

Office of Public and Indian Housing

PHA Plans

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**

Please note that in 2004 the Westland Housing Commission (WHC), will expand the reach of its Section 8 Housing Choice Voucher Program by implementing, on a limited basis, Project-Based Section 8 assistance, combined with a Medicaid waiver, for the frail elderly; and also for homeless veterans. It will also attempt to provide housing, with minimum to moderate supervision, for developmentally disabled individuals, possibly through the combined use of HOME Program funding, for development costs, and Section 8 authority, for rental assistance. The first two initiatives were included in previous Annual Agency Plans. Although the latter is new, it represents an expansion and not a radical departure from, WHC housing objectives. There has not, therefore, been any substantial revision to Section 8 Program objectives since submission of the 2000 Five Year Agency Plan, and the WHC is not therefore resubmitting that document in accordance with the instructions provided in PIH Notice 2000 - 43.

PHA Plan Agency Identification

PHA Name: Westland Housing Commission

PHA Number: MI 139

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)
 - Main administrative office of the local government

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.

The Westland Housing Commission primarily serves the City of Westland and, secondarily, the surrounding communities in Wayne, Oakland, Macomb and Washtenaw Counties. Although the WHC has no public housing programs, it currently administers 827 Section 8 Vouchers.

The WHC Section 8 program is effectively administered and has succeeded in providing decent rental housing to lower income households, through its Section 8 inventory of 827 portable vouchers. It has also administered a Family Self-Sufficiency (FSS) Program for 12 years. The WHC intends to continue this record of success during the next fiscal year, the last effective year of the 2000 Five Year Agency Plan.

The City of Westland has provided substantial HOME, CDBG and local support to encourage homeownership and rental housing. This assistance has been made available to eligible Section 8 recipient households. One Section 8 recipient household has attained homeownership in the past few years.

The WHC has provided continuing administrative and Voucher support to households displaced by the conversion of three

previously subsidized developments, Fellows Creek in Canton Township, Pointe West Apartments in the City of Westland, and Royal Oak Towers, in Royal Oak Township, to non-subsidized, market-rate status. The WHC received approximately 431 "opt out" Section 8 Vouchers between 1999 and 2003 to assist affected households from those developments, with the most recent increment being received during 2002. All of the vouchers from the first two developments have been used, and the WHC is in the process of allocating the Royal Oak Towers vouchers. Many, 138 of the 200 vouchers, will be used to ensure continuing affordable rents for residents who choose to remain in residence. The remainder, 62 vouchers, will be made available for use in WHC assisted housing initiatives. The WHC will therefore use these free-standing vouchers as follows: 32 will be leased immediately for tenant-based rental assistance. An additional 10 vouchers will become project-based to assist at-risk veterans, and 20 vouchers will become available to assist frail elderly with project-based voucher assistance at assisted living centers, which may or may not use a Medicaid waiver. The WHC will aggressively pursue obtaining more vouchers, should other rental projects convert to an unsubsidized status. These actions are consistent with The WHC goal of providing decent, safe and affordable housing to lower-income families.

Westland is proud of this record, not only for Westland residents, but for others seeking to reside in Westland. The proportion of non-resident WHC voucher holders is roughly 47% of the total portfolio. It is also justifiably proud of its record in promoting housing choice for all applicants. Although, for example, the minority population in Westland (roughly 13%) is still less than the proportion of total minorities within the Detroit metropolitan area in 2000 (roughly 26%, plus a 3% Hispanic population, according to the Southeast Michigan Council of Governments), it has doubled in the past 10 years. There has been, as noted in the City's January 2004 Analysis of Impediments to Fair Housing (AI) a notable dispersion of minority and lower-income households throughout the City and in numerous rental developments. This is due to the significant legal and policy initiatives undertaken (fully described in the City's Five Year and Annual Consolidated Plan and in its AI) by the City of Westland to promote fair housing for lower income and minority populations.

These trends are likely to continue, as will the City's efforts to promote fair and affordable housing throughout the community.

Although the actual amount of Federal resources available to serve those in need of rental assistance is limited, the WHC and the City of Westland have collaborated to attain mutual goals, using funds from a number of local, state, and national sources. These are primarily devoted to providing affordable housing opportunities for both renter and owner households, and to providing supportive services designed to promote family stability and self-sufficiency. These are mentioned in this document and fully described in the City of Westland's 2000 - 2005 Consolidated Plan.

