

PHA Plans

Streamlined 5-Year/Annual Version

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

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

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

Streamlined 5-Year Plan for Fiscal Years

2005 - 2009

Streamlined Annual Plan for Fiscal Year 2008

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

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Big Rapids Housing Commission
MI041

PHA Number:

PHA Fiscal Year Beginning: 04/01/2008

PHA Programs Administered:

- Public Housing and Section 8**
 Number of public housing units:
 Number of S8 units:
- Section 8 Only**
 Number of S8 units:
- Public Housing Only**
 Number of public housing units:

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

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

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

A. Mission

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

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

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)

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:
 - 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)

Other PHA Goals and Objectives: (list below)

Operate the Big Rapids Housing Commission in full compliance with the Equal Opportunity laws and regulations.

The Big Rapids Housing Commission shall ensure equal treatment of all applicants, residents, employees, and vendors.

The Big Rapids Housing Commission shall mix its public housing development populations as much as possible ethnically, racially, and income wise.

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

Streamlined Annual PHA Plan

PHA Fiscal Year 2008

[24 CFR Part 903.12(b)]

Table of Contents

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

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

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

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

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

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

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

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

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

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

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

Executive Summary (optional)

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

The Big Rapids Housing Commission has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have adopted the following mission statement to guide the activities of the Big Rapids Housing Commission.

The mission of the Big Rapids 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.

Following are a few of the goals and objectives we have adopted for the next five years.

Goal One

Manage the Big Rapids Housing Commission's existing public housing program in an efficient and effective manner thereby continuing to qualify as at least a standard performer.

Objectives

1. HUD shall continue to recognize the Big Rapids Housing Commission as a high performer.
2. The Big Rapids Housing Commission shall make our public housing units more marketable to the community as evidenced by an increase in our waiting list.
3. The Big Rapids Housing Commission shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

Goal Two

Manage the Big Rapids Housing Commission in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.

1. The Big Rapids Housing Commission shall maintain the percentage of rents collected to an acceptable rate determined by HUD regulations.
2. The Big Rapids Housing Commission shall achieve and sustain an occupancy rate acceptable to the rate determined by HUD regulations.
3. The Big Rapids Housing Commission shall continue to implement its asset management plan.

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

Goal Three

Provide a safe and secure environment in the Big Rapids Housing Commission public housing developments.

Objectives

1. The Big Rapids Housing Commission shall continue to strive to reduce crime in its Developments by sponsoring the Resident Neighborhood Watch Program.
2. The Big Rapids Housing Commission shall continue to reduce crime in its developments so that the crime rate is no greater than the surrounding neighborhood.
3. The Big Rapids Housing Commission shall continue the memorandum of understanding between the jurisdiction's law enforcement agency and this agency.
4. The Big Rapids Housing Commission shall reduce its evictions due to violations of criminal laws through aggressive screening procedures.

More goals and objectives can be found in the Five-Year Plan.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

- The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

In summary, we are on course to improve the condition of affordable housing in Big Rapids.

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

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

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

Housing Needs of Families on the PHA's Waiting Lists

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Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" 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	45		
Extremely low income <=30% AMI	36	80	
Very low income (>30% but <=50% AMI)	8	18	
Low income (>50% but <80% AMI)	1	2	
Families with children	17	38	
Elderly families	8	18	
Families with Disabilities	9	20	
Race/ethnicity – White	32	71	
Race/ethnicity – Black	12	27	
Race/ethnicity - Asian	0	0	
Race/ethnicity – Hispanic	1	2	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	26	58	
2 BR	11	24	
3 BR	7	16	
4 BR	1	2	
5 BR	0	0	
5+ BR	0	0	
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 type="checkbox"/> No <input type="checkbox"/> Yes			

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B. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- 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

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- 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

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- needs
 Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

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

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

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improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2008 grants)		
a) Public Housing Operating Fund	\$617,443	
b) Public Housing Capital Fund	\$412,821	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$679,708	
4. Other income (list below)	\$12,000	
Excess Utilities		
4. Non-federal sources (list below)		
Total resources	\$1,721,972	

**We specifically reserve the right to change this financial resources statement based on later, better information.

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3. PHA Policies Governing Eligibility, Selection, and Admissions

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

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: (state time)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other – Personal references and credit check.

