

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

---

# PHA Plans

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

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

## PHA Plan Agency Identification

**PHA Name:** Lansing Housing Commission

**PHA Number:** MI33P058

**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
- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score 86)
  - Improve voucher management: (SEMAP score 92)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing: MI33P058-006
  - Provide replacement public housing:

- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords **Recruit Landlords in MID-MI Landlord's Newsletter, attend Landlord meetings. Run Section 8 Media Blitz commercial.**
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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

Objectives:

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

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

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

### PHA Goals and Objectives Progress Report

**The Mission of the Lansing Housing Commission is to be the area's affordable housing of choice. We provide and maintain safe, quality housing in a cost effective manner. By partnering with others, we offer rental assistance and other related services to our community in a non-discriminatory manner.**

In particular, here are our five-year goals and objectives and the status of each goal:

**Goal one: Manage the Lansing Housing Commission's existing public housing program in an efficient manner thereby qualifying as a high performer.**

The Lansing Housing Commission is right on track in this fifth year of our 5-year plan and continues to manage our public housing program in an efficient and effective manner. We have received our PHAs score for 2003 and was rated a High Performer. Our goal is to stay a High Performer.

**Goal two: Provide a safe and secure environment in the Lansing Housing Commission's public housing developments.**

By utilizing funds awarded by HUD, the Lansing Housing Commission continues its community policing. We collaborate with the Lansing Police Department to identify and reduce crime in our developments.

**Goal three: Expand the range and quality of housing choices available to participants in the Lansing Housing Commission's tenant-based program.**

The Executive Director continues to attend Landlord Association meetings and writes articles for their Newsletter to explain our tenant-based program to educate and encourage participation in our tenant-based program. We compiled and ran a Section 8 Media Blitz commercial for landlords. We increased our landlords for Section 8 by approximately 50.

In summary, we believe we are making reasonable progress toward our goals give the resources we have available to us.

**Annual PHA Plan  
PHA Fiscal Year 2004**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

## Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

### Table of Contents

Page #

#### Annual Plan

i. Executive Summary		1-4
ii. Table of Contents		5-7
1. Housing Needs	Attachment	A
2. Financial Resources		14-15
3. Policies on Eligibility, Selection and Admissions		14-22
4. Rent Determination Policies		23-27
5. Operations and Management Policies		27-28
6. Grievance Procedures		28
7. Capital Improvement Needs		29-42
8. Demolition and Disposition		44-45
9. Designation of Housing		45
10. Conversions of Public Housing		46
11. Homeownership		46-48
12. Community Service Programs		48
13. Crime and Safety		51-52
14. Pets (attachment j (mi058j01))		52
15. Civil Rights Certifications (included with PHA Plan Certifications)		53
16. Audit		53
17. Asset Management		53
18. Other Information		54-56
<b>Attachment A Housing Needs</b>		<b>(mi058a01)</b>
<b>Attachment B Performance and Evaluation report COMP Grant</b>	<b>01</b>	<b>(mi058b01)</b>
<b>Attachment C Performance and Evaluation report Capital Fund</b>	<b>02</b>	<b>(mi058c01)</b>
<b>Attachment D Performance and Evaluation report Capital Fund</b>	<b>03</b>	<b>(mi058d01)</b>
<b>Attachement D1 Performance and Evaluation report Capital Fund MI33P05850203</b>		<b>(mi058d0101)</b>
<b>Attachment E List of Resident Advisory Board</b>		<b>(mi058e01)</b>
<b>Attachment F – Resident Membership on Board of Commissioners</b>		<b>(mi058f01)</b>
<b>Attachment G - Community Service Requirement Policy &amp; Procedure</b>		<b>(mi058g01)</b>
<b>Attachment H – Section 8 Capacity Statement</b>		<b>(mi058h01)</b>
<b>Attachment I – Pet Policy</b>		<b>(mi058i01)</b>
<b>Attachment J – Voluntary Conversion Assessment</b>		<b>(mi058j01)</b>
<b>Attachment K – TASS Follow - up Plan</b>		<b>(mi058k01)</b>
<b>Attachment L - Deconcentration - Income Mixing</b>		<b>(mi058l01)</b>

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

#### Required Attachments:

- Admissions Policy for De-concentration
- FY 2004 Capital Fund Program Annual Statement

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

Optional Attachments:

- PHA Management Organizational Chart  
 FY 2000 Capital Fund Program 5 Year Action Plan  
 Public Housing Drug Elimination Program (PHDEP) Plan  
 Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)  
 Other (List below, providing each attachment name)

**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>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	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
	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US	Annual Plan: Eligibility, Selection, and Admissions Policies



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	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	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program	Annual Plan:

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

## 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

*(This information is contained in Attachment A.)*

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI							
Income >30% but <=50% of AMI							
Income >50% but <80% of AMI							
Elderly							
Families with							

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:
- 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)

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

*(This information is contained in Attachment A).*

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total			
Extremely low income <=30% AMI			
Very low income			

Housing Needs of Families on the Waiting List			
(>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	300		
2 BR	400		
3 BR	180		
4 BR	40		
5 BR	7		
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

**C. Strategy for Addressing Needs**

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**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)

## **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 2000 grants)</b>		
a) Public Housing Operating Fund	1,727,978.00	Public housing operations
b) Public Housing Capital Fund	1,701,632.00	Ph capital improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,919,569.00	Section 8 tenant based assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		Public housing security/safety
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Section 8 New Construction	473,144.00	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	1,770,000.00	Public housing operations
<b>1. Other income (list below)</b>	606,888	Safety, security public housing
271,658 Capital Fund Operations 34,000 Late Fees		
28,000 Maintenance charges, Court Costs 25,000		



<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Other 40,000 Section 8 Rent 97,272		
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	13,199,211.000	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (30-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 – Credit Reports

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

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

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

**(2)Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing? (LHC analysis indicated there was no need for deconcentration, however the LHC Admission and Continued Occupancy Policy contains a provision that if it becomes necessary, Waiting List Skipping will be used.)

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

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

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

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

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

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

Other (list below)

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

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

List (any applicable) developments below:

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

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

List (any applicable) developments below:

## B. Section 8

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

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

### (1) Eligibility

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

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

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

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

Criminal or drug-related activity

Other (describe below)

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below) The LHC publicly opens its waiting list based on need. Opening is advertised in local media with application instructions.

**(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:

If individual can justify they need the time because they are having a difficult time finding a unit because of low income, bad credit, and time constraints, if working.

