payment Requirements-Resident Paid Utilities - Paying the utility bill is the resident's obligation under the DHC's lease. Failure to pay utilities is grounds for eviction.
5. DHC will request actual utility usage for resident paid utilities annually.

6. In developments with resident-paid utilities, residents with Total Tenant Payments that are less than the applicable utility allowance for the unit will be entitled to have a utility reimbursement paid by the DHC. Utility reimbursements are equal to the difference between the TTP and the allowances for utilities. The DHC may determine that the utility reimbursement payment will be paid directly to the Utility Supplier for the utility bills on behalf of the family. The DHC will notify the family of the amount of the utility reimbursement paid to the utility supplier. **(QHWRA Section 523)**

**B. Excess Utility Charges**

Residents in units where the DHC pays the utilities may be charged for excess utilities if additional appliances or equipment are used in the unit (e.g. window air conditioners). This charge shall be applied as specified in the lease.

**8. DEFINITIONS AND PROCEDURES TO BE USED IN DETERMINING INCOME AND RENT**

**A. Annual Income**

Annual income is the anticipated total income from all sources, including net income derived from assets, received by the family head and spouse (even if temporarily absent) and by each additional family member including all net income from assets for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporary, non-recurring, or sporadic as defined below or is specifically excluded from income by other federal statute. Annual income includes but is not limited to:

1. The full amount before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
2. The net income from operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the business;
3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for the straight line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the property.

4. Where the family has Net Family Assets in excess of \$5,000, Annual income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate as determined by HUD;

5. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts.

[See B.14. for treatment of lump sum payments for the delayed or deferred periodic payment of social security or supplemental security income benefits.]

6. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (But see paragraph B.#3.below concerning treatment of lump-sum additions as Family assets.);

7. All welfare assistance payments received by or on behalf of the family member.

8. Periodic and determinable allowances, such as alimony and child support payments, and regular cash contributions or gifts received from persons not residing in the dwelling;

9. All regular pay, special pay, and allowances of a family member in the Armed Forces. (See paragraph B.7. below concerning pay for exposure to hostile fire.)

**B. Items not included in Annual Income**

Annual income does not include the following:

1. Income from the employment of children (including foster children) under the age of 18 years;

2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone);

3. Lump sum additions to family assets, such as inheritances, insurance payments (including payments under health, and accident insurance, and worker's compensation) capital gains, and settlement for personal property losses; (but see paragraphs 4 and 5 above if the payments are or will be periodic in nature);

{ See paragraph 14, below for treatment of lump sum payments for the delayed or deferred periodic payments of social security or supplemental security income benefits. }

4. Amounts received by the family that are specifically for, or in reimbursement of the cost of medical expenses for any family member;
5. Income of a live-in aide, provided the person meets the definition of a live-in aide.
6. The full amount of student financial assistance paid directly to the student or the educational institution.
7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
8. Amounts received under HUD funded training programs (e.g. Step-up program; excludes stipends, wages, transportation payments, child care vouchers, etc., for the duration of the training);
9. Amounts received by a person with disabilities that are disregarded for a limited time for purposes of Supplemental Security Income and benefits that are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
10. Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) To allow participation in a specific program;
11. A resident services stipend. A resident services stipend is a modest amount (not to exceed \$200/month) received by a public housing resident for performing a service for the DHC, on a part-time basis, that enhances the quality of life in public housing. Such services may include but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time.
12. Compensation from State or local employment training programs and training of family members as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by the DHC.
13. Temporarily, non-recurring, or sporadic income (including gifts); or
14. For all initial determinations and reexamination of income on or after 23 April 1993, reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

15. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of the household and spouse);

16. Adoption subsidy payments in excess of \$480 per adopted child;

17. The earnings and benefits to any resident resulting from the participation in a program providing employment training and supportive services in accordance with the Family Support Act of 1988(42 U.S.C. 1437 et seq.), OR any comparable Federal, State or local law during the exclusion period. For purposes of this paragraph the following definitions apply:

(a) Comparable Federal, State or local law means a program providing employment training and supportive services that: (a) is authorized by a Federal, State or local law; (b) is funded by the Federal, State or local government; (c) is operated or administered by a public agency; and (d) has its objective to assist participants in acquiring employment skills.

(b) Exclusion period means the period during which the resident participates in a program described in this section **PLUS** 18 months from the date the resident begins the first job acquired by the resident after completion of such program that **IS NOT** funded by public housing assistance under the U.S. Housing Act of 1937 (42 U.S.C. 1437 et seq.). If the resident is terminated from employment with good cause, the exclusion period shall end.

(c) Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

18. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment.

19. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.

20. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. (A notice will be published by HUD in the Federal Register identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.)

The following is a list of benefits excluded by other Federal Statutes:

- The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 [7 U.S.C. 2017 (h)].
- Payments to volunteers under the Domestic Volunteer Service Act of 1973 [42 U.S.C. 5044 (g), 5088].

Examples of programs under this Act include but are not limited to:

- the Retired Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP), Senior Companion Program (SCP), and the older American Committee Service Program;
- National Volunteer Antipoverty Programs such as VISTA, Peace Corps, Service Learning Program, and Special Volunteer Programs;
- Small Business Administration Programs such as the National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE).
- Payments received under the Alaska Native Claims Settlement Act [43 U.S.C. 1626 (a)].
- Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes [25 U.S.C. 459e].
- Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program [42 U.S.C. 8624 (f)].
- Payments received under programs funded in whole or in part under the Job Training Partnership Act (29 U.S.C.. 1552 (b))
- Income derived from the disposition of funds of the Grand River Band of Ottawa Indians (Pub. L. 94-540, 90 Stat 2503-04):
- The first \$2000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court Claims (25 U.S.C.. 1407-08), or from funds held in trust for an Indian Tribe by the Secretary of Interior [25 SC. 117B, 1407]; and
- Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs [20 U.S.C. 1087 uu].

Examples of Title IV programs include but are not limited to: Basic Educational Opportunity Grants (Pell Grants, State Student Incentive Grants, College Work Study, and Byrd Scholarships.

- Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established in the *In Re Orange* product liability litigation, M.D.L. No 381 (E.D.N.Y.)

- Payments received under the Maine Indian Claims Settlement Act of 1980.

- The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development block Grant Act of 1990 (42 U.S.C.. 9858Q)

- Earned income tax credit refund payments received on or after January 1, 1991 (26 U.S.C..32 (j).

### **C. Anticipating Annual Income**

If it is not feasible to anticipate income for a 12-month period, the Authority may use the annualized income anticipated for a shorter period, subject to an Interim Adjustment at the end of the shorter period. This method would be used for teachers who are only paid for 9 months or for tenants receiving unemployment compensation.)

### **D. Adjusted Income**

Adjusted Income (the income upon which rent is based) means Annual Income less the following deductions and exemptions.

#### **For All Families**

1. **Child Care Expenses** - A deduction of amounts anticipated to be paid by the family for the care of children under 13 years of age for the period for which Annual Income is computed. BUT ONLY when such care is necessary to enable a family member to be gainfully employed or to further his/her education. Amounts deducted must be non-reimbursed expenses and shall not exceed: (a) the amount of income earned by the family member released to work; or (b) an amount determined to be reasonable by DHC when the expense is incurred to permit education.

2. **Dependent Deduction** - An exemption of \$480 for each member of the family residing in the household (other than the head of household, or spouse, Live-in Aide, or foster child) who is under eighteen years of age or who is eighteen years of age or older and disabled, handicapped, or a full-time student.

3. **Handicapped Expenses** - a deduction of non-reimbursed amounts paid for attendant care or auxiliary apparatus expenses for handicapped family member(s), including the handicapped/disabled member, to be employed. In no event may the amount of the deduction exceed the employment income earned by the family member(s) freed to work.

Equipment and auxiliary apparatus may include but are not limited to: wheelchairs, lifts, reading devices for the visually handicapped, and equipment added to cars and vans to permit their use by the handicapped or disabled family member.

- a. For non-elderly families and elderly families without medical expenses: the amount of the deduction equals the cost of all non-reimbursed expenses for handicapped care and equipment less three percent of Annual Income (provided the amount so calculated does not exceed the employment income earned).
- b. For elderly families with medical expenses: the amount of the deduction equals the cost of all non-reimbursed expenses for handicapped care and equipment less three percent of Annual Income (provided the amount so calculated does not exceed the employment income earned) PLUS medical expenses as defined below.

4. **Medical Expense Deduction - For elderly and disabled families only:** - A deduction of non-reimbursed Medical Expenses, including insurance premiums, anticipated for the period for which Annual Income is computed.

Medical expenses include but are not limited to: services of physicians and other health care professionals, services of health care facilities, insurance premiums (including the cost of Medicare), prescription and non-prescription medicines, transportation to and from treatment, dental expenses, eyeglasses, hearing aids and batteries, attendant care (unrelated to employment of family members), and payments on accumulated medical bills. To be considered by DHC for the purpose of determining a deduction from income the expenses claimed must be verifiable (i.e., receipts, statements from doctors or pharmacists).

- a. For elderly families without handicapped expenses: the amount of the deduction shall equal total medical expenses less three percent of annual income.
- b. For elderly families with both handicapped and medical expenses: the amount of the deduction is calculated as described in paragraph 3 (b) above.

5. **Elderly/Disabled Household Exemption** - An exemption of \$400 per household, see Definitions in **Section 10**.

## **E. Security Deposit**



All Security Deposits amounts are tenant responsibilities

1. Security Deposit: Tenants agree to pay an amount equal to the greater of \$100.00 or one month's total tenant payment. The dollar amount of the security deposit is noted on the Dwelling Lease Section III (B).

2. DHC's Responsibilities

- Management may retain the Security Deposit at the termination of the tenancy as reimbursement for the cost of repairing actual damages sustained (other than ordinary wear and tear) to the dwelling unit, building, facilities or common areas, which damage is caused by resident's household or guests.

- DHC may use security deposit at the termination of the lease to pay the cost of any debt owned to DHC by the tenant at the termination of the lease. The security deposit may not be used to pay rent or other charges while residents occupies the dwelling unit. Residents will be liable for payments due under the lease over and above the amount of the security deposit.

- Security deposits less any deductions for damages, which are not wear and tear repairs, will be refunded only after the tenant vacates the units. Any deduction from the security deposit will be in a written statement and forwarded to the tenant's forwarding address. (See Section III of lease agreement).

- Management shall hold such security deposit in a DHC general account at Comerica Bank. DHC will refund the security deposit or send written statement for damages within thirty (30) days after move-out.

## **9. COMMUNITY SERVICE AND FAMILY SELF-SUFFICIENCY POLICY**

Section 512 of the 1998 Quality Housing and Work Responsibility Act (QHWRA), as amended, mandates that every non-exempt adult resident of public housing is required to perform eight hours of community service each month or participate in a self-sufficiency program for at least eight hours each month or a combination of the two totaling eight hours each month.

The Department of Veteran affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 2002 at Section 432, provides that:

" ... None of the funds made available by this Act may be used to implement or enforce the requirement...relating to community services, except, with respect to any resident of a public housing project funded with any amount provided under Section 24 of the United States Housing Act of 1937, as amended.

This policy, adopted by the DHC Board of Commissioners, makes DHC comply with the law and will serve as the legal foundation for DHC to amend its Dwelling Lease mandating resident compliance at all DHC communities.

On March 29, 2000, HUD published final rules, 24 CFR. Part 960.600, on when a resident must perform community service activities or self-sufficiency work activities. The rule requires that eligible adult public housing family members comply with its “general requirements” and that the housing authority assures compliance. If a household fails to comply, after having been sent a Notice of Noncompliance, the housing authority may not renew the Resident’s Lease upon expiration, unless resident has entered into an Agreement for Cure to achieve compliance over the twelve month term of the new lease.

This requirement was originally enacted on October 12, 1998, but was suspended in Fiscal Year 2002, except for residents of HOPE VI developments.

Detroit Housing Commission is herein amending its Admission and Continued Occupancy Policy (ACOP) to include the Community Self Sufficiency Requirement as required in Notice PIH 2003-12 (HA) from the U.S. Department of Public Housing and Urban Development issued June 30, 2003.

**EFFECTIVE DATE:**

All non-exempt adults, at least eighteen (18) years of age, and public housing family members whose name appears on the lease must commence compliance with this policy on October 1, 2003.

**EXEMPT FAMILY MEMBERS:**

An exempt individual is an adult household member who meet the following criteria:

- i. Is 62 years or older.
- ii. Is a blind or disable individual as defined under 216(i) (1) or 1614 of the Social Security Act (42 U.S.C. 416 (i) (1);1982c), and who certifies that because of this disability she or he is unable to comply with the service provisions of the HUD Rule, or is a primary caretaker of such blind or disable individual.
- iii. Is engaged in work activities.
- iv. Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of

title IV of the Social Security Act ( 42 U.S.C. 601 *et seq.*) Or under any other State administered welfare-to-work program.