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 Bedroom Size

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

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

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If

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yes, complete the following table; if not skip to d.

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

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

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

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

d. Site-Based Waiting Lists – Coming Year

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

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

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

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

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

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

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Other (list below)

(3) Assignment

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

- One
 Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference - **Preference will be given to families of federally declared disasters who are Section 8 Voucher Holders or Public Housing Residents in another jurisdiction.**

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

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(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 – Policy Handbook and Videos

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table: Both developments are below the average income.

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
Parkview Village MI33P041002	09	There are only nine apartments in this section, compared to Evergreen which has eighty nine and SPV family which has 33. This affects the average, including the snapshot in time survey we did on 10-1-07. This development is only below the income range by \$56.62.	The Big Rapids Housing Commission will offer incentives to encourage higher income families to reside at North Parkview Village in accordance with our Deconcentration and Admissions Policy.

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).

WE DO NOT HAVE SECTION 8.

(1) Eligibility

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- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
 - Criminal and drug-related activity, more extensively than required by law or regulation
 - More general screening than criminal and drug-related activity (list factors):
 - Other (list below)
- 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)

(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:

(4) Admissions Preferences

- a. Income targeting

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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.

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

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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)

4. PHA Rent Determination Policies

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

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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 of the following two)

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

b. Minimum Rent

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

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

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

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

Minimum Rent and Hardship Exemption (Rent Collection Policy)

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

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

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never

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- 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) 5% of adjusted gross income.
- Other (list below)

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)
Big Rapids Housing Commission Flat Rents are based on an average of the MSHDA Payment Standards and the current Fair Market Rents for Mecosta County.

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)

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Capital Improvement Needs

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

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

A. Capital Fund Activities

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

(1) Capital Fund Program

a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.

b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must

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identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)
- b. Status of HOPE VI revitalization grant (complete one set of questions for each grant)
Development name:
Development (project) number:
Status of grant: (select the statement that best describes the current status)
 Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
- e. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

6. Demolition and Disposition

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

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

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

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

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

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

- (1) Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(2) Program Description

a. Size of Program

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

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

b. PHA-established eligibility criteria

- Yes No: Will the PHA’s program have eligibility criteria for participation in its

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Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

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

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

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

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

8. Civil Rights Certifications

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

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

9. Additional Information

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

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

Progress in Meeting Mission and Goals
Annual Plan Year 2008

The Big Rapids Housing Commission has progressed in achieving our mission and many of the goals outlined in our 5-Year Plan.

We continue to provide and maintain safe, quality housing in a cost-effective manner. Partnering with others we offer rental assistance and other related services to our community in a non-discriminatory manner.

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We have managed our existing public housing program in an efficient and effective manner.

The Big Rapids Housing Commission is in full compliance with applicable statutes and regulations as supported by the recent audit.

The Big Rapids Housing Commission is maintaining an occupancy and rents collected rate acceptable by HUD regulations.

The Nisbett-Fairman Residences continue to be successfully operated with our involvement as the managing partner. The residences include 38 apartments that are leased to those that are at or below 60% of the area median and are age 55 or over.

The Big Rapids Housing Commission and the City of Big Rapids Department of Public Safety are continuing the Memorandum of Agreement to have the East Side Community Officer's presence on Big Rapids Housing Commission's property. This program, along with our extensive application screening process and strict enforcement of our lease has extremely reduced the crime rate within our developments.

The Big Rapids Housing Commission continues to promote a motivating work environment with an efficient team of employees operating as a customer-friendly and fiscally prudent leader in the affordable housing industry.

