

PHA Plans

Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005 - 2006

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Westland Housing Commission

PHA Number: MI 139

PHA Fiscal Year Beginning: 07/2005

PHA Programs Administered:

Public Housing and Section 8

Section 8 Only

Public Housing Only

Number of public housing units:

Number of S8 units:

Number of public housing units:

Number of S8 units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:	WHC			827
Participating PHA 2:				
Participating PHA 3:				

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 and attachments (if any) 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.

Streamlined Five-Year PHA Plan **PHA FISCAL YEARS 2005 - 2009**

[24 CFR Part 903.12]

A. Mission

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

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

- The PHA's mission is: (state mission here)

The PHA's mission is to provide housing assistance to lower income residents in conformity with the U.S. Department of Housing and Urban Development's applicable Section 8 Program regulations.

The basic objective of the Westland Housing Commission (WHC) is to provide decent, safe, and sanitary housing to eligible lower income families. This housing shall be privately owned, affordable, and located throughout the community to prevent segregating low-income persons in specific areas of the City of Westland and within the jurisdictional boundary of the WHC, outside the City limits. The jurisdictional boundaries of the Westland Housing Commission include those properties located within Wayne, Oakland, Macomb, and Washtenaw counties.

Secondary objectives are as follows:

- To overcome the misconceptions and stigmas associated with subsidized housing for both the occupants and public-at-large.
- To promote social, economic and racial integration through the use of privately owned rental stock located throughout the City.
- To promote self-respect, dignity, and responsibility for all Section 8 tenants and to make low-income tenants an integral part of the community.
- To use the Section 8 Program in conjunction with other Federal, state, and local programs, particularly those encouraged under the Federal consolidated planning process, e.g. the Community Development Block Grant (CDBG) and HOME Rental Rehabilitation Programs; and various public service programs designed to foster the improvement of housing conditions for lower-income families.
- To provide a unified approach in revitalizing distressed areas of the community. This Plan calls for a comprehensive approach in dealing with substandard conditions in lower income neighborhoods. The WHC will strive for maximum cooperation between various programs and the participants in these programs.
- To work in harmony with the social, economic, and political components of a subsidized housing program.

B. Goals

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

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

PHA Goal: Expand the supply of assisted housing
Objectives:

Apply for additional *preservation* vouchers: *The WHC intends to apply for 100 to 270 preservation vouchers per year or every other year. This is a reasonable expectation considering the size and experience of the Westland Housing Commission. HUD, however, must provide adequate HAP (Housing Assistance Payment) funding, administrative fee allowances, and special fees (preliminary fees) prior to the WHC entering into any new contract authority*

Reduce public housing vacancies:

Leverage private or other public funds to create additional housing opportunities: Primarily through the CDBG and HOME Programs. The City of Westland has emphasized activities which either directly aid in the rehabilitation of the existing housing stock or activities to promote the development of new affordable owner and renter housing for lower income families. Examples include housing rehabilitation and new construction assistance, homeownership assistance, financial and technical assistance to a community based housing development organization (CHDO), and infrastructure improvements designed to promote the development of new affordable single family housing. All are designed to meet the needs of the lower income population.

Acquire or build units or developments

Other (list below)

PHA Goal: Improve the quality of assisted housing
Objectives:

Improve public housing management: (PHAS score)

Improve voucher management: (SEMAP score)

During fiscal year 2004 the WHC achieved a SEMAP rating of 89. Ninety and over indicates a high performing PHA. WHC has challenged this rating since (2) technical errors were made in data entry. We anticipate a rating of over 90 for fiscal 2005.

Increase customer satisfaction:

WHC staff counsel and help recipient families find appropriate housing with their Section 8 assistance. They also counsel and direct non-recipient households to available, affordable resources.

Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)

Renovate or modernize public housing units:

Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
- Provide replacement vouchers:
The WHC intends to replace vouchers as they expire in order to, at a minimum, maintain the baseline level of assistance provided in the previous fiscal period.
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
The WHC will continue to allow mobility opportunities for families seeking to move into Westland from other communities, and vice versa.
- Conduct outreach efforts to potential voucher landlords
The WHC will continue current landlord outreach efforts which have been extremely successful.
- Increase voucher payment standards:
- Implement voucher homeownership program:
Homeownership objectives will be attained, but primarily through the CDBG and HOME Programs, as described in the City of Westland Consolidated Plan. CDBG funds are utilized to bring homes up to code. HOME funds are used for down payment and closing cost assistance to encourage renters to purchase homes.
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
Maintain or decrease voucher payment standards:
Increase the number of project-based vouchers for the frail elderly in assisted living from 40 to 80.

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
Although it has been a long-standing WHC goal to promote self-sufficiency, it now faces the elimination of the Family Self-Sufficiency (FSS) Program. This is an excellent tool created by HUD over a decade ago. With extreme cuts in administrative funding the WHC can no longer afford to operate this program without the annual Case Manager Coordinator Grant, which had been provided by HUD for the past (10) years. As of January 1, 2005, the WHC was notified in writing that it did not receive a fiscal 2004/2005 FSS Case Manager Grant. The WHC is appealing this decision. If the appeal is not upheld, the program will be terminated, since HUD chose to also reduce administrative fee funding to the WHC, as well as other Housing Commissions around the country due to the 2005 Consolidated Appropriations Act. If Federal funding is made available for a FSS case manager, the WHC will continue the program.
- Provide or attract supportive services to improve assistance recipients' employability:
The City of Westland, through a number of privately- and Federally funded services, addresses a host of issues which hinder the ability of recipients to obtain gainful employment. These include family counseling and services, spousal abuse, and drug and substance abuse counseling. These reflect the City's continuing commitment to enhancing the quality of life and coping skills of the lower income population.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
Increase the number of project based units for the frail elderly in assisted living from 40 units to 80 units as allowed in the Federal Regulations.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
The City of Westland has enacted a number of ordinances and policies to prohibit and otherwise discourage unlawful discrimination. A more complete description is found in the City's Consolidated Plan.
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

Other PHA Goals and Objectives: (list below)

To obtain additional "opt out" vouchers for eligible Section 8 households displaced due to the conversion of assisted developments into unsubsidized, market-rate developments.

Streamlined Annual PHA Plan PHA Fiscal Year 2005 [24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
 - a. PHA Progress on Meeting 5-Year Mission and Goals
 - b. Criteria for Substantial Deviations and Significant Amendments
 - c. Other Information Requested by HUD
 - i. Resident Advisory Board Membership and Consultation Process
 - ii. Resident Membership on the PHA Governing Board
 - iii. PHA Statement of Consistency with Consolidated Plan
 - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 20__ Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

The Westland Housing Commission (WHC) 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, it administers approximately 827 Section 8 Housing Choice Vouchers. In addition, it is planned for fiscal 2005 that the WHC will administer a new program increment of 263 enhanced vouchers under an agreement with HUD to participate in a housing conversion action in Canton, Michigan (Canterbury Mews). The WHC will undertake the conversion action, inspect all necessary units, brief all tenants, conduct re-certifications and issue HAP payments to the landlord on behalf of the tenants.

The WHC Section 8 program is effectively administered and successful. WHC has a baseline number of 827 Section 8 Housing Choice Vouchers, and has also administered a Family Self-Sufficiency (FSS) Program for 10 years. These initiatives, as already mentioned, have been successful and may continue next fiscal year and for the duration of the Five Year Agency Plan depending upon the results of newly revised funding and HUD regulations with respect to the Federal 2005 Consolidated Appropriations Act which serves to restrict funding to the majority of housing commissions throughout the country. As mentioned earlier, the FSS Program may need to be terminated due to HUD funding cuts.