Several initiatives will be implemented in the 2004 Annual Plan. The WHC will:

- ✓ *implement the Project-Based Section 8/Medicaid Waiver demonstration program, originally mentioned in the 2002 Annual Plan to use up to (20) Section 8 Housing Vouchers from the existing Section 8 inventory, or from Incremental allocations, to help the frail elderly to reside in assisted living facilities, rather than nursing homes. The WHC has been working with representatives from the public and private sectors to combine the Section 8 Vouchers for each assisted household, with a Medicaid waiver to subsidize the rent, and help the tenant pay for other assisted living services.*

This initiative will allow residents who require special medical assistance, but who do not require full-time nursing care, to retain their independence, at a considerably lower cost than they would pay for private nursing home care. The WHC is in the process of revising its Section 8 Admin Plan in order to accommodate this program. That document will be completed before implementation.

- ✓ *implement the 2002 Project-Based Section 8 initiative designed to assist homeless veterans, or veterans at risk of becoming homeless, by dedicating up to (10) Section 8 vouchers to a facility operated by a non-profit agency, and recognized by HUD for providing transitional or special needs housing for veterans. The facility, located in the City of Westland, has been selected, and has been acquired by the non-profit*

housing provider. The City of Westland has used its CDBG funds to help pay for the acquisition costs of this transitional housing facility.

- ✓ *begin development of housing, with minimum to moderate levels of supervision, for developmentally disabled individuals in a residential setting. It is expected that the development would be financed with HOME and other funds, while rental assistance subsidies would come from the WHC Section 8 allocation. This initiative would address a lack of housing for disabled individuals within the City of Westland, as noted in the January 2004 AI.*
- ✓ *continue its Family Self-Sufficiency (FSS) Program resident initiative to train one or more eligible FSS participants to perform Section 8 Housing Quality Standards (HQS) inspections on a part-time basis. Thus far, 26 individuals have been enrolled and 15 have graduated. Finally, one person has found employment performing Section 8 HQS inspections with a private firm.*

Finally, the WHC has taken several administrative initiatives designed to maintain an efficient and effective operation, and to comply with Federal statutory and regulatory requirements. The Commission's Administrative Plan underwent an exhaustive re-evaluation in 2000, codifying a number of past policy changes, and which modifying the plan to comply with the requirements of the Quality Housing and Work Responsibility Act (QHWRA). That document, as just mentioned, will be revised again to reflect implementation of the Project-Based Section 8 Program initiative. It is also referenced in this Agency Plan and is available for review to the public.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments: ***Not Applicable to WHC***

- Admissions Policy for Deconcentration
- FY 2001 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 2001 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)

*Statement on Progress in Meeting Five Year Agency Plan Goals
Names & Other Information concerning Resident Membership on PHA Board
Membership on Resident Advisory Board (RAB)*

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
A	WHC Organization Chart	
B – 2	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
B – 1	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
B – 3	Certification of Drug Free Workplace	
B – 4	Certification of Disclosure of Lobbying Activities	
C– 1	Resident Advisory Board Comments	
C– 2	Procedures for Selecting Resident Members to WHC Board of Commissioners	
C– 3	Resident Advisory Board Membership	
D	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
E	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
N/A	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A	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
F	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation:	Annual Plan: Eligibility, Selection, and Admissions Policies

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	public housing (Designated Housing Plans)	Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
F	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
G	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
H	Other supporting documents (optional) (list individually; use as many lines as necessary) Narrative Statement of Progress towards Meeting 5 Year Agency Plan Goals and Objectives	All PHA's
I	Project-Based Section 8 Description	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income ≤ 30% of AMI	1,959	5	3	2	NA	2	3
Income ≥ 30% but ≤ 50% of AMI	1,767	5	3	2	NA	2	3
Income > 50% but < 80% of AMI	2,849	4	3	2	NA	2	3
Elderly	2,144	5	3	2	NA	2	2
Families with Disabilities	586	5	3	4	3	3	2
African-American	151	5	2	2	1	3	2
Hispanic	88	5	2	2	1	3	2
Other	133	5	2	2	1	3	2
Asian/Pacific Islander /Native American	NA	NA	NA	NA	NA	NA	NA

Methodology for Estimating Number of Disabled Families:

The estimates of families with disabilities were derived from the estimates of frail elderly families, families affected by severe mental illness, families affected by alcohol and drug abuse, families with a person who is physically handicapped, and families with a member who is emotionally handicapped. These estimates are found on pp. 26 – 28 of the City of Westland's 2000 Consolidated Plan. Base data was derived from the CHAS data set, which originated in the 1990 Census. Specific breakouts are as follows:*

- *Frail Elderly – 244 households only – does not consider unrelated individuals*
- *SMI – Severe Mental Illness 22*
- *Alcohol and Drug Addicted – 195*
- *Physically Handicapped – 34*
- *Developmentally-Disabled – 27*
- Total 546*

Estimates of Racial and Ethnic Minorities

- African – American ELI, VLI, and LI Renters – pp.20 – 22*
- Hispanic ELI, VLI, and LI Renters – pp. 20 – 22*
- Other Minority ELI, VLI and LI Renters – pp. 20 – 22*
- There was insufficient data to estimate the presence of ELI, VLI or LI Asian/Pacific Islander renter households.