Our active Family Self-Sufficiency Program promotes economic opportunity for the families and individuals residing in our housing complex.

The Homeownership Program has 2 homes for sale and due to the struggling housing market the Housing Commission will not be undertaking any Homeownership projects in 2008. Two homes were converted from the Homeownership Program into the Domestic Violence Housing Initiative Program through MSHDA and are now being rented to domestic violence victims.

The Big Rapids Housing Commission recently completed a leveraged borrowing program through Fannie Mae. The Commission borrowed \$1.7 million to do much needed modernization work, which includes window replacement, furnace and boiler replacement and site work. The Big Rapids Housing Commission was the second Housing Commission within Michigan to participate in the program. The loan is repaid with future CFP proceeds.

The Big Rapids Housing Commission has submitted a request to HUD for authorization to enter into an Energy Performance Contract with Siemens Building Technologies. It is proposed within the contract to reduce energy consumption by replacing equipment within the facility. Some of the energy conservation measures include boiler and furnace replacements, water heater replacements, lighting replacement and water conservation improvements. The cost of the energy improvements is paid by the energy savings and the savings are guaranteed by Siemens.

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We continue to manage Stepping Stones Childcare/Learning Center. This endeavor helps with one of the biggest barriers people face when trying to find suitable employment; quality, affordable childcare.

The Big Rapids Housing Commission will continue to strive in meeting the mission and goals outlined in our 5-Year Plan.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

- a. Substantial Deviation from the 5-Year Plan – No Substantial Deviation has occurred since submission of our 5-Year Plan for 2005 – 2009.
- b. Significant Amendment or Modification to the Annual Plan – No significant Amendment or Modification to the year 2008 Annual Plan has occurred.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below:

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

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

BIG RAPIDS HOUSING COMMISSION
Resident Advisory Board

South Parkview Village Senior Section

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Bill Deakins
25 Parkview Village
Apt. B
Big Rapids, MI 49307

South Parkview Village Family Section

Kathryn McCullough
8 Parkview Village
Apt.C
Big Rapids, MI 49307

Highrise

Sharon Veen
609 Adams
Apt. 303
Big Rapids, MI 49307

Evergreen Village

Danny Laclear
1805 Milton Ave.
Apt. 129-D
Big Rapids, MI 49307

(2) Resident Membership on PHA Governing Board

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

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

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

Appointment

The term of appointment is (include the date term expires):

April, 2004 – March, 2009

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

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Description of Resident Election Process

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

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

Eligible candidates: (select one)

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

Eligible voters: (select all that apply)

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

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

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

Date of next term expiration of a governing board member:

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

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: (provide name here)

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

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

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

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

Continue to provide housing opportunities to individuals through the low rent program, homeownership program and Nisbett – Fairman Residences.

(4) (Reserved)

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

10. Project-Based Voucher Program

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

If yes, check which circumstances apply:

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

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

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> 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	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance

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

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

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Big Rapids Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI 33P04150105 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Original Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	81,020		81,020	81,020
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration	40,510		40,510	40,510
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000		21,802	21,802
8	1440 Site Acquisition				
9	1450 Site Improvement	96,020		8,292	8,292
10	1460 Dwelling Structures	149,250		230,203	230,203
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	23,300		23,273	23,273
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...)	405,100		405,100	
	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				

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

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Big Rapids Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI 33P04150105 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Original Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Line XX related to Security-- Hard Costs	35,329		35,329	
	Amount of line XX Related to Energy Conservation Measures	46,000		0	
	Collateralization Expenses or Debt Service				