**(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)

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

1. Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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



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

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

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

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

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

### **(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

**Community Mental Health** - (CMH) CMH has been working collaboratively with the LHC over the past 10 years to attempt to meet the unmet housing needs of individuals with disabilities in the Greater Lansing area. Currently, the LHC and CMH are involved in the administration of a small HUD-funded Shelter Plus Care program with excellent success. CMH provides referrals, assistance in screening referrals and supportive mental health services. Any available special purpose Section 8 programs administered by the LHC will be shared with either CMH or any other appropriate agency which could benefit from these programs.

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

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

#### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income? (**Please refer to item e – Ceiling Rents**)

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

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

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

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

- For household heads  
 For other family members  
 For transportation expenses

- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments
- Yes but only for some developments
- No

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 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)

1. When the family experiences an income increase due to anything but a wage increase at the same job.
2. Change in family composition. Addition or deletions.

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)

FMR's for Jurisdiction

## **B. Section 8 Tenant-Based Assistance**

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**The Lansing Housing Commission has a 5 member Board of Commissioners, including a resident member, appointed by the Mayor. The Executive Director is the Secretary of the Board as well as overseeing our Section 8 Department, Public Housing, Maintenance, Resident Services and Administrative Departments. We also employ an Executive Secretary, Assistant Director and Financial Manager. We employ a Maintenance Superintendent, 1 Maintenance Supervisor and a staff of approximately 17 maintenance workers. Our Public Housing Department includes 4 Housing District Supervisors and 4 Housing Clerks. Our Section 8 Department consists of 1 Section 8 Supervisor and 4 Section 8 Coordinators. We also employ**

4 Section 8 Clerks. We also employ a Modernization Coordinator, and a Family Self-Sufficiency Coordinator and an Occupancy Specialist. Housing District Supervisors are overseen by the Assistant Director who reports to the Director. Financial, Modernization, Resident Initiatives and Section 8 report directly to the Director.

**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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	834	25%
Section 8 Vouchers	1400	5%
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	35	.5%
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
EDSS		

**C. Management and Maintenance Policies**

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

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

Admission and Continued Occupancy, Dwelling Lease, Maintenance Policy which contains our Pest Control Policy

(2) Section 8 Management: (list below)  
Section 8 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  
 PHA development management offices  
 Other (list below)

### **B. Section 8 Tenant-Based Assistance**

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

#### **(1) Capital Fund Program Annual Statement**

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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



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

Lansing Housing Commission  
**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number MI33P05850104 Approval: (07/01/04)

Original Annual Statement     Revised

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	341,272.00
3	1408 Management Improvements	200,000.00
4	1410 Administration	200,000.00
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	56,342.00
8	1440 Site Acquisition	
9	1450 Site Improvement	329,746.00
10	1460 Dwelling Structures	300,000.00
11	1465.1 Dwelling Equipment-Nonexpendable	54,000.00
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	100,000.00
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	125,000.00
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	1,706,360.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities 2004	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-WIDE	Operations Staff Training in PH Management Internet and Email Services New Housing Software & Training 3-Computer Learning Centers CEI-CMH Drug Education and Service Referral Worker HTVN Satellite  Mod Coordinator Mileage Computer Learning Center Coord Cell Phones Computer Learning Center Coaches  Fees & costs	1406 1408 1408 1408 1408 1408 1408  1410 1410 1410 1410 1410  1430	341,272.00 25,000.00 9,000.00 75,000.00 55,000.00 30,000.00 6,000.00  61,000.00 3,800.00 38,000.00 1,200.00 96,000.00  56,342.00
HA-WIDE	Repair or replace all broken concrete - repaint	1450	329,746.00
HA-WIDE	Repair landscape – yards		
HA-WIDE	New development and safety signs		
MI33-P058-010	New Windows and Air Conditioners	1460	300,000.00
PHA	90 Ranges & Refrigerators	1465.1	54,000.00
WIDE	Maintenance Equipment-Vehicles	1475.1	100,000.00
	Development – Oliver Gardens	1499	125,000.00
			1,706,360.00

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities 2004	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
All Activities	09/06/06	09/05/08

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary.  
 Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement. (2004 – 2007)

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>PHA WIDE</b>	<b>PHA WIDE</b>	<b>27</b>	<b>3%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>OPERATIONS</b>			<b>1,600,000.00</b>	<b>2004/2007</b>
<b>MANAGEMENT IMPROVEMENT AND ADMINISTRATION</b>			<b>1,200,000.00</b>	<b>2004/2007</b>
<b>FEEES &amp; COSTS</b>			<b>175,000.00</b>	<b>2004/2007</b>
<b>RANGES &amp; REFRIGERATORS</b>			<b>215,000.00</b>	<b>2004/2007</b>
<b>MAINTENANCE VEHICLES</b>			<b>340,000.00</b>	<b>2004/2007</b>
<b>MOD USED FOR DEVELOPMENT</b>			<b>300,000.00</b>	<b>2004/2007</b>
<b>TOILET REPLACEMENT</b>			<b>300,000.00</b>	<b>2005/2008</b>
<b>Total estimated cost over next 5 years</b>			<b>4,130,000.00</b>	

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement. (2004-2007)

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MI33P058-002	Mt. Vernon Park	0	0%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace entry doors, screen doors and hardware			150,000.00	2005
Bathtubs, surrounds			350,000.00	2007
<b>Total estimated cost over next 5 years</b>			<b>500,000.00</b>	

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement. (2004 – 2007)

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>MI33P058-003</b>	<b>Hildebrandt Park</b>	<b>10</b>	<b>10%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Replace entry doors, screen doors and hardware</b>		<b>100,000.00</b>	<b>2005</b>
<b>Bathtubs, surrounds, fixtures and fittings</b>		<b>200,000.00</b>	<b>2007</b>
<b>Playground equipment</b>		<b>30,000.00</b>	<b>2006</b>
<b>Total estimated cost over next 5 years</b>		<b>330,000.00</b>	

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement. (2004 – 2007)

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>MI33P058-004</b>	<b>Scattered Sites</b>	<b>1</b>	<b>06%</b>	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Replace Broken Concrete Sidewalks, Stoops, Driveways</b>			<b>14,750.00</b>	<b>2005</b>
<b>Replace Vinyl Floors, kitchens, baths, improve site drainage</b>			<b>65,000.00</b>	<b>2005</b>
<b>Replace Window and Screens</b>			<b>50,000.00</b>	<b>2007</b>
<b>Siding, soffits, install baffles, insulate attics, gutters downspouts, fascia, building wrap, Dryer vents, glass block basement windows</b>			<b>75,000.00</b>	<b>2007</b>
<b>Replace entry doors, hardware and screen doors</b>			<b>15,000.00</b>	<b>2007</b>
<b>Total estimated cost over next 5 years</b>			<b>219,000.00</b>	

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary.  
 Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement. (2004 – 2007)