**These numbers are reflected on the preceding table, and were also based on the 1990 Census data, as documented in the CHAS data set. The estimated numbers of African-American and other minority renter households in need of housing, and the estimated number of SMI households, have been revised to correspond to the estimates provided in the City’s Consolidated Plan.*

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000 – 2005
- 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

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 checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	439		5%
Extremely low income <=30%	386	88%	

Housing Needs of Families on the Waiting List			
AMI			
Very low income (>30% but <=50% AMI)	52	11%	
Low income (>50% but <80% AMI)	1	0%	
Families with children ¹	335	76%	
Elderly families	15	3%	
Families with Disabilities ²	76	17%	
White	66	15%	
African-American	369	84%	
Indian or Alaskan	2	0%	
Asian	2	0%	
Characteristics by Bedroom Size (Public Housing Only)	<i>Not Applicable since the WHC administers a Section 8 Program only</i>		
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 43 months Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" 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			

¹ Determined as households in lieu of families as defined by HUD.

² Determined as “households” in lieu of “families”, as defined by HUD. This methodology provides the best estimate of need.

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.

Please see executive summary for description of initiatives for frail elderly and for at-risk veterans using project-basing of a specific number of vouchers. Otherwise there will be no change to the WHC admission 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:

The WHC will maintain the Section 8 Voucher payment standard at a level above 100% but below 110% of the HUD established Fair Market Rents within its principal operating area.

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required;

WHC staff help assisted families identify eligible Section 8 units. This includes counseling, referral, and other services designed to put the family in touch with owners and managers of rental housing throughout the area.

- Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration:

As previously mentioned, the WHC will continue to reach out to landlords outside of minority and poverty areas. A listing of outreach activities is outlined in Section 5 of the Administrative Plan. The WHC, supported by the City of Westland, has been successful in obtaining significant owner participation in the Section 8 Program.

- 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:

The WHC and the City of Westland's Housing and Community Development Department are co-located, and its Executive Director is the City's Community Development Director. As a result, there is a high degree of mutual sensitivity and each, in effect, participates in the other's planning processes. This is demonstrated by the large number of CDBG and HOME Program activities which directly or indirectly support Housing Commission initiatives.

- 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:

See preceding narrative concerning the use of CDBG and HOME, LIHTC and other non-Federal resources.

- Pursue housing resources other than public housing or Section 8 tenant-based assistance.

See preceding narrative concerning the use of CDBG and HOME resources. In addition, the WHC will also implement a Project-Based Section 8 Voucher program, and will also link some of that housing assistance for the frail elderly, possibly through use of a Medicaid waiver, and to homeless veterans.

- Other: *The WHC obtained and utilized the additional Section 8 Vouchers made available to tenants affected by the conversion of subsidized units into unsubsidized market-rate units. It will continue to seek additional "opt out" vouchers if and when the occasion arises.*

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)
Frail Elderly
At-Risk Veterans
If feasible, initiate program to provide housing for developmentally-disabled individuals.

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)
Frail Elderly
At-Risk Veterans
If feasible, initiate program to provide housing for developmentally-disabled individuals.

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)

Set aside up to 20 vouchers for use by frail elderly, in conjunction with Medicare waiver.

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)

Set aside up to 20 vouchers for use by frail elderly in conjunction with Medicaid waiver.

The WHC will also attempt to combine HOME program funds and voucher set-aside for developmentally disabled individuals who are capable of independent living, with minimum to moderate levels of supervision. The latter initiative will be accomplished through a capable non-profit experienced in this area. See narrative in Executive Summary.

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)

✓ Seek fair share of any additional vouchers which may be made available by Congress this year.

- ✓ *Seek additional “opt out” vouchers for eligible families displaced by the conversion of assisted units into non-subsidized market-rate units, should they become available.*

Other Housing Needs & Strategies:

Assist homeless veterans, or veterans at risk of homelessness, with project-based assistance in a transitional or special needs care facility. The operating entity would be recognized by HUD for its ability to provide such housing, and the facility would be located within, or proximate to the City of Westland.