The WHC intends to apply for an incremental allocation of between 100 and 270 Preservation Vouchers, as conversion projects become available within the WHC's jurisdictional boundaries.

One emergent trend is the conversion of project-based subsidized developments to non-subsidized, market-rate status. Three projects, Fellows Creek in Canton Township, Pointe West in the City of Westland, and Royal Oak Towers in Royal Oak Township have converted and there is a possibility that more projects will do so. The WHC has aggressively pursued, and received, additional allocations of Section 8 Preservation Vouchers to assist the approximately 423 renter households affected: 11, 212, and 200 vouchers respectively. Should other projects convert to unsubsidized status, the WHC will seek additional preservation vouchers, consistent with its goal of providing decent, safe and affordable housing to lower income families.

The proportion of non-resident WHC voucher holders is increasing as a percentage of the WHC's total voucher portfolio. The proportion of non-resident WHC voucher holders is approximately 53% of the total portfolio. The WHC is proud of its record of promoting housing choice for all comers. Although the minority population in Westland is relatively small, there has been a notable dispersion in the number of minority and lower-income households in numerous rental developments. This is due to significant legal and policy initiatives undertaken (fully described in the City's Five Year and Annual Consolidated Plans) by the City of Westland to promote fair housing for lower income and minority populations. These efforts will continue in the future.

Although, the actual amount of Federal resources available to serve those in need of rental assistance is limited and possibly declining, the WHC and the City of Westland have collaborated to reach affordable housing goals using funds from a number of local, state, and Federal 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 Consolidated Plan.

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. Most recently, the WHC's Administrative Plan underwent an exhaustive re-evaluation which codified a number of past policy changes, and which modified the plan to comply with the requirements of the Quality Housing and Work Rehabilitation Act (QHWRA). Also, the WHC has invested significant funding and manpower resources to maintain and upgrade its computerized housing database and administrative systems. At the end of calendar 2004, the WHC upgraded its house software platform to the equivalent of much larger commissions in the country. This will provide the WHC with better oversight and administration of its Housing Choice Voucher Program.

The WHC will continue its effort to implement its project based program of Housing Choice Vouchers for frail elderly in assisted living and for veterans, despite significant cuts to funding imposed by HUD on local housing commissions. The Federal 2005 Consolidated Appropriations Act has made it difficult to determine the WHC's funding availability which seems to change as reported by HUD every (30) days. There is no consistency in the administration of these new Federal laws by HUD as evidenced as of yet. Also, with a cost based funding program the tenant's rent affordability burden is predicated on the ever fluctuating movements of contract rent and utility costs, profitability criteria, and tax considerations within the private housing market. Furthermore, HUD's over preoccupation in cutting housing voucher subsidy amounts will adversely affect those at greatest risk, e.g. the frail elderly and the disabled who as a demographic group require higher subsidy amounts to provide affordable, safe, and sanitary housing which they require. Nevertheless, the WHC will attempt to continue its programs for these "at risk" groups of participants in the new planning period. It is planned, if funding is available, to increase the number of project based units from 40 to 80 in the 2005 fiscal period.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

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

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

Housing Needs of Families on the PHA's Waiting Lists			
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	258		5%
Extremely low income <=30% AMI	138	53.5%	
Very low income (>30% but <=50% AMI)	120	46.5%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	180	69.7%	
Elderly families	78	30.2%	
Families with Disabilities	75	29%	
(White)	78	30.2%	
(African American)	179	69%	
Native American/Alaskan	1	< 1%	
Race/ethnicity	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
<i>This is not applicable since the WHC does not administer public housing.</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)? 4 years			
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			