- v. Is a member of a family receiving TANF assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act ( 42 U.S.C. 601 *et seq.*) Or under any other State administered welfare-to-work program

### **MANDATED REQUIREMENTS:**

Each non-exempt adult family household member, in order to comply with this policy, must meet the following requirements:

- a. Contribute 8 hours per month of community service( not including political activities); or
- b. Participate in an economic self-sufficiency program for 8 hours per month; or
- c. Perform 8 hours per month of combined community service and participation in an economic self-sufficiency program.

The Resident Lease shall specify that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirements of this policy. Violation of this policy is grounds for non-renewal of lease at the end of the twelve (12) month lease term but not for termination of tenancy during the course of the twelve (12) month lease term. At the time of lease renewal residents enter a new CSSR agreement which is applicable for the term of the lease and stipulates that all other family members who are subject to the service requirement are currently complying with the service requirement or are no longer residing in the housing unit.

### **ELIGIBILITY**

In compliance with non-discriminatory and equal opportunity requirements of federal, state and local laws, and HUD rules regulating community service and family self-sufficiency requirements, DHC will determine which family members are subject to or exempt from the service requirement.

Beginning October 1, 2003, during the recertification process, for each person whose name appears on the lease that are at least eighteen years of age, the head of household must show proof that each family member claiming exemption meets one of the exemption classifications set forth in the Exempt Family Member Section of this policy. All adult members of the household not claiming exemption or do not have proof that they meet one of the exemption class, will be deemed eligible to perform community service or participate in an economic self-sufficiency program as proscribed in this policy.

Documentation that can serve as proof for exemption includes, but is not limited to:

- (a) Birth Certificate or some other form of government identification.

- (b) Some form of government certification of disability as defined under 216 or 1614 under the 1982 Social Security Act and a written certification from the person claiming this disability that because of their disability they cannot comply with the service requirements.
- (c) A written certification that you are the primary caretaker for a family member qualifying under the disability classification and the documents required under (b) for that family member.
- (d) Proof of employment.
- (e) Proof of exemption from having to work under a State program funded under Part A of title IV of the Social Security Act.
- (f) Proof of participation in the State of Michigan's Work First Program.

**ELIGIBLE COMMUNITY SERVICE AND FAMILY SELF-SUFFICIENCY ACTIVITIES**

Performing eight (8) hours per month of voluntary community service within their neighborhood or participating in eight (8) hours per month in an economic self-sufficiency program applies to every non-exempt adult member of a public housing family household starting October 1, 2003.

During the term of the Resident Lease, an eligible household member shall volunteer with the following types of community based organizations in order to fulfill their community service requirements:

- The local resident council.
- DHC local management office- Services may include volunteering to serve on a Tenant Patrol/ Community Watch group, however, the activities performed by residents may not be in areas ordinarily performed by DHC employees.
- Local on site or surrounding area service providers that offer these services.
- Day care/ child care
- Senior citizens programs
- After school programs
- Educational
- Anti-Drugs/ Anti-crime prevention programs.
- Other community based organizations approved by DHC.

An approved economic self-sufficiency program must be funded by HUD or must be a qualified State or local employment training program ( including a training program not affiliated with a local government),or training for resident management as defined in HUD's Regulation on Income Disregard, 24 C.F.R. Part 5.609 (c) (8) (v) . These programs must also meet one of the following criteria as defined in HUD's Regulation on Income Disregard, 24 C.F.R. Part 5.609(c) (13) (ii) (A):

1. Is authorized by a Federal, State or local law;
2. Is funded by the Federal, State or local government;
3. Is operated or administered by a public agency;
4. Has as its objective to assist participants in acquiring employment skills.

All residents performing community service activities or are participating in an economic self-sufficiency program must show written proof, on official letter head, of performing community service activities or participation in an approved economic self-sufficiency program. The written proof must have an official certification section with an area for a certifying official's name, signature and date, and must have the certifying official's telephone number. Proof must be submitted to the local management office by no later than the 15<sup>th</sup> day of the month following the end of each three months period, hereinafter referred to as "Quarter", beginning October 1, 2003. It must be submitted on or before the following days:

January 15;  
April 15;  
July 15, and;  
October 15<sup>th</sup>.

By no later than the last day of the month following the end of each quarter, DHC local management staff will review each resident household's file to determine if each eligible household member has complied with this policy. If it is determined during the review that an eligible household member is not in compliance a "Notice of Non-Compliance" will be sent to the head of household notifying them of this determination.

#### **NOTICE OF NON-COMPLIANCE**

At the end of each quarter, as prescribed by the Eligible Community Service and Family Self-Sufficiency Activities Section of this policy, DHC local management staff will review each resident's file to determine if each non-exempt adult member of the household is in compliance with this Community Service and Family Self-Sufficiency policy. If it is found that a family member is not in compliance the head of household will be notified of this determination through a " Notice of Non-Compliance" The notice will:

1. Briefly describe the non-compliance;
2. State that DHC will not renew the resident's lease at the end of the 12 month lease term unless:
3. The resident, and any other non-compliant resident, enter into a written agreement with DHC to cure such non-compliance and in fact cure such non-compliance in accordance with such agreement.
4. The head of household provides written assurance satisfactory to DHC that the resident or other non-compliant resident no longer resides in the unit.
5. State that the resident may request a grievance hearing on the non-compliance determination, in accordance to HUD regulations on Lease and Grievance Procedures, 24 C.F. R. Part 966; Subpart B, and; DHC Board Resolution No. 1315, and that the resident may exercise any available judicial remedy to seek timely redress for DHC's non-renewal of the lease because of such determination.

## COMPLIANCE AGREEMENT

If a non-exempt adult family member of the household violates the requirements of this policy, DHC may not renew the Resident Lease upon expiration of the term unless;

The resident , and any other non-compliant resident , enter into a written agreement with DHC, in the form and manner required by DHC, to cure such non-compliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve (12) month term of the new lease;

All other members of the family who are subject to this policy are currently are in compliance or are no longer residing in the unit.

If a non-exempt adult family member of the household violates the requirements of the compliance agreement, at the expiration of the 12 month term that the compliance agreement covers, the DHC may not renew the lease which results in termination of tenancy.

## ANNUAL REVIEW OF COMPLIANCE

DHC local management staff, on an annual basis, will review each public housing family's compliance with DHC's Community Service and Family Self-Sufficiency Policy. Staff must conduct this review and verify the family's compliance at least thirty (30) days before the end of their twelve (12) month lease term. DHC will retain reasonable documentation of each eligible family members performance in their effort to comply with this policy or, if applicable, exemption status in the resident's file.

## 10. DEFINITIONS OF TERMS USED IN THIS STATEMENT OF POLICIES

1. Accessible dwelling units - when used with respect to the design, construction or alteration of an **individual dwelling unit**, means that the unit is located on an accessible route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical handicaps. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in [the Uniform Federal Accessibility Standards] is "accessible" within the meaning of this paragraph. When an individual dwelling unit in an existing facility is being made accessible for use by a specific individual, the unit will be deemed accessible when it meets the standards that address the impairment of that individual.

2. Accessible Facility - means all or any portion of a facility other than an individual dwelling unit used by individuals with physical handicaps.

3. Accessible Route - For persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal

Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility.

4. Adaptability - Ability to change certain elements in a dwelling unit to accommodate the needs of handicapped and non-handicapped persons; or ability to meet the needs of persons with different types & degrees of disability.

5. Allocation Plan - The plan submitted by the DHC and approved by HUD under which the DHC is permitted to designate a building or portion of a building for occupancy by Elderly Families or Disabled Families.

6. Alteration - any change in a facility or its permanent fixtures or equipment. It does not include: normal maintenance or repairs, roofing, interior decoration or changes to mechanical systems.

7. Applicant - a person or a family that has applied for admission to housing.

8. Area of Operation - The jurisdiction of the DHC as described in State law and by local ordinance.

9. Assets - Assets means “cash {including checking accounts}, stocks, bonds, savings, equity in real property, or the cash value of life insurance policies. Assets do not include the value of personal property such as furniture, automobiles and household effects.” IMPORTANT: See the definition of Net Family Assets, for assets used to compute annual income.

10. Auxiliary Aids - means services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs or activities.

11. Care attendant - a person that regularly visits the unit of a DHC resident to provide supportive or medical services. Care attendants have their own place of residence (and if requested by DHC must demonstrate separate residence) and do not live in the public housing unit. Care attendants have no rights of tenancy.

12. Co-head of household - a household where two persons are held responsible and accountable for the family.

13. Dependent - A member of the household, other than head, spouse, sole member, foster child, or Live-in Aide, who is under 18 years of age, or 18 years of age or older and disabled, handicapped, or a full-time student.

14. Designated Family - means the category of family for whom DHC elects to designate a project (e.g. elderly family in a project designated for elderly families) in accordance with the 1992 Housing Act.

15. Designated housing - (or designated project) - a project(s) or portion of a project(s) designated for elderly only or for disabled families.

16. Disabled Family - A family whose head, spouse or sole member is a person with disabilities. ( Person with disabilities is defined later in this section.) The term includes two or more persons with disabilities living together, and one or more such persons living with one or more persons including live-in aides determined to be essential to the care and well-being of the person or persons with disabilities. A disabled family may include persons with disabilities who are elderly.

17. Displaced Person - A person displaced by government action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise recognized pursuant to Federal disaster relief laws. This definition is used for eligibility determinations only. It should not be confused with the Federal preference for involuntary displacement.

18. Divestiture Income - Imputed income from assets disposed of by applicant or resident in the last two years at less than fair market value.

19. Elderly Family - A family whose head or spouse (or sole member) is at least 62 years of age. It may include two or more elderly persons living together, and one or more such persons living with one or more persons, including live-in aides, determined to be essential to the care and well-being of the elderly person or persons. An elderly family may include elderly persons with disabilities and other family members who are not elderly.

20. Elderly Person - A person who is at least 62 years of age.

21. Family - Two or more persons (with or without children) regularly living together or related by blood or marriage or adoption or guardianship or operation of law who will live together in DHC housing.

**The term family also includes:** Elderly family (Definition #19), Near elderly family (Definition #32), disabled family (Definition #16), displaced person (Definition #17), single person (Definition #39), the remaining member of a tenant family, a foster care arrangement, or a kinship care arrangement (Definition #25). Other persons, including members temporarily absent (e.g. a child temporarily placed in foster care or a student temporarily away at college), may be considered a part of the applicant family's household if they are living or will live regularly with the family.



**Live-in Aides** (Definition #26) may also be considered part of the applicant family's household. However, live-in aides are not considered family members and have no rights of tenancy or continued occupancy.

**For purposes of continued occupancy:** the term family also includes the remaining member of a resident family with the capacity, as defined by Michigan law, to execute a lease.

22. Full-Time Student - A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. Educational institution shall include but not limited to: college, university, secondary school, vocational school or trade school.

23. Head of the Household - Head of the household means the family member (identified by the family) who is held responsible and accountable for the family.

24. Individual with disabilities, Section 504 definition

The Section 504 definitions of Individual with Disabilities and Qualified Individual with handicaps are not the definitions used to determine program eligibility. Instead, use the definition of person with disabilities as defined later in this section. Note: the Section 504, Fair Housing, and Americans with Disabilities Act (ADA) definitions are similar. ADA uses the term "individual with a disability."

Individuals with handicaps means any person who has:

(a) A physical or mental impairment that:

- substantially limits one or more major life activities;
- has a record of such an impairment
- or is regarded as having such an impairment.

(b) For purposes of housing programs, the term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.

(c) Definitional elements:

--As used in this definition the phrase, "**physical or mental impairment**" means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense

organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or

--Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

--"**Major life activities**" means: functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

--"**Has a record of such an impairment**" means: has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.

--"**Is regarded as having an impairment**" means:

-has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation;

-has a physical or mental impairment that substantially limits one or more major life activities only as results of the attitudes of others toward such impairment; or

-has none of the impairments defined in this section but is treated by a recipient as having such an impairments.

NOTE: A person would be covered under the first item if DHC refused to serve the person because of a perceived impairment and thus "treats" the person in accordance with this perception. The last two items cover persons who are denied the services or benefits of HA's housing program because of myths, fears, and stereotypes associated with the disability or perceived disability.

(d) The 504 definition of handicap does not include homosexuality, bisexuality, or transvestitism. Note: These characteristics do not disqualify an otherwise disabled applicant/resident from being covered.

(e) The 504 definition of individual with handicaps is a civil rights definition. To be consider for admission to public housing a person must meet the program definition of person with disabilities found in this section.