Continue the FSS resident training initiative to enable FSS residents to perform Section 8 HQS inspections, on a part time basis.

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	-----	
b) Public Housing Capital Fund	-----	
c) HOPE VI Revitalization	-----	
d) HOPE VI Demolition	-----	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,380,490	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-----	
g) Resident Opportunity and Self-Sufficiency Grants	\$32,500	
h) Community Development Block Grant	\$1,270,000	
i) HOME	\$366,000	
Other Federal Grants (list below)	-----	
2. Prior Year Federal Grants (unobligated funds only) (list below) (as of 10/01/03)		
Royal Oak Towers (Opt Out)	\$1,100,000	

3. Public Housing Dwelling Rental Income		

4. Other income (list below)		

4. Non-federal sources (list below)		

Total resources	<i>\$6,148,990</i>	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing *(Sub-section 3A is not applicable to the WHC)*

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

(1) Eligibility

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

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

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

Assignment

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously- HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
 - Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) De-concentration and Income Mixing

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

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

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

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

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

List (any applicable) developments below:

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

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

B. Section 8

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

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

(1) Eligibility

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

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

The WHC currently screens solely for income-eligibility and then refers the client to the landlord for a more stringent screening. It has learned that there may be a need for it to screen Section 8 applicants for eligibility to receive assistance. The WHC has liability concerns and has received a verbal legal opinion indicating that it obtain definitive clarification from HUD on this matter. This process has now commenced, and policy will be amended as required to meet Federal mandates.

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)

- 1) The family's current address, as shown in WHC records.
- 2) The name and address (if known to WHC) of the landlord at the family's current and prior address.

(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 *The WHC has, until now, administered a tenant – based Section 8 Program only. It will now begin to administer a Project-Based Section 8 program directly mainly towards the frail elderly and towards homeless veterans.*

- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other (list below)

(3) Search Time

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Families experiencing difficulty, despite good faith efforts to locate and/or contract for an eligible unit, may receive a 30-day extension. Families experiencing legal or medical hardship, and which provide written documentation of same, may also receive a 30-day extension as well as a second 30-day extension, if needed. Families having difficulty locating or leasing a unit may also receive a second 30-day extension if they have located one by the end of the first extension period. The HQS inspection, repairs and re-inspection must, however, be complete by the end of the second extension period.

(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)

The WHC gives preference to City of Westland residents as defined in Section 4.6 of its Administrative Plan. Before implementing the Project-Based Section 8 – Medicaid Waiver Program initiative and the Homeless Veteran’s assistance program, the WHC will amend its Section 8 Administrative Plan to reflect the special preference given to those in need of this assistance, and as required for at-risk veterans.

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 the City of Westland
- 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 Resident
- 2 Date and Time

Former Federal preferences

- No Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- No Victims of domestic violence
- No Substandard housing
- No Homelessness
- No 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 City of Westland
- 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)

Preferences will be given to households eligible for a Medicaid Waiver, and at-risk veterans for allocations of project-based units only. The WHC may, moreover, extend preference to developmentally disabled individuals who can live independently with minimum to moderate levels of supervision, if it is able to bring the previously described developmentally disabled housing initiative to fruition.

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)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing *(Sub-section 4A does not apply to the WHC)*

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

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

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

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

For specified general occupancy developments

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

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

Other (list below)

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
With the project basing of up to 20 units for the frail elderly (to be combined with a Medicaid Waiver) this year, there may be a few instances where the WHC will request individual approval from HUD to pay rents which exceed 110% of FMR. This would only occur on an exceptional basis, and only when circumstances absolutely required an exceptional rent level.
- Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover (as of 7/1/2004 @5%)
Public Housing	N/A	N/A
Section 8 Vouchers *	827	41
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A

Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

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)

Sub-section C 1 is not applicable to WHC

(2) Section 8 Management: (list below)

Westland Housing Commission 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

Sub-section 6A is not applicable to the WHC

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 (Section 7 is not applicable to the WHC.)

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

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

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

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

8. Demolition and Disposition [24 CFR Part 903.7 9 (h)]

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

(Section 8 is not applicable to the WHC.)

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

2. Activity Description

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

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

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

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

(Section 9 is not applicable to the WHC.)

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

(Section 10 is not applicable to the WHC.)

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

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

2. Activity Description

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

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

(date submitted or approved:

- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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.

(Sub-section 11 A is not applicable to the WHC – although the reader is directed to the narratives provided in several parts of this Plan, concerning efforts by the WHC and the City of Westland to provide homeownership opportunities to Section 8 residents through the City’s HOME and CDBG Programs. See Executive Summary, Section 11 B below, and Section 18 C, Statement of Consistency with Consolidated Plan for details.)

