

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Lansing Housing Commission</u> PHA Code: <u>MI33P058</u> PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/01/2009</u>														
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>833</u> Number of HCV units: <u>1700</u>														
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only														
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)														
	Participating PHAs PHA 1: PHA 2: PHA 3:	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	<table border="1"> <thead> <tr> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	No. of Units in Each Program		PH	HCV						
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PH	HCV														
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.														
<b>5.1</b>	<b>Mission.</b> 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 for the next five years:														
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.														
<b>6.0</b>	<b>PHA Plan Update</b>  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <b>See attachments mi0586.0a thru mi0586.0l</b> (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. 1. Administrative Office, 310 Seymour Ave, Lansing MI 48933 2. A copy is located at each Asset Manager's Office Mt. Vernon, 3188 N Waverly Rd, Lansing MI 48906 Hildebrandt Park, 3122 N Turner St, Lansing MI 48906, S. Washington Park, 3200 S. Washington Ave, Lansing MI 48910, LaRoy Froh, 2400 Reo Road, Lansing MI 48911														

Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. *Include statements related to these programs as applicable.*  
 Section 8 Project Based Development – Any transaction, either by the Lansing Housing Commission or its related entities, shall contain language which specifically prohibits the pledging and/or use of the LHC’s Federal Assets without prior written authorization from the US Department of Housing and Urban Development. In addition, all future development activities, regardless of funding sources, shall be presented to HUD prior to any formal initiation.

**LANSING HOUSING COMMISSION IS ONLY UPDATING THE DATE OF ANY EXPECTED ACTION IN REGARDS TO APPROVED DISPOSITION PLAN FOR OLIVER TOWERS.**

**PROJECT BASED VOUCHERS – 44 PROJECT BASED SECTION 8 VOUCHERS – LOCATION WILLOW STREET, LANSING, MI – WOULD BE CONSISTENT WITH OUR ANNUAL PLAN AS IT EXPANDS HOUSING CHOICES.**

**7.0 Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

7.0

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	Oliver Tower
1b. Development (project) number:	MI33P058-006
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application <u>approved</u> , submitted, or planned for submission:	<u>(05/04/01)</u>
5. Number of units affected:	101
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: Estimated September 2009. b. Projected end date of activity: Estimated March 2011.

**8.0 Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable.

8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p><b>See Attachment 8.1 2009 CFP Annual Statement</b></p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. <b>See Attachment 8.2 2009 5 yr Action Plan</b></p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. <b>See attached: mi058k01</b></p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <ol style="list-style-type: none"> <li><b>1. Employ effective maintenance and management practices to minimize the number of PH units off line.</b></li> <li><b>2. Reduce turnover time for vacated PH units.</b></li> <li><b>3. Reduce time to renovate PH units.</b></li> <li><b>4. Undertake measures to ensure safe access to affordable housing among families assisted by the PHA, regardless of unit size required.</b></li> <li><b>5. Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program.</b></li> </ol>

**Additional Information.** Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

## PHA Goals and Objectives Progress Report

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

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

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

The Lansing Housing Commission is still on track in this our fifth year of our second 5-year plan and continues to manage our public housing program in an efficient and effective manner. We were not scored in 2008 as it is the transition year for Asset Management. In 2007 our PHAS score was just 8 points away from being rated a High Performer. Our goal is to be a High Performer.

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

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

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

The Executive Director continues to attend Landlord Association meetings and writes articles for their Newsletter to explain our tenant-based program to educate and encourage participation in our tenant-based program. We added a registration page to our Website – so that interested landlords can register their properties online. We continue to increase our Section 8 Landlord base. In summary, we believe we are making reasonable progress toward our goals given the resources we have available to us.

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

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

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

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

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

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

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

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

10.0

<p><b>11.0</b></p>	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p><b>(mi058a01) Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations (which includes all certifications relating to Civil Rights)</b></p> <p><b>(mi058b01) Form HUD-50070, Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)</b></p> <p><b>(mi058c01) Form HUD-50071, Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)</b></p> <p><b>(mi058d01) Form SF-LLL, Disclosure of Lobbying Activities (PHAs receiving CFP grants only)</b></p> <p><b>(mi058e01) Form SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only) NA</b></p> <p><b>(mi058f01) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</b></p> <p><b>(mi058g01) Challenged Elements NA</b></p> <p><b>(mi058h01) 2006 Performance and Evaluation Report for Capital Fund 2006</b></p> <p><b>(mi058i01) 2007 Performance and Evaluation Report for Capital Fund 2007</b></p> <p><b>(mi058j01) 2008 Performance and Evaluation Report for Capital Fund 2008</b></p> <p><b>(mi058k01) Housing Needs</b></p> <p><b>Attachment 8.1 2009 CFP Annual Statement</b></p> <p><b>Attachment 8.2 2009 5 yr Action Plan</b></p> <p><b>mi0586.0aEligibility Selection and Admission</b></p> <p><b>mi0586.0bStatement of Financial Resources</b></p> <p><b>mi0586.0cRentDetermination</b></p> <p><b>mi0586.0dOperationandManagement</b></p> <p><b>mi0586.0eGrievance Procedures</b></p> <p><b>mi0586.0fDesignated Housing for Elderly and Disabled Families</b></p> <p><b>mi0586.0gCommunity Service</b></p> <p><b>mi0586.0hSafety and Crime Prevention</b></p> <p><b>mi0586.0iCivil Rights Cert</b></p> <p><b>mi0586.0jFiscal Year Audit and Asset Mgmt</b></p> <p><b>mi0586.0kViolence Against Women Act</b></p>
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<b>PHA Certifications of Compliance with PHA Plans and Related R e g u l a t i o n s</b>
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U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

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**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X Annual PHA Plan for the PHA fiscal year beginning 07/01/2009 hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

PHA Name: Lansing Housing Commission

PHA Number/HA Code: MI058

X  Annual PHA Plan for Fiscal Years 20  09  - 20  10

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Mary Welch Commission Vice-President
Signature	Title Date: 04/08/2009

