

PHA 5-Year and Annual Plan

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

OMB No. 2577-0226
Expires 4/30/2011

1.0	PHA Information PHA Name: <u>Muskegon Housing Commission</u> PHA Code: <u>MI-066</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/1/2010</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>166</u> Number of HCV units: <u>164</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: <ul style="list-style-type: none"> • The Muskegon Housing Commission's mission is to promote adequate and affordable economic opportunity and a suitable living environment free from discrimination. 				
5.2	Goals and Objectives. 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. <p>Goal #1: To continue to increase the availability of decent, safe and affordable housing by: Objective (1): Reducing public housing vacancies and by leasing up open Section 8 HC V vouchers in a timely fashion. Objective (2): Explore with Board and Detroit Field Office , and implement if approved, "One month's Free Rent" incentive program Objective (3): Develop Agency Website</p> <p>Goal #2: Improve the quality of assisted housing Objective (1): Make improvements to off-site rental duplex properties such as furnace, door, and flooring replacements. Objective (2): Perform preventative checks on all PH properties when work orders are scheduled for repair. Schedule repairs timely on items seen in need of repair outside of scheduled work orders. Objective (3): Conduct housekeeping inspections on all PH properties at least once annually. Make timely repairs on deficiencies associated with these inspections.</p> <p>Goal #3: Continue to increase assisted housing choices by: Objective (1): Informing voucher holders at briefings of portability requirements and deconcentration efforts. Objective (2): Informing voucher holders on the optional Section 8 HCV homeownership program. Objective (3): Keeping landlords at scheduled meetings appraised of housing opts available through Section 8 HCVP</p> <p>Goal #4: Continue to provide an improved living environment for PH residents by ... Objective (1): Continuing to phase-in security measures at Hartford Terrace. Objective (2): Utilize security to monitor and identify undesirable activity within the building and on the grounds of Hartford Terrace. Objective (3): Have security acknowledge and record all guest and acknowledge and confirm all residents living at Hartford Terrace. Objective (4): Installing steel doors at all duplex units. Objective (5): Install energy efficient furnaces at all duplexes. Objective (6): Continuing to fund on-sight security as is budgetary feasible, at Hartford Terrace. Objective (7): Continue camera installation work on floors of Hartford Terrace. Objective (8): Install lighting in new parking lot at Hartford Terrace. Objective (9): Repair circular drive lighting.</p> <p>Goal #5: Continue to promote self-sufficiency of families/individuals agency wide Objective (1): By increasing potential job opportunities available to zero income to low-income and to under employed families/individuals. Objective (2): Sponsor job resource fairs and other employment measures as community resource providers will allow. Objective (3): Scan website and post available jobs weekly. Objective (4): Access client skill level and explore opportunities with community resources to improve on those levels. Objective (5): Offer pre-employment trainings, make use of the "Work Key Program Model" to give our clients an edge on the new "Work Key" Employment System being used by employers in Muskegon County. Objective (6): Meet with at least monthly and evaluate, offer resource assistance, monitor client's progress in reaching FSS goals and objectives. Objective (7): Apply for FSS Coordinators grants as they become available. Objective (8): Scout out and apply for local grants/funds for the purpose of promoting economic self-sufficiency.</p> <p>Goal #6: Make Hartford Terrace more energy efficient Objective (1): Phase-in replacement toilets with energy efficient ones if recommended by PNA/Energy Audit Objective (2): Phase-in energy saving lighting in interior and exterior of PH building, if recommended by PNA/ Energy Audit. Objective (3): Phase-in the recapture of exhausted heat in building by installing air purification return air system in Hartford Terrace building, if recommended by PNA/Energy Audit Objective (4): Sunscreen lobby windows. Objective (5): Replace building ceiling heaters in common, maintenance and storage areas. Objective (6): Seek to identify and replace systems parts as outlined, if financially feasible, per PNA/Energy Audits</p>				