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 project-based assisted living			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction: Assisted Living			
	# of families	% of total families	Annual Turnover
Waiting list total	19	100%	5%
Extremely low income <=30% AMI	0	0	
Very low income (>30% but <=50% AMI)	17	89%	
Low income (>50% but <80% AMI)	2	11%	
Families with children	0	0%	
Elderly families	19	100%	
Families with Disabilities	19	100%	
(White)	14	74%	
(African American)	5	26%	
Native American/Alaskan	0	0%	
Race/ethnicity	0	0%	
Characteristics by Bedroom Size (Public Housing Only) <i>This is not applicable since the WHC does not administer public housing.</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)? 5 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			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
As mentioned previously, the WHC will attempt to maintain the Section 8 Voucher payment standard this year at 105% of the HUD-established FMR. This may be lowered if HUD reduces funding for the Section 8 Housing Choice voucher Program.

- 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 (Attachment F). 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 entity 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 further its Project-Based Section 8 Voucher program, linking an increased amount of housing assistance (from 40 to 80 units) to the frail elderly, possibly combined with Medicaid waivers. It may also extend this assistance to homeless veterans.
- Other: (list below)
The WHC has 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 to seek between 100 and 270 additional "opt-out" vouchers which are expected to materialize during the year.

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, and At-Risk Veterans: If possible, 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, and At-Risk Veterans: If possible, 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)
Increase Voucher set aside from 40 to 80 units 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
Increase Voucher set aside from 40 to 80 units for use by frail elderly in conjunction with Medicaid waiver. The WHC will also attempt to combine HOME program funds and a 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.
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

Seek additional "opt out" vouchers for eligible families displaced by the conversion of assisted units into non-subsidized market-rate unit.

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

Continue efforts to 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.

(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 903.12 (b), 903.7 (c)]

List on the following table 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 20__ grants)	-0-	
a) Public Housing Operating Fund	-0-	
b) Public Housing Capital Fund	-0-	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$6,018,603	
f) Resident Opportunity and Self-Sufficiency Grants	30,000	
g) Community Development Block Grant	1,207,249	
h) HOME	327,671	
Other Federal Grants (list below)	-0-	
Section 8 Housing Preservation Vouchers	1,592,391	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	-0-	
4. Other income (list below)		
4. Non-federal sources (list below)	-0-	
Total resources	\$9,175,914	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

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. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ____

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ____

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes

- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

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):
 - 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 traditionally administered a tenant – based Section 8 Program only. In 2004, it began to administer a Project-Based Section 8 program directly mainly towards the frail elderly and possibly for homeless veterans. The project based assisted living program has a separate waiting list.

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. The WHC amended its Administrative Plan before implementing the Project-Based Section 8 – Medicaid Waiver Program initiative and the Homeless Veteran’s assistance program, 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 your jurisdiction
 Those enrolled currently in educational, training, or upward mobility programs
 Households that contribute to meeting income goals (broad range of incomes)
 Households that contribute to meeting income requirements (targeting)
 Those previously enrolled in educational, training, or upward mobility programs
 Victims of reprisals or hate crimes
 Other preference(s) (list below)

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

1 Residence
2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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 903.12(b), 903.7(d)]

A. PublicHousing (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 of the following two)

- 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))
- 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% of 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

a. 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
The WHC may reduce the payment standard to 100% of the current HUD-determined Fair Market Rent for the Detroit Metropolitan area, but only if necessary. The payment standard was set at 105% of the FMR prior to the 2005 Consolidated Appropriations Act which changed HUD's goal from making rental housing affordable to achieving cost reductions in the Section 8 Housing Choice Voucher Program. This action could be taken in response to the 2005 Consolidated

Appropriations Act which served to control voucher funding appropriated to housing commissions around the country. Lowering the payment standard increases the participating families rent burden, however it would enable the WHC to meet HUD's new cost containment policies. If further restrictions are made, WHC has to ability to lower the payment standard to 95% or 90% of the FMR. We are not in favor of making such drastic cuts and would only do so if necessitated by HUD reducing funding for the Housing Choice Voucher Program. For the new fiscal year or calendar year 2005, the WHC may consider reducing the payment standard by 5%, from 105% of the FMR to 100% of the FMR. This would be considered only in such situations that HUD does not provide adequate Housing Assistance Payments funding.