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

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Big Rapids Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI 33P04150105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MI33P041001	Install Security Camera System		1450	67		\$15,000		0	Deleted
	Install Dryer Hook Ups		1460	6		\$2,000		\$1,375	Complete
	Replace Mailboxes		1460	20		\$750		0	Deleted
	Remove Concrete		1450	33		\$5,000		\$2,886	Complete
	Entry Porches		1450	9		\$50,691		\$2,881	Complete
	Install tub surrounds- continued from 2004		1460	33				\$48,835	Complete
MI33P041002	Install Security Camera System		1450	66		\$15,000			Deleted
	Replace Mailboxes		1460	50		\$2,500			Deleted
MI33P041003	Replace Windows – Phase I		1460	287		\$46,000			Deleted
	Install Security Camera System - Highrise		1450	23		\$5,329			Deleted
HA Wide	Maintenance Vehicle		1475	287		\$23,300		\$23,273	Complete
	New Signs		1450	287		\$5,000		\$2,525	Complete
	Fire Alarm/Detectors/Fire Extinguishers		1460	287		\$98,000		\$179,993	Complete
	Operations		1406	287		\$81,020		\$81,020	Complete
	Administration		1410	287		\$40,510		\$40,510	Complete
	Eastside Patrol Officer		1410	287		\$0		0	Deleted
	Architectural/Engineering		1430	287		\$15,000		\$21,802	Complete
	TOTAL					\$405,100		\$405,100	

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Big Rapids Housing Commission		Grant Type and Number Capital Fund Program No: MI33P04150105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	03-30-2007		9-30-2006	09-30-2008		03-31-2007	
MI 33P041 001	03-30-2007		9-30-2006	09-30-2008		03-31-2007	
MI 33P041 002	03-30-2007		9-30-2006	09-30-2008		03-31-2007	
MI 33P041 003	03-30-2007		9-30-2006	09-30-2008		03-31-2007	

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

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Big Rapids Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI 33P04150106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Original Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 9/30/07 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$78,700		78,700	
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration	\$46,800		17,500	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$10,000		2,812	
8	1440 Site Acquisition				
9	1450 Site Improvement	\$38,581		1,072	
10	1460 Dwelling Structures	\$17,690			
11	1465.1 Dwelling Equipment—Nonexpendable	\$40,500		1,049	
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	\$28,000			
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				
	1501 Debt Service	\$134,890			
	Amount of Annual Grant: (sum of lines...	\$405,161			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	\$5,190			
	Amount of line XX Related to Security –Soft Costs	\$7,500			

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

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Big Rapids Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI 33P04150106 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Original Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 9/30/07 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Big Rapids Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI 33P04150106 Replacement Housing Factor Grant No:				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MI33P041001	Front Entry Renovation Continued		1450	33		\$11,627		\$125,586	Open
	Continue Tub Surround Project – Family		1460	33		0		0	Deleted
	Continue Faucet Replacement – Family		1460	33		0		0	Deleted
	Sidewalk Repair/ Modify Door Threshold		1450	67		\$10,000		0	Deleted
	Replace Appliances – Family		1465.1	33		\$10,200		\$3,095	Complete
MI33P041002	Replace Appliances - Family		1465.1	9		\$2,780		\$2,983	Complete
MI33P041003	Replace Fire Alarm System – Highrise		1470	23		0		0	Deleted
	Replace Intercom System/Video Entrance		1460	23		\$10,000		0	Deleted
	Install Ceiling Fans		1460	23		\$2,500		0	Deleted
	Replace Appliances – Family		1465.1	89		\$27,520		\$5,101	Complete
HA Wide	Maintenance Vehicle		1475	287		\$20,000		0	Deleted
	Parking Lot Maintenance/Improvements		1450	287		\$18,954		\$25,745	Complete
	504 Compliance Upgrade		1460	287		\$5,190		0	Deleted
	Landscaping		1450	287		\$8,000		\$1,072	Complete
	Office Equipment		1475	287		\$8,000		0	Deleted
	Debt Services		1501	287		\$134,890		\$32,655	Open
	Operations		1406	287		\$78,700		\$78,700	Complete
	Administration		1410	287		\$39,300		\$15,383	Complete
	Eastside Patrol Officer		1410	287		\$7,500		\$7,500	Complete
	Architectural/Engineering		1430	287		\$10,000		\$9,375	Complete
	Total					\$405,161		307,195	