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MI33P058-005	Scattered Sites	3	.05%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace broken concrete sidewalks, stoops, driveways			52,250.00	2005
Replace Windows and Screens			150,000.00	2006
Siding, soffits, install baffles, insulate attics, gutters, downspouts, fascia, building wrap, dryer			150,000.00	2006
Vents, glass block basement windows			54,000.00	2007
Replace entry doors, hardware and screen doors				
<b>Total estimated cost over next 5 years</b>			<b>406,250.00</b>	



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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement. (2004 – 2007)

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
Mi33P058-007	LaRoy Froh	3	.03%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace windows and screens			200,000.00	2008
Renovate Community Center			125,000.00	2008
Porch Railings				
<b>Total estimated cost over next 5 years</b>			<b>325,000.00</b>	

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement. (2004 – 2007)

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MI33P058-008	Scattered Sites	2	.04%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace broken concrete, stoops, sidewalks and driveways			59,000.00	2005
Replace windows and screens			170,000.00	2006
Siding, soffits, install baffles, insulate attics, gutters, downspouts, fascia, building wrap, Dryer vents, glass block basement windows			185,000.00	2006
Replace entry doors, hardware and screen doors			60,000.00	2007
<b>Total estimated cost over next 5 years</b>			<b>474,000.00</b>	

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary.  
 Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement. (2004 – 2007)

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>MI33P058-010</b>	<b>S. Washington Park</b>	<b>3</b>	<b>0.15%</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>Replace (2) Heat/Water Boilers</b>		<b>120,000.00</b>	<b>2008</b>
<b>Replace Floor Drains (Rest of First Floor)</b>		<b>40,000.00</b>	<b>2008</b>
<b>Interior Paint Occupied (188 Units)</b>		<b>100,000.00</b>	<b>2008</b>
<b>Replace Tubs &amp; Surrounds, Floors</b>		<b>280,000.00</b>	<b>2008</b>
<b>Total estimated cost over next 5 years</b>		<b>940,000.00</b>	

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary.  
 Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement. (2004 – 2007)

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MI33P058-011	Scattered Sites	1	.02%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace broken concrete, stoops, sidewalks and driveways			45,250.00	2005
Replace windows and Screens			140,000.00	2006
Siding, soffits, install baffles, insulate attics, gutters, downspouts, fascia, building wrap, Dryer vents, glass block basement windows			175,000.00	2006
Replace entry doors, hardware & screen doors (92)			46,000.00	2007
<b>Total estimated cost over next 5 years</b>			<b>406,250.00</b>	

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary.  
 Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement. (2004 – 2007)

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
MI33P058-012	Forest Road/Hoyt Avenue	1	.019%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace entry doors, hardware and screen doors			55,000.00	2006
Replace bathtubs, fixtures, surrounds and floors			130,000.00	2007
Replace windows, and screens			175,000.00	2007
Siding, soffits, install baffles, insulate attics, gutters downspouts, fascia, building wrap, Dryer vents, glass block basement window			250,000.00	2008
<b>Total estimated cost over next 5 years</b>			<b>610,000.00</b>	

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

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement. (2004 – 2007)

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
MI33P058-015	Scattered Sites	3	.05%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Replace broken concrete, stoops, sidewalks, and driveways		77,750.00	2005
Replace entry doors, hardware and screens		75,000.00	2005
Replace finish trim wood		85,000.00	2005
Replace basement windows w/glass block and ventilator		40,000.00	2005
Replace closet doors		56,000.00	2005
Replace 79 furnaces		158,000.00	2005
Replace 79 water heaters		40,000.00	2005
Replace windows and screens		175,000.00	2006
Siding, soffits, install baffles, insulate attics, gutters, downspouts, Fascia, building wrap, dryer vents, glass block basement window		185,000.00	2006
<b>Total estimated cost over next 5 years</b>		<b>891,750.00</b>	

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

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

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

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

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:  
*Planned development of Oliver Gardens - thirty 1-bedroom units of elderly housing. Converting 30 Section 8 Vouchers to Project based Section 8 Vouchers. \$125,000.00 of Section 8 Reserves will be utilized toward site acquisition.*

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Oliver Tower
1b. Development (project) number: MI33P058-006
2. 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 <u>approved</u> , submitted, or planned for submission: (05/04/01)
5. Number of units affected: 101
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: Estimated April 5, 2001. b. Projected end date of activity: Estimated April 5, 2005.

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<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. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	

- |  |
|--|
| <input type="checkbox"/> Part of the development |
| <input type="checkbox"/> Total development       |

**B. Section 8 Tenant Based Assistance**

*(See Section 8 Homeownership Capacity Statement as Attachment H (mi058h01)*

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below: As with LHC’s Public Housing Homeownership Program, residents must have a good rent paying record. They will be screened with the help of agencies in the Greater Lansing Area in regards to their credit records and thresholds. If they need help with credit, they will be referred to Credit Counseling Agency for repair and eventually reconsidered.

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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



- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

The Lansing Housing Commission has incorporated the Community Service Requirement into their Admissions and Continued Occupancy Plans and Dwelling Lease Agreement. New Residents sign a form upon lease-up that they understand and will participate with the requirement.

Residents required to participate will be given a list of agencies in the Greater Lansing Area where they can complete their requirements.

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports

- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

**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)  
Community Policing

2. Which developments are most affected? (list below)  
Hildabrandt, Mt. Vernon and LaRoy Froh

**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)  
Hildabrandt, Mt. Vernon and LaRoy Froh

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.



- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment.

#### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*(Pending Lansing Housing Commission Pet Policy is submitted as Attachment I)*

#### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

#### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

#### **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management

- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
  - Provided below:

Recommendation #1 Hire a Resident Initiatives Coordinator

Recommendation #2 Provide translated documents for communication with our Arabic, Hmong, Vietnamese population.

Recommendation #3 One Strike Rule – LHC chooses to enter the actions to court and allow the court to decide.

Recommendation #4 – Physical Structure comments – steps need to be secured to porches and porches need surfaces repaired because of removal of dividers.

3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

**Recommendation #1** – The Lansing Housing Commission does not have funds available at this time to hire a Resident Initiatives Coordinator.

**Recommendation #2** - The Lansing Housing Commission will submit documents to the Refugee center for translating.

**Recommendation #3** – The Lansing Housing Commission will not change this procedure.

**Recommendation #4** – The Lansing Housing Commission maintenance department will deal with this issue.

These issues will be addressed in the following manner:

- a. The Lansing Housing Commission will submit documents to the refugee center for translating for our refugee population.
- b. The Lansing Housing Commission Maintenance Department will address the issue of raised portions of the porches.

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

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

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).

