

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009
Annual Plan for Fiscal Year 2007

PHA Plan Agency Identification

PHA Name: Lansing Housing Commission

PHA Number: MI33P058

PHA Fiscal Year Beginning: 07/2007

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score 85)
 - Improve voucher management:
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing: MI33P058-006
 - Provide replacement public housing:

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

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

PHA Goals and Objectives Progress Report

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

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

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

The Lansing Housing Commission is still on track in this our third year of our second 5-year plan and continues to manage our public housing program in an efficient and effective manner. We have received our PHAS score for 2006 and we are 5 points away from being rated a High Performer. Our goal is to be a High Performer.

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

The Lansing Housing Commission works diligently to reduce crime in its developments so that the crime rate is less than their surrounding neighborhood. We will strive to continue this trend throughout the 5-year period to December 31, 2009 and beyond.

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

The Executive Director continues to attend Landlord Association meetings and writes articles for their Newsletter to explain our tenant-based program to educate and encourage participation in our tenant-based program. We added a registration page to our Website – so that interested landlords can register their properties online. We continue to increase our Section 8 Landlord base.

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

Annual PHA Plan
PHA Fiscal Year 2007

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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

Required Attachments:

- Admissions Policy for De-concentration
- FY 2007 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2006 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	X check here if included in the public housing A & O Policy	
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHA's: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

(This information is contained in Attachment A.)

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

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

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

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

- Consolidated Plan of the Jurisdiction/s
Indicate year:

- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year: 2004
- Other sources: (list and indicate year of information)

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

(This information is contained in Attachment A).

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total			
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children			
Elderly families			
Families with Disabilities			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing			

Housing Needs of Families on the Waiting List			
Only)			
1BR	300		
2 BR	400		
3 BR	180		
4 BR	40		
5 BR	7		
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs

- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

Statement of Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007 grant)		
a) Public Housing Operating Fund	2,219,876.00	Public housing operations
b) Public Housing Capital Fund	1,581,199.00	Ph capital improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,420,280.00	Section 8 tenant based assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		Public housing security/safety
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Section 8 New Construction	448,200.00	
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
	1,710,000.00	Public housing operations
1. Other income (list below)	562,552.00	Safety, security public housing
304,080 Capital Fund Operations 57,000 Late Fees		
36,000 Maintenance charges, Court Costs 35,000		
Other 33,200 Section 8 Rent 97,272		
4. Non-federal sources (list below)		
Total resources	14,942,107.000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
 - When families are within a certain time of being offered a unit: (30-days)
 - Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other – Credit Reports
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?

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

(3) Assignment

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

(4) Admissions Preferences

- a. Income targeting:
 Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused
 - Medical justification
 - Administrative reasons determined by the PHA (e.g., to permit modernization work)
 - Resident choice: (state circumstances below)
 - Other: (list below)
- c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Notwithstanding the above, families who are elderly, disabled, or disabled, or displaced will be offered housing before other single persons.

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

- Employing new admission preferences at targeted developments
If selected, list targeted developments below:

- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

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

- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below) The LHC publicly opens its waiting list based on need. Opening is advertised in local media with application instructions.

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?
- If yes, state circumstances below:
- If individual can justify they need the time because they are having a difficult time finding a unit because of low income, bad credit, and time constraints, if working.

(4) Admissions Preferences

- a. Income targeting
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?
- b. Preferences
1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1. Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

Other preference(s) (list below)

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

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

(5) Special Purpose Section 8 Assistance Programs

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

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

Through published notices

Other (list below)

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

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

(The Commission has replaced ceiling rents with flat rents as required).

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)

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

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

(2) Flat Rents

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

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

FMR's for Jurisdiction

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually

Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
 A brief description of the management structure and organization of the PHA follows: 5 Board of Commissioners– Executive Director (ED) - Secretary, (Financial Manager, Human Resources, Section 8 Supv, Modernization Coord) report directly to the ED – Financial Mgr oversees MIS and Rent Clerk. Human Resources oversees PH Placement -4 Housing Managers –1 Rehab supervisor, Each development office has 1 Mgr – 1 Clerk – 3 or 4 Maintenance Men – Section 8 Supr oversees 5 S8 Coordinators and 5 S8 Clerks.

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	834	25%
Section 8 Vouchers	1550	5%
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	38	.5%
Public Housing Drug		

Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
EDSS		

C. Management and Maintenance Policies

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

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

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

(2) Section 8 Management: (list below)
Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

Annual Statement/Performance and Evaluation Report

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

PHA Name: Lansing Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI33P05850107 Replacement Housing Factor Grant No:	Federal FY of Grant: 2007
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement:
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	304,080.00	-0-		
3	1408 Management Improvements Soft Costs	130,000.00	217,000.00		
	Management Improvements Hard Costs				
4	1410 Administration	150,000.00	157,000.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	75,000.00	100,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	736,262.00	901,400.00		
11	1465.1 Dwelling Equipment—Nonexpendable	60,000.00	75,000.00		
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	50,000.00	70,000.00		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,520,400.00	1,520,400.00		
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

ANNUAL STATEMENT
 CAPITAL FUND PROGRAM (CFP) PART II: SUPPORTING TABLE
 Lansing Housing Commission - 2007