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

status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

The WHC does not directly administer any Section 8 home-ownership programs. The City of Westland, through its CDBG and HOME Programs, and with other funds, however, administers (both directly and through its sub-

recipients) programs of homeownership which have helped at least one Section 8 tenant become a homeowner. The City has established a good working relationship with a non-profit housing developer to implement many of these initiatives, which include new and rehabilitated single family homes for sale to lower income buyers. These have been used to enable a number of lower-income households, including at least 1 Section 8 assistance recipient, attain homeownership status.

a. Size of Program: **Not applicable.**

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: **Not applicable.**

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed?

DD/MM/YY

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Self – Sufficiency	50	Voluntary	PHA Main Office	Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: 02/09/04)
Public Housing	-----	-----
Section 8	35	26

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

C. Welfare Benefit Reductions *(The WHC is exempted from this subsection.)*

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

(Section 13 is not applicable to the WHC.)

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 use to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

D. Additional information as required by PHDEP/PHDEP Plan

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

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

As a Section 8-only Housing Commission, the WHC has not developed a pet policy which applies to its properties, allowing instead, market rate owners to use their own pet policies if they are reasonable and are permissible under HUD regulations and policies.

15. Civil Rights Certifications ***See Attachment B- 2***

[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? ***No findings were made, and the question is therefore not applicable.***
5. Yes No: Have responses to any unresolved findings been submitted to HUD? ***Not Applicable.***
If not, when are they due (state below)?

See Attachment G for the most recent WHC Audit (2002- 2003)

17. PHA Asset Management ***(Section 17 is not applicable to WHC)***

[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) *Please refer to Attachment C – 2.*

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary. *The comments did not require changes or amendments to the Agency Plan.*

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

Other: (list below)

The WHC will incorporate any subsequent changes to accommodate RAB comments in the next annual Agency Plan, if required.

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.)

PLEASE REFER TO ATTACHMENT C –2

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) *WHC staff nominates candidates who have been a participating member of the resident advisory board. Selected individuals are then appointed by the Mayor, pursuant to State law.*

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) *Membership on the Resident Advisory Board*

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) *The Westland Housing Commission selects new Board members from RAB membership.*

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: *The City of Westland, MI*
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

The WHC will provide Section 8 tenant-based assistance throughout the community and will maintain its Family Self-Sufficiency Program, if case manager funding is provided by the Federal government. If not, the program will be phased out over a 12 to 24 month period. WHC will implement a Section 8 Project-Based program consisting of a 20 voucher set-aside for the frail elderly, in conjunction with Medicaid waivers, if available, and 10 vouchers for at-risk veterans. Both are consistent with

the City of Westland's Consolidated Plan. It will also investigate the feasibility of a HOME/Section 8 project for the developmentally disabled.

Other: (list below)

As previously mentioned, many of the City's CDBG and HOME Program activities (principally the community service programs and low-income housing programs) support WHC plans and activities, either directly or indirectly.

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
 - *City of Westland Consolidated Plan data, particularly housing, income, demographic, and CDBG and HOME activity data were used to develop this PHA Plan.*
 - *City of Westland Community Development Offices and staff are co-located with Westland Housing Commission Offices and staff. In the case of the Executive Director, WHC and City staff are one and the same.*
 - *The City of Westland's Consolidated Plan outlines a coordinated effort to improve the housing stock, provide housing opportunities for lower-income persons, and improve neighborhood conditions in blighted areas. It has also earmarked CDBG and HOME funding for the development of new owner housing, and has made both CDBG and HOME funding available for down-payment assistance for homebuyer households. Funds have also been used to pay for indirect development costs, such as providing street, water and sewer service to a new housing development in the Carver subdivision, and for a combined public safety building serving the area. These provide essential services to serve new housing developments. In one instance, a Westland Section 8 recipient became homeowners. It has conceived, and implemented, a remarkably comprehensive program of community social services, which can be (and are) used by Section 8-assisted residents. Finally, it has successfully commenced the construction of a new affordable single family housing to fruition. The project included the provision (mainly through CDBG funding) of infrastructure (streets, water and sewer) in an undeveloped area, and fire and police protection services to the same area.*
 - *The City of Westland has also promoted the development of new, lower-income rental housing under a variety of Federal and Other programs, including HOME, State of Michigan (combined with LIHTC) and, most recently Section 202. The City continues in its efforts to provide a wide range and variety of housing opportunities for persons at all income levels.*

- *The City of Westland has enacted a number of ordinances and has implemented a number of policies to promote fair and affordable housing (both rental and owner) throughout the City. It also contracts, on an annual basis, with the Fair Housing Center of Metropolitan Detroit to ensure that housing is available in a non-discriminatory manner. To date, there have been few instances of alleged illegal discrimination by property owners. The City pursued each case to ensure resolution, and has been successful in most instances. City policies and ordinances apply to WHC operations.*

These actions therefore support the Housing Commission's efforts to provide decent, safe and sanitary housing in an equitable manner for lower income families.