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. Capital Improvement Needs (This Section is not Applicable to the WHC)

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: 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.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)
Development name:
Development (project) number:
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

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

6. Demolition and Disposition (*This Section is Not Applicable to the WHC*)

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

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:

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(This Section 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 Program. See Executive Summary and Statement of Consistency with Consolidated Plan for details.)

(2) Program Description

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? ___

b. PHA established eligibility criteria

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

- c. What actions will the PHA undertake to implement the program this year (list)?

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.

The WHC has progressed towards major goals and initiatives established in the 2000 Agency Plan, and has added new programs and initiatives not envisioned at that time. A rundown follows:

- o The WHC has substantially increased the number of vouchers administered from 600 to 827 as of 1/1/05. This is a 38% increase in units administered due primarily to the WHC's acceptance of a large number of preservation vouchers designed to ensure affordable housing for Section 8 occupants living in developments which decided to forego Federal assistance. As indicated above, the WHC will continue to pursue additional preservation vouchers and is under HUD consideration for an additional 263 units for a development in Canton Township.*
- o The WHC has substantially reduced its waiting list over the past 5 years, and expects to re-open it to accommodate new applicants during the coming year. The WHC has also established a separate waiting list for its Project-Based Section 8 program for the frail elderly.*
- o The WHC has developed and implemented a homeownership program (funded primarily through the HOME program) for lower-income families and has made it available to Section 8 voucher holders. Although only 4 Section 8 recipients have purchased homes to date, the WHC and the City hope to expand that number over time.*
- o The WHC has exceeded the Family Self-Sufficiency goals established for it by HUD. A total of 15 participant households have successfully completed the program and are on their way to financial independence. The Commission trained (1) FSS participant to perform housing inspections, and subsequently used them to do so, thus providing skills, employment, and a valuable service to the community. The WHC is willing and eager to continue its long-standing participation in the FSS program, but can do so only if HUD funds its application for a FSS Coordinator.*
- o The WHC has made necessary improvements to policies and systems over the past 5 years. It has, for example, upgraded and enhanced its computer systems to accurately record data, and thereby enhancing management capacity. It has also hired and trained new staff, and capacity is now higher than in the recent past. It also thoroughly revised and codified its Section 8 Administrative Plan, so that all pertinent WHC policies and procedures are in a readily available and useable format.*
- o Finally, the WHC has researched and developed new policies and program initiatives designed to make its services more effective for special sub-populations which require assistance. This was most recently made evident through the creation of a Section 8 Project-Based program for the frail elderly. Its development, combined with Medicaid waivers, will provide cost-effective and essential housing services to a heretofore*

underserved segment of the population.

- *The WHC has worked closely with the City of Westland to develop mutually supportive programs and to ensure that City policies support Commission objectives. Its homeownership and rental initiatives, for example, have thus far ensured the construction of 170 new affordable rental units and 61 new or rehabilitated homebuyer units in the City. Its homeownership program has assisted a number of lower-income families and, although only 1 purchaser was previously assisted by the WHC, efforts will be redoubled. This bodes well for the future of housing in the City of Westland.*

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

- a. Substantial Deviation from the 5-Year Plan, *and*
- b. Significant Amendment or Modification to the Annual Plan

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.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

- a. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? If yes, provide the comments below:

Two meetings of the Resident Advisory Board (RAB) were scheduled in order to review the PHA Five Year Plan for 2005-2009 and the One Year Agency Plan for Fiscal Year 7/1/2005-6/30/2006, including proposed goals, strategies and proposed use of funds, then compile a listing of the Board's suggestions and/or comments for the consideration of the Westland Housing Commission (WHC) before the Commission makes its final decision whether to adopt the Plan as written, or to implement any changes before adopting.