A. Consolidated Plan jurisdiction: City of Lansing, County of Ingham, State of Michigan.

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

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

- A. Provide housing assistance that will benefit low and moderate income families.
- B. Promote homeownership for low and moderate income households.
- C. Promote economic opportunity for low and moderate income families by facilitating economic development, providing employment and sponsoring job training, business and educational programs and initiatives.
- D. Increase security and safety in neighborhoods by supporting public safety and crime prevention initiatives, public educational programs and citizen awareness.

Other: (list below)

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

A. Maintain at current levels the number of public and assisted housing units

- available to low and moderate income households.
- B. Provide community services and facilities to improve the quality of life in targeted neighborhoods.

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

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

**The Lansing Housing Commission’s criteria for determining what constitutes a “Substantial Deviation” or “significant amendment or modification” to the PHA Plan.**

**“Substantial Deviation” means a change in policy that redirects the Lansing Housing Commission’s course and/or revises the mission, goals and objectives of the Lansing Housing Commission.**

**“Significant amendment or modification” means changes to the Lansing Housing Commission policies that reflect a directional shift from the published policies included in the Annual and Agency Plan.**

**Changes in the following areas may qualify as a “significant amendment or modification”:**

- 1. Changes to rent, i.e. increasing or decreasing rent.**
- 2. Changes in Admission’s policies and organization of the waiting list.**
- 3. Additions of non-emergency work items (items not included in the current Annual Statement or 5-year Action Plan), or a change in the use of replacement reserve funds under Capital Fund.**
- 4. Changes in activities not included in the current PHDEP Plan that would change the programs focus, i.e., shifting from Reimbursement of Law enforcement to Tenant Patrols.**
- 5. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.**

**Changes to Lansing Housing Commission internal policies that regulate administrative functions, such as, Travel Policy, Procurement Policy, are not included in the definitions or examples listed above.**

**Changes in Occupancy Policies (Public Housing and Section 8) that clarify or expound on existing policies included in the Agency Plan are not considered for the purpose of this definition.**

**Changes to policies included in the Annual Plan and Agency Plan that are a result of regulatory requirements are also not considered by the Lansing Housing Commission and the Department of Housing and Urban Development to be significant amendments.**

**Lansing  
Housing  
Commission-Annual  
Plan 2004**

**Public  
Housing-  
Lansing  
Housing  
Commission**

# of Members	1	2	3	4	5	6	7	8
FMI	22,250.00	25,450.00	28,600.00	31,800.00	34,350.00	36,900.00	39,450.00	42,000.00
30%	\$6,675	\$7,635	\$8,580	\$9,540	\$10,305	\$11,070	\$11,835	\$12,600
<b>Count</b>	<b>64</b>	<b>66</b>	<b>61</b>	<b>54</b>	<b>26</b>	<b>7</b>	<b>3</b>	<b>4</b>
FMI	22,250.00	25,450.00	28,600.00	31,800.00	34,350.00	36,900.00	39,450.00	42,000.00
>30% <50%	6675-11125	7635-12725	8580-14300	9540-15900	10305-17175	11070-18450	11835-19725	12600-21000
<b>Count</b>	<b>162</b>	<b>41</b>	<b>38</b>	<b>29</b>	<b>20</b>	<b>17</b>	<b>9</b>	<b>13</b>
FMI	22,250.00	25,450.00	28,600.00	31,800.00	34,350.00	36,900.00	39,450.00	42,000.00
>50% <80%	11125-17800	12725-20360	14300-22880	15900-25440	17175-27480	18450-29520	19725-31560	21000-33600
<b>Count</b>	<b>25</b>	<b>32</b>	<b>38</b>	<b>25</b>	<b>14</b>	<b>5</b>	<b>5</b>	<b>6</b>

285

329

150

764

**Waiting List-  
Lansing  
Housing  
Commission**

# of Members	1	2	3	4	5	6	7	8
FMI	22,250.00	25,450.00	28,600.00	31,800.00	34,350.00	36,900.00	39,450.00	42,000.00
30%	\$6,675	\$7,635	\$8,580	\$9,540	\$10,305	\$11,070	\$11,835	\$12,600
<b>Count</b>	<b>597</b>	<b>270</b>	<b>243</b>	<b>174</b>	<b>75</b>	<b>40</b>	<b>11</b>	<b>6</b>
FMI	22,250.00	25,450.00	28,600.00	31,800.00	34,350.00	36,900.00	39,450.00	42,000.00
>30% <50%	6675-11125	7635-12725	8580-14300	9540-15900	10305-17175	11070-18450	11835-19725	12600-21000
<b>Count</b>	<b>105</b>	<b>74</b>	<b>61</b>	<b>60</b>	<b>21</b>	<b>11</b>	<b>2</b>	<b>7</b>
FMI	22,250.00	25,450.00	28,600.00	31,800.00	34,350.00	36,900.00	39,450.00	42,000.00
>50% <80%	11125-17800	12725-20360	14300-22880	15900-25440	17175-27480	18450-29520	19725-31560	21000-33600
<b>Count</b>	<b>60</b>	<b>52</b>	<b>52</b>	<b>29</b>	<b>12</b>	<b>4</b>	<b>2</b>	<b>3</b>

1416

341

214

1971

**Section 8-  
Lansing  
Housing  
Commission**

# of Members	1	2	3	4	5	6	7	8
FMI	22,250.00	25,450.00	28,600.00	31,800.00	34,350.00	36,900.00	39,450.00	42,000.00
30%	\$6,675	\$7,635	\$8,580	\$9,540	\$10,305	\$11,070	\$11,835	\$12,600
Count	71	99	92	65	29	10	2	2
FMI	22,250.00	25,450.00	28,600.00	31,800.00	34,350.00	36,900.00	39,450.00	42,000.00
>30% <50%	6675-11125	7635-12725	8580-14300	9540-15900	10305-17175	11070-18450	11835-19725	12600-21000
Count	242	83	81	55	30	15	8	2
FMI	22,250.00	25,450.00	28,600.00	31,800.00	34,350.00	36,900.00	39,450.00	42,000.00
>50% <80%	11125-17800	12725-20360	14300-22880	15900-25440	17175-27480	18450-29520	19725-31560	21000-33600
Count	90	73	58	48	29	13	2	3

370

516

316

1202

Ethnicity

Public Housing

Race	Hispanic	Non-Hispanic	Total	
1-White		73	228	301
2-Black/African American		9	430	439
3-Indian/Alaskan Native		7	0	7
4-Asian		0	55	55
5-Hawaiian/Pacific Islander		0	0	0
6-MultiRacial		0	3	3
		89	716	805

Ethnicity

Waiting List-Combined Section 8 & Public Housing

Race	Hispanic	Non-Hispanic	Total	
1-White		66	582	648
2-Black/African American		13	635	648
3-Indian/Alaskan Native		0	12	12
4-Asian		0	17	17