<p>5.2 (cont.)</p>	<p>Goal #7: Operate Section 8 HCVP within budgetary guidelines Objective (1): Review monthly program cost with funding allotment and make necessary program adjustments as warranted.</p> <p>Goal #8: Continue to manage the Commission's existing public housing program in an efficient and effective manner, thereby maintaining status as a standard performer. Objective (1): Work with Maintenance Supervisor and Public Housing Resident Affairs Specialist to improve on the efficiency of work orders and unit turnaround days. Objective (2): Contract out maintenance services as needed to improve on efficiency, to decrease operational cost and to improve on quality of maintenance services at Hartford Terrace. Objective (3): Work with Maintenance Supervisor to make sure required records for work orders, unit turnaround and preventative maintenance are maintained in accordance with HUD procedures. Objective (4): Continue to balance public housing operating budget in accordance with procurement guidelines. Objective (5): As available and is budgetary feasible, continue to provide key staff with updated program resources and training opportunities as it relates to their roles and responsibilities.</p> <p>Goal #9: Continue expansion of Section 8 Housing Choice Voucher Program Opportunities Objective (1): Continue to work with landlords to increase the availability of decent, safe and affordable housing. Objective (2): Continue to review rental rates to assure negotiated rents are comparable/reasonable.</p> <p>Goal #10: Continue to promote the optional Section 8 HCV Homeownership Program Objective (1): Notify all current and prospective families of the homeownership program and its benefits. Objective (2): Provide quarterly HOS orientations. Objective (3): Work with NIC and other community partners to provide required program supportive services. Objective (4): Monitor, steer and provide technical assistance to all prospective homeownership families through each required program component. Objective (5): Utilize Website to promote program.</p> <p>Goal #11: Improve Resident Relations Objective (1): Inform residents of procedures to resolve disputes Objective (2): When disputes arrive – utilize appropriate procedures to resolve matter Objective (3): Use services of Resident Commissioner as resident advocates. Objective (4): Schedule Open Resident Meetings with Administration</p> <p>Goal #12: See Attached Goals and Objectives on Violence Against Women Act (VAWA)</p> <p>Over the previous (5) years (FYE 2005-2009) our agency was able to meet its established goals and objectives. The MHC is undergoing EA/PNA studies at this time and recognizes that scope of work in CF projects beyond current funding year (2009) may change due to priorities identified in those reports.</p>
<p>6.0</p>	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: Policy revisions were made as it relates to HAP disbursement.</p> <p>(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.</p> <p>Plans are posted on bulletin board at Administrative office and Master plan is also on file at the same.</p>
<p>7.0</p>	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>Yes, the Muskegon Housing Commission operates under its Section 8 Housing Choice Voucher Program, an optional Homeownership Program. Qualifying families can use their tenant-based assistance to purchase homes.</p>
<p>8.0</p>	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
<p>8.1</p>	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. 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>8.2</p>	<p>Capital Fund Program Five-Year Action Plan. 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.</p>
<p>8.3</p>	<p>Capital Fund Financing Program (CFFP). <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>Housing Needs. Based on data from U.S. Census Bureau (for most recent reporting period 2006-2008), the City of Muskegon’s consolidated plan and from the MHC’s waiting list – 16% of the County’s 14,000 households are expected to move from one residence to another in the same county. Median income of households in the City of Muskegon is \$27,241. Sixty-nine percent of households received earnings and 19% received retirement income other than social security; 35% of households received social security with average income of \$13,537. During this time period 34% of the City’s people were in poverty; 30% of related children under 18 were below the poverty level, compared with 20% of people 65 years old and over. Twenty-eight percent of all families and 53% of families with a female householder and no husband present had incomes below the poverty level. Of the 16,000 housing units in the Muskegon City, 11% were vacant. Sixty-eight percent of total units were single-unit structures, 32% were in multi-unit structures, and less than 5% were mobile homes.</p> <p>Of occupied units in Muskegon City (14,000 total), 55% were owner occupied and 45% were renter occupied. The median housing cost for mortgaged owners was \$909, the cost for non-mortgaged owners was \$307 and the cost for renters was \$558. 69% of renters spent 30% or more of household income on housing. Of the 123 families on the Section 8 HCVP waiting list, four families were of “white” and 119 were “black” race; all ethnicity were non-Hispanic or Latino. Of the 123 families – (9) were elderly, 22 were disabled and 92 were families with minors. Ninety families required at a minimal of 0 to 1 bedroom units, 14 required (1) bedroom units; 15 required (2) bedroom units and 4 required (3) bedroom units. One-hundred fourteen of the 123 families were at extremely low income and 9 were at the very low income level.</p> <p>On the PH waiting list (65 families) 6 families were of “white” and 59 were “black” race; all ethnicity were non-Hispanic or Latino. Of the 65 families – 1 family was elderly; 11 were near elderly; 13 were disabled; 34 were non-elderly/non-disabled and families with minors. (59) families required 0 to 1 bedroom units and 6 required (2) bedroom units. 63 families were at extremely low income level and (2) were at very low income levels.</p>
9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The MHC continues to offer housing services to applicants from all income levels, races, and ethnic groups for the public housing and Section 8 rental assistance programs based on HUD and agency standards, which are also consistent with City of Muskegon consolidate plan. We focus on affordable, decent and safe housing options through our PH, Section 8 HCV and optional homeownership program.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(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. The MHC was able to reach all missions and goals described in its (5) year annual plan from 2005-2009 as spelled out under #5.2 of HUD form #50075.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”. The MHC will consider its definition significant amendment to include – changes in rent formula/procedures, changes in admission policies, additions of non-emergency work items or changes in use of reserves under the CF program. We define Substantial Deviation/Modification to include the aforementioned definition, as well as significant changes to the annual and/or (5) year plan.</p>
11.0	<p>Required Submission for HUD Field Office Review. 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. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) 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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