RESIDENT ADVISORY BOARD MEETING SCHEDULED FOR 01/13/2005:

This meeting was scheduled in order to answer any questions the RAB members may have on the information provided to them and to introduce the PHA Agency Plan, review the timetable schedule for adoption of the PHA Agency Plan, review the legal notice of public hearing published in the Eagle Newspaper, and review the date of the public hearing scheduled before the WHC on 2/15/05 at 6:00 p.m., reminding the RAB members they were welcome to attend the public hearing to offer their opinions in person.

An official meeting could not be held on 01/13/2005, due to lack of a quorum.

RESIDENT ADVISORY BOARD MEETING SCHEDULED FOR 02/14/2005:

An official meeting could not be held on 02/14/2005, due to lack of a quorum. RAB Members Mary Daniels and Chauncey Walls appeared for the meeting. Carmen Peroni, Patricia Soltis and Lois Wiley could not attend.

Chauncey Walls spoke in favor of the homeownership programs, stating anything to help people become homeowners would be a benefit to not only the tenants, but in the long run save the government money that wouldn't have to be used for rent subsidy.

Mary Daniels complimented the Westland Housing Commission in implementing the assisted living program for frail elderly, and was happy to see that the WHC had plans to expand this program. No further comments were made.

- b. 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.

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Eveyln Semborski

Method of Selection:

Appointment

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.

The term of appointment is (include the date term expires): 08/22/2001 – 06/17/2006

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process (*This is not applicable to WHC*)

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)

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)

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)

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

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

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (City of Westland)

a. 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 on its waiting list 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 attempt to maintain its Family Self-Sufficiency Program, if case manager funding is provided by the Federal government. If not, the program will be terminated due to a lack of funds. WHC will increase its Section 8 Project-Based program for the frail elderly from 40 to 80 units, and possibly for at-risk veterans. Both objectives are consistent with the City of Westland's Consolidated Plan. The WHC 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.

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

- City of Westland Consolidated Plan data, including 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 the City's Community Development Director, staff is 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, including Section 8 Voucher holders. 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. Four Westland Section 8 recipients have become 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, its affordable single family housing development in the Carver subdivision is coming to fruition. The project, designed to be affordable to lower-income households, 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. A total of 61 homes have been constructed and sold to low/moderate income homeowners to date.*
- 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. More than 170 new affordable apartments have been developed over the past 5 years, through these subsidies. 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.

- *The City of Westland updated its Analysis of Impediments to Fair Housing in 2004. That document noted that the City of Westland is becoming increasingly diverse, although it also noted that there are lending disparities between minority and non-minority groups throughout metropolitan Detroit, and it is likely that they exist in Westland as well. The City has, however, designed and promoted programs to offset the effects of the disparities. The reader is referred to the Analysis of Impediments for further detail.*

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

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

The City of Westland has established a goal of promoting independent living among its elderly population for as long as possible. The WHC supports that objective and determined that it could materially affect the lives of somewhere between 40 and 80 elderly households by combining a project-based Section 8 program with a Medicaid waiver. This, in its opinion is an extremely cost-effective way to address the known needs of the fail elderly sub-population. Appropriate revisions have been made to the WHC administrative plan, and Project basing has been approved by HUD.

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

80 units in the city of Westland, census tracts: 5658; 5654; 5652; 5659; 5680.

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to 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	Related Plan Component
B2	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
B1	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
D	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
F	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the method 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 (if included in plan, not necessary as a supporting document) and written analysis of Section 8 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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
H	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
F	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
N/A	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
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 Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
N/A	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary 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 (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/A	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
N/A	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	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	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	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 for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
G	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
N/A	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
N/A	Other supporting documents (optional). List individually.	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

13. Capital Fund Program Five-Year Action Plan

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:					Federal FY of Grant:
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part II: Supporting Pages—Work Activities					
Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Total CFP Estimated Cost		\$			\$