Development Name	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Mt. Vernon – 002	CLC's	1408	23,000.00
	Adm Sal & Benefits	1410	11,386.00
	Ref-Ranges	1465.1	9,375.00
	Comp Equip-Tools	1475.1	<u>8,750.00</u>
			52,511.00
Hildebrandt-003	CLC's	1408	28,000.00
	Adm Sal & Benefits	1410	11,387.00
	Refri-Range	1465.1	9,375.00
	Comp Equip-Tools	1475.1	<u>8,750.00</u>
			52,512.00
Scattered -005	CLC's	1408	23,000.00
	Adm Sal & Benefits	1410	35,619.00
	Fees & Costs	1430	33,333.00
	Roofs-Siding-Doors-Windows-Trim	1450	300,467.00
	Ref-Range	1465.1	9,375.00
	Equipment	1475.1	<u>8,750.00</u>
			410,544.00
LaRoy – 007	CLC's	1408	23,000.00
	Adm Sal & Benefits	1410	11,386.00
	Ref-Ranges	1465.1	9,375.00
	Comp Equip-Tools	1475.1	<u>8,750.00</u>
			52,511.00

ANNUAL STATEMENT
 CAPITAL FUND PROGRAM (CFP) PART II: SUPPORTING TABLE

Lansing Housing Commission - 2007

Development Name	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
S Washington-010	CLC's	1408	23,000.00
	Adm Sal & Benefits	1410	37,597.00
	Refri-Range	1465.1	9,375.00
	Comp Equip-Tools	1475.1	<u>8,750.00</u>
			78,722.00
Scattered -011	CLC's		
	Adm Sal & Benefits	1408	23,000.00
	Refri-Range	1410	11,386.00
	Comp Equip-Tools	1465.1	9,375.00
		1475.1	<u>8,750.00</u>
			52,511.00
Scattered -012	CLC's	1408	23,000.00
	Adm Sal & Benefits	1410	35,620.00
	CNA – Fees & Costs	1430	33,334.00
	Roofs-Siding-Doors-Windows-Trim	1450	300,466.00
	Ref-Range	1465.1	9,375.00
	Equipment	1475.1	<u>8,750.00</u>
			410,545.00
Scattered -015	CLC's	1408	23,000.00
	Adm Sal & Benefits	1410	35,619.00
	CNA – Fees & Costs	1430	33,333.00
	Roofs-Siding-Doors-Windows-Trim	1450	300,467.00
	Ref-Range	1465.1	9,375.00
	Equipment	1475.1	<u>8,750.00</u>
			410,544.00

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

PHA Name: Lansing Housing Commission			Grant Type and Number Capital Fund Program No:MI33P05850107 Replacement Housing Factor No:				Federal FY of Grant: 2007	
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		
	09/01/2009			12/31/2010				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Lansing Housing Commission		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 3 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 4 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 5 FFY Grant: 2011 PHA FY: 2011
	Annual Statem ent				
MI33P058002			350,000.00		
MI33P058003		200,000.00			
MI33P058004		75,000.00	90,000.00	30,000.00	140,000.00
MI33P058005				60,000.00	
MI33P058007		200,000.00		20,000.00	
MI33P058008			280,000.00	60,000.00	
MI33P058010		120,000.00			250,000.00
MI33P058011		46,000.00		45,000.00	
MI33P058012				25,000.00	185,000.00
MI33P058015		254,000.00		75,000.00	391,000.00
Total CFP Funds (Est.)		895,000.00	760,000.00	360,000.00	697,400.00
Total Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan Lansing Housing Commission

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :2008 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 2009 FFY Grant: 2009 PHA FY: 2009		
	MI33P058003	Renovate Bathrooms	200,000.00			
				MI33P058002	Renovate Baths	350,000.00
				MI33P058004	Windows	50,000.00
	MI33P058004	Siding	75,000.00	MI33P058004	Doors & Hardware	15,000.00
				MI33P058004	Site Drainage	25,000.00
	MI33P058007	Windows	200,000.00			
				MI33P058010	Floor Drains	40,000.00
	MI33P058010	2 Boilers	120,000.00			
	MI33P058011	Ext. Doors	46,000.00	MI33P058010	Renovate Baths	280,000.00
	MI33P058015	Closet Doors	56,000.00			
	MI33P058015	Furnaces	158,000.00			
	MI33P058015	Water Heaters	40,000.00			
		Total	895,000.00		Total	760,000.00

Capital Fund Program Five-Year Action Plan Lansing Housing Commission

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year :2010 FFY Grant: 2010 PHA FY: 2010			Activities for Year: 2011 FFY Grant: 2011 PHA FY: 2011		
	MI33P058004	Landscape Upgrade	30,000.00	MI058002	Redo wood floors	140,000.00
	MI33P058005	Landscape Upgrade	60,000.00	MI058003		
	MI33P058007	Landscape Upgrade	20,000.00	MI058004	New Locks	1500.00
				MI058005	New Locks	5400.00
	MI33P058008	Landscape Upgrade	60,000.00	MI058007		
				MI058010		
				MI058011	New Locks	4600.00
				MI058012	Entry doors, Hardware – screen	155,000.00
				MI058015	Windows – Screens Wood Trim – entry doors hardware & screens	391,000.00
	MI33P058011	Landscape Upgrade	45,000.00			
	MI33P058012	Landscape Upgrade	25,000.00			
	MI33P058015	Landscape Upgrade	75,000.00			
		Total	360,000.00	Total	697,400.00	

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

PHA Name: Lansing Housing Commission		Grant Type and Number Capital Fund Program No:MI33P05850107 Replacement Housing Factor No:					Federal
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			
	Original	Revised	Actual	Original	Revised	Actual	
	09/01/2009			12/31/2012			

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

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

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

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

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

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:
Oliver Gardens thirty-1 bedroom units of elderly housing. Converting 30 Section 8 Vouchers to Tenant based Sec 8 Vouchers.

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Oliver Tower
1b. Development (project) number: MI33P058-006
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application <u>approved</u> , submitted, or planned for submission: <u>(05/04/01)</u>
5. Number of units affected: 101
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: Estimated March 2007. b. Projected end date of activity: Estimated September 2008.