5- Hawaiian/Pacific Islander	0	0	0
6-MultiRacial	0	1	1
	<u>79</u>	<u>1247</u>	<u>1326</u>

Ethnicity  
Section 8

Race	Hispanic	Non-Hispanic	Total
1-White	55	417	472
2- Black/African American	5	782	787
3- Indian/Alaskan Native	0	12	12
4-Asian	1	28	29
5- Hawaiian/Pacific Islander	0	0	0
6-MultiRacial	0	1	1
	<u>61</u>	<u>1240</u>	<u>1301</u>

**Lansing  
Housing  
Commission-  
Annual Plan  
2004**

**Step 1**

	#	factor	
1 bedroom	260	0.85	221
2 bedrooms	200	1	200
3 bedrooms	243	1.25	303.75
4 bedrooms	97	1.4	135.8
5 bedrooms	32	1.61	51.52
	<u>832</u>		<u>912.07</u>

**Average  
income all  
LHC residents** **\$10,615.27**

**Bedroom  
adjustment  
factor** **1.096237981**

**PHA-wide  
adjusted  
average** **\$9,683.36**

income

Step 2

MI058P002	#	factor	
1 bedroom	50	0.85	42.5
2 bedrooms	25	1	25
3 bedrooms	25	1.25	31.25
4 bedrooms	29	1.4	40.6
5 bedrooms	9	1.61	14.49
	<u>138</u>		<u>153.84</u>

**Average income all Project MI058P002 Bedroom adjustment factor MI058P002 adjusted average income**

**\$10,512.56**

**1.114782609**

**\$9,430.14**

MI058P003	#	factor	
1 bedroom	9	0.85	7.65
2 bedrooms	28	1	28
3 bedrooms	37	1.25	46.25
4 bedrooms	12	1.4	16.8
5 bedrooms	3	1.61	4.83
	<u>89</u>		<u>103.53</u>

**Average income all Project MI058P003 Bedroom adjustment factor MI058P003 adjusted average income**

**\$10,575.53**

**1.163258427**

**\$9,091.30**

MI058P004	#	factor	
1 bedroom	0	0.85	0
2 bedrooms	0	1	0
3 bedrooms	2	1.25	2.5
4 bedrooms	3	1.4	4.2
5 bedrooms	8	1.61	12.88
	<u>13</u>		<u>19.58</u>

**Average income all Project MI058P004 Bedroom adjustment factor MI058P004 adjusted average income**

**\$13,654.07**

**1.506153846**

**\$9,065.52**

MI058P005	#	factor	
1 bedroom	0	0.85	0
2 bedrooms	0	1	0
3 bedrooms	31	1.25	38.75
4 bedrooms	19	1.4	26.6
5 bedrooms	0	1.61	0
	<u>50</u>		<u>65.35</u>

**Average income all Project MI058P005 Bedroom adjustment factor MI058P005 adjusted average income**

**\$13,635.10**

**1.307**

**\$10,432.36**

MI058P007	#	factor	
1 bedroom	20	0.85	17
2 bedrooms	23	1	23

MI058P008	#	factor	
1 bedroom	0	0.85	0
2 bedrooms	0	1	0

3 bedrooms	33	1.25	41.25
4 bedrooms	12	1.4	16.8
5 bedrooms	7	1.61	11.27
	<u>95</u>		<u>109.32</u>

3 bedrooms	43	1.25	53.75
4 bedrooms	14	1.4	19.6
5 bedrooms	0	1.61	0
	<u>57</u>		<u>73.35</u>

**Average income all Project MI058P007 Bedroom adjustment factor MI058P007 adjusted average income**

**\$9,121.09**

**1.150736842**

**\$7,926.30**

**Average income all Project MI058P008 Bedroom adjustment factor MI058P008 adjusted average income**

**\$15,942.57**

**1.286842105**

**\$12,388.91**

**MI058P010**

	<u>#</u>	<u>factor</u>	
1 bedroom	177	0.85	150.45
2 bedrooms	5	1	5
3 bedrooms	0	1.25	0
4 bedrooms	0	1.4	0
5 bedrooms	0	1.61	0
	<u>182</u>		<u>155.45</u>

**MI058P011**

	<u>#</u>	<u>factor</u>	
1 bedroom	0	0.85	0
2 bedrooms	0	1	0
3 bedrooms	45	1.25	56.25
4 bedrooms	0	1.4	0
5 bedrooms	0	1.61	0
	<u>45</u>		<u>56.25</u>

**Average income all Project MI058P010 Bedroom adjustment factor MI058P010 adjusted average income**

**\$7,232.15**

**0.854120879**

**\$8,467.36**

**Average income all Project MI058P011 Bedroom adjustment factor MI058P011 adjusted average income**

**\$14,531.47**

**1.25**

**\$11,625.18**

**MI058P012**

	<u>#</u>	<u>factor</u>	
1 bedroom	0	0.85	0
2 bedrooms	50	1	50
3 bedrooms	0	1.25	0
4 bedrooms	0	1.4	0
5 bedrooms	0	1.61	0
	<u>50</u>		<u>50</u>

**MI058P015**

	<u>#</u>	<u>factor</u>	
1 bedroom	0	0.85	0
2 bedrooms	58	1	58
3 bedrooms	16	1.25	20
4 bedrooms	0	1.4	0
5 bedrooms	0	1.61	0
	<u>74</u>		<u>78</u>

**Average**

**\$8,528.94**

**Average**

**\$13,111.34**

**income all**  
**Project**  
**MI058P012**  
**Bedroom** 1  
**adjustment**  
**factor**  
**MI058P012** \$8,528.94  
**adjusted**  
**average**  
**income**

**income all**  
**Project**  
**MI058P015**  
**Bedroom** 1.054054054  
**adjustment**  
**factor**  
**MI058P015** \$12,438.96  
**adjusted**  
**average**  
**income**

MI058P017	#	factor		
1 bedroom	0	0.85		0
2 bedrooms	0	1		0
3 bedrooms	2	1.25		2.5
4 bedrooms	0	1.4		0
5 bedrooms	0	1.61		0
	2			2.5

**Average** \$17,638.50  
**income all**  
**Project**  
**MI058P017**  
**Bedroom** 1.25  
**adjustment**  
**factor**  
**MI058P012** \$14,110.80  
**adjusted**  
**average**  
**income**