(a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

(b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

(c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

(a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*

(b) Form HUD-50070, *Certification for a Drug-Free Workplace* **(PHAs receiving CFP grants only)**

(c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions* **(PHAs receiving CFP grants only)**

(d) Form SF-LLL, *Disclosure of Lobbying Activities* **(PHAs receiving CFP grants only)**

(e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet* **(PHAs receiving CFP grants only)**

(f) Resident Advisory Board (RAB) comments.

(g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.

(h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* **(Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.1.

(i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* **(Must be attached electronically for PHAs receiving CFP grants only).** See instructions in 8.2.

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Muskegon Housing Commission</u> PHA Code: <u>MI-066</u> PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>10/1/2009</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>166</u> Number of HCV units: <u>164</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: The Muskegon Housing Commission's mission is to promote adequate and affordable, economic opportunity and a suitable living environment free from discrimination.				
5.2	Goals and Objectives. 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.				
6.0	<p>PHA Plan Update</p> <p><u>Annual Plan</u></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: PHA Plan elements revised since Last Annual Plan Submission. (See below):</p> <ul style="list-style-type: none"> • <u>Eligibility, Selection & Admissions Policies including Deconcentration and Waiting List Procedures</u> In order to more clearly document new admissions were correctly selected from the PHA's Section 8 HCV waiting list, in compliance with HUD's Field office and Auditor's corrective action, PHA now maintains a central file which contains documentation and rationale associated with all waiting list changes. • <u>Rent Determination</u> – Rent Reasonableness changes were made to Section 8 Administration Plan to reflect PHA's use of a contract firm to establish unit database in accordance with HUD regulations. • <u>Safety and Crime Prevention:</u> The Board of Commission adopted a Zero Tolerance Policy for conduct and behavior of attendees at meetings of the Muskegon Housing Commission. Verbal abuse, derogatory statements, acts of criminal and threatening behavior will not be tolerated. Legal action to terminate leases will commence if violator is found to be a PH/Section 8 HCV participant. Other violators would be banned from building. Police intervention will be sought as needed. <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan.</p> <ul style="list-style-type: none"> • Plans are posted on bulletin boards at Administrative office and master plan is also on file at the same. 				
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>PHA continues to offer a Section 8 HCV Homeownership Optional program, per HUD guidelines. PHA partners with local providers to provide budget, credit repair and homeownership classes to eligible families. We also educate lenders of Homeownership Program Mortgage requirements.</p>				

8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. 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.
8.2	Capital Fund Program Five-Year Action Plan. 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.
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><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> <p>No HUD approval needed</p>
9.0	<p>Housing Needs. 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.</p> <p>The Muskegon Housing Commission continues to offer housing services to applicants from all income levels, races, and ethnic groups for its public housing and Section 8 rental assistance programs based on HUD and agency standards, which are also consistent with City of Muskegon's consolidate plan.</p>