D. Other Information Required by HUD

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

Definition of Significant Modification to Agency Plan Requiring Formal Amendment

The Westland Housing Commission will, on a periodic basis, amend this Agency Plan as a result of changing needs and goals of the agency. The final Agency Plan rule in 24 CFR 903.7 [r] permits the Westland Housing Commission to define what constitutes a substantial deviation and/or significant amendment or modification to the Agency Plan. Should a substantial deviation and/or significant amendment occur, the Westland Housing Commission shall re-convene the Resident Advisory Board and publish for comment the amendments, and in addition conduct a public hearing on the proposed amendments.

The Westland Housing Commission shall utilize the following definition in order to determine the need to proceed with a full amendment process of the Agency Plan:

SUBSTANTIAL DEVIATIONS OR SIGNIFICANT MODIFICATIONS TO THE AGENCY PLAN WHICH WILL REQUIRE A FORMAL AMENDMENT THAT HAS MET HUD's RESIDENT NOTIFICATION REQUIREMENTS

- 1) Additions of new activities or programs not related to the Section 8 Housing Choice Voucher Program or related ancillary programs, e.g. Family Self-Sufficiency, Preservation Vouchers, etc.*
- 2) The addition of a capital program where the Westland Housing Commission will own property, facility(s) or site(s) and/or actively manage a property(s), facility(s) or site(s).*
- 3) A reduction in the existing payment standard exceeding 10% in one fiscal year.*
- 4) Changes to the local preference standards for persons on the waiting list with the exception of redefining or clarifying existing local preference standards.*

- 5) *Undertaking any demolition, disposition or conversion activities or programs.*
- 6) *Changes to the Westland Housing Commission Section 8 Housing Choice Voucher Program or ancillary programs that are adopted to reflect changes in HUD regulatory requirements, along with any emergency actions necessary to support the continued operation of the Section 8 Housing Choice Voucher Program are excluded from the formal amendment process.*

Attachments

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

Attachment A: Westland Housing Commission Organizational chart

Attachment B: Plan Certifications

B – 1: Certification of Consistency with Consolidated Plan

B – 2: PHA Certifications of Compliance with PHA Plans and Related Regulations

B – 3: Certification of Drug-Free Workplace

B – 4: Certification of Disclosure of Lobbying Activities (regardless if this is an activity of the PHA)

Attachment C – 1: Resident Advisory Board and Public Hearing Comments

Attachment C – 2: Procedures for Selecting Resident Members to WHC Board of Commissioners

Attachment C - 3: Resident Advisory Board Membership

Attachment D: Fair Housing Documentation (Analysis of Impediments to Fair Housing – January 2004)

*Attachment E: 2000 – 2005 Five-Year Consolidated Plan
2003 – 2004 City of Westland Consolidated Plan Action Plan*