**Step 3**

Project No.	Pro.Income	PHA Income	Range	Within Range
MI058P002	\$10,512.56	\$10,615.27	99%	Y
MI058P003	\$10,575.53	\$10,615.27	100%	Y
MI058P004	\$13,654.07	\$10,615.27	129%	N
MI058P005	\$13,635.10	\$10,615.27	128%	N
MI058P007	\$9,913.00	\$10,615.27	93%	Y
MI058P008	\$13,741.00	\$10,615.27	129%	N
MI058P010	\$7,232.15	\$10,615.27	68%	Y
MI058P011	\$14,531.47	\$10,615.27	137%	N
MI058P012	\$8,528.94	\$10,615.27	80%	Y
MI058P015	\$13,111.34	\$10,615.27	124%	N
MI058P015	\$17,638.50	\$10,615.27	166%	N

**Attachment B**

**2001 Performance and Evaluation Report  
Capital Fund Program**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Lansing Housing Commission		12/31/03		Grant Type and Number	
				Capital Fund Program Grant No: MI33P05850101	
				Replacement Housing Factor Grant No:	
				Federal FY of Grant: 2001	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> 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					
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	360,000.00	394,000.00	0	394,000.00
3	1408 Management Improvements Soft Costs	200,000.00	265,078.00	0	265,078.00
	Management Improvements Hard Costs				
4	1410 Administration	100,000.00	56,427.24	8,980.94	43,247.16
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	100,000.00	7693.90	0	7,693.90
8	1440 Site Acquisition				
9	1450 Site Improvement	651,000.00	301,520.60	0	301,520.60
10	1460 Dwelling Structures	250,000.00	990,066.40	0	990,066.40
11	1465.1 Dwelling Equipment— Nonexpendable	54,000.00	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	85,000.00	0	0	0

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Lansing Housing Commission	12/31/03	Grant Type and Number Capital Fund Program Grant No: MI33P05850101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
--------------------------------------	----------	---	------------------------------

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 4)  
 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	
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	210,587.00	0	8,980.94	2,001,606.06
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	2,010,587.00	2,010,587.00	8,980.94	2,001,606.06
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX 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: Lansing Housing Commission 12/31/03		Grant Type and Number Capital Fund Program Grant No: MI33P05850101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
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	
PHA-Wide	General Management and Program Operations		1406		394,000.00	394,000.00	0	394,000.00	100%
	Staff Training – Public Housing Management		1408	50	200,000.00	265,078.00	0	265,078.00	100%
	Resident Job Training		1408	834 units					0
	Job Placement								
	Salaries, Mod Coord, Clerical		1410		100,000.00	56,427.14	8,980.94	43,247.16	91%
			1430	834 units	100,000.00	7,693.00	0	7,693.00	100%
MI33P058-003	Site redesign & Landscape		1450		651,520.60	301,520.60	0	301,520.60	100%
MI33P058-002	Vinyl Siding		1460		250,000.00	990,066.40	0	990,066.40	100%
MI33P058-003	Vinyl Siding		1460						
									0
PHA Wide	Replace 90 Ranges & Refrigerators		1465.1	90	54,000	0	0		0
PHA Wide	Maintenance Vehicles & Equipment		1475	834	85,000	0	0		0









Attachment C

**2002 Performance and Evaluation Report  
Capital Fund Program**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Lansing Housing Commission		12/31/03	Grant Type and Number Capital Fund Program Grant No: MI33P05850102 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> 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:12/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	382,616.00	382,616.00	382,616.00	382,616.00
3	1408 Management Improvements Soft Costs	225,000.00	225,000.00	225,000.00	137,309.54
	Management Improvements Hard Costs				
4	1410 Administration	150,000.00	372,930.75	372,930.75	372,930.75
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00	30,000.00	30,000.00	0
8	1440 Site Acquisition				
9	1450 Site Improvement	986,465.00	938,534.25	218,481.73	720,052.52
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment— Nonexpendable	54,000.00	54,000.00	36,500.00	17,500.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	85,000.00	85,000.00	29,500.47	55,399.53

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Lansing Housing Commission	12/31/03	Grant Type and Number Capital Fund Program Grant No: MI33P05850102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
--------------------------------------	----------	---	------------------------------

Original Annual Statement  
  Reserve for Disasters/ Emergencies  
  Revised Annual Statement (revision no: 1  
 Performance and Evaluation Report for Period Ending:12/31/03  
  Final Performance and Evaluation Report

Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,913,081.00	1,913,081.00	364,582.20	1,548,498.80
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				







Attachment D

2003 Performance and Evaluation Report  
Capital Fund Program

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: Lansing Housing Commission		12/31/03	Grant Type and Number Capital Fund Program Grant No: MI33P05850103 Replacement Housing Factor Grant No:		Federal FY of Grant: 2003
<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	271,658.00		271,658.00	271,651.00
3	1408 Management Improvements Soft Costs	166,850.00		138,796.37	28,083.69
	Management Improvements Hard Costs				
4	1410 Administration	106,500.00		106,500.00	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	33,725.00		33,725.00	0
8	1440 Site Acquisition				
9	1450 Site Improvement	17,750.00		17,750.00	0
10	1460 Dwelling Structures	692,754.00		692,754.00	0
11	1465.1 Dwelling Equipment— Nonexpendable	38,340.00		38,340.00	0
12	1470 Nondwelling Structures			0	
13	1475 Nondwelling Equipment	60,350.00		60,350.00	0



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Lansing Housing Commission	12/31/03	Grant Type and Number Capital Fund Program Grant No: MI33P05850103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
--------------------------------------	----------	---	------------------------------

Original Annual Statement  
 Reserve for Disasters/ Emergencies  
 Revised Annual Statement  
 Performance and Evaluation Report for Period Ending:12/31/03  
 Final Performance and Evaluation Report

Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,387,927.00		1,071,181.31	316,745.69
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX 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: Lansing Housing Commission 12/31/03		Grant Type and Number Capital Fund Program Grant No: MI33P05850103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
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	
PHA-Wide	General Management and Program Operations		1406	834	271,658.00		0	271,658.00	100%
	Staff Training – Public Housing Management		1408		166,850.00		138,796.37	28,053.69	5%
	Resident Job Training		1408	834 units					0
	Job Placement								
	Salaries, Mod Coord, Clerical		1410		106,500.00		106,500.00	0	0
			1430	834 units	33,725.00		33,725.00		0
MI33P058-007	Landscape upgrade		1450	140	17750.00		17,750.00	0	0
MI33P058007	Replace all roofs, Install glass block/install dryer vents clean smoke		1460	140	692,754.00		692,754.00	0	0
“ “	Detectors, replace bath & kitchen floors								
“ “	Range hoods, basement steps, tub								
“ “	Surrounds, fittings & fixtures, stoops, steps, & sidewalks								
PHA Wide	Replace 30 ranges & refrigerators		1465.1	834	38,340.00		38,340.00	0	0
PHA Wide	Office equipment, maintenance vehicles		1475	834	60,350.00		60,350.00	0	0