9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>The Muskegon Housing Commission continues to educate the public, prospective applicants, and agencies which service families in our jurisdiction of the availability of affordable, decent, and safe housing options through our public housing, Section 8 HCV, and optional homeownership programs.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(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.</p> <p>Agency was able to reach all missions and goals described in its (5) year annual (2005-2009)</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>There were no deviations/modifications to missions and goals.</p>

11.0	<p>Required Submission for HUD Field Office Review. 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. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) 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.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

7.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

3. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

4. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (b) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.2 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (d) To submit the initial budget for a new grant or CFFP;
- (e) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (f) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

10.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a 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: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

**MUSKOGEE HOUSING COMMISSION
VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY**

I. Purpose and Applicability

The purpose of this policy (herein "Policy") is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162), and more generally, to set forth the Muskogee Housing Commission's policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

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

II. Goals and Objectives

This Policy has the following principal goals and objectives:

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

III. Other Muskegon Housing Commission Policies and Procedures

This Policy shall be referenced in and attached to the Muskegon Housing Commission's Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of the Muskegon Housing Commission's Admissions and Continued Occupancy Policy (ACOP). The Muskegon Housing Commission's annual public housing agency plan shall also contain information concerning the Muskegon Housing Commission's activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent that any provision of this policy shall vary or contradict any previously adopted policy or procedure of the Muskegon Housing Commission, the provisions of this Policy shall prevail.

IV. Definitions

As used in this Policy:

A. *Domestic Violence* – The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

B. *Dating Violence* – means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim, and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship

(ii) The type of relationship

(iii) The frequency of interaction between the persons involved in the relationship

C. *Stalking* means

(A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person, and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person, and

(B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to

- (i) that person;
- (ii) a member of the immediate family of that person; or
- (iii) the spouse or intimate partner of that person.

D. Immediate Family Member means, with respect to a person

- (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
- (B) any other person living in the household of that person and related to that person by blood or marriage.

E. Perpetrator means person who commits an act of domestic violence, dating violence or stalking against a victim.

V. Admissions and Screening

A. Non-Denial of Assistance The Muskegon Housing Commission will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

B. Mitigation of Disqualifying Information When so requested in writing by an applicant for assistance whose history includes incidents in which the applicant was a victim of domestic violence, the Muskegon Housing Commission may, but shall not be obligated to, take such information into account in mitigation of potentially disqualifying information, such as poor credit history or previous failure to pay a dwelling. If requested by an applicant to take such mitigating information into account, the Muskegon Housing Commission shall be entitled to conduct such inquiries as are reasonably necessary to verify the claimed history of domestic violence and its probable relevance to the potentially disqualifying information. The Muskegon Housing Commission will not disregard or mitigate potentially disqualifying information if the applicant household includes a perpetrator of a previous incident or incidents of domestic violence.

VI. Termination of Tenancy or Assistance

A. VAWA Protections Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by the Muskegon Housing Commission:

- 1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a "serious or repeated" violation of the lease by the

victim or threatened victim of the violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.

2. In addition to the foregoing, tenancy or assistance will not be terminated by the Muskogean Housing Commission as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant's control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:

- (a) Nothing contained in this paragraph shall limit any otherwise available authority of the Muskogean Housing Commission or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not prohibited on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant's household. However, in taking any such action, neither the Muskogean Housing Commission nor a Section 8 owner or manager may apply a more demanding standard to the victim of domestic violence, dating violence or stalking than that applied to other tenants.
- (b) Nothing contained in this paragraph shall be construed to prevent the authority of the Muskogean Housing Commission or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful occupant if the owner, manager or the Muskogean Housing Commission, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. *Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, the Muskogean Housing Commission or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by the Muskogean Housing Commission. Leases used for all public housing operated by the Muskogean Housing Commission and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by the Muskogean Housing Commission, shall contain provisions setting forth the substance of this paragraph.