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Lansing Housing Commission

Program/Activity Receiving Federal Grant Funding

Capital Fund

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

- Administrative Offices, 310 Seymour Ave, City of Lansing, County of Ingham, State of Michigan 48933
- Mt. Vernon Park, 3338 N Waverly Road, City of Lansing, County of Ingham, State of Michigan 48933
- Hildebrandt Park, 3122 N Turner St, City of Lansing, County of Ingham, State of Michigan 48933
- LaRoy Froh, 2400 Reo Road, City of Lansing, County of Ingham, State of Michigan 48933
- S. Washington Park, 3200 S. Washington Avenue, City of Lansing, County of Ingham, State of Michigan 48910

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Chris Stuchell

Title

Executive Director

Signature

X



Date

April 13, 2009



# Certification of Payments to Influence Federal Transactions

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

Applicant Name

LANSING HOUSING COMMISSION

Program/Activity Receiving Federal Grant Funding

PUBLIC HOUSING - SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

CHRIS STUCHELL

Title

EXECUTIVE DIRECTOR

Signature

Date (mm/dd/yyyy)

04/14/09

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  <b>Congressional District, if known:</b> 4c 4th/8th	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> Lansing Housing Commission 310 Seymour Ave Lansing, MI 48933  <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b> US Department of Housing and Urban Development	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): NA	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): NA	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Chris Stuchell</u> Title: <u>Executive Director</u> Telephone No.: <u>517-487-6550</u> Date: <u>04/14/2009</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Lansing Housing Commission

MI058e01

**Standard Form SF LLL  
Continuation Sheet**

**Not Applicable**

**Attachment: f**  
**Lansing Housing Commission**

**A. Resident Advisory Board Recommendations**

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

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

Attached at Attachment (File name)

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

*In all resident meetings, the one constant was a concern about pest control. While this doesn't call for a change in the Annual Plan – it does warrant a discussion with our Pest Control Company. The Lansing Housing Commission will take any necessary steps to try and reduce the infestation of our units.*

*Other topics discussed: Bay Windows, better locks on the doors, more units with a full downstairs bathroom.*

**RESIDENT AND PUBLIC COMMENT**

**Resident Meetings were held**

**Mt. Vernon Park on 12-08-2009**

**Hildebrandt Park on 12-09-2008**

**LaRoy Froh on 12-11-2009**

**S Washington Park on December 12, 2009**

**Comments were varied**

**Concern over the back door not being open-SW**

**Additional people living in units-SW-Hildebrandt**

**Lack of counseling before evictions-Reo**

**Some want Bay Windows-Reo**

**Overall complaint at all Developments was about Pest Control (Roaches)**

Attachment E

Lansing Housing Commission  
Resident Advisory Board

<u>Name</u>	<u>Address</u>	<u>Phone (home/work)</u>
Derrick Crusoe	3410 N Waverly, Lansing MI 48906	None
Patricia Gaffney	3402 N Waverly, Lansing MI 48906	None
Vickie Johnson	3420 N Waverly, Lansing MI 48906	517-886-1025
Shelltrist Adams	3522 N Waverly, Lansing MI 48906	None
JoAnn Dougherty	3200 S Washington #100, Lansing MI 48910	517-394-0150
Willie Howell	3200 S Washington #413, Lansing MI 48910	None
Bobby Joyce	3200 S Washington #522, Lansing MI 48910	None
Marion Wilson	3200 S Washington #212, Lansing MI 48910	517-410-2241
Danielle Murphy	3200 S Washington #414, Lansing MI 48910	None
Angelean Fuller	3200 S Washington #104, Lansing MI 48910	517-580-4419

**Mi058g01**

**Challenged Elements**

**Not Applicable**

**There were no challenged elements.**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary						
PHA Name: Lansing Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P05850106 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2006 FFY of Grant Approval: 2006	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2008 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	320,447.00	316,239.00	316,239.00	316,239.00	
3	1408 Management Improvements	136,000.00	136,000.00	136,000.00	42,294.65	
4	1410 Administration (may not exceed 10% of line 21)	160,223.00	160,223.00	160,223.00	160,223.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	80,000.00	80,000.00	80,000.00	4,000.00	
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	649,766.00	125,000.00	125,000.00	14,713.32	
11	1465.1 Dwelling Equipment—Nonexpendable	60,000.00	60,000.00	60,000.00	-0-	
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment	70,000.00	70,000.00	70,000.00	-0-	
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>						
PHA Name: Lansing Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P05850106 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2006 FFY of Grant Approval: 2006	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:     )						
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,602,236.00	1,581,199.00	1,581,199.00	552,520.97	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director 		Date 3-6-09		Signature of Public Housing Director		
				Date		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: Lansing Housing Commission			Grant Type and Number Capital Fund Program Grant No: MI33P05850106 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2006		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
HA Wide	Operations	1406	833	316,239.00		316,239.00	316,239.00	100%
	Staff Training	1408		30,000.00				
	Internet and Email	1408		10,000.00				
	3 Computer Learning Centers	1408		55,000.00				
	CEI-CMH Drug Education & Referral	1408		33,000.00				
	HTVN Sattelite	1408		8,000.00				
			Total	136,000.00		136,000.00	42,294.65	31%
	Mod Coordinator	1410		63,000.00				
	Mileage	1410		4,100.00				
	CIC Coordinator	1410		30,000.00				
	Cell Phones	1410		1,700.00				
	CLC Centers	1410		61,423.00				
			Total	160,223.00		160,223.00	160,223.00	100%
	Fees & Costs	1430		80,000.00		80,000.00	4,000.00	2%
MI005-012-015	Roofs-siding-doors-trim-etc	1450		633,737.00		633,737.00	15,050.00	4%
MI058-007	Renovate Community Room	1460		125,000.00		125,000.00	14,713.32	8%
HA-Wide	Ranges & Refrigerators	1465.1		60,000.00		60,000.00	-0-	-0-
	Maint Equip-vehicles-Comp Hardware	1475.1		70,000.00		70,000.00	-0-	-0-

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.







Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary						
PHA Name: Lansing Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P05850107 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2007 FFY of Grant Approval: 2007	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:2 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	315,929.00		315,929.00	315,929.00	
3	1408 Management Improvements	130,000.00		130,000.00		
4	1410 Administration (may not exceed 10% of line 21)	150,000.00		150,000.00	63,90605	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	75,000.00				
8	1440 Site Acquisition					
9	1450 Site Improvement					
10	1460 Dwelling Structures	798,714.00		798,714.00		
11	1465.1 Dwelling Equipment—Nonexpendable	60,000.00				
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment	50,000.00				
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>						
PHA Name: Lansing Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P05850107 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant:2007 FFY of Grant Approval: 2007	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:        ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,579,643.00		1,394,643.00	379,835.00	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security - Soft Costs					
24	Amount of line 20 Related to Security - Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures					
Signature of Executive Director		Date		Signature of Public Housing Director		
		3-6-09				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
<b>PHA Name: Lansing Housing Commission</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: MI33P05850107 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2007</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
HA Wide	Operations	1406	PHA Wide	315,929.00		315,929.00	315,929.00	100%
	3 Computer Learning Centers	1408	PHA Wide	130,000.00		130,000.00	42,294.65	31%
	Administrative Salaries & Benefits	1410	COCC	150,000.00		150,000.00	63,906.05	49%
	Fees & Costs	1430		75,000.00		75,000.00	4,000.00	2%
MI005-012-015	Roofs-siding-windows-trim-etc.	1450		798,714.00		798,714.00	15,050.00	.02%
Mi058-007	Renovate Community Room	1460		125,000.00		125,000.00	14,713.32	8%
PHA Wide	Ranges & Refrigerators	1465.1	PHA Wide	60,000.00		60,000.00	-0-	-0-
PHA Wide	Maint Equip-Vehicles-Comp Hardware	1475.1	PHA Wide	70,000.00		70,000.00	-0-	-0-

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.









Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary						
PHA Name: Lansing Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P05850108 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2008 FFY of Grant Approval: 2008	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:1 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/30/2008 <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	304,080.00		304,080.00	304,080.00	
3	1408 Management Improvements	137,686.00		137,686.00		
4	1410 Administration (may not exceed 10% of line 21)	153,114.00		153,114.00		
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	25,000.00				
8	1440 Site Acquisition					
9	1450 Site Improvement	144,000.00				
10	1460 Dwelling Structures	193,849.00				
11	1465.1 Dwelling Equipment—Nonexpendable	50,000.00				
12	1470 Non-dwelling Structures	500,000.00				
13	1475 Non-dwelling Equipment	70,000.00				
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>					
<b>PHA Name:</b> Lansing Housing Commission		<b>Grant Type and Number</b> Capital Fund Program Grant No: MI33P05850108 Replacement Housing Factor Grant No: Date of CFFP:		<b>FFY of Grant:</b> 2008 <b>FFY of Grant Approval:</b> 2008	
<b>Type of Grant</b>					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2008				<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,577,729.00		594,880.00	304,080.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
<b>Signature of Executive Director</b> 			<b>Date</b> 3-6-09	<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.











Lansing Housing Commission Annual Plan - 2009

Public Housing-Lansing Housing Commission

# of Members	1	2	3	4	5	6	7	8
FMI	22,700.00	25,950.00	29,200.00	32,450.00	35,050.00	37,650.00	40,250.00	42,850.00
30%	\$6,810	\$7,785	\$8,760	\$9,735	\$10,515	\$11,295	\$12,075	\$12,855
FMI	22,700.00	25,950.00	29,200.00	32,450.00	35,050.00	37,650.00	40,250.00	42,850.00
>30%	6,810.00	7,785.00	8,760.00	9,735.00	10,515.00	11,295.00	12,075.00	12,855.00
<50%	11,350.00	12,975.00	14,600.00	16,225.00	17,525.00	18,825.00	20,125.00	21,425.00
FMI	22,700.00	25,950.00	29,200.00	32,450.00	35,050.00	37,650.00	40,250.00	42,850.00
>50%	11,350.00	12,975.00	14,600.00	16,225.00	17,525.00	18,825.00	20,125.00	21,425.00
80%	18,160.00	20,760.00	23,360.00	25,960.00	28,040.00	30,120.00	32,200.00	34,280.00

312

287

139

738

Waiting List-Lansing Housing Commission

# of Members	1	2	3	4	5	6	7	8
FMI	22,700.00	25,950.00	29,200.00	32,450.00	35,050.00	37,650.00	40,250.00	42,850.00
30%	\$6,810	\$7,785	\$8,760	\$9,735	\$10,515	\$11,295	\$12,075	\$12,855
FMI	22,700.00	25,950.00	29,200.00	32,450.00	35,050.00	37,650.00	40,250.00	42,850.00
>30%	6,810.00	7,785.00	8,760.00	9,735.00	10,515.00	11,295.00	12,075.00	12,855.00
<50%	11,350.00	12,975.00	14,600.00	16,225.00	17,525.00	18,825.00	20,125.00	21,425.00
FMI	22,700.00	25,950.00	29,200.00	32,450.00	35,050.00	37,650.00	40,250.00	42,850.00
>50%	11,350.00	12,975.00	14,600.00	16,225.00	17,525.00	18,825.00	20,125.00	21,425.00
80%	18,160.00	20,760.00	23,360.00	25,960.00	28,040.00	30,120.00	32,200.00	34,280.00

2241

1389

593

4223

Section 8-Lansing Housing Commission

# of Members	1	2	3	4	5	6	7	8
FMI	22,700.00	25,950.00	29,200.00	32,450.00	35,050.00	37,650.00	40,250.00	42,850.00
30%	\$6,810	\$7,785	\$8,760	\$9,735	\$10,515	\$11,295	\$12,075	\$12,855
FMI	22,700.00	25,950.00	29,200.00	32,450.00	35,050.00	37,650.00	40,250.00	42,850.00
>30%	6,810.00	7,785.00	8,760.00	9,735.00	10,515.00	11,295.00	12,075.00	12,855.00
<50%	11,350.00	12,975.00	14,600.00	16,225.00	17,525.00	18,825.00	20,125.00	21,425.00
FMI	22,700.00	25,950.00	29,200.00	32,450.00	35,050.00	37,650.00	40,250.00	42,850.00
>50%	11,350.00	12,975.00	14,600.00	16,225.00	17,525.00	18,825.00	20,125.00	21,425.00
80%	18,160.00	20,760.00	23,360.00	25,960.00	28,040.00	30,120.00	32,200.00	34,280.00