25. Kinship care - an arrangement in which a relative or non-relative becomes the primary care giver for a child or children but is not the biological parent of the child or

children. The primary care giver need not have legal custody of such child or children to be a kinship care giver under this definition. (Definition provided by the Kinship Care Project, National Association for Public Interest Law)

26. Live-in Aide - A person who resides with an elderly person(s) or person(s) with disabilities and who: (a) is determined by DHC to be essential to the care and well being of the person(s); (b) is not obligated to support the family member; and © would not be living in the unit except to provide the necessary supportive services.

DHC policy on Live-in Aides stipulates that:

-Before a Live-in Aide may be moved into a unit, a third-party verification must be supplied that establishes the need for such care and the fact that the person cared for will be able to remain in the unit and comply with the lease terms as the result of such care;

-Move-in of a Live-in Aide must not result in overcrowding of the existing unit (although, a reasonable accommodation for a resident with a disability may be to move the family to a larger unit);

-Live-in Aides have no right to the unit as a remaining member of a resident family;

-Relatives who satisfy the definitions and stipulations above may qualify as a Live-in Aide but only if they sign a statement prior to moving in relinquishing all rights to the unit as the remaining member of a resident family;

-A live-in aide can be a single person. A live-in aide with a family may also be considered for admission to the unit provided that the addition of the Live-in Aide's family does not result in overcrowding of the existing unit. The adult members of the live-in aide's family must meet DHC's screening criteria.

-A Live-in Aide will be required to meet DHC's screening requirements with respect to past behavior especially:

- A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at present or prior residences which may adversely affect the health, safety, or welfare of other tenants or neighbors;
- Criminal activity such as crimes of physical violence to persons or property and other criminal acts including drug-related criminal activity which would adversely affect the health, safety, or welfare of other residents or staff or cause damage to the unit or the development; and
- A record of eviction from housing or termination from residential programs.

27. Low-Income Household - A family whose annual income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller and larger families.

28. Medical Expense Allowance - For purposes of calculating adjusted income for elderly or disabled families only, medical expenses mean the medical expense in excess of 3% of Annual Income, where these expenses are not compensated for or covered by insurance.

29. Minor - A minor is a person less than 18 years of age. An unborn child will not be considered as a minor. (See definition of dependent) Some minors are permitted to execute contracts, provided a court declares them “emancipated.”

30. Mixed Population Project - means a public housing project for elderly and disabled families. DHC is not required to designate this type of project under 24 CFR 945 or prepare an allocation plan.

31. Multifamily housing project - For purpose of Section 504, means a project containing **five or more** dwelling units.

32. Near-elderly family - means a family whose head, spouse, or sole member is a near-elderly person (at least 50 but less than 62 years of age). The term includes two or more near-elderly persons living together, and one or more such persons living with one or more persons who are determined to be essential to the care or well-being of the near-elderly person or persons. A near-elderly family may include other family members who are not near-elderly.

33. Near-elderly person - means a person who is at least 50 years of age but below 62, who may be a person with a disability,

34. Net Family Assets - The net cash value, after deducting reasonable costs that would be incurred in disposing of:

- Real property (land, houses, mobile homes)
  - Savings (CDS, IRA or KEOGH accounts, checking and savings accounts, precious metals)
  - Cash value of whole life insurance policies
  - Stocks and bonds (mutual funds, corporate bonds, savings bonds)
  - Other forms of capital investments (business equipment)
  - Net cash value is determined by subtracting the reasonable costs likely to be incurred in selling or disposing of an asset from the market value of the asset. Examples of such costs are: brokerage or legal fees, settlement costs for real property, or penalties for withdrawing saving funds before maturity.

-Net Family assets also include the amount in excess of any consideration received for assets disposed of by an applicant or resident for less than fair market value during the two years preceding the date of initial application or re-examination. This does not apply to assets transferred as the result of a foreclosure or bankruptcy sale.

-In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be less than fair market value if the applicant or resident receives important considerations not measurable in dollar terms.

35. Portion of development - includes, one or more buildings in a multi-building development; one or more floors of a project or projects; a certain number of dwelling units in a project or projects.

36. Project, Section 504 - means the whole of one or more residential structures & appurtenant structures, equipment, roads, walks, & parking lots which are covered by a single contract for Federal financial assistance or application for assistance, or are treated as a whole for processing purposes, whether or not located on a common site.

37. Qualified Individual with handicaps, Section 504 - with respect to any non-employment program or activity which requires a person to perform a service or to achieve a level of accomplishment, means an individual with handicaps who meets the essential eligibility requirements and who can achieve the purpose of the program or activity without modifications in the program or activity that the recipient (DHC) can demonstrate would result in a fundamental alteration in its nature.

(a) Essential eligibility requirements include: ...stated eligibility requirements such as income as well as other explicit or implicit requirements inherent in the nature of the program or activity, such as requirements that an occupant of multifamily housing be capable of meeting the recipient's selection criteria and be capable of complying with all obligations of occupancy with or without supportive services provided by persons other than the recipient.

(b) For example, a chronically mentally ill person whose particular condition poses a significant risk of substantial interference with the safety or enjoyment of others or with his or her own health or safety in the absence of necessary supportive services may be "qualified" for occupancy in a project where such supportive services are provided by the recipient as a part of the assisted program. The person may not be 'qualified' for a project lacking such services.

38. Service Provider - means a person or organization qualified and experienced in the provision of supportive services, and that is in compliance with any licensing requirements imposed by State or local law for the type of service or services to be

provided. The service provider may provide the service on either a for-profit or not-for-profit basis.

39. Single Person - A person who is not an elderly person, a person with disabilities, a displaced person, or the remaining member of a resident family (24 CFR:945.105).

40. Standard Permanent Replacement Housing - Such housing is:

- decent, safe, and sanitary as determined by local code enforcement.

- adequate for the family size;

- occupied pursuant to a lease or occupancy agreement, and

Standard Permanent Replacement Housing does not include a transient facility such as a motel, hotel, or temporary shelter for victims of domestic violence or homeless families. In the case of domestic violence, the term does not include the housing unit which the applicant, applicant's spouse, or other member shared with the person who engaged in the violence.

41. Spouse - means the husband or wife of the head of the household.

42. Supportive Services - means services available to persons residing in a development, requested by disabled families and for which there is a need. The term may include, but is not limited to, meal services, health-related services, mental health services, services for non-medical counseling, meals, transportation, personal care, bathing, toileting, housekeeping, chore assistance, safety, group and socialization activities, assistance with medications (in accordance with State law), case management, and personal emergency. (24 CFR:945.105)

43. Tenant Rent - The amount payable monthly by the Family as rent to DHC. Where all utilities (except telephone) and other essential housing services are supplied by DHC, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by DHC and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance (24 CFR: 913.102)

44. Total Tenant Payment (TTP) - The TTP is calculated using the following formula:

The greater of 30% of the monthly Adjusted Income (as defined in these policies) or 10% of the monthly Annual Income (as defined in these policies). If the Resident pays the utilities, the amount of the Utility Allowance is deducted from the TTP. See the definition for Tenant Rent.

45. Uniform Federal Accessibility Standards - Standards for the design, construction, and alteration of publicly owned residential structures to insure that physically handicapped

persons will have ready access to and use of such structures. The standards are set forth in Appendix A to 24 CFR Part 40. See cross reference to UFOS in 504 regulations.

46. Utilities - Utilities means water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility.

47. Utility Reimbursement - Funds that are reimbursed to a resident or to the utility company on the resident's behalf if the utility allowance exceeds the Total Tenant Payment.

48. Very Low-Income Family - Very low-income family means a family whose Annual Income does not exceed 50% of the median Annual Income for the area, with adjustments for smaller and larger families, as determined by the Secretary of Housing and Urban Development.

# DETROIT HOUSING COMMISSION

## ADMISSIONS AND CONTINUED OCCUPANCY POLICY

### APPENDIX A GRIEVANCE PROCEDURE DETROIT HOUSING COMMISSION GRIEVANCE PROCEDURE

DATED: OCTOBER 26, 1999

ADOPTED: MARCH 2, 2000

#### Purpose and Scope

Upon filing of a written request as provided in these procedures, a Resident shall be entitled to a hearing before an impartial Hearing Officer selected by the Detroit Housing Commission (Commission) in its' sole discretion, pursuant to these procedures.

#### Definitions

The following definitions shall be applicable to this grievance procedure.

A. **Grievance:** Any dispute which a Resident may have with respect to a Detroit Housing Commission action or a failure to act in accordance with the individual Resident's lease or Commission regulations where that action or failure to act adversely affects the individual Resident's rights, duties, welfare or status. **Grievance does not include any dispute a Resident might have with the Commission concerning termination of tenancy due to non-rent payment or evictions that involve any criminal activity that threatens the health, safety or right to peaceful enjoyment of the Commissions' premises or drug related activity whether or not such activity occurs on or off the Commission's premises.** Nor shall this process apply to disputes between Residents not involving the Detroit Housing Commission.

B. **CFR:** The Code of Federal Regulations, which contains the Federal guidelines governing this grievance.

C. **Complainant:** Any Resident (as defined below) whose grievance is presented to the Commission in accordance with the requirements set forth in these procedures.



**D. Drug-related criminal activity:** The illegal manufacture, sale, use or possession with intent to manufacture, sell, distribute or use a controlled substance, as defined in Section 102 of the Controlled Substance Act (21 U.S.C. sec. 802) as from time to time amended.

**E. Elements of due process:** The following procedure safeguards are required to be followed in the grievance process to ensure the Resident's rights to due process.

- ☐ Adequate notice to the Resident of the grounds for seeking termination of the tenancy;
- ☐ Right of the Resident to be represented by counsel during the grievance process;
- ☐ Opportunity for the Resident to refute the evidence presented by the Commission, during the grievance process, including the right to confront and cross examine witnesses, if any, and to present any affirmative legal or equitable defense which the Resident may have; and
- ☐ All decisions must be impartially made on the merits by the Hearing Officer.

**F. Hearing Officer:** Shall mean a person selected to hear grievances and render a decision with respect thereto.

**G. Resident:** Any person whose name appears on a Detroit Housing Commission residential public housing dwelling lease.

**H. Resident Organization:** An organization of Residents as defined in HUD's Regulations on Tenant Participation and Tenant Opportunities In Public Housing, 24 C.F.R. Part 964; as amended.

**I. Promptly:** Shall mean within the time period indicated in the notice from the Detroit Housing Commission of a proposed action that would provide the basis for a grievance if the Resident has received a notice of a proposed action from the Commission.

### **Incorporation in Lease**

This grievance procedure shall be incorporated by reference in all leases between Residents and the Commission, whether or not so specifically mentioned in said leases.

### **Procedures Prior to a Formal Hearing**

Any grievance shall be promptly and personally presented in writing within ten business days of the occurrence of the matter complained of, to the office of the development in which the Resident resides so that the grievance may be discussed informally with the Commission's Site Manager and potentially settled without a Formal Hearing. A summary of such discussion shall be prepared within five (5) business days thereafter and one copy shall be given to the Resident and one retained in the development's Resident file. The summary shall specify the names of the participants, dates of meetings, the disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a hearing may be obtained if the Resident is not satisfied with the disposition.

A Resident's failure to properly file a grievance in accordance with the procedures set forth in the preceding paragraph shall serve as a waiver by Resident of his or her right to use such informal procedures, but shall not affect the Resident's right to a Formal Grievance Hearing in accordance with the process described.

### **Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status**

A Resident family may request that the Commission provide for an informal hearing once the family has notification from the United States Immigration Naturalization Services (INS) of its' intent to determine residency status. The Resident family must make this request within thirty (30) days of receipt of the Notice of Denial or Termination of Assistance, or within thirty (30) days of receipt of the INS decision. If said Resident family requests such Commission hearing, the Commission may not terminate Resident family's lease during the INS review periods or thereafter if the Resident family is granted residency through the INS.

### **Procedures to Obtain a Formal Hearing**

#### **1. Request for a hearing**

The Resident shall submit a written request for a hearing to the Commission, or to the site office of the Commission development where the Resident resides, within fourteen (14) calendar days after receipt of the summary report of the informal hearing conducted at the Site, if the informal grievance procedure as described above was utilized by the Resident. If no informal grievance notice was filed, the Resident must submit a written request for a formal hearing within fourteen (14) calendar days of the occurrence of the matter complained of.

The request shall specify:

- The reason for the grievances.
- The action or relief sought.
- The Complainant's reason for desiring a hearing, and a statement setting forth the times at which the Complainant will be available for a hearing during the next ten (10) calendar days.