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or

only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Section 8 Family Self-sufficiency</i>	<i>36</i>	<i>Section 8 Particip</i>	<i>PHA main office</i>	<i>Section 8 partic</i>
<i>Public Housing Homeownership</i>	<i>10</i>	<i>PHA Resident Income eligibility</i>	<i>PHA Main Office</i>	<i>Public Housing Residents</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	38	36 - 12/31/06

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps

the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

Active recruitment – Section 8 Coordinator referral.

C. Welfare Benefit Reductions

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

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

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

Hildebrandt Park

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

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

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

Community Policing – Although the Lansing Housing Commission no longer contracts with Lansing Police Department for Community Policing Services, the LPD continues to use Development offices as a place to write up reports and maintain a presence in our family developments.

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents

- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
 - Other activities (list below)
1. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

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

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)
- Provided below:

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

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

These issues will be addressed in the following manner:

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

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.
 - A. Provide housing assistance that will benefit low and moderate income families.
 - B. Promote homeownership for low and moderate income households.
 - C. Promote economic opportunity for low and moderate income families by facilitating economic development, providing employment and sponsoring job training, business and educational programs and initiatives.
 - D. Increase security and safety in neighborhoods by supporting public safety and crime prevention initiatives, public educational programs and citizen awareness.

Other: (list below)

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

- A. Maintain at current levels the number of public and assisted housing units available to low and moderate income households.
- B. Provide community services and facilities to improve the quality of life in targeted neighborhoods.

D. Other Information Required by HUD

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

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

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

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

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

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

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

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

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

Lansing Housing Commission Annual Plan - 2007

Public Housing-Lansing Housing Commission

# of Members	1	2	3	4	5	6	7	8
FMI	22,600.00	25,850.00	29,050.00	32,300.00	34,900.00	37,450.00	40,050.00	42,650.00
30%	\$6,780	\$7,755	\$8,715	\$9,690	\$10,470	\$11,235	\$12,015	\$12,795
Count	68	64	70	50	16	11	3	4
FMI	22,600.00	25,850.00	29,050.00	32,300.00	34,900.00	37,450.00	40,050.00	42,650.00
>30%	6,780.00	7,755.00	8,715.00	9,690.00	10,470.00	11,235.00	12,015.00	12,795.00
<50%	11,300.00	12,925.00	14,525.00	16,150.00	17,450.00	18,725.00	20,025.00	21,325.00
Count	159	33	37	41	22	11	5	6
FMI	22,600.00	25,850.00	29,050.00	32,300.00	34,900.00	37,450.00	40,050.00	42,650.00
>50%	11,300.00	12,925.00	14,525.00	16,150.00	17,450.00	18,725.00	20,025.00	21,325.00
80%	18,080.00	20,680.00	23,240.00	25,840.00	27,920.00	29,960.00	32,040.00	34,120.00
Count	21	36	27	27	15	8	4	6

286

314

144

744

Waiting List-Lansing Housing Commission

# of Members	1	2	3	4	5	6	7	8
FMI	22,600.00	25,850.00	29,050.00	32,300.00	34,900.00	37,450.00	40,050.00	42,650.00
30%	\$6,780	\$7,755	\$8,715	\$9,690	\$10,470	\$11,235	\$12,015	\$12,795
Count	1201	606	465	271	131	65	20	18
FMI	22,600.00	25,850.00	29,050.00	32,300.00	34,900.00	37,450.00	40,050.00	42,650.00
>30%	6,780.00	7,755.00	8,715.00	9,690.00	10,470.00	11,235.00	12,015.00	12,795.00
<50%	11,300.00	12,925.00	14,525.00	16,150.00	17,450.00	18,725.00	20,025.00	21,325.00
Count	523	279	255	172	104	47	23	17
FMI	22,600.00	25,850.00	29,050.00	32,300.00	34,900.00	37,450.00	40,050.00	42,650.00
>50%	11,300.00	12,925.00	14,525.00	16,150.00	17,450.00	18,725.00	20,025.00	21,325.00
,80%	18,080.00	20,680.00	23,240.00	25,840.00	27,920.00	29,960.00	32,040.00	34,120.00
Count	238	227	188	145	65	37	15	9

2777

1420

924

5121

Section 8-Lansing Housing Commission

# of Members	1	2	3	4	5	6	7	8
FMI	22,600.00	25,850.00	29,050.00	32,300.00	34,900.00	37,450.00	40,050.00	42,650.00
30%	\$6,780	\$7,755	\$8,715	\$9,690	\$10,470	\$11,235	\$12,015	\$12,795
Count	100	153	109	103	36	15	6	8
FMI	22,600.00	25,850.00	29,050.00	32,300.00	34,900.00	37,450.00	40,050.00	42,650.00
>30%	6,780.00	7,755.00	8,715.00	9,690.00	10,470.00	11,235.00	12,015.00	12,795.00
<50%	11,300.00	12,925.00	14,525.00	16,150.00	17,450.00	18,725.00	20,025.00	21,325.00
Count	266	84	86	77	40	23	13	3
FMI	22,600.00	25,850.00	29,050.00	32,300.00	34,900.00	37,450.00	40,050.00	42,650.00
>50%	11,300.00	12,925.00	14,525.00	16,150.00	17,450.00	18,725.00	20,025.00	21,325.00
,80%	18,080.00	20,680.00	23,240.00	25,840.00	27,920.00	29,960.00	32,040.00	34,120.00
Count	86	74	61	43	24	18	4	4

530

592

314

1436

Ethnicity Public Housing			
Race	Hispanic	Non-Hispanic	Total
1-White	200	613	813
2-Black/African American	0	1487	1487
3-Indian/Alaskan Native	0	32	32
4-Asian	0	37	37
5-Hawaiian/Pacific Islander	0	1	1
6-MultiRacial	0	129	129
	<u>200</u>	<u>2299</u>	<u>2499</u>