486

575

335

1396

Ethnicity Public Housing			
Race	Hispanic	Non-Hispanic	Total
1-White	238	427	665
2-Black/African American	28	1297	1325
3-Indian/Alaskan Native	1	6	7
4-Asian	1	138	139
5-Hawaiian/Pacific Islander	0	0	0
6-MultiRacial	0	0	0
	<b>268</b>	<b>1868</b>	<b>2136</b>

Ethnicity Waiting List-Combined Section 8 & Public Housing			
Race	Hispanic	Non-Hispanic	Total
1-White	96	1302	1398
2-Black/African American	195	2453	2648
3-Indian/Alaskan Native	1	28	29
4-Asian	0	39	39
5-Hawaiian/Pacific Islander	0	0	0
6-MultiRacial	0	0	0
	<b>292</b>	<b>3822</b>	<b>4114</b>

Ethnicity Section 8			
Race	Hispanic	Non-Hispanic	Total
1-White	249	866	1115
2-Black/African American	22	2788	2810
3-Indian/Alaskan Native	0	22	22
4-Asian	0	71	71
5-Hawaiian/Pacific Islander	0	7	7
6-MultiRacial	0	0	0
	<b>271</b>	<b>3754</b>	<b>4025</b>

## 9.1 Strategy for Addressing Needs

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

- (a) Employ effective maintenance and management practices to minimize the number of public housing units that are off- line.

*The Lansing Housing Commission tracking data base of unit vacancies continually keeps maintenance and management aware of what is vacant, how long it takes to write up, make ready time, and lease up time. This data is evaluated and if extra effort needs to be taken in any area – it can be done.*

- (b) Reduce turnover time for vacated public housing units.

*The Lansing Housing Commission utilizes a Notice of Intent to Vacate Form – all residents are encouraged to give the Lansing Housing Commission as much notice as possible that they intend to vacate a unit and to allow maintenance in to repair anything that needs to be repaired while the existing tenant is still in possession. It is explained that the notice is not set in stone – if for some reason the tenant does not leave – that is perfectly alright. This encourages the use of the Notice.*

- (c) Reduce time to renovate public housing units.

*By utilizing the above mentioned Notice of Intent to Vacate – and the tenant's permission to enter to start repairing anything needing to be fixed reduces the time maintenance has to be in the vacated unit before cleaning and unit is ready for re-occupancy.*

- (d) Undertake measures to ensure safe access to affordable housing among families assisted by the Housing Commission regardless of unit size.

*The Lansing Housing Commission is a member of the Landlords of Mid-Michigan. The LHC has advertised in this publication for its Section 8 Program to encourage landlords to utilize our program and acquire housing of different unit sizes.*

- (e) Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of the program.

*The Lansing Housing Commission runs credit reports – and actively seeks to screen all applicants thoroughly before lease up of a Section 8 unit.*

### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

Other: (list below)

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

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

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **6.0 PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

### **6.0a Public Housing**

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

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

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (30-days)
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other – Credit Reports

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

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

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

#### **(2) Waiting List Organization**

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

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

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

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

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

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



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

### **(3) Assignment**

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

### **(4) Admissions Preferences**

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

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

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**Deconcentration and Income Mixing**

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

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

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

- Adoption of site-based waiting lists
- If selected, list targeted developments below:

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

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

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

Other (list below)

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

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

List (any applicable) developments below:

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

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

List (any applicable) developments below:

## **B. Section 8**

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

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

### **(1) Eligibility**

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

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

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

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

Other (list below)

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

## **(2) Waiting List Organization**

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

## **(3) Search Time**

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

If yes, state circumstances below:

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

## **Admissions Preferences**

- a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

1. Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

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

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

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

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

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

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

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

### **Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

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

## Statement of Financial Resources

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2009 grant)</b>		
a) Public Housing Operating Fund	2,542,392.00	Public housing operations
b) Public Housing Capital Fund	-0-	Ph capital improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,537,929.00	Section 8 tenant based assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		Public housing security/safety
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
Section 8 New Construction		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
MI33P058501-08	\$1,577,729.00	
MI33P058501-07	\$185,000.00	
MI33P058501-06	-0-	
<b>3. Public Housing Dwelling Rental Income</b>	<b>\$1,700,000.00</b>	Public housing operations
<b>1. Other income (list below)</b>	<b>590,000.00</b>	Safety, security public housing
324,000 Capital Fund Operations 64,528 Late Fees		
36,000 Maintenance charges, Court Costs 35,000		
Other 33,200 Section 8 Rent 97,272		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	<b>14,963,333.000</b>	



**The Lansing Housing Commission is only changing Minimum Rent From \$25.00 to \$50.00. This is the only change.**

**6.c PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

**(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
  
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
  
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Flat 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 Flat 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 Flat rents (select all that apply)

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)
  1. When the family experiences an income increase due to anything but a wage increase at the same job.
  2. Change in family composition. Addition or deletions.

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

## **(2) Flat Rents**

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

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

FMR's for Jurisdiction

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

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

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

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

**6.0d Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached.

A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	834	25%
Section 8 Vouchers	1450	5%
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	54	.1%
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
EDSS		

**C. Management and Maintenance Policies**

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

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

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

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

## **6.0e PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**6.0f Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

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

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

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

2. Activity Description

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

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



**Mi0586.0g**

**Community Service and Continued Occupancy**

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

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

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

**Advent House**

**American Red Cross**

**Ballentine Stepping Stones**

**Capital Area Community Services**

**Center for Handicapper Affairs**

**Community Mental Health Housing Outreach**

**Loaves and Fishes**

**Refugee Services**

**Salvation Army**

**St Vincent De Paul School for Boys**

**Tri-County Office on Aging**

**Lansing School District**

**Volunteers of America**

## **Excerpt from LHC Admission & Continued Occupancy Policy**

### 13.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

#### 13.1 GENERAL

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

#### 13.2 EXEMPTIONS

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

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

#### 13.3 NOTIFICATION OF THE REQUIREMENT

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

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

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

#### **13.4 VOLUNTEER OPPORTUNITIES**

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

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

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

#### **13.5 THE PROCESS**

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

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

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

**13.6 NOTIFICATION OF NON-COMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT**

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

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

**13.7 OPPORTUNITY FOR CURE**

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

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

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

## CONTINUED OCCUPANCY AND COMMUNITY SERVICE

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

### EXEMPTIONS

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

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

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

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

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Signature

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Date

## SAFETY AND CRIME PREVENTION

The Lansing Housing Commission has analyzed any problems and incorporated planned measures to improve safety and to eliminate the crime and drug problems in and around its developments.