Attachment D2

2003 Performance and Evaluation Report  
Capital Fund Program

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Lansing Housing Commission		01/04		Grant Type and Number	
				Capital Fund Program Grant No: MI33P05850203	
				Replacement Housing Factor Grant No:	
Federal FY of Grant: 2003					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement 1					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:01/04 <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		62,741.00	62,741.00	0
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				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: Lansing Housing Commission	01/04	Grant Type and Number Capital Fund Program Grant No: MI33P05850203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
--------------------------------------	-------	---	------------------------------

Original Annual Statement 
  Reserve for Disasters/ Emergencies 
  Revised Annual Statement 1  
 Performance and Evaluation Report for Period Ending:01/04 
  Final Performance and Evaluation Report

Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	313,705.00	250,964.00	250,964.00	0
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	313,705.00	313,705.00	313,705.00	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				











**Attachment E**

**Lansing Housing Commission  
Resident Advisory Board**

<b>Name</b>	<b>Address</b>	<b>Phone (home/work)</b>
<b>Peggy Alston</b>	<b>Vice President LaRoy Froh Resident Council</b>	<b>2364 Reo Road 48911 No phone</b>
<b>Sandra Bailey</b>	<b>Treasurer Hildebrandt Resident Council</b>	<b>3120-F Turner St. 48906 517-487-1792</b>
<b>Gwen Coney</b>	<b>President</b>	<b>3120-B Turner St 48906 517-484-3251</b>
<b>Bill Davis</b>	<b>Sergeant At Arms</b>	<b>2354 Reo Road 48911 No phone</b>
<b>Iris Henry</b>	<b>Secretary LaRoy Froh Resident Council</b>	<b>2224 Reo Road 48911 517-393-6927</b>
<b>Lelar Bell</b>	<b>Treasurer Mt. Vernon R C</b>	<b>3358 N. Waverly 48906 No phone</b>
<b>Patricia Patrick</b>	<b>President</b>	<b>2328 Reo Road 48911 517-882-4909</b>

---

**(Attachment F)**

**Resident Member on the Lansing Housing Commission Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Gwendolyn Coney  
3120 N. Turner Street Apt. B  
Lansing, MI 48906

B. How was the resident board member selected: (select one)?

- Elected  
 Appointed

C. The term of appointment is October 2001 thru June 30, 2005.  
(current resident Commissioner is fulfilling another's appointment) otherwise a full 5-year term)

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other, (explain):

**(Attachment G)**

**CONTINUED OCCUPANCY AND COMMUNITY SERVICE**

In order to be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement.

**EXEMPTIONS**

The following adult members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older.
- B. Family members who are blind or disabled.
- C. Family members who are the primary care giver for someone who is blind or disabled.
- D. Family members engaged in work.
- E. Family members who are exempt from work activity under Part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program.
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program.

Community service obligation will begin upon the effective date of your first annual re-examination.

I the undersigned have read and understand the Lansing Housing Commission's Community Service Requirement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Attachment H)

Section 8 Homeownership Capacity Statement

The Lansing Housing Commission hereby certifies that as part of their Section 8 Homeownership Program a requirement will be: establishment of a minimum homeowner down payment of at least 3 percent and at least 1 percent of the down payment must come from the family's resources.

Certified by: Chris Stuchell, Executive Director

(Attachment I)  
LANSING HOUSING COMMISSION

PET POLICY

In compliance with Section 526 of The Quality Housing and Work Responsibility Act of 1998, PHA Residents shall be permitted to own and keep common household pets. Animals that are an auxiliary for persons with a disability are excluded from this policy. The ownership of common household pets is subject to the following rules and limitations:

1. Common household pets shall be defined as “domesticated animals such as a dog, cat, bird, rodent, fish or turtle”. Common household pets are defined as follows:

Bird	Includes Canary, Parakeet, Finch and other species that are normally kept caged: birds of prey are not permitted.								
Fish	In tanks or aquariums, not to exceed twenty (20) gallons in capacity; poisonous or dangerous fish are not permitted.								
Dogs	Not to exceed twenty pounds (20 lbs.) weight, or fifteen (15) inches in height at full growth. Dogs must be spayed or neutered. Veterinarian’s recommended/suggested types of dogs are as follows: <table><tr><td>a. Chihuahua</td><td>e. Cocker Spaniel</td></tr><tr><td>b. Pekingese</td><td>f. Dachshund</td></tr><tr><td>c. Poodle</td><td>g. Terriers</td></tr><tr><td>d. Schnauzer</td><td></td></tr></table>	a. Chihuahua	e. Cocker Spaniel	b. Pekingese	f. Dachshund	c. Poodle	g. Terriers	d. Schnauzer	
a. Chihuahua	e. Cocker Spaniel								
b. Pekingese	f. Dachshund								
c. Poodle	g. Terriers								
d. Schnauzer									

**NO PIT BULLS, GERMAN SHEPARDS, OR ROTWEILLERS WILL BE PERMITTED**

Cats	Cats must be spayed or neutered and be de-clawed or have scratching post, and should not exceed fifteen (15) pounds.
Rodents	Rodents other than hamsters, gerbils, white rats or mice are not considered common household pets. These animals must be kept in appropriate cages.
Reptiles	Reptiles other than turtles or small lizards such as chameleons are not considered common household pets.
Exotic Pets	At no time will the LHC approve of exotic pets, such as snakes, monkeys, game pets, ferrets, etc.



2. No more than one (1) dog or cat shall be permitted in a household. In the case of birds, a maximum of two birds may be permitted. There shall be no limit as to the number of fish, but no more than one aquarium with a maximum capacity of twenty (20) gallons shall be permitted. A Resident with a dog or cat may also have other categories of “common household pets” as defined above.
3. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the owner’s housing unit for the purpose of handling, but shall not generally be unrestrained.
4. **Only one (1) dog or cat is allowed per household. NO PIT BULLS, GERMAN SHEPARDS, OR ROTWEILLERS WILL BE PERMITTED. All dogs and cats will need to be on a leash at all times when they are outside the unit. Neither dogs nor cats will be permitted to run loose. Development residents are not permitted to tie or chain up a dog outside their apartment. Outside doghouses are not permitted.**
5. Pet owners shall maintain their pet in such a manner as to prevent any damage to their unit, yard or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, LHC employees, or the public, by reason of noise, unpleasant odors or other objectionable situations.
6. Each pet owner shall be fully responsible for the care of the pet, including proper disposal of pet wastes in a safe and sanitary manner. Dogs and cats shall not be permitted to excrete anywhere in the building (other than cats using a litter box in residents apartment). Pet owners shall be responsible for immediately removing feces dropped anywhere in the building, on the grounds, or in the pet run.
  - A. Waste must be placed in a plastic bag, tied securely and deposited in the dumpster. Poorly disposed waste will not be tolerated.
  - B. Tenants owning a cat must provide a litter box for their cat, and it should and must be cleaned on a daily basis, disposing of feces in the proper manner.
  - C. **AT NO TIME WILL PET WASTE BE PLACED IN TRASH CHUTES OR IN TOILETS.**
  - D. The Lansing Housing Commission may impose a separate pet waste removal charge of up to \$5.00 per occurrence on pet waste in accordance with the prescribed pet rules.
7. All pets shall be inoculated and licensed in accordance with applicable state and local laws. All cats or dogs shall be neutered or spayed, unless a veterinarian certifies that the spaying or neutering would be inappropriate or unnecessary (because of health, age, etc.).