Ethnicity Waiting List-Combined Section 8 & Public Housing			
Race	Hispanic	Non-Hispanic	Total
1-White	456	1345	900
2-Black/African American	0	3358	3358
3-Indian/Alaskan Native	0	51	51
4-Asian	0	62	62
5-Hawaiian/Pacific Islander	0	3	3
6-MultiRacial	0	147	147
	<u>456</u>	<u>4966</u>	<u>4521</u>

Ethnicity Section 8			
Race	Hispanic	Non-Hispanic	Total
1-White	256	732	988
2-Black/African American	0	1871	1871
3-Indian/Alaskan Native	0	19	19
4-Asian	0	25	25
5-Hawaiian/Pacific Islander	0	2	2
6-MultiRacial	0	18	18
	<u>256</u>	<u>2667</u>	<u>2923</u>

Lansing Housing Commission-Annual Plan 2006

Step 1

	#	factor	
1 bedroom	261	0.85	221.85
2 bedrooms	200	1	200
3 bedrooms	243	1.25	303.75
4 bedrooms	97	1.4	135.8
5 bedrooms	32	1.61	51.52
	<u>833</u>		<u>912.92</u>

Average income all LHC residents **\$10,301.61**
Bedroom adjustment factor **1.095942377**
PHA-wide adjusted average income **\$9,399.77**

Step 2

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

Average income all Project MI058P002 **\$7,116.00**
Bedroom adjustment factor **1.114782609**
MI058P002 adjusted average income **\$6,383.31**

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

Average income all Project MI058P003 **\$4,218.00**
Bedroom adjustment factor **1.163258427**
MI058P003 adjusted average income **\$3,626.02**

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

Average income all Project MI058P004 **\$9,528.00**
Bedroom adjustment factor **1.506153846**
MI058P004 adjusted average income **\$6,326.05**

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

Average income all Project MI058P005 **\$10,164.25**
Bedroom adjustment factor **1.307**
MI058P005 adjusted average income **\$7,776.78**

MI058P007	#	factor	
1 bedroom	20	0.85	17
2 bedrooms	23	1	23
3 bedrooms	33	1.25	41.25
4 bedrooms	12	1.4	16.8
5 bedrooms	7	1.61	11.27
	<u>95</u>		<u>109.32</u>

Average income all Project MI058P007 **\$8,131.40**
Bedroom adjustment factor **1.150736842**
MI058P007 adjusted average income **\$7,066.26**

MI058P008	#	factor	
1 bedroom	0	0.85	0
2 bedrooms	0	1	0
3 bedrooms	43	1.25	53.75
4 bedrooms	14	1.4	19.6
5 bedrooms	0	1.61	0
	<u>57</u>		<u>73.35</u>

Average income all Project MI058P008 **\$8,710.33**
Bedroom adjustment factor **1.286842105**
MI058P008 adjusted average income **\$6,768.76**

MI058P010	#	factor	
1 bedroom	177	0.85	150.45
2 bedrooms	5	1	5
3 bedrooms	0	1.25	0
4 bedrooms	0	1.4	0
5 bedrooms	0	1.61	0

MI058P011	#	factor	
1 bedroom	0	0.85	0
2 bedrooms	0	1	0
3 bedrooms	45	1.25	56.25
4 bedrooms	0	1.4	0
5 bedrooms	0	1.61	0

Average income all Project MI058P010 **\$8,510.00**
Bedroom adjustment factor **0.854120879**
MI058P010 adjusted average income **\$9,963.46**

Average income all Project MI058P011 **\$8,320.13**
Bedroom adjustment factor **1.25**
MI058P011 adjusted average income **\$6,656.10**

MI058P012

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

MI058P015

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

Average income all Project MI058P012 **\$7,395.67**
Bedroom adjustment factor **1**
MI058P012 adjusted average income **\$7,395.67**

Average income all Project MI058P015 **\$8,902.50**
Bedroom adjustment factor **1.054054054**
MI058P015 adjusted average income **\$8,445.96**

MI058P017

	#	factor	
1 bedroom	0	0.85	0
2 bedrooms	0	1	0
3 bedrooms	2	1.25	2.5
4 bedrooms	0	1.4	0
5 bedrooms	0	1.61	0
	<u>2</u>		<u>2.5</u>

Average income all Project MI058P017 **\$12,253.80**
Bedroom adjustment factor **1.25**
MI058P017 adjusted average income **\$9,803.04**

Step 3

Project No.	Pro.Income	PHA Income	Range	Within Range
MI058P002	\$7,116.00	\$10,301.61	69%	N
MI058P003	\$4,218.00	\$10,301.61	41%	N
MI058P004	\$9,528.00	\$10,301.61	92%	Y
MI058P005	\$10,164.25	\$10,301.61	99%	Y
MI058P007	\$9,913.00	\$10,301.61	96%	Y
MI058P008	\$13,741.00	\$10,301.61	133%	N
MI058P010	\$8,510.00	\$10,301.61	83%	N
MI058P011	\$8,320.13	\$10,301.61	81%	N
MI058P012	\$7,395.67	\$10,301.61	72%	N
MI058P015	\$8,902.50	\$10,301.61	86%	N
MI058P017	\$12,253.80	\$10,301.61	119%	N

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

PHA Name: Lansing Housing Commission 12/31/2005	Grant Type and Number Capital Fund Program Grant No: MI33P05850105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: 12/31/06 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	334,160.00	320,447.00	320,447.00	320,447.00
3	1408 Management Improvements Soft Costs	136,000.00	136,000.00	110,090.73	25,909.27
	Management Improvements Hard Costs				
4	1410 Administration	165,896.00	165,896.00	86,772.46	112,027.54
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	80,000.00	80,000.00	80,000.00	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	650,000.00	769,893.00	471,412.05	298,480.95
11	1465.1 Dwelling Equipment—Nonexpendable	50,000.00	60,000.00	28,570.01	31,429.99
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	60,000.00	70,000.00	70,000.00	-0-
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	150,000.00	-0-		
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,658,960.00	1,602,236.00	846,845.25	788,294.75
	Amount of line XX Related to LBP Activities				