### 1.0 OVERVIEW/BACKGROUND

In accordance with the Quality Housing and Work Responsibilities Act of 1998, the Lansing Housing Commission has established this Safety and Crime Prevention Plan which incorporates the following requirements:

- A. Safety measures on a development-by-development basis to ensure the safety of the residents living in public housing owned and operated by the Lansing Housing Commission
- B. The Lansing Housing Commission Safety and Crime Prevention Plan has been established in consultation with the Lansing Police Department.
- C. The Lansing Housing Commission Safety and Crime Prevention Plan Describes measures to ensure the safety of public housing residents and measures to prevent crime. This Plan describes activities in effect, planned, or contemplated by the Lansing Housing Commission. This Plan describes the coordination planned (Or) undertaken between the Lansing Housing Commission and the Lansing Police Department for carrying out the objectives of this Plan.

The Lansing Housing Commission is located in Lansing, the capital city of Michigan, Ingham County in the south central section of the State.

Name of Development	Proj #	0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5 bdrm	TOTAL
Mt. Vernon	058-002		50	25	65			140
Hildebrandt Park	058-003		10	24	56			100
LaRoy Froh	058-007		20	24	56			100
Forest Arbor/Hoyt Ave	058-012		20	24	56			52
Scattered Sites				61	193			254
S. Washington Park	058-010		183	5				188
<b>Total</b>								<b>834</b>

**2.0 SAFETY AND CRIME PREVENTION NEEDS OF OUR DEVELOPMENTS**

**Drug related crimes have been increasing in the City of Lansing, in both the Housing Authority developments and surrounding neighborhood. Crimes that are typically reported include assault, robbery, burglary, and larceny theft. Crack cocaine and marijuana are the major types of drugs being used in the community.**

**The Lansing Housing Commission determined that there was a need to adopt measures to ensure the safety of public housing residents.**

**The Lansing Housing Commission has limited staff resources to develop a comprehensive database of drug/crime information to document the nature and extent of this problem.**

**The Lansing Housing Commission along with the Lansing Police Department work together to identify the nature and extent of drug/crime activity within the community and to develop a community based plan for what to do and how to approach these issues.**

- A. The Lansing Police Department has a database of crime statistics and qualitative information based on site observations and interviews with residents, community leaders and agency representatives.**
- B. Identified priorities to be taken by the Lansing Housing Commission in their efforts to eradicate drug/crime activity and actions to expand overall resources and services.**
- C. Collaborate with Lansing Police Department and make recommendations for reducing the amount of drug and criminal activity and for developing a solution-focused plan to help the Lansing Housing Commission to effectively address our local security and crime problems.**

**3.0 GOALS AND OBJECTIVES**

**The Lansing Housing Commission has established the following goals and objectives in the safety and crime area:**

- A. Reduce crime in the public housing developments to a level equal to or less than surrounding neighborhoods.**
- B. Continue to develop strategies and tactics, in coordination with the Lansing Police Department to combat crime in and around the Lansing Housing Commission's developments.**

- C. **Establish working relationships with local service providers.**

**4.0 CURRENT SAFETY AND CRIME PREVENTATION ACTIVITIES**

- A. **Implement awareness programs with the Lansing Police Department.**
- B. **Create a community meeting space in the family development community spaces.**
- C. **Continue our participation in the local Boys and Girls Club.**
- D. **Extensive new lighting and improved layouts of landscape and parking lots at our 3 multi-family developments.**
- E. **Security cameras were installed at S. Washington Park.**

**The Lansing Housing Commission has completed extensive development renovation at each of its 3 multi-family developments. This included landscaping, new lighting and beautification improvements designed to improve a community-wide “pride”.**



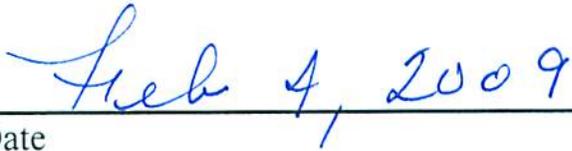
**CIVIL RIGHTS CERTIFICATION**

The Lansing Housing Commission does hereby agree and certify that it will carry out this Agency Plan (both our 5-Year and our Annual Plan) in compliance with all applicable civil rights requirements and will affirmatively further fair housing. In particular, we will comply with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. This is in continuation of our long-standing anti-discrimination tradition.



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Chris Stuchell, Executive Director  
Lansing Housing Commission



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Date

## **Fiscal Year Audit**

**The Lansing Housing Commission is still currently working on its Fiscal Year Audit. Upon its completion, a copy will be placed in the Annual Plan Binder for Public view and also a copy sent to the Detroit HUD Office.**



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING  
REAL ESTATE ASSESSMENT CENTER

APR 02 2009

Chris Stuchell  
Lansing Housing Commission  
310 Seymour Avenue  
Lansing, MI 48933

Dear Mr. Stuchell:

Thank you for the Lansing Housing Commission's Year 2 Stop-Loss submission. The Department is pleased to advise you that, in accordance with PIH Notice 2007-16, the Lansing Housing Commission has demonstrated a successful conversion to asset management. As a result, the agency will have its operating subsidy reduction stopped at 24 percent of the per unit month difference between the old and new formulas, effective for Calendar Year 2009 through adoption of the rulemaking pursuant to 24 CFR 990.165 (i).

Enclosed you will find a copy of the On-Site Review and the COCC Review of Criteria 1-6, completed by a private vendor under contract with the Department.

Congratulations on your successful submission and for the work of your agency in converting to asset management. Should you need more information, please contact Andrea Williamson by e-mail: [Andrea.D.Williamson@hud.gov](mailto:Andrea.D.Williamson@hud.gov).