VII. Verification of Domestic Violence, Dating Violence or Stalking

A. Requirement for Verification. The law allows, but does not require, the Muskegon Housing Commission or a Section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking, claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., the Muskegon Housing Commission shall require verification in all cases where an individual claims protection against an actor involving such individual proposed to be taken by the Muskegon Housing Commission. Section 8 owners or managers receiving rental assistance administered by the Muskegon Housing Commission may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. *HUD approved form* - by providing to the Muskegon Housing Commission or to the requesting Section 8 owner or manager a written certification on a form approved by the U.S. Department of Housing and Urban Development (HUD) (i.e., Form HUD 90066), that the individual is a victim of domestic violence, dating violence or stalking; that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
2. *Other documentation* - by providing to the Muskegon Housing Commission or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 176) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking, described in the documentation, must also sign and attest to the documentation under penalty of perjury.
3. *Police or court record* - by providing to the Muskegon Housing Commission or to the requesting Section 8 owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

B. Waiver allowed in private verification situations provide. An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by the Muskegon Housing Commission, or a Section 8 owner or manager to provide verification, must provide

such verification within 14 business days (i.e., 14 calendar days, excluding Saturdays, Sundays, and federally recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

C. *Waiver of verification requirement.* The Executive Director of the Muskegon Housing Commission or a Section 8 owner or manager may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

VIII. Confidentiality

A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to the Muskegon Housing Commission or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be stored in any shared database nor provided to any related entity, except where it is necessary:

1. requested or consented to by the individual in writing; or
2. required for use in a public housing eviction proceeding or a connection with termination of Section 8 assistance as permitted in VAWA; or
3. otherwise required by applicable law.

B. *Notification of rights.* All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by the Muskegon Housing Commission shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

IX. Transfer to New Residence

A. *Application for transfer.* In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, the Muskegon Housing Commission will, if an approved unit is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must file in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim of domestic violence, dating violence or stalking and who reasonably believes that the tenant or other household member will

be immediately evacuated by a family member from further violence if the individual remains in the present dwelling unit.

3. *Action on applications.* The Muskegon Housing Commission will act upon such an application reasonably promptly.
4. *No right to transfer.* The Muskegon Housing Commission will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX, E., below, the decision to grant or refuse to grant a transfer shall be within the sole discretion of the Muskegon Housing Commission, and this policy does not create any right on the part of any applicant to be granted a transfer.
5. *Family rent obligations.* If a family occupying Muskegon Housing Commission public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by the Muskegon Housing Commission. In cases where the Muskegon Housing Commission determines that the family's decision to move was reasonable under the circumstances, the Muskegon Housing Commission may wholly or partially waive rent payments and any rent owed shall be reduced by the amount of rent collected for the remaining lease term from a tenant subsequently occupying the unit.
6. *Portability.* Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect a health or safety of an individual member of the household who is or has been the victim of domestic violence during violence or stalking and who reasonably believes that the tenant or other household member will be immediately threatened by harm from further violence if the individual remains in the present dwelling unit.

X. Court Orders/Family Break-up

A. *Court orders.* It is the Muskegon Housing Commission's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by the Muskegon Housing Commission and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family member is in

B. *Family break-up.* Other Muskegon Housing Commission policies regarding family break-up are contained in the Muskegon Housing Commission's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

AI. Relationships with Service Providers

It is the policy of the Muskegon Housing Commission to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If Muskegon Housing Commission staff become aware that an individual residing by the Muskegon Housing Commission is a victim of domestic violence, dating violence or stalking, the Muskegon Housing Commission staff may refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring the Muskegon Housing Commission or its staff either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case. The Muskegon Housing Commission's annual public housing agency plan shall describe the providers of shelter or services to victims of domestic violence with which the Muskegon Housing Commission has reduced or other cooperative relationships.

XII. Notification

The Muskegon Housing Commission shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and termination of tenancy or assistance.

XIII. Relationship with Other Applicable Laws

Neither VAWA nor this Policy implementing it shall prevent or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

XIV. Amendment

This policy may be amended from time to time by the Muskegon Housing Commission as approved by the Commission.