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

PHA Name: Lansing Housing Commission 12/31/2005	Grant Type and Number Capital Fund Program Grant No: MI33P05850105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no: 3)
 Performance and Evaluation Report for Period Ending: 12/31/06 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Lansing Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI33P05850106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:3
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	320,447.00	316,239.00	9,074.00	307,165.00
3	1408 Management Improvements Soft Costs	136,000.00	136,000.00		
	Management Improvements Hard Costs				
4	1410 Administration	160,223.00	160,223.00		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	80,000.00	80,000.00		
8	1440 Site Acquisition				
9	1450 Site Improvement		633,737.00		
10	1460 Dwelling Structures	649,766.00	125,000.00		
11	1465.1 Dwelling Equipment—Nonexpendable	60,000.00	60,000.00		
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	70,000.00	70,000.00		
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,602,236.00	1,581,199.00	9074.00	307,165.00
	Amount of line XX Related to LBP Activities				

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

PHA Name: Lansing Housing Commission	Grant Type and Number Capital Fund Program Grant No: MI33P05850106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:3
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Attachment D

**Lansing Housing Commission
Resident Advisory Board**

<u>Name</u>	<u>Address</u>	<u>Phone (home/work)</u>
Sandra Bailey	Treasurer Hildebrandt Resident Council	3120-F Turner St. 48906 517-487-1792
Patricia Patrick	President	2328 Reo Road 48911 517-882-4909

(Attachment E)

Resident Member on the Lansing Housing Commission Governing Board

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

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

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

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

- Elected
 Appointed

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

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?
- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
 - the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
 - Other, (explain):

(Attachment F)
LANSING HOUSING COMMISSION
(Pending)
PET POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

a. Animal Neglect and Abandonment

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

b. Animal Abuse

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

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

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

Name(please print)

Community or Building

Unit Number

Resident

Date

Lansing Housing Commission Official

Date

(Attachment G)

Community Service and Continued Occupancy

The Lansing Housing Commission Board of Commissioners approved Resolution #824 – approving a new Lease on April 8, 1998. Under Tenants Obligations Item (z) is the Community Service Requirement.

Each existing resident was required to sign a new lease and each new resident since that date has signed the new lease.

The following is a list posted at each development of partner agencies that residents are urged to contact for community service requirements.

Advent House

American Red Cross

Ballentine Stepping Stones

Capital Area Community Services

Center for Handicapper Affairs

Community Mental Health Housing Outreach

Loaves and Fishes

Refugee Services

Salvation Army

St Vincent De Paul School for Boys

Tri-County Office on Aging

Lansing School District

Volunteers of America

Excerpt from LHC Admission & Continued Occupancy Policy

13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

13.1 GENERAL

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

13.2 EXEMPTIONS

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

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

13.3 NOTIFICATION OF THE REQUIREMENT

The Lansing Housing Commission shall identify all adult family members who are apparently not exempt from the community service requirement.

The Lansing Housing Commission shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Lansing Housing Commission shall verify such claims.

The notification will advise families that their community service obligation will begin upon admittance to the program or the effective date of their first annual reexamination on or after 10/01/99. For family's paying a flat rent, the obligation begins on the date their annual reexamination would have taken place. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

13.4 VOLUNTEER OPPORTUNITIES

Community services includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self-sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any other program necessary to ready a participant to work (such a substance abuse or mental health treatment).

The Lansing Housing Commission will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

13.5 THE PROCESS

Upon admittance to the program or at the first reexamination on or after October 1, 1999, and each annual reexamination thereafter, the Lansing Housing Commission will do the following:

- A. Provide a list of volunteer opportunities to the family members.**
- B. Provide information about obtaining suitable volunteer positions.**
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work.**
- D. Assign family members to volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family member as needed to best encourage compliance.**

- E. Thirty (30) days before the family's lease anniversary date, the volunteer coordinator will advise the Lansing Housing Commission whether each applicable adult family member is in compliance with the community service requirement.**

13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT

The Lansing Housing Commission will notify any family found be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;**
- B. That the determination is subject to the grievance procedure; and**
- C. That, unless the family member(s) enter into an agreement to comply, the lease will not be renewed or will be terminated.**

13.7 OPPORTUNITY FOR CURE

The Lansing Housing Commission will offer the family member(s) the opportunity to enter into an agreement prior to the anniversary of the lease. The agreement shall state that the family member(s) agrees to enter into an economic self-sufficiency program or agrees to contribute to community service for as many hours as needed to comply with the requirement over the past 12-month period. The cure shall occur over the 12-month period beginning with the date of the agreement and the resident shall at the same time stay current with that year's community service requirement. The first hours a resident earns goes toward the current commitment until the current year's commitment is made.

The volunteer coordinator will assist the family member in identifying volunteer opportunities and will track compliance on a monthly basis.

If any applicable family member does not accept the terms of the agreement, does not fulfill their obligation to participate in an economic self-sufficiency program, or falls behind in their obligation under the agreement to perform community service by more than three (3) hours after three (3) months, the Lansing Housing Commission shall take action to terminate the lease.

CONTINUED OCCUPANCY AND COMMUNITY SERVICE

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

EXEMPTIONS

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

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

Community service obligation will begin upon the admittance to the Public Housing Program or the effective date of your first annual re-examination after October 1, 1999.