If Complainant does not request a Formal Hearing with fourteen(14) calendar days after receiving the written summary of any informal settlement conference or, within fourteen (14) calendar days of the occurrence of the matter complained of, whichever is later, the Commission's decision rendered at the informal conference or initial grievable notice becomes final. The Commission is not thereafter obligated to offer the Complainant a Formal Hearing. Failure to request a hearing shall not constitute a waiver by the Resident of his/her right thereafter to contest the Commission's action in disposing of the Complaint in an appropriate judicial proceeding.

#### **2. Selection of Hearing Officer**

A grievance hearing shall be conducted by an impartial person appointed by the Detroit Housing Commission other than a person who made or approved the action under review or a subordinate of such person. The impartial mediator shall be selected from any Dispute Resolution Program duly organized in the County of Wayne, State of Michigan.

### **3. Hearing Prerequisite**

All grievances shall be Promptly presented in writing pursuant to these procedures as a condition precedent to a hearing under this section.

### **4. Scheduling Hearings**

Upon a Resident's compliance with the above requirements, a hearing shall be scheduled by the Hearing Officer promptly. A written notification specifying the time, place, and the procedures governing the hearing shall be mailed to the Resident.

### **5. Procedures Governing the Hearing**

The Resident shall be afforded a fair hearing providing the basic safeguards of due process, which include the following:

- The opportunity to examine documents before the hearing and to copy all relevant documents and records. Any requested document not made available to the Resident may not be relied on by the Commission at the hearing.
- The right to be represented by counsel or other person chosen as the Resident's representative.
- The right to a private hearing, unless the Resident requests a public hearing.
- The right to present evidence and arguments in support of the Resident's complaint, to controvert evidence relied on by the Commission or Commission Site Management, and to confront and cross examine all witnesses on whose testimony or information the Commission or Commission Site Management relies.
- A decision based solely and exclusively upon the facts, rules, and regulations presented at the hearing.

The Hearing Officer may render a decision without proceeding with the hearing if the Hearing Officer determines that the issue has been previously decided in another proceeding.

If the Resident or Commission fails to appear at a scheduled hearing, the Hearing Officer may decide to postpone the hearing, for a period not to exceed five (5) business days. Upon second failure to appear by the Resident, the Hearing Officer shall determine that the party has waived his/her rights to a hearing. The Hearing Officer shall notify both the Resident and the Commission of the determination. A determination that the Complainant has waved his/her right

to a hearing shall not constitute a waiver of any right the Resident may have to contest the Commission's disposition of the grievance in an appropriate judicial proceeding.

## **6. Conduct of the Hearing**

- The hearing shall be conducted informally by the Hearing Officer.
- Oral or documentary evidence pertinent to the facts and issues raised by the Resident may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings.
- The Hearing Officer shall require the Commission, the Resident, counsel, and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the direction of the Hearing Officer to obtain order may result in exclusion from the proceedings, or in a decision adverse to the interest of the disorderly party, and granting or denial of the relief sought, as appropriate.

**DETROIT HOUSING COMMISSION**

**ADMISSIONS AND CONTINUED  
OCCUPANCY POLICY**

**APPENDIX B  
PET POLICY**

# **DETROIT HOUSING COMMISSION**

## **PET POLICY**

### **Family and Elderly Developments**

**The Detroit Housing Commission  
Pet Policy  
(Family and Elderly Developments)**

The Detroit Housing Commission (“DHC”) has established a Pet Policy for Residents of its Public Housing Developments. This policy is in accordance with HUD regulations set forth in 24 CFR 5.300, et seq. (Section 227 of the Housing and Urban-Rural Recovery of 1983; 12 U.S.C. 1701r-1), which specifically govern Pet Ownership for the Elderly and Persons with Disabilities, and 24 CFR 960.701 (Section 31 of the United States Housing Act of 1937; 42 U.S.C. 1437z-3, et seq.), which govern Pet Ownership in Public Housing generally and are applicable to DHC family developments.

**Effective Date**

The effective date of this policy is February 1, 2001.

**Service Animals For Persons with Disability**

*This policy does not apply to service animals that assist persons with disabilities who reside in Public Housing.* Such animals are allowed in all public housing facilities. No restrictions shall be imposed on them or their owners other than those general obligations imposed on all residents of DHC developments to maintain their units and associated facilities in a decent, safe and sanitary manner and refrain from disturbing their neighbors. In addition, all resident pet owners, including persons with disabilities, shall be obligated to comply with local licensing and other animal control ordinances and regulations.

**Pet Ownership**

Any adult resident that resides in a DHC development may own one or more common household pets if he or she maintains each pet responsibly and in accordance with applicable State and local public health, animal control and anti-cruelty laws and regulations and local ordinance licensing requirements. DHC has established reasonable restrictions and prohibitions based on building structure of project or other relevant conditions regarding the number, size, and type of pet(s). DHC will also require the pet owner to pay certain refundable and non-refundable fees as set forth below in this Policy. Any resident desiring to house a pet on DHC property must inform DHC in writing prior to the animal entering the dwelling unit. *All households that have pets are required to sign a DHC Pet Lease Addendum. Any household with a dog or cat must provide DHC with proof that such pet had been spayed or neutered for pets six months in age or older.*

### **Type of Pets**

DHC will allow common household pets. A common household pet is defined as a domesticated dog, cat, guinea pig, gerbil, hamster, rabbit, or birds in cages and fish in aquariums. Reptiles, and birds of prey are not household pets. Exotic pets, such as iguanas, spiders, snakes or ferrets, shall not be permitted. Dogs of a vicious or aggressive disposition will not be permitted. Due to age and behavioral activities of puppies and kittens, ownership requests for such animals shall be more closely scrutinized prior to approval in an attempt to ensure that the pet owner resident has the ability to handle the ownership responsibilities involved with such pets. In addition, for purposes of this policy, the term "Passive Pets" shall be defined as one or two birds in one cage or one or more fish, in number appropriate to the size of a single aquarium.

### **Size of Pets**

The maximum allowable pet size, based upon weight, is twenty pounds adult weight, except for service animals that assist persons with disabilities. The maximum capacity for an aquarium is twenty (20) gallons.

### **Number of Pets Per Household**

Building size and type of dwelling structure shall determine the number of pets permitted per household. All free standing high-rise and mid-rise buildings are limited to one pet per household. Any resident occupying a single attached or non-attached dwelling unit is limited to no more than two pets per household, except that no household shall be permitted two dogs or two cats. Passive Pets shall not be counted against the aforementioned one or two pet maximums per household.

### **Non Refundable Application Fee and Monthly Pet Fee and Refundable Pet Security Deposits**

All resident pet owners are required to pay a Non-Refundable Pet Application Fee in the amount of Twenty Five Dollars (\$25.00) except that no such payment shall be required for pet owners who only have Passive Pets. In addition, all non-elderly resident pet owners of dogs or cats in family developments shall pay a Non-Refundable Monthly Pet Maintenance Fee of Ten Dollars (\$10.00) per pet in addition to the resident's regular monthly rent payment, except that no such monthly maintenance fee shall be charged for Passive Pets. This fee is to cover reasonable operating costs to the development relating to the presence of pets. All resident pet owners, including owners of Passive Pets, must pay a Refundable Pet Security Deposit in the amount of one-half month's rent or Three Hundred Dollars (\$300.00), whichever is less, to cover additional costs attributable to the pet and not otherwise covered by the non-refundable Pet Fee. The Deposit will be placed in an Escrow Account and is refundable, in whole, in part, or not at all as may be appropriate, upon move-out or removal of the pet from the dwelling unit. The unused portion of the pet deposit is refundable to the resident provided that the dwelling unit and building facilities are left in an acceptable manner. The Deposit will be used to cover any damages associated with dwelling unit interior or exterior of the building structure and grounds. Owners will receive an itemized list of damages upon move-out or when they have removed the pet from the dwelling unit. Owners must provide a forwarding address within four days from the date of move-out to receive the refundable unused portion of the Deposit.



### **Proper Maintenance of Pet**

The resident must maintain the pet in a reasonable manner in accordance with all state and local public health, animal control and anti-cruelty laws and regulations. “Reasonable manner” is defined as regular grooming, exercise, good nutrition, flea control, clean up of waste and litter, routine veterinary care and yearly inoculation. Pets must be spayed and neutered after six (6) months of age. The pet must be walked only in areas designated by DHC and must be on a hand leash held by a person aged 13 or older at all times. Each dog or cat must have its own collar, must be licensed and must be up to date on vaccinations. A review will be held by DHC management to confirm current registration, licensing, and vaccinations at the time of lease renewal annually and the resident shall provide DHC with a photograph of the pet, which shall be kept with Pet Lease Addendum in the resident’s file. The resident must also maintain standards referenced in the Pet Lease Addendum. The Pet Lease Addendum will serve as an addendum to the DHC Dwelling Lease.

### **Nuisance**

No pet shall be allowed to become a nuisance or create any unreasonable disturbance. An example of “any unreasonable disturbance” would be a pet that is not restrained in hallways, elevators, community rooms, or other common areas or which makes noise continuously and/or incessantly for a period ten (10) minutes or intermittently for one-half (1/2) hour or more to the disturbance of any person at any time of the day or night.

### **Indemnity**

Resident agrees to indemnify, hold harmless and defend DHC against claims by third parties for loss, damage or injury caused by the pet.

### **Termination of Tenancy**

Failure to abide by any condition of this Pet Policy or Pet Lease Addendum will be considered material noncompliance with lease obligations and may result in the commencement of eviction proceedings to terminate Resident’s lease.

### **Removal of Pets**

DHC shall require the removal of any pet from a DHC dwelling unit if the pet’s conduct or condition is determined to be a nuisance or threat to DHC employees or to the health or safety of other DHC residents or other persons in the community. **IN THE EVENT OF ILLNESS OR DEATH OF THE PET OWNER OR OTHER EMERGENCY WHICH PREVENTS THE PET OWNER FROM PROPERLY CARING FOR THE PET, DHC HAS PERMISSION TO CALL THE EMERGENCY CAREGIVER TO BE DESIGNATED BY THE RESIDENT IN THE PET LEASE ADDENDUM OR THE CITY’S PET ENFORCEMENT AGENCY TO TAKE THE PET AND CARE FOR IT UNTIL THE PET OWNER OR FAMILY MEMBERS OR FRIENDS CLAIM THE PET AND ASSUME RESPONSIBILITY FOR ITS CARE. ANY AND ALL EXPENSE INCURRED WILL BE THE PET OWNER’S RESPONSIBILITY.**

**DETROIT HOUSING COMMISSION**

**ADMISSIONS AND CONTINUED  
OCCUPANCY POLICY**

**APPENDIX C  
DWELLING LEASE  
PET LEASE ADDENDUM**

DETROIT HOUSING COMMISSION DWELLING LEASE  
PART I

**DETROIT HOUSING COMMISSION**  
2211 Orleans Street • Detroit, Michigan 48207 • (313) 877-8000  
**D W E L L I N G   L E A S E**  
**P A R T   I**

Development: \_\_\_\_\_ Account No: \_\_\_\_\_

**I. DESCRIPTION OF THE PARTIES AND PREMISES**

**A. Parties and Premises.**

**Part I** of this **Dwelling Lease Agreement** (“Lease”), which is a two-part document, is hereby executed between the Detroit Housing Commission (“DHC” or “Management”), with its principal place of business noted above, and \_\_\_\_\_ (Head of Household), \_\_\_\_\_ (Co-Head of Household) and all other adult members of the household as indicated below (herein jointly and severally called “Resident”), whose complete address (“Premises”) is as follows:

Building Number: \_\_\_\_\_ Dwelling Unit Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Detroit, Michigan 482  
Lease Effective Date: \_\_\_\_\_

**Terms and Conditions** set forth in **Part II** of this Lease are incorporated herein by reference.

**B. Resident’s Household.**

Management hereby leases the Premises for the exclusive use and occupancy by authorized members of Resident’s Household, as listed below, who have been listed in Resident’s Application for Admission or added to Resident’s latest Application for Reexamination, which application(s) are incorporated herein by reference. Resident and members of Resident’s Household, all of whom agree to comply with the terms and conditions contained in this Lease, are the only persons authorized to reside in the dwelling unit:

	<u>Name</u>	<u>Relationship</u>	<u>Sex</u>	<u>Date of Birth</u>	<u>Social Security Number</u>
1.	_____	_____	___	_____	_____
2.	_____	_____	___	_____	_____
3.	_____	_____	___	_____	_____
4.	_____	_____	___	_____	_____
5.	_____	_____	___	_____	_____
6.	_____	_____	___	_____	_____
7.	_____	_____	___	_____	_____

**DETROIT HOUSING COMMISSION DWELLING LEASE  
PART I**

8. \_\_\_\_\_

9. \_\_\_\_\_

**II. TERM AND RENEWAL OF LEASE**

**A. Term.**

The initial term, beginning \_\_\_\_\_ and ending \_\_\_\_\_ at midnight, shall be for one year.