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Big Rapids Housing Commission			Grant Type and Number Capital Fund Program No: MI33P04150106 Replacement Housing Factor No:			Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	03-30-2008			09-30-2009			
MI 33P041 001	03-30-2008			09-30-2009			
MI 33P041 002	03-30-2008			09-30-2009			
MI 33P041 003	03-30-2008			09-30-2009			

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

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Big Rapids Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI 33P04150107 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Original Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 9/30/07 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$10,000			
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	\$27,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$10,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$56,734			
10	1460 Dwelling Structures	\$79,966			
11	1465.1 Dwelling Equipment—Nonexpendable	\$5,000			
12	1470 Nondwelling Structures	\$58,000			
13	1475 Nondwelling Equipment	\$35,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				

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

Annual Statement/Performance and Evaluation Report				
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary				
PHA Name: Big Rapids Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI 33P04150107 Replacement Housing Factor Grant No:		
		Federal FY of Grant: 2007		
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Original Revised Annual Statement (revision no: 1)				
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending 9/30/07 <input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
18	1499 Development Activities			
19	1502 Contingency			
	1501 Debt Service	\$130,621		
	Amount of Annual Grant: (sum of lines...	\$412,821		
	Amount of line XX Related to LBP Activities			
	Amount of line XX Related to Section 504 compliance	\$5,000		
	Amount of line XX Related to Security –Soft Costs	\$7,500		
	Amount of Line XX related to Security-- Hard Costs	\$23,000		
	Amount of line XX Related to Energy Conservation Measures			
	Collateralization Expenses or Debt Service			

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

Annual Statement/Performance and Evaluation Report									
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)									
Part II: Supporting Pages									
PHA Name: Big Rapids Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI 33P04150107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
MI33P041001	Entry Renovation		1450	33		\$19,234		\$19,234	Complete
MI33P041002	Signs		1450	72		\$2,500			Open
	Electric Meter Relocation		1450	72		\$5,000			Open
	Improve Barrier Free Access		1450	72		\$5,000			Open
	Landscaping		1450	72		\$5,000			Open
MI33P041003	Replace Kitchen Cabinets/Countertops		1460	89		\$41,583			Open
	Replace Intercom/Video System – Highrise		1470	23		\$8,000			Open
	Install Ceiling Fans		1460	23		\$5,000			Open
	Elevator Upgrade		1470	23		\$50,000			Open
HA Wide	Appliances		1465	12		\$5,000		\$3,759	Open
	Maintenance Vehicle		1475	287		\$25,000			Open
	Replace Roof on Offices		1460	287		\$13,384		\$13,384	Complete
	Master Key System		1460	287		\$10,000			Open
	Security Camera System		1450	287		\$5,000			Open
	504/Fair Housing Upgrades		1460	287		\$5,000			Open
	Playground Equipment		1450	287		\$15,000			Open
	Office Equipment		1475	287		\$10,000		\$5,854	Open
	Mailboxes		1460	287		\$2,000			Open
	Window Covering		1460	287		\$2,999			Open
	Debt Services		1501	287		\$130,621			Open
	Operations		1406	287		\$10,000			Open
	Administration		1410	287		\$20,000			Open
	Eastside Patrol Officer		1410	287		\$7,500			Open
	Architectural/Engineering		1430	287		\$10,000			Open

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Big Rapids Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI 33P04150107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
	Total				\$412,821		\$42,232	

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Big Rapids Housing Commission		Grant Type and Number Capital Fund Program No: MI33P04150107 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	
HA Wide	09-12-2009			09-12-2011			
MI 33P041 001	09-12-2009			09-12-2011			
MI 33P041 002	09-12-2009			09-12-2011			
MI 33P041 003	09-12-2009			09-12-2011			