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

Signature

Date

Attachment H

Component 3, (6) Deconcentration and Income Mixing

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

If yes, list these developments as follows:

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

Attachment I

Statement of Intent – Development

It is the intent of the Lansing Housing Commission to carefully evaluate and possibly undertake any development prospects within the Greater Lansing Area. Though primarily focused on affordable housing, these development prospects could also include mixed use, mixed finance and homeownership opportunities.

The Lansing Housing Commission Non-profit Development Corporation would be involved with any development opportunities and all opportunities would be carried out in accordance with any applicable HUD requirements and/or regulations.

PROJECT BASED SECTION 8

As contained in the Lansing Housing Commission's 5-Year Plan and its 2007 Annual Plan – it is the intent of the Commission to convert 30 of its Tenant Based Vouchers to Project Based Vouchers.

The Lansing Housing Commission certifies that all HUD requirements and/or regulations are being followed in this process.

The Lansing Housing Commission will convert thirty (30) units and its location is on the South side of Lansing, specific address is 3117 S. Martin Luther King Boulevard, City of Lansing, County of Ingham, and State of Michigan. The conversion of these vouchers is being done as the supply of units for tenant-based assistance is very limited and project-basing in certain strategic locations is needed to assure the viability of units for a period of years. This is consistent with the LHC's Annual Plan to contribute to a balanced distribution of affordable housing throughout Lansing, de-concentration of poverty, provide existing affordable housing stock and promote fair housing objectives.

The Department of Housing and Urban Development has reviewed and approved the application proposal and selection criteria for a management entity.

The Proposal Review Criteria is as follows:

Proposal Review Criteria (100 Points)

- 1. Documented need for the proposed type of residential housing at the proposed site location. 20 POINTS.**
- 2. Contribution to balanced distribution of affordable housing throughout the City of Lansing, de-concentration of poverty, existing affordable housing stock, and fair housing objectives. 20 POINTS.**
- 3. Prior experience of the applicant in developing and managing similar residential housing, and demonstrated ability and capacity of the applicant to proceed expeditiously with the proposal. 15 POINTS.**
- 4. Integration of tenant support and self-sufficiency services (i.e. education, job training, employment, day care), special accessibility for individuals with physical disabilities, amenities or services for the elderly, persons with disabilities or special needs. 15 POINTS.**

5. **Geographic proximity of the proposed development to existing public facilities, sources of employment, and services including public transportation, health, education, and recreational facilities. 10 POINTS.**
6. **Implementation of green building objectives and techniques including revitalization of existing communities, conservation of natural resources, and promotion of a healthier, more livable built environment. 10 POINTS.**
7. **Extent to which the proposed project has been developed as result of a cooperative agreement or arrangement among public, semi-public or non-profit agencies or organizations. 5 POINTS.**
8. **Extent to which businesses owned by women, minorities, and persons with disabilities are represented in the development, ownership, administration, and management of the proposed development. 5 POINTS.**

Chris Stuchell, Executive Director

Date

Attachment K

Section 8 Homeownership Capacity Statement

The Lansing Housing Commission hereby certifies that as part of their

Section 8 Homeownership Program, a requirement will be:

Establishment of a minimum down-payment of at least 3% (percent)

And at least 1% (percent) of the down-payment must come from

The family's resources.

Certified by: Chris Stuchell, Executive Director, January 26, 2006

VIOLENCE AGAINST WOMEN ACT (VAWA)

Attachment L

Public Housing Agency Plan Provision – Five Year Plan Lansing Housing Commission (LHC)

The LHC adopted a policy (the “LHC VAWA Policy”) to implement applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) (VAWA). LHC’s goals, objectives and policies enable LHC to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA, are stated in the LHC VAWA Policy, a copy of which is attached to this Plan.

I. Purpose and Applicability

The purpose of this policy is (herein called “Policy”) to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and will be to more generally to set forth LHC’s policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by LHC of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. §1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

II. Goals and Objectives

The Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by LHC;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between LHC, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by LHC; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by LHC.

III. Other LHC Policies and Procedures

This Policy shall be referenced in and attached to LHC’s Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of LHC’s Admissions and Continued Occupancy Policy and the Section 8 Administrative Policy.

LANSING HOUSING COMMISSION
DOMESTIC VIOLENCE POLICY
PUBLIC HOUSING

1. Eligibility screening and domestic violence

- (a) An applicant household shall not be denied assistance solely because it includes a victim of domestic violence, provided that the perpetrator of domestic violence is not a member of the applicant household.
- (b) In determining eligibility for housing assistance in cases where Lansing Housing Commission has become aware that the household includes a victim of domestic violence, and when screening reveals negative and potentially disqualifying information, such as poor credit history, previous damage to an apartment, or a prior arrest, inquiries will be made regarding the circumstances contributing to this negative reporting, to ascertain whether these past events were the consequence of domestic violence against a member of the applicant household.
- (c) Any such inquiries will make clear that members of applicant households have a right to keep any history of domestic violence against them confidential.
- (d) When inquiries reveal that the negative reporting was the consequence of domestic violence against a member of the applicant household, the applicant household will not be denied housing assistance on the basis of this reporting, provided that the perpetrator of domestic violence is not a member of the applicant household.
- (e) All adult members of a household applying for assistance will be informed that in the above circumstances, a history of domestic violence will mitigate negative findings due to the domestic violence.

2. Termination of housing assistance

Individuals will not be terminated from housing assistance solely because they are the victims of domestic violence, or because they have sought the assistance of the police or the courts.

3. Family break-up policies

- (a) When a household receiving assistance breaks up and domestic violence is a factor, first priority will be given to the best interest of the family.
- (b) If there is a court determination of the family members' respective rights as to the housing assistance, including a determination set out in a personal protection order that determination will be taken into consideration.