**B. Renewal.**

After the initial term, the Lease term shall be for one month, which term shall be automatically renewed for successive terms of one full month unless terminated by either party in accordance with Terms and Conditions set forth in Part II, Section VI of this Lease. Resident may not exercise the option to renew if Resident refuses Management's request to reexamine his/her rent, which reexamination process is more particularly described in Part II, Section IV of this Lease. The monthly rent stated in Part I, Section III. A below of this Lease will remain in effect until Management provides Resident with notification of a change.

**III. PAYMENTS DUE UNDER THE LEASE**

**A. Rent and Due Date.**

Initial rent shall be prorated (if necessary based upon date of Resident's entry) and shall be in the amount of \$ \_\_\_\_\_. This amount has been determined by the following procedure:

Minimum Rent \_\_\_\_\_ Flat/Ceiling Rent \_\_\_\_\_ 30% of Adjusted Income

**1. Rent.** Thereafter, monthly rent of \$ \_\_\_\_\_ shall be due and payable in advance on the first day of each month and shall be considered delinquent after the fifth (5th) calendar day of the month.

**2. Rent Adjustments.** Monthly rent indicated above will remain in effect unless adjusted by Management to provide a utility allowance, if so indicated in Part I, Section III. A. 3. d below of this Lease, or adjusted in accordance with Terms and Conditions governing Applications for Continued Occupancy set forth in Part II, Section IV. A of this Lease, which adjustment will be explained to Resident whenever such adjustment is made.

**3. Utilities and Equipment.** Management shall pay all costs associated with providing the following utilities, services, and equipment listed in this Lease:

**a.** Water, garbage collection and sewer service.

**b.** Check those to be provided by management:  
Gas: Yes \_\_\_ No \_\_\_ Electricity: Yes \_\_\_ No \_\_\_ Heat: Yes \_\_\_ No \_\_\_

**c.** Management shall furnish the following appliances:

**DETROIT HOUSING COMMISSION DWELLING LEASE  
PART I**

Range/Stove: Yes \_\_ No \_\_ Refrigerator: Yes \_\_ No \_\_

**d.** Management agrees to adjust the rent by the applicable utility allowance in the amount of \$ \_\_\_\_\_ (thereby making the adjusted rent \$ \_\_\_\_\_) for the following utilities where the Resident has the responsibility to make direct payments to utility companies:

( ) Electricity ( ) Gas ( ) Water ( ) Sewerage ( ) Trash Removal  
( ) Other \_\_\_\_\_

Resident's failure to obtain and maintain utility services not provided by Management shall be considered a material violation of Resident's obligations under the Lease.

4. **Payment Location(s).** Resident shall pay rent via check or money order by first-class mail addressed to DHC at its principal business address or either one of the following locations:

**a.** Comerica Bank (any branch).

**b.** Such other location as may be designated in writing by Management.

5. **Late Rent.** Rent is considered delinquent if not paid by the 5th day of the month.

**B. Charges in Addition to Rent/Other Fees.**

See Part II, Section I. B of this Lease for Terms and Conditions governing Other Charges and Fees.

**C. Security Deposit.**

Resident: \_\_\_\_\_ Agrees to pay \_\_\_\_\_ Has previously paid  
the sum of \$ \_\_\_\_\_ (not to exceed the equivalent of one month's rent) as a Security Deposit.

See Part II, Section I. A of this Lease for Terms and Conditions governing Security Deposits.

***NOTICE: Michigan Law establishes rights and obligations for parties to rental agreements. This agreement is required to comply with the Truth in Renting Act. If you have a question about the interpretation or legality of a provision of this agreement, you may want to seek assistance from a lawyer or other qualified person.***

**DETROIT HOUSING COMMISSION DWELLING LEASE  
PART I**

**SIGNED AND DATED BY ALL ADULT MEMBERS OF RESIDENT'S HOUSEHOLD**

RESIDENT HAS READ, UNDERSTOOD AND ACKNOWLEDGED THAT EACH ADULT SIGNATORY IS JOINTLY AND SEVERALLY RESPONSIBLE FOR THE TIMELY PAYMENT OF RENT AND THE FULFILLMENT OF ALL OTHER PROVISIONS OF THIS LEASE.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS LEASE AGREEMENT THIS DAY OF \_\_\_\_\_, 20\_\_\_\_ AT DETROIT, MICHIGAN.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Resident

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Resident

**DETROIT HOUSING COMMISSION**

\_\_\_\_\_  
WITNESS

BY:

\_\_\_\_\_  
WITNESS

ITS: Manager

**RESIDENT'S CERTIFICATION**

I, \_\_\_\_\_, hereby certify that I, and other members of my household, have not participated and are not participating in any criminal or drug-related criminal activity on or off DHC property or any alcohol abuse which is interfering with the health, safety, or right of peaceful enjoyment of the Premises, nor have I or any other members of my household committed any fraud in connection with federal housing assistance programs; or, that such information, if any, was fully disclosed to DHC before execution of the Lease or before the receipt of DHC approval for occupancy of the unit by the household member.

I further certify that all information or documentation submitted by myself or other household members to DHC in connection with any federal housing assistance programs (before and during the lease term) is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Resident's Signature

Date

**ATTACHMENTS:**

I hereby acknowledge receipt of the following documents:

- Lease Agreement - Part I
- Lease Agreement - Part II
- Grievance Procedure
- DHC's Schedules of Resident Charges
- Housekeeping Standards
- Pet Policy
- Watch Out for Lead Paint Poisoning
- Other:

**DETROIT HOUSING COMMISSION**  
**2211 Orleans Street • Detroit, Michigan 48207 • (313) 877-8000**  
**D W E L L I N G   L E A S E**  
**PART II**

**TERMS AND CONDITIONS**

Terms and Conditions set forth in this Part II of the Detroit Housing Commission's Dwelling Lease, together with Part I of said Dwelling Lease to which this Part II is attached, shall constitute the entire Lease between the Detroit Housing Commission ("DHC") and the Resident identified in said Part I who is granted tenancy in the Premises and for the term identified and stated therein.

**II. PAYMENTS DUE UNDER THE LEASE**

**A. Security Deposit.**

**1. Use of Security Deposit.** Management may retain the Security Deposit at the termination of the tenancy to offset any monetary amounts due and owing to DHC by the Resident and as reimbursement for the cost of repairing actual damages (other than ordinary wear and tear) to the dwelling unit, buildings, facilities, or common areas caused by Resident, members of Resident's Household or guests.

**2. Bank Deposit.** Management shall hold such Security Deposit in a DHC general account at COMERICA BANK, located at 500 Woodward Avenue, Detroit, Michigan 48226. Assuming Resident advises Management of his/her forwarding address and otherwise complies with the terms of this Lease, Management agrees to return the security deposit to Resident within thirty (30) days after Resident vacates the Premises, less any deductions for any of the costs indicated above. If deductions are made, Management will give Resident a written statement of charges and/or costs attributed to damages chargeable to Resident. The Security Deposit may not be used to pay rent or other charges while Resident occupies the dwelling unit. Resident will be liable for payments due under the Lease over and above the amount of the Security Deposit.

**3. Forwarding Address. Resident must note the following:**

**You must notify DHC in writing within 4 days after you move of a forwarding address where you can be reached and where you receive mail; otherwise DHC shall be relieved of sending you an itemized list of damages and penalties adherent to that failure. (Michigan Truth in Renting Act, MCLA 554.603).**



**B. Charges in Addition to Rent/Other Fees.**

Resident will be charged for maintenance and repair, beyond normal wear and tear, necessitated by Resident's noncompliance with Resident's Obligations set forth in Part II, Section V. B below of this Lease. Resident will be charged at rates set forth in Schedules of Resident Charges adopted by DHC. Such Schedules may be modified from time to time by DHC upon Notice to DHC residents given in accordance with the procedure described in Part II, Section VII. C below of this Lease. All maintenance and repair charges shall be reviewed for appropriateness by the site manager for the Development in which the Resident lives prior to being charged to Resident's account.

**C. Due Date of Charges.**

Charges and Fees referenced herein shall be due and payable and will automatically appear on Resident's account two weeks after Management gives written notice of the same and advises Resident of the specific ground(s) for the proposed charges. Management's notice enables Resident to request a grievance hearing.

**D. Exemptions from Minimum Rent Charge.**

DHC will provide an exemption from the minimum rent charge for hardship circumstances in one of the following situations:

1. The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
2. The family would be evicted as a result of the imposition of the minimum rent requirement.
3. The income of the family has decreased because of changed circumstances, including loss of employment.
4. A death of a member of the household has occurred.
5. Other situations as may be determined by the agency.

If a resident requests a hardship exemption under this subparagraph and Management reasonably determines the hardship to be of a temporary nature, an exemption shall not be granted during the ninety day period beginning upon the making of a request for the exemption. A resident may not be evicted during such ninety day period for non-payment of rent. However, if a resident demonstrates that the financial hardship is of a long term basis, Management shall retroactively exempt the resident from the applicability of the minimum rent requirement for such ninety day period.

## **II. SERVICES AND EQUIPMENT INCLUDED IN RENT**

Monthly rent set forth in Part I, Section III. A of this Lease may include services, including maintenance services due to normal wear and tear, equipment and utilities furnished by Management without additional cost, as set forth in DHC's Schedule of Resident Charges, provided that said Schedule may be changed from time to time in accordance with Part II, Section VII. C below of this Lease. As long as the dwelling unit is habitable and Management makes necessary repairs or improvements within a reasonable period of time, any interruption of services or utilities, inconvenience, or discomfort arising from repairs or improvements to the dwelling unit shall not affect this Lease, reduce the rent, or be construed as an eviction.

## **III. OCCUPANCY OF DWELLING UNIT**

Resident and Resident's Household shall have the exclusive right to occupy the leased Premises, which right shall include reasonable accommodation of Resident's guests or visitors who shall not, however, be permitted to reside with Resident for longer than fifteen (15) days. Management consent, which shall not be unreasonably withheld, shall be required to have a foster child or live-in caretaker residing in the unit to assure that the dwelling size is adequate and/or live-in care is appropriate.

## **IV. REEXAMINATION OF RENT ELIGIBILITY FOR CONTINUED OCCUPANCY AND UNIT SIZE**

### **A. Application for Continued Occupancy**

At least once each year, and at other times as described below, Resident shall accurately complete an application for continued occupancy ("Reexamination"). Upon completion, Management will determine whether the Resident's rental rate should be changed, whether the dwelling unit size is still appropriate for the size and/or composition of Resident's Household, and whether Resident is eligible for continued occupancy in accordance with DHC's Admissions and Continued Occupancy Policy and federal law. As requested by Management at the time of the Reexamination, Resident shall provide accurate and current information concerning:

1. The number of people in Resident's household (including information regarding their ages, gender, social security number and any other information required by Management).
2. The source and amount of income received by or on behalf of everyone in Resident's household.
3. Any allowable deductions.
4. The names of individuals to be contacted in the event of an emergency.
5. Any assets held in any family member's names.
6. Proof, as required by federal law and DHC's Community Service and Family Self Sufficiency Policy, that every adult member of the household has contributed eight hours of community service per month within the community (unless the adult member has been exempted per DHC policy) or has participated in a economic self sufficiency program for eight hours per month. Additionally, Residents

shall be required to give quarterly reports relative to compliance with said policy and provisions set forth in Section 512(a) of the Quality Housing and Work Responsibility Act of 1998.

The annual Reexamination shall include a review of Resident's payment history, housekeeping inspection results, record of cooperation with management's pest control program, community service and family self sufficiency policy compliance and all other lease compliant behavior.