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

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Big Rapids Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI 33P04150108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Original Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$10,000			
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs				
4	1410 Administration	\$27,500			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$10,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$85,000			
10	1460 Dwelling Structures	\$105,400			
11	1465.1 Dwelling Equipment—Nonexpendable	\$20,300			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$24,000			
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				
	1501 Debt Service	\$130,621			
	Amount of Annual Grant: (sum of lines...	\$412,821			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	\$5,000			
	Amount of line XX Related to Security –Soft Costs	\$7,500			

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

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Big Rapids Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI 33P04150108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Original Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Big Rapids Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI 33P04150108 Replacement Housing Factor Grant No:				Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
MI33P041002	Boiler Room Doors		1450	72		\$10,000		
	Landscaping		1450	72		\$5,000		
	Improve Barrier Free Access		1450	72		\$60,000		
MI33P041003	Replace Kitchen Cabinets/Countertops		1460	89		\$86,400		
HA Wide	Appliances		1465	50		\$20,300		
	Maintenance Tractor		1475	287		\$14,000		
	504/Fair Housing Upgrades		1460	287		\$5,000		
	Playground Equipment		1450	287		\$10,000		
	Office Equipment		1475	287		\$10,000		
	Mailboxes		1460	287		\$12,000		
	Window Covering		1460	287		\$2,000		
	Debt Services		1501	287		\$130,621		
	Operations		1406	287		\$10,000		
	Administration		1410	287		\$20,000		
	Eastside Patrol Officer		1410	287		\$7,500		
	Architectural/Engineering		1430	287		\$10,000		
	Total					\$412,821		

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

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Big Rapids Housing Commission		Grant Type and Number Capital Fund Program No: MI33P04150108 Replacement Housing Factor No:				Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA Wide	09-12-2010			09-12-2012			
MI 33P041 001	09-12-2010			09-12-2012			
MI 33P041 002	09-12-2010			09-12-2012			
MI 33P041 003	09-12-2010			09-12-2012			

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

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Big Rapids Housing Commission				X Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2009	Work Statement for Year 3 FFY Grant: PHA FY: 2010	Work Statement for Year 4 FFY Grant: PHA FY: 2011	Work Statement for Year 5 FFY Grant: PHA FY: 2012
	Annual Statement				
MI 33P041 001		\$ 16,500	\$ 19,000	\$ 59,400	\$ 10,000
MI 33P041 002		\$ 7,000	\$ 6,600	\$ 39,720	No Activity
MI 33P041 003		\$101,706	\$166,306	\$120,010	\$129,700
HA Wide		\$287,615	\$220,915	\$193,691	\$273,121
CFP Funds Listed for 5-year planning		\$412,821	\$412,821	\$412,821	\$412,821
Replacement Housing Factor Funds					

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

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1 2007	Activities for Year : 2009 FFY Grant: PHA FY:			Activities for Year: 2010 FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	MI33P041001	Vanity & Lav. Faucets	\$16,500	MI33P041001	Install Handrail in Shower	\$14,000
Annual					Install Elec. On Patio	\$5,000
Statement	MI33P041002	Vanity & Lav. Faucets	\$4,500			
		Bathroom Flooring	\$2,500	MI33P041002	Lav Faucets (101-114)	\$6,600
	MI33P041003	Cabinets/Countertops	\$101,706	MI33P041003	Vanity & Lav. Faucets (HR)	\$8,050
					Vanity & Lav. Faucets (EV)	\$30,000
	HA Wide	Appliances	\$30,494		Additional light in living rm.	\$50,000
		Playground Equipment	\$10,000		Cabinets/Countertops	\$78,256
		Landscaping	\$ 8,000			
		Maintenance Vehicle	\$25,000	HA Wide	Range Hoods – 40% Family	\$10,794
		Maintenance Tractor	\$14,000		Landscaping	\$2,000
		Office Equipment	\$2,000		Office Equipment	\$30,000
		Replace Outside Hose Bibs	\$20,000		Debt Services	\$130,621
		Debt Services	\$130,621		Operations	\$10,000
		Operations	\$10,000		Administration	\$15,000
		Administration	\$15,000		Eastside Patrol Officer	\$7,500
		Eastside Patrol Officer	\$7,500		Architectural/Engineering	\$15,000
		Architectural/Engineering	\$15,000	Total CFP Estimated Cost		\$412,821
	Total CFP Estimated Cost		\$412,821			