- (c) An individual receiving housing assistance must notify the Lansing Housing Commission when a household composition changes due to domestic violence and then the rent which had previously been determined based on the income of an abusive family member who has left the household or been excluded from the household by a personal protection order or other court order, for the unit will be adjusted to reflect the household's changed circumstances. In the case of a rent decrease the adjustment will become effective the first day of the month following the month in which the change was reported. Per the Admissions and Continued Occupancy Policy Section 14.8, page 42.
- (d) When households including both citizens and noncitizens break up, a noncitizen victim of domestic violence may still be eligible for housing assistance only if they are a national or eligible non-citizen or if they have remaining family members that are eligible. In this case assistance will be prorated. In accordance with Section 11.3, pages 29-30 of the Commission's Admission and Continued Occupancy Policy.

For example:

Should the household contain 2 adults and the offending member was an eligible citizen and the non-offending member was not, they would not be eligible for continued assistance.

Should the household contain 2 adult members, offending member an eligible citizen and a non-offending non-eligible, plus 2 eligible children, assistance would continue, at a prorated rate for the 2 eligible children and the non-eligible adult could retain housing but would receive no subsidy.

In such instances, the noncitizen victim of domestic violence may be referred to local legal service agencies, for assistance in self-petitioning for legal permanent residency status for the non-eligible member.

4. Transfers, relocations

- (a) A public housing household is required to give written notice to LHC before moving out or terminating the lease. If the household must move to protect a member's safety it will be responsible to the LHC for their share of rent and to follow program rules until the LHC releases tenant from their lease obligations. The Lansing Housing Commission may also refer public housing residents to local legal service agencies for assistance.
- (b) The Lansing Housing Commission would make every effort, once the domestic violence has been verified to assist the family in transferring to a different LHC unit provided:
 1. that an approved size unit is available and
 2. these transfers be approved by the screening committee.

5. Linkages with community resources

At orientation an informational directory will be presented to each new participant. When the Lansing Housing Commission becomes aware that an individual is experiencing or has experienced domestic violence, the Lansing Housing Commission may refer him or her to domestic violence advocates. The Lansing Housing Commission will also inform the individual that local legal service agencies are available to provide assistance and representation to domestic violence victims in obtaining and maintaining personal protection orders, custody orders, exclusive use of the home, and other necessary legal remedies for victims of domestic violence; that the Personal Protection Order office is available to provide assistance in obtaining PPO's; and that the Lansing Police Department and the Capital Area Response Effort (CARE) are available for emergency response and intervention.

6. Definitions

- (a) "Domestic violence" is defined as the behavior set out in M.C.L.A. § 600.2950(1) carried out by those categories of persons set out in M.C.L.A. § 600.2950(1). It is not limited to violence between individuals who are married or formerly married or who have a child in common. It includes threats and any other conduct that causes a reasonable apprehension of violence by those categories of persons set out in M.C.L.A. § 600.2950(1). M.C.L.A. § 600.2950(1) is attached as Appendix A.
- (b) A "perpetrator" of domestic violence is defined as the primary aggressor in a violent relationship. In situations where there is doubt as to who the primary aggressor is in a violent relationship, appropriate considerations include the relative severity of injuries each person has received as a result of the violence, any history of complaints of domestic violence against either individual, household members' and others' accounts of the history of the domestic violence, and whether one person acted in self-defense.

7. Verification of domestic violence

- (a) The Lansing Housing Commission may accept any of following as verification of the existence of domestic violence within the household:
 - Credible statement from victim.
 - Statements of workers from a domestic violence shelter or other domestic violence program.
 - Statements from counselors.
 - Medical records.
 - Reports and statements from police, judges and other court officials, clergy, social workers, and other social service agencies.
 - Any other form of credible evidence.

8. Confidentiality

- (a) Any documentation or evidence supplied by an individual to verify domestic violence will be kept strictly confidential and will not be shared with any person other than the relevant Lansing Housing Commission decision makers unless the individual voluntarily waives confidentiality.
- (b) Any information provided by an individual regarding his or her status as a victim of domestic violence will be kept strictly confidential and will not be shared with any person other than the relevant Lansing Housing Commission decision makers unless the individual voluntarily waives confidentiality.
- (c) All legal mandates of confidentiality will be honored.

APPENDIX A

M.C.L.A. § 600.2950(1)

Sec. 2950. (1) provides in pertinent part:

[A]n individual may petition the family division of circuit court to enter a personal protection order to restrain or enjoin a spouse, a former spouse, an individual with whom he or she has had a child in common, an individual with whom he or she has or has had a dating relationship, or an individual residing or having resided in the same household as the petitioner from doing 1 or more of the following:

- (a) Entering onto premises.
- (b) Assaulting, attacking, beating, molesting, or wounding a named individual.
- (c) Threatening to kill or physically injure a named individual.
- (d) Removing minor children from the individual having legal custody of the children, except as otherwise authorized by custody or parenting time order issued by a court of competent jurisdiction.
- (e) Purchasing or possessing a firearm.
- (f) Interfering with petitioner's efforts to remove petitioner's children or personal property from premises that are solely owned or leased by the individual to be restrained or enjoined.

(g) Interfering with petitioner at petitioner's place of employment or education or engaging in conduct that impairs petitioner's employment or educational relationship or environment.

(h) Having access to information in records concerning a minor child of both petitioner and respondent that will inform respondent about the address or telephone number of petitioner and petitioner's minor child or about petitioner's employment address.

(i) Engaging in conduct that is prohibited under section 411h or 411i of the Michigan penal code, 1931 PA 328, MCL 750.411h and 750.411i.

(j) Any other specific act or conduct that imposes upon or interferes with personal liberty or that causes a reasonable apprehension of violence.

LANSING HOUSING COMMISSION
DOMESTIC VIOLENCE POLICY
SECTION 8

1. Eligibility screening and domestic violence

(a) An applicant household shall not be denied voucher assistance solely because it includes a victim of domestic violence, provided that the perpetrator of domestic violence is not a member of the applicant household.