8. All pets shall be registered with the Management Office immediately or no longer than ten (10) days following their introduction to the community. Registration shall consist of providing:

- a. Basic information about the pet (type, age, description, name, etc.);
- b. Proof of inoculation and licensing;
- c. Proof of neutering or spaying. All female dogs over the age of six (6) months and female cats over the age of five (5) months must be spayed. All male dogs over the age of eight (8) months and all male cats over the age of ten (10) months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to be a Resident of the community;

Type of Pet	Pets Name	Inoculations(type and date)
License Date	Spay or Neuter Date	

- d. Payment of a nominal fee of \$5.00 a month to defray the cost of potential damage done by the pet to the unit or common areas of the community. There shall be no fee for pets other than dogs or cats. The fee shall no preclude charges to a Resident for repair of damages done on an ongoing basis by a pet. The Resident is responsible for all damages caused by the pet and will reimburse the Lansing Housing Commission for all costs it incurs in repairing such damages. This fee is non-refundable.
- e. Payment of a pet deposit of \$100.00 (to be paid in full) to defray the cost of potential damage done by the pet to the unit or common areas of the community. There shall be no pet deposit for pets other than dogs or cats. The pet deposit shall not preclude charges to a Resident for repair of damages done on an ongoing basis by a pet. The Resident is responsible for all damages cause by the pet and will reimburse the Lansing Housing Commission for all costs it incurs in repairing such damages. This deposit is refundable if no damage is identified at the move-out inspection; and
- f. If a resident cannot care for their pet due to an illness

absence, or death, and no other person can be found to care for the pet, after twenty-four (24) hours have elapsed, the Resident hereby gives permission for the pet to be released to the Humane Society/Animal Control, in accordance with their procedures. In no case shall the Lansing Housing Commission incur any costs or liability for the care of a pet placed in the care of another individual or agency under this procedure. The Lansing Housing Commission strongly recommends Resident to obtain liability insurance.

Provide the name, address and phone number of one or more persons who will care for your pet if you are unable to do so.			
Name	Address	Phone (day)	Phone (night)
This information will be updated annually.			

9. Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the Lansing Housing Commission from all claims, causes of action damages or expenses, including attorney's fees, resulting from the action or the activities of his or her pet.

10. Residents who choose to have pets are advised they have responsibilities under the laws of the state of Michigan as follows:

a. Animal Neglect and Abandonment

Any persons convicted of failure to provide adequate care or adequate control of an animal, so that an animal does not injure itself, any person, any other animal or property is guilty of a Class C Misdemeanor with a maximum fine of \$500.00 and maximum sentence of 15 days imprisonment. A second conviction is a Class B Misdemeanor and has a maximum fine of \$1,000.00 and maximum sentence of six (6) months.

b. Animal Abuse

Any person convicted of knowingly failing to provide adequate care or adequate control of an animal is guilty of a Class A Misdemeanor with a maximum fine of \$1,000.00 and a maximum sentence of one (1) year imprisonment. A second conviction is a Class D Felony with a maximum fine of \$5,000.00 fine with a maximum sentence of five (5) years imprisonment.

**NOTE: This policy is an agreement between the head of household and the Lansing Housing Commission and needs to be signed only if a pet is in the household.**

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

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Community or Building

\_\_\_\_\_  
Unit Number

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lansing Housing Commission Official

\_\_\_\_\_  
Date

(Attachment J)

**Voluntary Conversion Analysis**  
**October 1, 2001**

Component 10

Covered Developments

MI33P058002 – Mt. Vernon Park	140 units
MI33P058003 – Hildebrandt ParK	100 units
MI33P058004 – Scattered Sites	15 units
MI33P058005 – Scattered Sites	54 units
MI33P058007 _ LaRoy Froh	100 units
MI33P058008 – Scattered Sites	60 units
MI33P058011- Scattered Sites	46 units
MI33P058012 – Forest /Hoyt	52 units
MI33P058015 – Scattered Sites	79 units

Voucher Conversion Analysis Conclusion

After careful review of the potential of converting the Lansing Housing Commission's public housing stock or specific developments within this stock to a Section 8 Tenant based Voucher Program, the following conclusions can be made.

The conversion of any public housing development within the Lansing Housing Commission's Public Housing Program would not benefit residents of any specific development converted.

**Reason #1**

The applicant screening process for the Lansing Housing Commission's Public Housing Program is consistent with those of

other management entities within the community except for the impact of credit ratings. It is estimated that approximately 75% of the residents currently living within the Lansing Housing Commission's Public Housing Program would face certain hardship in trying to secure units even with a Section 8 Voucher.

**Reason #2**

The conversion of 1 or any public housing developments would result in the loss of specialized funding for Resident Initiative Programs. The Lansing Housing Commission's Section 8 Voucher holders have better credit standings and hold more secure employment. The Programs provided to our public housing residents provide the assistance needed to achieve the ability to become more independent and less dependent on the social service system.

*(Attachment K)*

**Lansing Housing Commission  
TASS Follow-up Plan.  
2004 Annual Plan**

**Survey Communication Section**

**Though the Lansing Housing Commission cannot force residents to belong to Resident Organizations, we will increase our efforts to inform residents as to the benefits of involvement.**

**It should be noted that the Commission maintains approximately 250 units of Scattered Site housing. These houses are located in existing Lansing neighborhoods, which may or may not have neighborhood associations.**

**Survey Safety Communication**

**The Commission will continue to encourage scattered site residents to participate in Neighborhood Watch Organizations. It should be noted of the 834 public housing residents approximately 250 of these live in scattered site units.**

**Survey Neighborhood Appearance**

**The Lansing Housing Commission is just finishing a 4-year project to renovate the exteriors of its townhouse developments. This work includes landscape, siding, windows, etc.**

Attachment L

**Component 3, (6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b.  Yes  No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	# of Units	Explanation (if any) [ see step 4 at {903.2©(1)((iv)]	Deconcentration (if no explanation)[see step 5 at {903.2(c1)(v)