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

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities					
Activities for Year : 2011 FFY Grant: PHA FY:			Activities for Year : 2012 FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
MI33P041001	Tub Surrounds/ Handrails in Showers 10-31	\$59,400	MI33P041001	Repair Drywall 1 - 8	\$10,000
MI33P041002	Tub Surrounds/101 - 114 Handrails in Showers	\$39,720	MI33P041002	No Activity	
MI33P041003	Replace Closet Doors	\$120,010	MI33P041003	Generator	\$20,000
				Cont. Closet Door Replacement	\$109,700
HA Wide	Outlets & Switches	\$6,570			
	Landscaping	\$2,000	HA Wide	Maintenance Vehicle	\$30,000
	Office Equipment	\$7,000		Refinish tubs as needed	\$30,000
	Debt Services	\$130,621		Office Equipment	\$15,000
	Operations	\$10,000		Landscaping	\$10,000
	Administration	\$15,000		Parking Lot Maintenance	\$10,000
	Eastside Patrol Officer	\$7,500		Debt Services	\$130,621
	Architectural/Engin.	\$15,000		Operations	\$10,000
				Administration	\$15,000
				Eastside Patrol Officer	\$7,500
				Architectural/Engin	\$15,000
Total CFP Estimated Cost		\$412,821	Total CFP Estimated Cost		\$412,821

Detailed Borrowing Analysis

Capital Fund Grant Leveraging

Completed for	MI041 Big Rapids Housing Commission
Assumed Interest Rate	4.60%
Origination Fee	1.00%
Mgt. Assessment, Fairness Opinion, Lender Legal & Closing Costs	\$ 30,000
DSR Initial Deposit	100%
Term of This Borrowing	20
Months of Cap Interest	3
P&I per Year	12

Computation of Base Capital Fund for Borrowing

Assumed Base Year Capital Funds Allocation	405,100
Planned Demolition - No Demolition Planned	
Housing Brought Back On Line	
Other Adjustments #1 - 4% estimated reduction for 2006	(16,204)
Other Adjustments #2	
Net Capital Fund	388,896
Annual Debt Service Pledge	128,336
Annual Debt Service Pledge as % of Base Cap Funds	33.0%

Proceeds Analysis

Gross Borrowing	1,663,260
Less Fees	(46,633)
Reserve Deposit	(128,336)
Less Cap Interest	(19,127)
Net Proceeds to PHA Project Fund	1,469,165
PHA Fiscal Year Ends	3/31/2006

All interest rates and expenses are assumptions and subject to revision. This is to be used for planning purposes only.

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

PHA Name: MI041 Big Rapids Housing Commission	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant	Federal FY of Grant: Cap Fund Borrowing
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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

Revision Number

Performance and Evaluation Report for Period Ending: 12/31/07 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	68,648	57,141	81,371	55,557
8	1440 Site Acquisition				
9	1450 Site Improvement	60,000	237,041	37,041	37,041
10	1460 Dwelling Structures	1,360,000	1,299,694	739,865	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	27,150	16,750	8,130	0
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service	147,463	89,374	24,064	24,064
20	1502 Contingency	0	0	0	0
21	Amount of Proposed Project: (sum of lines 2 – 20)	1,663,261	1,700,000	890,471	116,662
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

This project is subject to the approval of the Capital Funds Financing.