(f) In determining eligibility for housing assistance in cases where Lansing Housing Commission has become aware that the household includes a victim of domestic violence, and when screening reveals negative and potentially disqualifying information, such as poor credit history, previous damage to an apartment, or a prior arrest, inquiries will be made regarding the circumstances contributing to this negative reporting, to ascertain whether these past events were the consequence of domestic violence against a member of the applicant household.

(g) Any such inquiries will make clear that members of applicant households have a right to keep any history of domestic violence against them confidential.

(h) When inquiries reveal that the negative reporting was the consequence of domestic violence against a member of the applicant household, the applicant household will not be denied housing assistance on the basis of this reporting, provided that the perpetrator of domestic violence is not a member of the applicant household.

(i) All adult members of a household applying for assistance will be informed that in the above circumstances, a history of domestic violence will mitigate negative findings due to the domestic violence.

2. Termination of housing assistance

Individuals will not be terminated from housing assistance solely because they are the victims of domestic violence, or because they have sought the assistance of the police or the courts.

3. Family break-up policies

(e) When a household receiving assistance breaks up and domestic violence is a factor, first priority will be given to the best interest of the family.

- (f) If there is a court determination of the family members' respective rights as to the housing assistance, including a determination set out in a personal protection order, that determination will be taken into consideration.
- (g) An individual receiving housing assistance must notify the Lansing Housing Commission when a household composition changes due to domestic violence and then the rent which had previously been determined based on the income of an abusive family member who has left the household or been excluded from the household by a personal protection order or other court order, for the unit will be adjusted to reflect the household's changed circumstances. In any event, rent changes shall be made in accordance with Section 14.20 of the Commission's Section 8 Administrative Plan.
- (h) When households including both citizens and noncitizens break up, a noncitizen victim of domestic violence may still be eligible for housing assistance only if they are a national or eligible non-citizen or if they have remaining family members that are eligible. In this case assistance will be prorated, in accordance with Section 11.4 F, Page 50 of the Section 8 Administrative Plan.

For example:

Should the household contain 2 adults and the offending member was an eligible citizen and the non-offending member was not, they would not be eligible for continued assistance.

Should the household contain 2 adult members, offending member an eligible citizen and a non-offending non-eligible, plus 2 eligible children, assistance would continue, at a prorated rate for the 2 eligible children and the non-eligible adult could retain housing but would receive no subsidy. They would be responsible for their portion of the rental subsidy.

In such instances, the noncitizen victim of domestic violence may be referred to local legal service agencies, for assistance in self-petitioning for legal permanent residency status for the non-eligible member.

4. Emergency transfers, relocations and portability

- (c) A voucher holding household is required to give written notice to LHC and owner before moving out or terminating the lease. If the household must move to protect a member's safety it will be responsible to the landlord for their share of rent and to follow program rules until the landlord releases tenant from their lease obligations. The Lansing Housing Commission will not make arrangements for a new unit to be inspected until household is released from any current lease obligations. Once a tenant is released from current obligations, the Lansing Housing Commission will make every effort to inspect the unit in a timely manner. In any case, the Voucher holder must present and have approved a Request for Tenancy within 90 days. The Lansing Housing Commission may also refer voucher holders to local

legal service agencies for assistance in negotiating with landlords to facilitate a mutual termination of the lease.

- (b) The initial residency requirements for out of jurisdiction Voucher holders cannot be waived.

5. Linkages with community resources

At orientation an informational directory will be presented to each new participant. When the Lansing Housing Commission becomes aware that an individual is experiencing or has experienced domestic violence, the Lansing Housing Commission may refer him or her to domestic violence advocates. The Lansing Housing Commission will also inform the individual that local legal service agencies are available to provide assistance and representation to domestic violence victims in obtaining and maintaining personal protection orders, custody orders, exclusive use of the home, and other necessary legal remedies for victims of domestic violence; that the Personal Protection Order office is available to provide assistance in obtaining PPO's; and that the Lansing Police Department and the Capital Area Response Effort (CARE) are available for emergency response and intervention.

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7. Verification of domestic violence

- (b) The Lansing Housing Commission may accept any of following as verification of the existence of domestic within the household.
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 - Statements from counselors.

- Medical records.
- Reports and statements from police, judges and other court officials, clergy, social workers, and other social service agencies.
- Any other form of credible evidence.

8. Confidentiality

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- (d) Any information provided by an individual regarding his or her status as a victim of domestic violence will be kept strictly confidential and will not be shared with any person other than the relevant Lansing Housing Commission decision makers unless the individual voluntarily waives confidentiality.
- (e) All legal mandates of confidentiality will be honored.

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- (a) Entering onto premises.
- (b) Assaulting, attacking, beating, molesting, or wounding a named individual.
- (c) Threatening to kill or physically injure a named individual.
- (d) Removing minor children from the individual having legal custody of the children, except as otherwise authorized by a custody or parenting time order issued by a court of competent jurisdiction.
- (e) Purchasing or possessing a firearm.
- (f) Interfering with petitioner's efforts to remove petitioner's children or personal property from premises that are solely owned or leased by the individual to be restrained or enjoined.
- (g) Interfering with petitioner at petitioner's place of employment or education or engaging in conduct that impairs petitioner's employment or educational relationship or environment.
- (h) Having access to information in records concerning a minor child of both petitioner and respondent that will inform respondent about the address or telephone number of petitioner and petitioner's minor child or about petitioner's employment address.
- (i) Engaging in conduct that is prohibited under section 411h or 411i of the Michigan penal code, 1931 PA 328, MCL 750.411h and 750.411i.
- (j) Any other specific act or conduct that imposes upon or interferes with personal liberty or that causes a reasonable apprehension of violence.