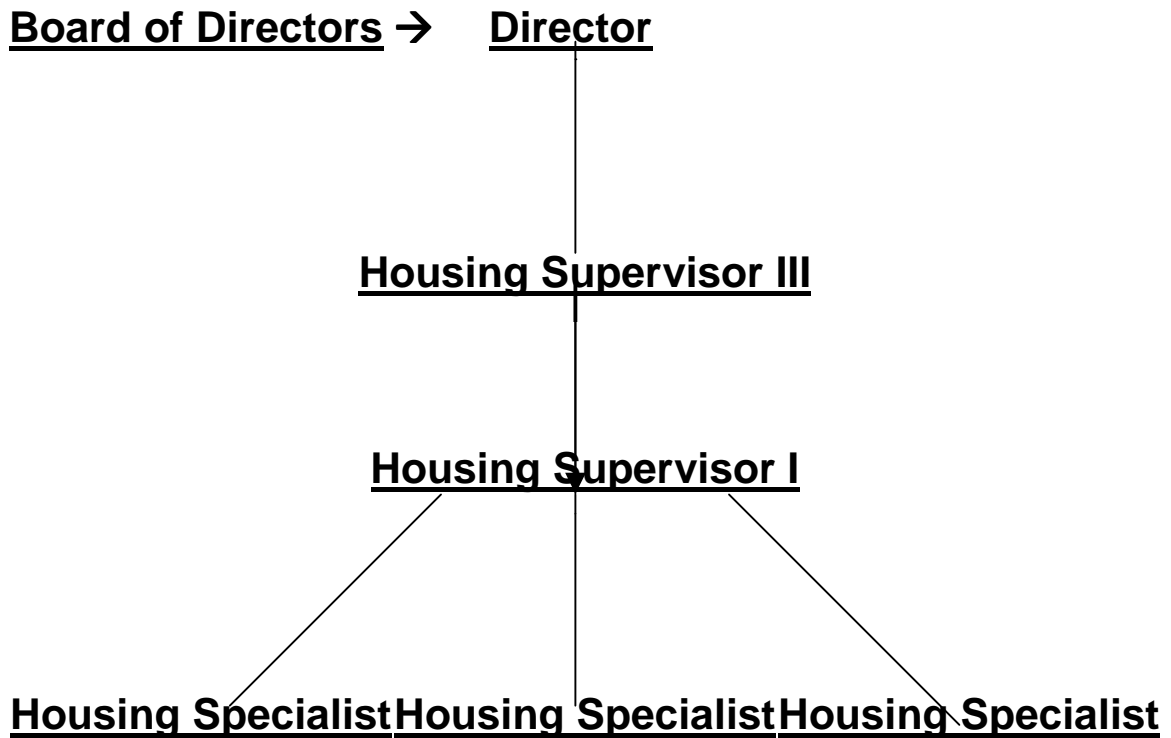
Attachment F: Section 8 Administrative Plan

Attachment G: Fiscal 2003 Audit Report (7/1/02 – 6/30/03)

Attachment H: Progress Towards Meeting Five Year Agency Plan Goals

Attachment I: Project-Based Section 8 Program

Attachment A
Organization of the Westland Housing Commission



Attachment B - 1

Certification of Consistency with Consolidated Plan

Attachment B – 2

**PHA Certifications of Compliance with the PHA Plans
and Related Regulations
Board Resolution to Accompany the PHA Plan**

Attachment B – 3

Certification of Drug-Free Workplace

Attachment B – 4

Certification of Disclosure of Lobbying Activities

Attachment C - 1
Comments of the Resident Advisory Board and
Public Hearing Comments

Insert the results from the next public hearing here.

Attachment C - 2

Procedures for Selecting Resident Members to WHC Board of Commissioners

As noted in the Westland Housing Commission (WHC) PHA Five Year Agency Plan for Fiscal Years 2000 – 2005, and in its annual Agency Plan for the Fiscal Year 2004– 2005 the WHC procedures for the resident election process is that staff nominates candidates that have been a participating member of the Resident Advisory Board (RAB which are then appointed by the Mayor, pursuant to State Law.

There is one Resident Board member (resident receiving assistance) currently serving on the WHC Board of Commissioners. A Commissioner resigned from the WHC at the 8/21/01 meeting of the WHC, since she moved out of Westland and no longer met the residency requirements for Commission members. Her replacement was selected as the first resident appointment in consideration of the U.S. Department of HUD's new requirement that a Section 8 participant serve on the WHC. Prior to this resident's appointment to the WHC, she was a founding member and Chairman of the Resident Advisory Board (RAB), served tirelessly and freely contributed her valuable opinions and insight on housing matters. Appointed by Mayor Robert J. Thomas on 8/22/01 to cover the remainder of the resigned Commissioner's five-year term, the resident Commissioner's term will expire on 6/17/06.

The Commission is keenly aware that the first resident appointment will be very important in many respects. This first appointment will be highly watched and it was critical that a very capable individual, who was also able to understand and withstand, be appointed as the first resident member Housing Commissioner. This was in the best long-term interests of the residents and the WHC.

The WHC hopes to groom future Commissioners from the ranks of the Resident Advisory Board, and is using RAB participation to groom for possible roles as WHC Board members.

Attachment C – 3

Resident Advisory Board Membership

Attachment D

Analysis of Impediments to Fair Housing (Winter 2004)

Attachment E

**City of Westland
2000 - 2005 Consolidated Plan
2003 - 2004 Consolidated Plan Action Plan**

Attachment F

Westland Housing Commission Section 8 Administrative Plan

Attachment G

Westland Housing Commission Fiscal Year 2003 Audit Report (July 1, 2002– June 30, 2003)

Attachment H

Narrative of Progress to Meeting Five-Year Agency Plan Goals

The Westland Housing Commission has made excellent progress towards meeting the goals elaborated in the 2000 – 2005 Five Year Agency Plan. Building on the solid foundation laid previously, the Commission has been able to provide, in a planned and orderly fashion, housing and related services to the most needy residents of the community. The City of Westland and the WHC have made housing for lower-income households, their highest priority. To that end both bodies have tailored programs to meet a broad array of need and have labored to provide them in the most comprehensive manner possible.