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

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPHF) Part E: Summary

Program: Single-Family Construction

Gov. Title and Year: Capital Fund Program Year No. 14394106670108
 Reporting Period: 2016

Submitted by: 2/16

Original Annual Statement and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line No.	Summaries by Development Account	Total Estimated Obligation	Total Actual Fund Expended
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1	Development CIP Funds		
2	- Land Acquisition	25,927,600	25,527,250
3	- Construction	10,275,600	10,478,000
4	- Other		
5	- Other		
6	- Other		
7	- Other		
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100	- Other		

Signature of Special Director: *[Signature]*

Signature of PH Director: *[Signature]*

Page 13 of 22

Form ID: 06-000748-01-000007

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

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFPP/CFRHF)

Part II: Supporting Pages

Development Number/Name/Title/Address	General Description of Major Work Categories	Dev. Acc. No.	Quantity	Total Estimated Cost	Funds Obligated	Funds Expended	Status of Work
M-1166-001	Operations	1400		24,577.00	24,577.00		
	Administration	1410		6,478.00	6,478.00		
	Fee and cost	1430		22,000.00	22,000.00		
	Application fee	1402		24,788.00	24,788.00		
	App. Mkt. in operation - phase 2	1403		87,600.00	41,807.00		
	Resurfacing and filling of lot (for No. 1)	1404		4,177.00	13,053.62		
	App. development phase in	400		50,000.00	0.00		
	Habitat (annual basis)	430		20,000.00	0.00		
	Cost (per sq. ft.)	1302		50,000.00			
	Total			171,000.00	104,116.62		

Annual Statement Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Trust and
 Special Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Performance and Evaluation
 OMB No. 2512-0226
 Page No. 27/27

Part B: Summary

Program: **Program Housing Capital** Grant Type: **Capital** Fiscal Year: **2016**
 Grant Title: **Program Capital** Budgetary Control: **Capital**
 Reporting Period: **10/1/2015 - 9/30/2016**

Line	Original Budget	Actual	Percent of Original	Original	Actual	Percent of Original
1	1400 Operating Expenses of 2016 (FY16)					
2	1400 Operating Expenses					
3	1400 Operating Expenses					
4	1400 Operating Expenses					
5	1400 Operating Expenses					
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200	1400 Operating Expenses					

1. In the original performance and evaluation report.
 2. For information on the performance of the program, see the Annual Performance Report.
 3. For information on the performance of the program, see the Annual Performance Report.
 4. For information on the performance of the program, see the Annual Performance Report.

Annual Statement Performance and Evaluation Report
 Capital Fund Financing Program
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Policy and Loan Guaranty
 OMB No. 2512-0200
 Expires 6/30/2011

Part I: Summary
 Title: Room Type and Number
 Funding Title: Capital Fund Financing Program
 Reporting Office: DCMU
 Reporting Office: DCMU
 Reporting Office: DCMU

Department: Federal Annual Statement Bureau for Mission of the process
 Federal Annual Statement Bureau for Mission of the process

Reporting Office: Federal Annual Statement Bureau for Mission of the process
 Federal Annual Statement Bureau for Mission of the process

Reporting Office: Federal Annual Statement Bureau for Mission of the process
 Federal Annual Statement Bureau for Mission of the process

Line	Description	Amount	Amount	Amount	Amount
10	2009 Comparison: net increase of 12 of the 2011				
20	Amount of actual costs: year to date 2/11	2,817.00	1,187.00		
21	Amount of the 2011 actuals				
22	Amount of the 2011 actuals to be used in 2011				
23	Amount of the 2011 actuals to be used in 2011				
24	Amount of the 2011 actuals to be used in 2011				
25	Amount of the 2011 actuals to be used in 2011				

Signature of Reporting Office: [Signature] Date: 1/16/11
 Signature of Capital Financing Director: _____ Date: _____

To be completed by the Reporting Office:
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 To be completed by the Reporting Office:

Annual Conference Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement (Language Foster and
 Capital Fund Financing Program)

L.A. Department of Housing and Urban Development
 Office of Policy and Indian Housing
 OPHU No. 2577-2226
 Expires 6/30/2011

Part II: Supporting Page

HUD: State Housing Finance Committee | Grant Type and Number: Capital Fund Program Unit No: HJ 25802501 26
 (2007 Year No) | Requestor: Housing Foster Care No

Development Number Name, State, Work Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work	
W10061704	Residential Development Market Studies	2430 495.1		Original: 1,640 Revised: 2,817.00	1,152.00 0.00	Units 28,000 ² 0.00	Funds Fy07: 0.00 Fy08: 0.00
				5,817.00	1,152.00	0.00	