Sincerely,



J. David Reeves  
Deputy Assistant Secretary

cc: Robert Nelson, Detroit Public Housing HUB Director

Attachments



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**Lansing Housing Commission  
MI058  
Year 2 Submission**

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**Contract No: C-DEN-02151  
Option Period 2: February 15, 2009 – June 14, 2009  
Task 4 - 8.4.4.3  
On-Site Assessment Report**

**Submitted To:**

**U.S. Department of Housing  
&  
Urban Development**

**Submitted by:**

***Nan McKay***  
**AND ASSOCIATES, LLC**

**Final Report**

**March 9, 2009**

**IREA&PMA Contract C-DEN-02151  
Task 4 - 8.4.4.3  
On-Site Assessment Report**

<b>PHA VISITED:</b>	LANSING HOUSING COMMISSION		<b>ACCT:</b>	MI058
<b>STREET ADDRESS:</b>	310 SEYMOUR			
<b>CITY:</b>	LANSING	<b>STATE:</b>	MI	<b>ZIP CODE:</b> 48933
<b>FUNTS:</b>	833	<b>UNITS:</b>	8	<b>DATE OF VISIT:</b> 12/2/08
<b>REVIEWER(S):</b>	ERIC RICHELSON			

**We met with the following PHA staff (list name and title):**

Name	Title/Position
Chris Stuchell	Executive Director
Karen McComb	Director of Finance
Dona Davenport	Director of Grants
Sarah Segerlind	Deputy Executive Director
Rhonda Pagel	Manager Hildebrant Park
Lavonica James	Housing Clerk Mt. Vernon

**OVERALL ASSESSMENT OF SUCCESSFUL CONVERSION TO ASSET MANAGEMENT:**

PASS       FAIL

**EXECUTIVE SUMMARY**

*Provide a brief summary of observations, recommendations and conclusions.*

Under the provisions of the Operating Fund Rule at 24 CFR 990.235, Public Housing Authorities (PHAs) that will experience a subsidy reduction can have the reduction stopped by demonstrating successful conversion to asset management. The Lansing Housing Commission (LHC) located in Lansing, Michigan will experience a subsidy reduction under the new Operating Fund Rule and has submitted a Stop Loss Package for year two under the April 15, 2008 deadline.

This part of the review will focus on whether the PHA has demonstrated compliance with Criterion 2, Project-Based Management; Criterion 4, Centralized Services; Criterion 5, Project Performance; and Criterion 6, Capital Planning. Our review was conducted using the criteria outlined in Notice PIH 2006-14, PIH Notice 2007-16, the Demonstration of a Successful Conversion to Asset Management (Stop Loss) Submission Kit Guide (Stop Loss Submission Kit) dated June 29<sup>th</sup>, 2007, and the Supplement to HUD Handbook 74.75.1 REV.

Our determination of whether the PHA had complied with Criteria 2, 4, 5, and 6 was based on a review of the PHA's submission package as well as a site visit conducted on December 2, 2008. This report provides the final recommended decision on compliance to these criteria and the reasoning surrounding the recommendation. This report also includes certain recommendations

which would lead to better performance.

Criterion #2, Project-Based Management	PASS
Criterion #4, Centralized Services	PASS
Criterion #5, Project Performance	PASS
Criterion #6, Capital Planning	PASS

In our opinion, the LHC has complied with the requirements of each of these criteria and therefore has passed the on-site inspection. Specific comments and recommendations follow. First, a short summary of what was learned about the LHC during the on-site review.

The Lansing Housing Commission was established in the 1960's to provide replacement housing for the families displaced by the construction of the downtown expressway. As a result, the LHC Public Housing portfolio is relatively new. The oldest property dates from 1965 and the most recently constructed properties are from the mid-1990's. The LHC has an affiliated non-profit which is active in the development of affordable housing under the low income housing tax credit program. The LHC was previously very centralized, particularly in its maintenance function, but in response to HUD's requirement that PHAs implement asset management, the LHC has assigned all maintenance workers to the individual AMPs and has decommissioned its central warehouse. Two central maintenance staff remain, a maintenance supervisor and an inventory control clerk, but they are funded from the COCC and are not billed back to the individual AMPs. The COCC is located at the site of Oliver Towers, a high-rise building that was destroyed by fire in 2000. Although both the LHC and HUD have approved the disposition and demolition of the property, that action is being contested by the City of Lansing which believes that it owns the property. The disposition of the maintenance facility is similarly being held up until the courts can resolve the matter.

While the LHC has passed each of the measures covered in this report, the on-site review revealed a number of accounting issues which are not being handled in full accordance with the requirements of Asset Management. It is this reviewer's understanding that the LHC is in the process of correcting these issues, and that the accounting issues will be discussed in the COCC review.

### SUMMARY ASSESSMENT OF PHA FOR STOP-LOSS BY CRITERION

Note: Criteria 1 & 3 found in COCC Report

#### CRITERION 2: PROJECT-BASED MANAGEMENT

PASS       FAIL

The LHC's portfolio contains four campus properties, three of which are 100-unit townhouse family developments. The fourth campus property is South Washington Park, which is a 187-unit mid-rise property consisting of 1-br units for seniors and handicapped individuals. The other four AMPs are scattered site properties, mostly single family houses and duplex units, ranging in size from 68 to 112 units.

The LHC has successfully implemented project-based management. Each of the campus properties has a site management office staffed by a manager and a housing clerk. Each of the scattered site AMPs is physically proximate to one of the campus properties and is managed from that office. Each of the sites also has a maintenance staff of from 3-4 individuals. The LHC has chosen not to designate a lead-maintenance person (superintendent) at each AMP. Instead, each AMP has either two or three senior maintenance workers as well as one junior maintenance worker. Each of these staff members reports to the site manager on a daily basis and to the COCC maintenance superintendent for technical advice.

Each District Area Manager (Property Manager) is fully responsible for his or her AMPs. While three of the four managers were not available on the day of the inspection (two due to illness and

one due to a death in the family), I was able to conduct an extensive interview with Rhonda Fagel, District Area Manager for the two Hildebrant AMPs. During this interview, it was revealed that the managers have a wide range of responsibilities. They conduct annual inspections of each apartment; they prepare annual and interim certifications and calculate the resident portion of the rent; they address resident complaints; they are responsible for collections (although they do not log in the rent payments) and process evictions, including appearing in court; they take calls for work orders, assign them to the maintenance staff and close them out in the computer when they are completed; they order office supplies and approve requests for supplies from the maintenance staff; they prepare a monthly property management report for each AMP; they review monthly financial statements; and they are currently preparing their 2010 fiscal year budgets.