**Failure by a Resident to accurately report any information, including increases in household income during a scheduled rent and income review or as requested upon reexamination, or failure to appear for a scheduled rent and income review within the time designated by Management will be considered a material violation of the Lease and will result in a retroactive rent increase (dating back to the time the increase would have been made) and/or eviction.**

**B. Interim Reexamination(s).**

The rental rate indicated in Part I, Section III. A of this Lease shall remain in effect for the period between reexaminations for continued occupancy unless during such period:

1. There is any loss or addition to the Resident's Household, whether by birth, death, marriage, dissolution of marriage or other changed circumstances.
2. Resident begins receiving public assistance funds.
3. Resident stops receiving public assistance funds, **except that** if a family's income decreases because of the failure of any family member to comply with a condition under an assistance program requiring participation in an economic self sufficiency program or imposing a work activities requirement, or because of fraud, the amount required to be paid by the family as a monthly contribution towards rent may not be decreased during the period of income reduction. For purposes of applying this exception, a reduction in benefits as a result of the expiration of a lifetime time limit for a family receiving welfare or public assistance benefits shall not be considered failure to comply with conditions under the assistance program requiring participation in an economic self sufficiency program or imposing a work activities requirement.
4. After any interim rent decrease, there is an increase in total household income.
5. There is a decrease in income which would lower the rental rate computed in accordance with applicable federal rules and regulations.
6. Resident transfers from one DHC development to another.
7. The current rental rate was calculated for a temporary time period due to the inability to accurately predict income for an annual period.
8. A resident may switch from a flat rent to an income-based rent because of hardship circumstances. Hardship situations include:

**DETROIT HOUSING COMMISSION DWELLING LEASE**  
**PART II**

- a. Decreased income due to loss or reduction in employment, death of a member of the household, or loss or reduction in income from other sources.
  - b. An increase in the amount the family has to pay for medical costs, child care, transportation, education or similar items.
    - c. Such other situations as Management may determine.
- 9.** Under certain circumstances, DHC Management shall, in accordance with federal regulations, be permitted to disregard certain income when calculating Resident's rental rate.
- a. The rent of a family, as the word "family" is described in Section 508(d)(3) of the Quality Housing Work Responsibility Act of 1998, may not increase during the twelve month period beginning on the date on which the family's income increases, where the income is a result of the following:
    - i. employment of a family member who was previously unemployed for one or more years; or
      - ii. the participation of a family member in any family self-sufficiency or other job training program; or
      - iii. increased earned income for persons who received assistance under any State program for temporary assistance for needy families funded under part A of Title IV of the Social Security Act within the prior 6 months.
  - b. Upon the expiration of the twelve month period, referred to above, the rent of a family may be increased due to the continuation of any of the income receiving categories listed in Part II, Section IV. B. 9. a above, except that during the twelve month period beginning upon such expiration the amount of increase may not be greater than fifty percent of the amount of the total rent increase that would be applicable but for this paragraph.
  - c. A family whose earned income increases due to the participation of a family member in any family self-sufficiency or other job training program, where said family member began said participation prior to October 1, 1999, shall be subject to 24 CFR Sec 5.609(c)(13) as it existed in the Code of Federal Regulations prior to March 29, 2000. Under this regulation, the increased income will be disregarded for the period of training and for the first 18 months of the job procured after completion of such training if the program:
    - i. Is authorized by a Federal, State or local law.
      - ii. Is funded by Federal, State, or local law.
      - iii. Is operated or administered by a public agency.
      - iv. Has as its objective to assist participants in acquiring employment skills.

**Any and all changes in income or family composition relevant to Interim Reexamination(s), as specified above in this Part II, Section IV. B, must be reported to Management within 10 days of occurrence.**

**C. Transfer.**

Management shall give notice to Resident prior to requiring that Resident relocate to another unit that is decent, safe and sanitary and is of a size appropriate to permit compliance with Management's Occupancy Standards and Admissions and Continued Occupancy Policy. Such notice will be given under the following circumstances:

1. If Management determines that the dwelling unit is incompatible with the size or composition of Resident's Household, given Management's occupancy standards.
2. If Management determines that the unit is otherwise inappropriate for the household size or composition (*e.g.* a unit modified to accommodate handicapped persons is currently occupied by a household without handicapped persons).
3. If Management in its sole discretion determines that the unit requires substantial repairs or is scheduled for modernization or is not in a decent, safe and sanitary condition.

In the event that Management determines that Resident must transfer, Management shall notify Resident of the new unit's availability. Upon receipt of the notification, Management shall give Resident thirty (30) days from the date of notification to transfer. If Resident fails to move, as required by Management, Management shall take legal action to terminate this Lease.

**D. Grievance Procedure**

Resident may request an explanation of Management's decisions. If Resident does not agree, Resident shall have the right to request a hearing under Management's Grievance Procedure as required under federal law.

**V. OBLIGATIONS AND RIGHTS OF PARTIES**

**A. Management**

**1. General.** Management agrees to do the following:

- a. Repair and maintain the dwelling unit, equipment and appliances, and the common areas and facilities which are needed to keep the housing in decent, safe and sanitary condition.
- b. Comply with all requirements of applicable state and local building and housing codes and HUD regulations concerning matters materially affecting the health or safety of the occupants.
- c. Keep development buildings, facilities and common areas, not otherwise assigned to Residents for maintenance and upkeep, in a clean and safe condition.
- d. Maintain electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances, supplied or required to be supplied by Management in good and safe working order and condition.
- e. Provide appropriate trash and garbage containers for the Premises, except those needed for the exclusive use of Resident's Household.

- f.** Supply running water, and reasonable amounts of hot water and heat at appropriate times of the year, all in compliance with applicable state law and local ordinances.
- g.** Thoroughly clean the dwelling unit as necessary before the transfer of the Resident from one dwelling unit to another and before a new Resident moves in.
- h.** Offer the Resident a replacement dwelling unit, if available, if the condition of the Resident's present dwelling unit is hazardous to the life, health or safety of the occupants and the condition is not corrected in a reasonable time. Provisions shall be made for abatement of rent in proportion to the seriousness of the damage and loss in value of a dwelling if repairs are not made within a reasonable time or alternative accommodations are not provided in accordance with this paragraph, except that no abatement of rent shall occur if the Resident rejects the alternative accommodation or if the damage was caused by the Resident, Resident's Household or guests.
- i.** Give the Resident reasonable notice of what certification, release, information or documentation must be given to Management, including the date by which any such item must be given.
- j.** Notify the Resident of the specific grounds for any proposed adverse action by Management and, if applicable, the availability of DHC's grievance procedure.
- k.** Respond to and satisfy Resident's damage claims, unless Management determines that Resident's damage(s) or loss was not caused by Management but by theft or casualty, among other things, in which case Management shall not be liable.

## 2. Conduct Inspections

- a. Initial.** Management and Resident shall inspect the dwelling unit prior to the commencement of occupancy by Resident. Management shall give Resident a written statement of the condition of the dwelling unit and the equipment provided within the unit ("Dwelling Unit Checklist"). The statement shall be signed by Management and Resident and a copy retained by Management in Resident's file.
- b. Routine.** Management will schedule an inspection of the dwelling unit ninety (90) days after the initial move-in date to determine the adjustment of the Resident family to the DHC environment. Annual inspections for the purpose of housekeeping and Housing Quality Standards (HQS) will be conducted by DHC staff in accordance with DHC Inspection Procedures.
- c. Termination.** When Resident vacates, Management will inspect the dwelling unit. Management will provide Resident with a written statement of the damages and charges, if any, for which Resident is responsible within thirty (30) days if Resident has left a forwarding address. Resident and/or his designated representative may participate in the final inspection, unless Resident has vacated the dwelling unit without notice.

## 3. Right to Entry.

- a. Reasonable Notice.** Resident agrees that, upon reasonable advance notification, a duly authorized agent, employee, or representative of Management will be permitted to enter Resident's dwelling unit during reasonable hours for the purpose of performing routine

inspections and maintenance, making improvements or repairs, or showing the Premises for releasing. A written statement specifying the purpose of Management entry, delivered to the Premises at least 48 hours before entry, shall be considered reasonable advance notification.

- b. Without Notice.** Management shall have the right to enter Resident's dwelling unit at any time without advance notification to Resident if Management has reasonable cause to believe that an emergency exists. If Resident and all adult members of his household are absent from the dwelling unit at the time of entry, Management shall leave a written statement specifying the date, time and purpose of entry prior to leaving the dwelling unit.

**4. Establish and Implement Policies.**

- a. General Requirement.** Management shall establish necessary and reasonable policies to promote Management's obligation to provide decent, safe and sanitary housing conditions for DHC Residents. Such policies may be established from time to time and include, without limitation, Schedules of Resident Charges, an Admissions and Continued Occupancy Policy, a "One Strike, You're Out" Policy, a Parking Policy, a Pet Policy and other policies promulgated by the Department of Housing and Urban Development ("Policies"). All existing Policies (and those hereinafter created) are hereby incorporated into the Lease by reference and shall be posted in a conspicuous manner in the Management Office, with copies provided upon Resident's request. Violation of DHC Policies may result in termination of the lease or the failure of DHC to renew a resident's lease upon Reexamination. Policies may be modified from time to time at Management's discretion, except that changes in Policies which affect Resident's obligations under this lease can only be implemented after Notice as prescribed in Section VII. C below of this Lease.

**b. "One Strike, You're Out" Public Housing Statement.** In accordance with President Clinton's Executive Order, Management shall implement the "One Strike, You're Out" Policy (DHC Board Resolution No. 903) which enforces "zero tolerance" for illegal drug use and criminal activity by residents. DHC proclaims that obeying the law and abstaining from illegal criminal and drug activities are conditions upon which Residents agree as a part of their residency in public housing. Failure to meet these obligations constitutes a violation of the Resident's Lease with DHC and thus grounds for eviction. Residents will be held responsible for the conduct of family members dwelling in their household as well as visitors. Therefore, DHC will seek expeditious eviction of those persons and families involved in criminal and drug activities on the first occurrence.

- 5. Remove Resident's Property.** Resident agrees to remove all furniture and other personal property ("Property") from the Premises immediately upon termination of the Lease. Any Property left on the Premises will be deemed abandoned and disposed of by Management who may enter the Premises and remove Resident's possessions without liability. The former Resident shall reimburse Management for all costs incurred in connection with the same.

**B. Resident, Resident's Household and Guests.**

- 1. General.** Resident, including all members of Resident's Household and guests or others whom the Resident controls, shall comply with DHC rules. Resident understands that Resident is responsible for all acts committed by members of Resident's Household or guests or others whom the Resident controls and for requiring compliance with the following:
- a.** Not to provide accommodations for boarders and lodgers (i.e., those who are not members of Resident's Household).
  - b.** Not to assign the Lease or sublease or abandon the Premises.
  - c.** To use the unit solely as a private place to live for the Resident and members of the Resident's Household, as identified in Part I, Section I. B of this Lease, and not to use the unit or permit its use for any other purpose. This provision does not exclude reasonable accommodation of Resident's guests or visitors who are visiting with Resident for a period of time not to exceed fifteen (15) days per calendar year.
  - d.** To ask for consent of Management before Resident or Resident's Household engages in any profit making activities in the dwelling unit. Management shall determine whether such activities are legal and are incidental to the primary use of the leased unit for residence by members of the household
  - e.** To comply with all obligations imposed upon Residents by applicable provisions of building and housing codes materially affecting health and safety.
  - f.** To keep the Premises and such other areas and grounds as may be assigned for Resident's exclusive use in a clean and safe condition.
  - g.** To make no alterations or repairs or redecoration to the interior of the Premises or to install additional equipment or major appliances without the written consent of Management. To make no changes to locks or install new locks or anti-theft devices without Management's written consent. If Resident does change the locks, Resident shall provide Management with a key within ten (10) days. Otherwise, Resident will be charged for damage or expenses incurred because of Management's necessary entry into the dwelling unit.
  - h.** To dispose of all refuse, garbage, rubbish and other waste from the Premises in a sanitary and safe manner.
  - i.** To obtain and maintain utility service to the Premises, if such is not provided by Management, and use, only in a reasonable manner, electrical, plumbing, sanitary, heating, ventilating, air-conditioning, and other facilities and appurtenances, including elevators.
  - j.** To refrain from destroying, defacing, damaging or removing any part of Premises.
  - k.** To comply with DHC's Pet Policy if Resident desires to keep, maintain, harbor, or board a pet of any nature on the Premises. Resident must obtain written permission from Management prior to having any pet on the Premises and must thereafter maintain each pet responsibly and in accordance with applicable state and local public health animal control and anti-cruelty laws and regulations.
  - l.** To notify Management promptly of any known need for dwelling unit repairs and unsafe conditions in the common areas and grounds of the site which may lead to damage or injury.
  - m.** To pay reasonable charges (other than for ordinary wear and tear) to repair damage done to the Premises, buildings, facilities, or common areas, if such damage was caused by Resident or any members of Resident's Household or guests.



- n. To conduct him or herself or themselves (if Resident's Household or guests are involved) in a manner which will not disturb their neighbors' peaceful enjoyment of their accommodations and will be conducive to maintaining the Premises in a decent, safe and sanitary condition. A disturbance includes, without limitation, playing loud music.
- o. To comply with Management's "One Strike, You're Out" Policy and recognize that Management has zero tolerance for:
  - (1) Any violent criminal activity, on or off the premises that threatens the health, safety or right of peaceful enjoyment of the Premises by other Residents, guests, visitors or employees of DHC.
  - (2) Any drug-related criminal activity on or off DHC property. Drug related means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance.
  - (3) Any alcohol abuse that DHC determines interferes with the health, safety, or right of peaceful enjoyment of the Premises by other Residents.
  - (4) A pattern of alcohol abuse that DHC determines interferes with the health, safety, or right of peaceful enjoyment of the Premises by other Residents, visitors, guests or employees of DHC.
  - (5) Any activity resulting in a felony conviction.