Specific accomplishments include:

- ❑ *Completing the conversion of Section 8 Certificates to Vouchers by the end of calendar year 2000.*
- ❑ *Extensive collaboration between the City of Westland and the WHC to provide new rental housing opportunities for low-income households. The City has selected a developer to construct a 50 unit Section 202 development which will assist more elderly households. Construction completed and the building is 75% occupied.*
- ❑ *Continued CDBG rehabilitation of lower-income housing throughout the community, and implementation of CDBG and HOME homeownership assistance programs. These have (or will have) leveraged a considerable amount of private investment, and are described in the City's 2000 – 2005 Consolidated Plan, and in its 2002 Comprehensive Annual Performance and Evaluation Report (CAPER).*
- ❑ *Providing continuing counseling and other assistance to lower-income households which could not be immediately assisted through WHC programs.*
- ❑ *Raised the Section 8 payment standard from 90% to 100%, and, last year, to 105% of the Detroit Metropolitan Area payment standard.*
- ❑ *Continued efforts to promote the independence of elderly and other households. This included the receipt and continued implementation of the Family Self-Sufficiency Program (FSS). The WHC assisted 18 families last*

year, increasing their ability to function independently in society. In 2002, it trained 1 eligible FSS recipients as Section 8 HQS inspectors, and is currently performing inspections on behalf of her employer, Smith Homes, Inc. The WHC will continue this initiative in the current year.

- *The City of Westland also provided considerable assistance to its substantial elderly population, thereby enabling them to maintain independence in their own homes. The City is committed to assist the frail elderly population, by coupling Section 8 Voucher assistance with a Medicaid waiver if possible, thereby encouraging independence for as long as possible. The WHC will implement this program, for as many as 20 individuals, this year.*
- *Implementing a project-based Section 8 Program targeted for homeless veterans, or veterans at-risk of homelessness. In 2003 – 2004, the WHC will secure project-based assistance to help as many as 10 homeless or at-risk veterans, at a facility in or proximate to the City of Westland.*
- *Continuing vigilance against unlawful discrimination in the marketplace. There have been relative few complaints over the past several years, a record of which the City of Westland is proud. The City's efforts are described both in its Consolidated Plan, in its CAPER, and in the Analysis of Impediments to Fair Housing, dated August 2000. The reader is referred to these documents for additional information.*

Attachment I Project-Based-Section 8 Program Description

The Westland Housing Commission intends to fully implement a Project-Based Section 8 program in the 2004 – 2005 program year. This program will include not more than 30 units to be located at specific sites within the City of Westland as follows:

1) The WHC will provide affordable and independent living quarters for elderly households which require a limited amount of assistance to remain independent. This objective will be accomplished through the combined use of Federal Medicaid waivers, which will provide cost effective services, in addition to the housing subsidy provided through Section 8. These will be located in the City of Westland. Although a housing provider has not yet been selected, and is not therefore in a position to identify general location by census tract, there are only a limited number of qualified elderly assisted living facilities located in the City of Westland, and assistance is likely to be based in one of them.

The WHC, moreover, intends to provide project-based assistance to homeless veterans and is currently working with a veteran's organization with a proven record of successful performance, in developing a transitional housing facility within the City of Westland. The project-based vouchers will be offered at this facility, which will be located in Census Tract 5685.

The Westland Housing Commission's Agency Plan has, for the last two years, cited a desire to move into the area of project basing. The City of Westland has, through its Consolidated Plan, also emphasized housing assistance to the frail elderly and homeless veterans, and has directed that a portion of its Community Development Block Grant funding be used to acquire a site for a veterans transitional housing facility. These initiatives have now developed to the point of implementation. Both are consistent with the objectives of this Annual Agency Plan, to the City's Consolidated Plan, and to other, broader City of Westland objectives.

The following tables are not applicable to this Agency Plan since the WHC operates a Section 8 Program only. HUD, however, requires that these components be included in every Agency Plan submission.

**PHA Plan
Table Library**

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

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

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

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	

19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

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

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

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

Optional Table for 5-Year Action Plan for Capital Fund (Component 7) *This Table is Not Applicable to this Agency Plan*

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

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

Optional Public Housing Asset Management Table

This Table is Not Applicable to this Agency Plan

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

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