Sarah Segerlind, who is listed on the LHC's organization chart as the Human Resource Coordinator, is actually the LHC's Deputy Executive Director. In that capacity, the four District Area Managers (Property Managers) report directly to her, as does the COCC Maintenance Supervisor. Ms. Segerlind meets with the four property managers formally once per month to review the performance of the AMPs and to go over any problems or issues that the managers may be facing. Mr. Stuchell attends a portion of each of these meetings. In addition, Ms. Segerlind is in continual contact with each of the managers during the month. During the on-site inspection, I was not able to obtain any of the property manager reports other than for Hildebrant. It was pointed out to both Mr. Stuchell and Ms. Segerlind that these reports were an important management tool for proper oversight of the portfolio, and should be available both at the sites and in the Central Office.

**CRITERION 4: CENTRALIZED SERVICES**

PASS       FAIL

There are a few centralized services, including the following: Intake, rent collection, IT, maintenance supervision, and inventory control. The last two are paid entirely from the COCC, so they will not be discussed here. Overall, the delivery of centralized services seems to be in the best interest of the AMPs. There may be a problem with how the hours are allocated, particularly for the IT Coordinator, but overall, the LHC passes this criterion.

Intake is performed by one person who handles all of the public housing move-ins. This staff member's time is prorated to all of the AMPs based on the number of units at each.

Rent collection is also handled centrally. Residents do not receive bills; they are expected to know their rent based on their most recent certifications. The residents either mail or bring their rent checks to the central office, where the rent clerk logs it into the computer. All of the site managers are able to check their accounts receivable at any time. Late notices are sent out by the site managers on the 6<sup>th</sup> of the month, and the managers continue to follow up on all late payments. The only centralized function, therefore, is logging the rents into the central computer. This cost is allocated to all of the AMPs based on the number of units, and is compared against time sheets to make sure the allocation of time is reasonable.

Each of the four offices has two full-time staff, plus a portion of the intake and rent collection clerks. The average, therefore, is 2.35 FTE's in each office, handling just over 200 units. This averages one administrative staff person for each 89 units, a ratio that is certainly acceptable.

The last central office function is IT. The LHC's IT Coordinator allocates time in the following manner: 40% to Section 8; 40% to Public Housing; 20% to the COCC. The COCC reviewer has already discussed with the LHC how the time should be billed, and the LHC has indicated that they will implement this beginning next fiscal year.

**CRITERION 5 - REVIEW OF PROJECT PERFORMANCE**

**PASS**       **FAIL**

The LHC is a high-performing PHA, and its REAC scores are high. According to the Stop-loss application, there are no non-performing properties. All of the AMPs seem to be cash flowing. The four campus AMPs appear to be in good repair, and the scattered site homes seem to be in excellent condition, typically better than the privately owned homes near them.

While project performance has been high in the past, a detailed analysis of the current situation shows that performance could be eroding. If this is the case, it is likely the result of the deteriorating economy. Specific measures that are under pressure include occupancy, maintenance, and tenants' accounts receivable. It is highly recommended that the LHC senior staff intervene to bring the performance back up to their historic high level.

One example is occupancy. The LHC experienced approximately 180 turn-overs last year, which is just over 20% of the total number of apartments. The LHC was able to maintain an occupancy rate of almost 97%, so the process seems to have worked well. It should be noted, however, that the average turn-over time was 66 days.

This year, however, the deteriorating economy has resulted in more evictions and higher turn-over, so occupancy is down. Currently, Hildebrant has 12 vacancies (out of 100 units), two of which go back to August. Moreover, only two of the twelve units are ready for occupancy, meaning that ten vacancies, seven of which date back to October, have not been prepped. When questioned, the manager stated that her maintenance staff has been under-staffed for several months and they recently spent considerable time preparing for the REAC inspection. This was borne out by the fact that Hildebrant which is normally up-to-date on its work-orders currently has 41 work-orders which have been outstanding for more than 30 days. (It should be noted that all emergency work-orders have been corrected.) Vacancies at the other properties are also currently higher than normal, indicating that greater effort is needed to identify and address the problems. (The higher-than-usual number of vacancies at S. Washington Park is probably related to the recent opening of a senior tax credit property right next door. The LHC indicated that there were numerous transfers out of S. Washington Park and they should be filled shortly.) In response to the elevated level of vacancies, the LHC recently opened its waiting list and received hundreds of applications. Tenant Accounts Receivable have also increased significantly in recent months.

**CRITERION 6 - CAPITAL PLANNING**

**PASS**       **FAIL**

The LHC seems to be using its capital funds well. It has taken strong actions to implement energy savings, including replacing old furnaces and hot water heaters with new energy-saving models; installing thermal windows and florescent lighting where practical; replacing older showers and toilets with water-saving fixtures; purchasing energy-star appliances whenever an older model needs to be replaced. A recent energy audit revealed no major opportunities to reduce energy consumption further.

Many of the properties have been modernized. New roofs and siding were evident at most of the campus properties, and several had newly-constructed computer learning centers. The LHC states that it does not have any plans to leverage capital funds, because the housing stock is relatively young and not in need of major repositioning.

It should be noted that the LHC is not accounting for the capital funds properly. The funds appear on the operating statements of the properties. In addition, the Capital Funds Administrator is being paid directly from the Capital Fund and does not appear on the COCC organization chart. The staff said they were in the process of straightening this out. This is being addressed in the COCC review.