Any criminal activity in violation of the preceding sentences shall be cause for termination of the Lease and eviction from the Premises.

**2. Provide Notification to Management Regarding Hazardous Defects.**

- a. **Duty to Notify.** Resident shall immediately notify Management of damages which create conditions which are hazardous to the life, health or safety of the occupants. Management shall be responsible for repair of the dwelling unit within a reasonable time, provided that if the damage was caused by Resident, a member of Resident's Household or guest(s), the cost of the repairs shall be charged to Resident. Management shall offer standard alternative accommodations, if available, in circumstances where necessary repairs cannot be made within a reasonable time or with the Resident present.
- b. **Rent Abatement.** Provisions shall be made for abatement of rent in proportion to the seriousness of the damage and loss in value as a dwelling if repairs are not made. Rent shall not abate if Resident rejects standard, alternative accommodations, or if the damage was caused by the Resident, Resident's Household, or other guests or persons on the Premises with the consent of the Resident or Resident's Household. Any abatement claimed by Resident shall not become effective unless and until Management consents to the same, or Resident timely and successfully files a grievance, in compliance with the grievance procedure, requesting an abatement. If Resident elects to file a grievance, Resident shall continue to pay his rent in full, when due, unless and until the grievance has been fully and finally adjudicated in favor of the Resident.

**3. Provide Notification to Management Regarding Change in Resident's Household.** Resident shall notify Management in writing within ten (10) days after Resident's Household experiences a change in income or family composition. Failure to timely notify DHC in writing will result in the Resident being held

liable for all actions of such person and any violation of the Lease by such person will be grounds for termination of tenancy and eviction from the unit.

**4. Request Handicapped Accommodations.** Resident may, at any time during the tenancy, request reasonable accommodations for any member of Resident's Household with a disability, including reasonable accommodations to enable Resident to realize his/her responsibilities under the Lease. Resident must provide Management with proof of the disability.

**5. Utilize Grievance Procedure.** In response to Management's notice of proposed adverse action, including, without limitation, a proposed lease termination (other than for nonpayment of rent or for violation of the "One Strike, You're Out" Policy), a proposed transfer of Resident to another unit, and the imposition of charges for maintenance, Resident may request and Management shall provide Resident with an opportunity for a hearing in accordance with Management's Grievance Policy and established Grievance Hearing procedures. All grievances shall be processed and resolved pursuant to the Grievance Policy and Procedure in effect at the time such grievance arises.

**6. Utilize Claims Procedure.** Management shall provide Resident with an opportunity to submit claim(s) for property losses if and to the extent that Management, in its sole discretion (and after a full investigation), determines that damages sustained by Resident were directly caused by Management. Damage Claims shall be prepared and submitted in compliance with Management's Damage Claim Policy and/or federal law.

## **VI. TERMINATION OF LEASE**

### **A. General .**

**1. Resident.** This Lease may be terminated at any time by Resident by giving thirty (30) days' written notice in the manner specified below. Resident agrees to surrender possession of and leave the dwelling unit in clean and good condition, reasonable wear and tear excepted. Resident also agrees to return the keys to Management and to provide Management with a forwarding address.

**2. Management.** Management shall not terminate or refuse to renew the Lease other than for serious or repeated violations of material terms of the Lease, such as failure to make payment due under the Lease or Resident's failure to fulfill Resident's Obligations set forth in Part II, Section V. B above of this Lease or for other good cause. This Lease may be terminated by Management by written notice as follows:

- a.** Fourteen (14) days in the case of failure to pay rent.
- b.** Seven (7) days, or a reasonable time commensurate with the exigencies of the situation, when Resident or members of Resident's Household cause a situation which results in the threatening of the health or safety of others in the immediate vicinity of the premises.
- c.** Seven (7) days when a Resident, members of Resident's household, guests or others whom the Resident controls violate the "One Strike, You're Out" Policy for drug related activity (as defined in section V.B.1.o.(2) above) on the premises.
- d.** Thirty (30) days in all other cases.

**3. Termination Notice(s).** Notice(s) of Termination to Resident shall inform Resident of his/her right to request a hearing (if applicable given federal law) in accordance with the Grievance Procedures. In addition, the Notice(s) shall include specific grounds for termination, shall inform Resident of his/her right to make such reply as Resident may wish, and shall inform Resident of the right to examine documents relevant to the termination or eviction.

**B. Abandonment.**

If at any time during this Lease, Management believes in good faith and after diligent inquiry that Resident has abandoned the dwelling unit because, among other things, Resident has been absent from the unit for more than thirty (30) days and has failed to notify Management of his/her extended absence from the dwelling unit and current rent is unpaid, Management may enter the Premises and remove Resident's possessions without liability. Resident shall be responsible for all costs incurred in connection therewith.

**C. Death of Resident.**

In the event of a Resident's death, Management shall secure the dwelling unit and restrict access to only persons evidencing, by papers issued by the Wayne County Probate Court, a legal right to enter and remove the personal property therefrom. After thirty (30) days, if the deceased Resident's property has not been removed from the dwelling unit by a duly appointed legal representative of the decedent's estate or a person duly claiming entitlement to the deceased property under MCLA 700.3982, 700.3983 and 700.3984, Management shall inventory all personal property of the deceased Resident left in the dwelling unit and store it at a storage facility for ninety (90) days. While said property is in storage, Management shall continue to restrict access to same and prohibit removal of said property by anyone other than persons with authority as identified above. If after the ninety (90) day storage period all or any of the deceased Resident's personal property remains unclaimed, Management shall deem said property to be abandoned and may dispose of it.

**VII. MISCELLANEOUS**

**A. Cumulative Rights.**

Each and every one of the rights and remedies of Management are cumulative and the exercise of any right or remedy does not waive Management's other rights under the Lease or the law.

**Delay or failure by Management to exercise any right or remedy under this Lease, or the partial or single exercise thereof by Management, shall not constitute a waiver (post or prospective) by Management of that or any other right or remedy granted to Management in this Lease.**

**B. Insurance.**

Management and Resident hereby jointly waive all rights of recovery against each other to the extent that payments for any loss or damage to the dwelling unit, or to personal property therein, are made under any applicable insurance policy, whether said property is owned by Management or Resident.

**C. Lease and Policy Modifications.**

Management may, from time to time, modify those Policies referenced in Part II, Section V. A. 4 above of this Lease, provided that, if required by federal law, Management provides thirty (30) days written notice to each affected Resident, which Notice shall set forth the proposed modification and the reason(s) therefor and shall be:

1. Delivered directly or mailed to each Resident; or
2. Posted in at least three (3) conspicuous places within each structure or building in which the affected dwelling units are located, as well as in a conspicuous place at the Management office located within the Development, if any, or if none, a similar central location within the Development.

Residents shall have an opportunity to present written comments, which shall be taken into consideration by Management prior to the adoption of the proposed modification. This provision shall not apply to changes made as a result of the reexamination process referenced in Section IV above.

**D. Entire Agreement.**

This Lease, which consists of Part I and Part II, Terms and Conditions, sets forth the entire agreement between Resident and Management. No other verbal or written modifications shall be binding upon the parties to this Lease Agreement unless written and signed by Resident and Management, acting in their official and authorized capacities. If any provision hereof is held to be invalid, unlawful, or unenforceable to any extent, the rest of the Lease and the application of the invalid, unlawful or unenforceable provision to persons or circumstances other than those for which it is held as such, will not be affected.

**E. Legal Notice(s)**

1. **Management's Responsibility.** Any notice to Resident required hereunder, unless otherwise specified herein, will be sufficient if delivered in writing to Resident personally or to an adult member of Resident's Household residing in the Dwelling Unit, or if sent by prepaid first-class mail properly addressed to Resident at the residence address set forth in Part I, Section I.A of this lease.

2. **Resident's Responsibility.** Any notice to Management must be in writing and must either be delivered in person to a Management employee at the Management Office in the Development where Resident resides or be sent via prepaid first-class mail, properly addressed to Management at its principal business address set forth in Part I, Section I.A of this lease.

**PET LEASE ADDENDUM**

This Pet Lease Addendum (“Addendum”) to the DHC lease between \_\_\_\_\_ (Tenant)  
and DHC is made a part of the lease entered into the between the parties on \_\_\_\_\_ (Date)  
for the property located at \_\_\_\_\_.

Pet Name:	1.	Pet Type/Brand:	1.
	2.		2.

Pet Sex:	1.	License No:	1.
	2.		2.

1. Resident has read, understands and agrees to abide by all applicable Pet Policy (“Policy”) rules in effect for the complex.
  
2. The Resident will keep his/her pet in accordance with applicable state and local public health animal control and anti-cruelty laws and regulations and provide proper care for it as provided in said Policy and agrees:
  - a. That the pet will be allowed out of the dwelling unit only under the complete control of a companion aged 13 or older and on a hand held leash or in a pet carrier. A pet identification tag must be present on the pet at all times.
  
  - b. That any damage to the exterior or interior of the premises, grounds, flooring, walls, trim, finish, tiles, carpeting, or any stains, etc., caused by the pet will be the full responsibility of the Resident and the Resident agrees to pay all costs involved in restoration or, if necessary, replacement to the original condition.
  
  - c. That Resident will provide annual proof of City License, Dog tag and regular veterinary care of pet including vaccinations. Photo of pet to be provided.
  
  - d. That Resident will provide adequate food and water and will not leave the pet unattended for any undue length of time.
  
  - e. That Resident will only walk pets on areas designated by DHC away from building entrance and will be responsible for clean-up and proper disposal of animal waste on the exterior and interior of the common areas as well as the dwelling unit.
  
  - f. That all dogs and cats over the age of six (6) months must be spayed or neutered and resident must provide supportive documentation before the pet is allowed on the premises.

**DETROIT HOUSING COMMISSION DWELLING LEASE  
PART II**

3. It is further understood and agreed that if efforts to contact Resident are unsuccessful, DHC staff may enter the Resident's unit if there is reasonable cause to believe an emergency exists with respect to the pet. Examples of an emergency situation include death, illness or absence of the Pet Owner from the premises, abuse, abandonment or neglect of the pet, or any prolonged disturbance caused by the pet which adversely affects other DHC residents.

In the event of an emergency situation which prevents the Resident from properly caring for the pet, the Resident authorizes DHC management to contact the following person who has agreed to act as an Emergency Caregiver for the pet should the need arise:

Emergency Care Giver's Name:

Address:

Telephone number:

If the situation permits, DHC agrees to make a good faith effort to contact said Emergency Caregiver before calling the City's Pet Control Agency for assistance with removal of the pet from the Premises. If it becomes necessary for the pet to be put out for board, any and all costs incurred will be the sole responsibility of the Resident.

4. Resident agrees to indemnify, hold harmless and defend DHC against claims by third parties for loss, damage or injury caused by the Residents's pet, including Passive Pets.

5. Resident [check one: \_\_\_\_\_ agrees to pay/\_\_\_\_\_ has previously paid] a Non-Refundable Pet Application Fee in the amount of \$25.00.

Resident [check one: \_\_\_\_\_ agrees to pay/\_\_\_\_\_ has previously paid] a Refundable Pet Security Deposit in the amount of \$ \_\_\_\_\_

**Note:** Deposit amount may not exceed one half of Resident's regular monthly rent payment or \$300.00, whichever is less and no deposit is required for Passive Pets.

6. Resident is \_\_\_\_\_ Over age 62  
\_\_\_\_\_ Person with Disabilities  
\_\_\_\_\_ Neither over age 62 nor Person with Disabilities

If Resident is neither over age 62 nor a Person with Disabilities, Resident agrees to pay to DHC a Non-Refundable Monthly Pet Maintenance Fee in the amount of Ten Dollars (\$10.00) each month in addition to Resident's monthly rent payment.

7. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. An example of "any unreasonable disturbance" would be a pet that is not restrained in hallways, elevators, community rooms or other common areas or that makes noise continuously and/or incessantly for a period of ten (10) minutes or longer or intermittently for one-half (1/2) hour or more to the disturbance of any person at any time of the day or night.

8. Failure to abide by any condition of this Pet Lease Addendum will be considered material noncompliance with lease obligations and may result in the commencement of eviction proceedings to terminate Resident's lease.