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

Part II: Supporting Pages Performance and Evaluation Report for Period Ending 12/31/07

PHA Name: MI041 Big Rapids Housing Commission		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: Capital Fund Borrowing			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Fees and Costs								
PHA Wide	CFFP Fees	1430		46,633	35,126	35,126	35,126	Complete
	Architectural/Engineering	1430		22,015	22,015	46,245	20,431	Open
	Subtotal 1430			68,648	57,141	81,371	55,557	
Site Improvement								
South Parkview Senior Apartments, MI041-1	Improve Barrier Free Access	1450	66	25,000	200,000			Open
South Parkview Family Apartments, MI041-1	Expanded Parking	1450	42	35,000	37,041	37,041	37,041	Complete
	Subtotal 1450			60,000	237,041	37,041	37,041	
Dwelling Structures								
Highrise Apartments/Office MI041-3	Replace Windows	1460	92	82,800	170,600	170,600		Open
	Boiler Replacement	1460	5	27,000	0			Deleted
	Replace Lighting	1460	23	9,600	0			Deleted
North Parkview Senior Apartments, MI041-2	Replace Windows	1460	266	199,500	175,000	172,495		Open
	Boiler Replacement	1460	21	100,800	0			Deleted

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

Part II: Supporting Pages Performance and Evaluation Report for Period Ending 12/31/07

PHA Name: MI041 Big Rapids Housing Commission		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: Capital Fund Borrowing		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
South Parkview Senior Apartments, MI041-1	Replace Windows	1460	241	180,750	160,000	157,490		Open
	Boiler Replacement	1460	22	105,600				Deleted
South Parkview Family Apartments, MI041-1	Replace Windows	1460	228	171,000	255,000	239,280		Open
	Replace Furnaces	1460	42	168,000	168,000			Open
	Replace Bathroom Lights	1460	42	4,200	4,200			Open
	Replace Water Heaters	1460	42	25,200	25,200			Open
Evergreen Family Apartments, MI041-3	Replace Windows	1460	285	213,750	337,194			Open
	Replace Bathroom Lights	1460	45	4,500	4,500			Open
	Replace Kitchen Lights	1460	89	8,900	0			Deleted
	Replace Water Closets	1460	146	58,400	0			Deleted
	Subtotal 1460			1,360,000	1,299,694	739,865	0	
North Parkview Senior Community Building	Non-Dwelling Structures							
	Replace Windows	1470	14	10,500	8,500	8,130		Open
	New Boiler System	1470	1	4,200	0			Deleted

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

Part II: Supporting Pages Performance and Evaluation Report for Period Ending 12/31/07

PHA Name: MI041 Big Rapids Housing Commission		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: Capital Fund Borrowing		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Evergreen Community Building								
	Replace Windows	1470	11	8,250	8,250			Open
	New Boiler System		1	4,200	0			Deleted
	Subtotal 1470			27,150	16,750	8,130	0	
PHA Wide	<u>Collateralization or Debt Service</u>							
PHA Wide	Reserve Deposit	1501		128,336	65,310			Open
	Capitalized Interest	1501		19,127	24,064	24,064	24,064	Closed
	Subtotal 1501			147,463	89,374	24,064	24,064	
	GRAND TOTAL			1,663,261	1,700,000	890,471	116,662	

NOTE: The Big Rapids Housing Commission conducted a capital needs assessment in which over \$4 million worth of expenditures are identified. Any remaining funds from these projects will be used to fund priorities from that assessment.

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

PHA Name: MI041 Big Rapids Housing Commission	Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:	Federal FY of Grant: Capital Fund Borrowing
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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	
High Rise Apartments/Office, MI041-3	3/31/2009			3/31/2010			
North Parkview Senior Apartments, MI041-2	3/31/2009			3/31/2010			
South Parkview Senior Apartments, MI041-1	3/31/2009			3/31/2010			
South Parkview Family Apartments, MI041-1	3/31/2009			3/31/2010			
Evergreen Family Apartments, MI041-3	3/31/2009			3/31/2010			
North Parkview Senior Community Building	3/31/2009			3/31/2010			
Evergreen Community Building	3/31/2009			3/31/2010			