**CRITERION 7: RISK MANAGEMENT RESPONSIBILITIES RELATED TO REGULATORY COMPLIANCE**

*Note: This criterion will be evaluated by HUD field office staff.*

**Mi0586.0k**  
**Section 19 – 19.8 & State Law**  
**Taken from LHC Admissions and Continued Occupancy Policy**  
**Section 22 – 22.8 and State Law**  
**Taken from Section 8 Administrative Plan**

*We have postings on our community bulletin boards and in our ladies restrooms on how to contact our local EVE Program. We also encourage individuals to discuss either with our Placement Specialist or our Asset Managers – or Section 8 Coordinators – should they need help in contacting the offices of EVE.*

**19. DOMESTIC VIOLENCE**

**19.1 Eligibility screening and domestic violence**

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

**19.2 Termination of housing assistance**

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

**19.3 Family break-up policies**

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

**For example:**

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

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

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

#### **19.4 Transfers, relocations**

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

- 1. that an approved size unit is available and**
- 2. these transfers be approved by the screening committee.**

#### **19.5 Linkages with community resources**

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

#### **19.6 Definitions**

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

#### **19.7 Verification of domestic violence**

- (a) The Lansing Housing Commission may accept any of following as verification of the existence of domestic violence within the household:**
  - Credible statement from victim.**
  - Statements of workers from a domestic violence shelter or other domestic violence program.**
  - Statements from counselors.**
  - Medical records.**

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

**19.8. Confidentiality**

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

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**APPENDIX A**  
**M.C.L.A. § 600.2950(1)**

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

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

- (a) Entering onto premises.**
- (b) Assaulting, attacking, beating, molesting, or wounding a named individual.**
- (c) Threatening to kill or physically injure a named individual.**
- (d) Removing minor children from the individual having legal custody of the children, except as otherwise authorized by custody or parenting time order issued by a court of competent jurisdiction.**
- (e) Purchasing or possessing a firearm.**
- (f) Interfering with petitioner's efforts to remove petitioner's children or personal property from premises that are solely owned or leased by the individual to be restrained or enjoined.**
- (f) Interfering with petitioner at petitioner's place of employment or education or**
- (g) engaging in conduct that impairs petitioner's employment or educational relationship or environment.**
- (h) Having access to information in records concerning a minor child of both petitioner and respondent that will inform respondent about the address or telephone number of petitioner and petitioner's minor child or about petitioner's employment address.**

- (i) Engaging in conduct that is prohibited under section 411h or 411i of the Michigan penal code, 1931 PA 328, MCL 750.411h and 750.411i.*
- (j) Any other specific act or conduct that imposes upon or interferes with personal liberty or that causes a reasonable apprehension of violence.*

## **22.0 DOMESTIC VIOLENCE POLICY**

### **22.1 Eligibility screening and domestic violence**

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

### **22.2 Termination of housing assistance**

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

### **22.3 Family break-up policies**

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

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

For example:

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

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

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

#### 22.4 Emergency transfers, relocations and portability

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

## **22.5 Linkages with community resources**

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

## **22.6 Definitions**

- (c) "Domestic violence" is defined as the behavior set out in M.C.L.A. § 600.2950(1) carried out by those categories of persons set out in M.C.L.A. § 600.2950(1). It is not limited to violence between individuals who are married or formerly married or who have a child in common. It includes threats and any other conduct that causes a reasonable apprehension of violence by those categories of persons set out in M.C.L.A. § 600.2950(1). M.C.L.A. § 600.2950(1) is attached as Appendix A.
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## **22.7 Verification of domestic violence**

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

## **22.8 Confidentiality**



- (d) Any documentation or evidence supplied by an individual to verify domestic violence will be kept strictly confidential and will not be shared with any person other than the relevant Lansing Housing Commission decision makers unless the individual voluntarily waives confidentiality.
- (e) Any information provided by an individual regarding his or her status as a victim of domestic violence will be kept strictly confidential and will not be shared with any person other than the relevant Lansing Housing Commission decision makers unless the individual voluntarily waives confidentiality.
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M.C.L.A. § 600.2950(1)

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

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

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

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary						
PHA Name: Lansing Housing Commission		Grant Type and Number Capital Fund Program Grant No: MI33P05850109 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2009 FFY of Grant Approval: 2009	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	315,456.00				
3	1408 Management Improvements	315,456.00				
4	1410 Administration (may not exceed 10% of line 21)	157,772.00				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	25,000.00				
8	1440 Site Acquisition					
9	1450 Site Improvement	163,865.00				
10	1460 Dwelling Structures	480,000.00				
11	1465.1 Dwelling Equipment—Nonexpendable	50,000.00				
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment	70,000.00				
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
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<b>Part I: Summary</b>					
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Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:        ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,577,729.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
		3-6-09			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.







<b>Part I: Summary</b>						
PHA Name/Number		Locality (City/County & State)			<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010	Work Statement for Year 3 FFY 2011	Work Statement for Year 4 FFY 2012	Work Statement for Year 5 FFY 2013
B.	Physical Improvements Subtotal	Annual Statement	1,016,262.00	1,430,000.00	1,420,000.00	1,580,000.00
C.	Management Improvements		315,456.00	315,456.00	315,456.00	315,456.00
D.	PHA-Wide Non-dwelling Structures and Equipment		70,000.00	70,000.00	70,000.00	70,000.00
E.	Administration		150,000.00	150,000.00	150,000.00	150,000.00
F.	Other					
G.	Operations		315,456.00	315,456.00	315,456.00	315,456.00
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		1,867,174.00	2,280,912.00	2,260,912.00	2,430,912.00
L.	Total Non-CFP Funds					
M.	Grand Total					

<b>Part I: Summary (Continuation)</b>						
Lansing Housing Commission			Locality Lansing, MI		<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2009	Work Statement for Year 2 FFY 2010	Work Statement for Year 3 FFY 2011	Work Statement for Year 4 FFY2012	Work Statement for Year 5 FFY2013
	PHA Wide	<b>Annual Statement</b>	850,912.00	850,912.00	850,912.00	850,912.00
	MI33P058002		35,000.00	150,000.00	135,000.00	250,000.00
	MI33P058003		25,000.00	100,000.00	120,000.00	250,000.00
	MI33P058004		30,000.00	105,000.00	75,000.00	175,000.00
	MI33P058005		100,000.00	350,000.00	100,000.00	-0-
	MI33P058007		45,000.00	-0-	500,000.00	250,000.00
	MI33P058007		5,000.00	200,000.00	150,000.00	75,000.00
	MI33P058010		40,000.00	400,000.00	120,000.00	200,000.00
	MI33P058011		336,262.00	125,000.00	220,000.00	250,000.00
	MI33P058012		405,000.00	-0-	-0-	130,000.00
	<b>Total CFP Funds</b>		<b>1,867,174.00</b>	<b>2,280,912.00</b>	<b>2,260,912.00</b>	<b>2,430,912.00</b>