**DETROIT HOUSING COMMISSION DWELLING LEASE  
PART II**

**Resident:**

\_\_\_\_\_  
Print Name:

Date signed: \_\_\_\_\_

**Detroit Housing Commission**

By:

Print Name:

Date signed: \_\_\_\_\_

# DETROIT HOUSING COMMISSION (MI-001) ATTACHMENT G ANNUAL PLAN FOR FISCAL YEAR 2004

## PET POLICY SUMMARY

The Detroit Housing Commission (DHC) established a Pet Policy for Residents of its Public Housing Developments effective February 1, 2001 in accordance with HUD regulations set forth in 24 CFR 5.300, et seq. and 24 CFR 960.701.

*This policy does not apply to service animals that assist persons with disabilities who reside in Public Housing.* No restrictions shall be imposed on them or their owners other than those general obligations imposed on all residents to maintain their units and associated facilities in a decent, safe and sanitary manner and refrain from disturbing their neighbors. In addition, all resident pet owners, including persons with disabilities, shall be obligated to comply with local licensing and other animal control ordinances and regulations.

DHC has established reasonable restrictions and prohibitions based on building size and type of structure or other relevant conditions regarding the number, size, and type of pet(s). DHC will allow common household pets, defined as a domesticated dog, cat, guinea pig, gerbil, hamster, rabbit, or birds in cages and fish in aquariums, the latter two are considered "passive pets".

All resident pet owners are required to pay a Non-Refundable Pet Application Fee in the amount of Twenty Five Dollars (\$25.00) except for passive pets (fish or birds) . In addition, all non-elderly resident pet owners of dogs or cats in family developments shall pay a Non-Refundable Monthly Pet Maintenance Fee of Ten Dollars (\$10.00) per pet passive pets. All resident pet owners, including owners of Passive Pets, must pay a Refundable Pet Security Deposit in the amount of one-half month's rent or Three Hundred Dollars (\$300.00), whichever is less.

The resident must maintain the pet in a reasonable manner in accordance with all state and local public health, animal control and anti-cruelty laws and regulations. Pets must be spayed and neutered after six (6) months of age. Each dog or cat must have its own collar, must be licensed and must be up to date on vaccinations. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Resident agrees to indemnify, hold harmless and defend DHC against claims by third parties for loss, damage or injury caused by the pet.

Failure to abide by any condition of the Pet Policy or Pet Lease Addendum will be considered material noncompliance with lease obligations and may result in the commencement of eviction proceedings to terminate Resident's lease.

Residents must designate an emergency caregiver for their pet for contact by management in case of illness, death or other emergency.

*A complete statement of the DHC's Pet Policy and the Pet Lease Addendum appear in the Appendices to Attachment F. Admissions and Continuing Occupancy Policy.*



**DETROIT HOUSING COMMISSION (MI-001) ATTACHMENT H  
ANNUAL PLAN FOR FISCAL YEAR 2004**

**RESIDENT MEMBERSHIP OF PHA GOVERNING BOARD**

The Detroit Housing Commission is organized pursuant to the provisions of Michigan State Law, Public Act 18 of 1933, as amended. The Commission consists of five members appointed by the Mayor of the City of Detroit. The Detroit Housing Commission currently has two resident members:

Betty Scott, President  
Resident of Sheridan II

Term expires: May 30, 2004

Carol Mayes, Vice President  
Resident of The Villages at Parkside

Term expires: May 30, 3005

**MEMBERSHIP OF THE RESIDENT ADVISORY BOARD**

*The Detroit Housing Commission Resident Advisory Board consists of one representative from each of DHC's developments. The representatives are the elected President of each development's Resident Council or his/her designee. The current members of the Resident Advisory Board are:*

<i>Rosanna Johnson</i>	<i>Brewster/Douglass</i>	<i>Patricia Hough</i>	<i>Diggs Homes</i>
<i>Beatrice Sharkey</i>	<i>Charles Terrace</i>	<i>Ethel Dixon</i>	<i>Connor-Waveney</i>
<i>Dixie Smith</i>	<i>Forest Park</i>	<i>Leonard Conner</i>	<i>Harriet Tubman</i>
<i>Lonza Griffin</i>	<i>Jeffries Homes</i>	<i>Gwendolyn Hawkins</i>	<i>Sheridan I</i>
<i>Vacant</i>	<i>Sheridan II</i>	<i>Velma Jackson</i>	<i>Smith Homes</i>
<i>Juanita Dhue</i>	<i>Sojourner Truth</i>	<i>James Hill</i>	<i>State Fair</i>
<i>Vacant</i>	<i>The Villages at Parkside</i>	<i>Charles Williams</i>	<i>Warren West</i>
<i>Vacant</i>	<i>Scattered Sites</i>	<i>Ruth Williams</i>	<i>Herman Gardens</i>

ANNUAL PLAN FOR FISCAL YEAR 2004

ASSESSMENT OF DEMOGRAPHIC CHANGES IN PUBLIC HOUSING DEVELOPMENTS WITH SITE-BASED WAITING PLANS

The Detroit Housing Commission implemented site-based waiting lists for its elderly-only designated buildings in July, 1999. The charts below indicate the racial/ethnic and disability related tenant composition at those sites. The percent change for elderly at these sites ranged from 7% to +44%. The average change for all sites combined equals +24%. The percent change of disabled families at these sites ranged from -23% to 6%. The average change for all sites combined equals -13%. A decrease in the number of disabled families under age 62 at these sites is to be expected, since the sites are designated fro elderly-only under a designated housing plan approved February 24, 1999. No pre-existing resident was forced to move as a result of this plan, however, the data indicates that the designated housing plan and the implementation of the site-based waiting lists are accomplishing their goals in an orderly fashion without disruptions for tenants. Connor Waveney is under modernization-all tenants off site.

MTCS DATA	Jeffries (007)			Forest Park (011)			Sheridan I (018)			Sheridan II (045)		
	Jun-99	Mar-04	%change	Mar-99	04-Mar	%change	Jun-99	Mar-04	%change	Jun-99	Mar-04	%change
<b>Racial/Ethnicity</b>												
White	1%	-.01%	-.09%	4%	.01%	-3.99%	1%	0%	-1%	1%	.02%	-.08%
Black	99%	99%	0%	91%	94%	3%	99%	99%	0%	97%	95%	-2%
Am.Indian/Alask.	0%	0%	0%	5%	.03%	-4.97%	1%	-.01%	-.09%	1%	0%	-1%
Asian/Pac. Island.	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Hispanic	0%	0%	0%	2%	1%	-1%	0%	0%	0%	0%	1%	0%
Non-Hispanic	100%	100%	0%	98%	99%	-1%	100%	100%	0%	100%	99%	-1%
<b>Family Type</b>												
Age 62 and Over	40%	84%	44%	55%	83%	38%	78%	90%	12%	83%	90%	7%
Under 62 (disabled)	17%	9%	-8%	39%	16%	-23%	14%	7%	-7%	17%	11%	-6%
Other fam w dep	28%	0%	-28%	3%	0%	-3%	3%	0%	-3%	0%	0%	0%
Other fam w/o dep	15%	0%	-15%	3%	1%	-2%	5%	3%	-2%	0%	0%	0%
All fam w dep	35%	7%	-28%	5%	4%	-1%	3%	2%	-1%	0%	2%	2%

MTCS DATA	State Fair (026)			Warren West (27)			Harriet Tubman (029)			All 7 Sites Avg. % change
	Jun-99	Mar-04	%change	Jun-99	Mar-04	%change	Jun-99	Mar-04	%change	
<b>Race/Ethnicity</b>										
White	0%	.01%	.01%	0%	0%	0%	0%	0%	0%	-2
Black	98%	98%	0%	100%	99%	-1%	100%	98%	-2%	-1
Am.Indian/Alask.	1%	.01%	-.09%	0%	0%	0%	0%	0%	1%	-2
Asian/Pac. Island.	1%	.01%	-.09%	0%	0%	0%	0%	0%	0%	0
Hispanic	0%	0%	0%	0%	0%	0%	0%	0%	0%	0
Non-Hispanic	0%	100%	0%	100%	100%	0%	100%	100%	0%	0
<b>Family Type</b>										
Age 62 and Over	62%	88%	26%	75%	93%	18%	66%	88%	22%	24
Under 62 (disabled)	30%	9%	-21%	15%	6%	-7%	24%	9%	-15%	--13
Other fam w dep	2%	0%	-2%	0%	3%	3%	2%	.62%	-.62%	-6

Other fam w/o dep	6%	0%	-6%	10%	0%	-10%	4%	4%	0%	-5
All fam w dep	2%	5%	-3%	2%	16%	14%	1%	2%	1%	-3

<b>FOLLOW-UP PLAN ACTION ITEMS</b>	<b>DIVISION RESPONSIBLE</b>	<b>EXPECTED COMPLETION DATE</b>
Coordinate Site Manager, and Site Maintenance Supervisor attendance at monthly resident council meetings to address quality of life issues at their developments.	OPERATIONS/MAINTENANCE	6/30/2004
Coordinate Executive office's monthly meeting with the Resident Advisory Board.	RESIDENT SERVICES	6/30/2004
Continue a quarterly housing authority-wide resident newsletter will be mailed to every household.	PUBLIC RELATIONS	6/30/2004
Renew bulk mailing permit.	RESIDENT SERVICES	6/30/2004
Develop and maintain current mailing list.	MIS	6/30/2004
Coordinate submissions from Director, HSS and RAB	PUBLIC RELATIONS	6/30/2004
Research and submit resident news.	PUBLIC RELATIONS	6/30/2004
Edit and publish newsletter.	PUBLIC RELATIONS	6/30/2004
Coordinate mailing or hand delivery of newsletter.	PUBLIC RELATIONS/MIS/RESIDENT SERVICES	6/30/2004
Coordinated a workshop for site personnel and Resident Initiative Coordinators on effective and polite communication with residents.	HOUSING SUPPORT/RESIDENT SERVICES	6/30/2004
Coordinate monthly meetings with resident council presidents and other resident leaders regarding their concerns and perceptions on safety, and implementing our Drug Elimination Program grant.	RESIDENT SERVICES	5/10/02 On-Going
Develop operational procedures for daily site maintenance and security inspections and senior site contractual security	HOUSING SUPPORT	11/2002 On-Going
Develop reporting, tracking and response system for maintenance and security deficiencies.	OPERATIONS/MAINTENANCE	6/30/2004
Daily site inspections for curb appeal	OPERATIONS	5/10/2002 On-Going
Coordinate attendance at monthly RAB meetings to address safety and crime issues	HOUSING SUPPORT	6/30/2004

## **ATTACHMENT K HOUSING CHOICE VOUCHER PROJECT BASE PLAN**

Detroit Housing Commission (DHC) will commit up to 20% of the allocated vouchers through the Housing Choice Voucher Program in accordance with the statute and the federal regulations governing the program. The authorized jurisdiction is the City of Detroit, Lapeer, Macomb, Monroe, Oakland, St. Clair, and Wayne Counties. The six counties are diverse in population and economics, including urban, suburban and rural areas, some areas such as the City of Detroit are predominately classified as minority and/or economically impacted. In accordance with the City of Detroit Consolidated Plan, DHC is committed to creating communities that incorporate homeownership, commercial, provides access to public transportation, and quality diverse affordable housing for various populations in which the City of Detroit will be included. DHC intends to make use of the Housing Choice Voucher Program on Hope VI property that qualifies or property that is secured by DHC. Due to the age and deteriorated condition of property in the City of Detroit and some of the surrounding areas that are within DHC's jurisdictions, DHC has choose to use the Housing Choice Voucher Project Base Program to secure higher quality units on a longer term basis. DHC does reserve the right to designate the Housing Choice Voucher Project Base Program contracts to qualified owners, developers through the competitive bidding process required through federal and state requirements and agency polices within DHC designated jurisdiction. This action is consistent with DHC's Annual and Five Year Plans.

## **Attachment L**

### **COMMUNITY SERVICE REQUIREMENT**

Pursuant to the notice dated June 20, 2003 from the United States Department of Housing and Urban Development, Office of Public and Indian Housing, the Detroit Housing Commission has reinstated the Community Services and Self Sufficiency Requirement, effective October 31, 2003. This requirement was originally enacted on October 12, 1998, but was suspended in Fiscal Year 2002, except for residents of HOPE VI developments.

As required in the notice, DHC sent written notification to all residents of the reinstatement of the Community Service and Self Sufficiency Requirement. DHC began implementation on October 31, 2003 to ensure that all adult, non-exempt residents are performing their community service or self sufficiency requirement.

DHC's ACOP was amended on April 15, 2004 to reflect language for non-exempt residents of all DHC communities (HOPE VI and Non-HOPE VI) to comply with the Community Service requirement. This revision ensures that non compliance can be dealt with as a lease violation. The ACOP is included as an attachment to this PHA plan.