1. The amount for the Performance and Evaluation Report is a Detailed Budget Statement
 2. Available for the Performance and Evaluation Report

Annual Statement of Expenses and Available for Return
 Capital Fund Program Capital Fund Program (the phrase of Housing Fund) and
 Capital Fund Financing Page 01

U.S. Department of Housing and Urban Development
 Office of Public and Public Development
 204 E. W. 2577-2026
 Fax at 425-624-1111

Part I Summary
 FUND Name: Housing Fund
 Grant Title and Number: Capital Fund Program Capital Fund Program
 Federal Grant Number: 204 E. W. 2577-2026
 Date of Entry:

Year of Entry: 2015
 Type of Entry: Annual

Type of Entry: Annual Other for Illustrative Purposes
 For the annual and cyclical budget for the fund
 Summary by Departmental Account

Budget Annual Statement (Fiscal Year 2015)
 Prior Performance and Available for Report

Line	Description	Original	Total Available for Report	Unallocated	Total Available for Report
1	Total for CFF Fund				
1	1400 Capital Fund (not covered by the 2015)	21,000.00	21,000.00		
2	1400 Management Expenses	8,000.00	8,000.00		
3	1400 Administration Expenses (not covered by the 2015)	10,000.00	10,000.00		
4	1400 Other				
5	1400 Other				
6	1400 Other				
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 17) To be completed for the Departmental Summary report

Annual Statement Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Requirement Housing Factor and
 Capital Fund Program Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2512-0220
 Expires 4/30/2011

Print Summary

File Name: Report Type and Number
 Project ID: 2010-01-01-00000000
 Project Name: Capital Fund Program
 Project ID: 2010-01-01-00000000

Type of Data: Budget Annual Statement Performance Information
 Actuals and KPIs for Budgeted Account Budgeted Information

2010 Actual \$: 2,000,000
 2010 Budgeted \$: 1,851,711.00

Line	Description	Actual	Budget	Variance
1	Actuals and KPIs for Budgeted Account			
2	Budgeted Information			
3	2010 Actuals	2,000,000	1,851,711.00	148,289.00
4	2010 Budgeted			
5	Total	2,000,000	1,851,711.00	148,289.00

In compliance with the Performance and Evaluation Report
 - This is completed for the performance and evaluation report of the Capital Fund Program
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Annual Statement Performance and Evolution Report
 Capital Fund Program, Capital Fund Program Replenish and Housing Fund's and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0228
 Expires 4/30/2011

Part B: Summary
 FRS Name: **Investment Lending** | **Goal Type and Number:** Capital Fund Program Goal No. MF 282239-03
CR Number: | **Replenish and Evolve Report for Period Ending:** | **Report Date:** 03/31/2011
Dis: OSEP

Type/Goal ID	Description	Type	Total Budget	Actual	Charged	Total Available	Unavailable
1	Investment Lending						
2	1421 Investment Lending						
3	1421 Investment Lending						
4	1421 Investment Lending						
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17	1421 Investment Lending						

* To be completed by the Performance and Evolution Report
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Annual Statement of Finance and Evaluation Report
 Capital Fund: Program: Capital Fund (Program Reorganization Housing Factor and
 Capital Fund Program)

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OIAI No. 2577-0240
 Expires 4/30/2011

Part 2: Summary

Budget Building
 Capital Fund Program
 Other

Budget Building
 Capital Fund Program
 Other

Budget Building
 Capital Fund Program
 Other

Line	Description	Original	Total Original Cost	Actual	Outputs	Total Actual Cost	Expenses	Type of Error	
								Unplanned	Unavoidable
18	50 Contingency (not necessary) to be used		2,000.00	2,000.00					
19	Amount Available for grant in FY 10	224,000.00	224,000.00						
20	Amount of this FY added to LRP activities								
21	Amount of this FY added to Section 8(a) activities								
22	Amount of this FY added to Section 8(b) activities								
23	Amount of this FY added to Section 8(c) activities								
24	Amount of this FY added to Section 8(d) activities								
25	Amount of this FY added to Section 8(e) activities								
26	Amount of this FY added to Section 8(f) activities								
27	Amount of this FY added to Section 8(g) activities								
28	Amount of this FY added to Section 8(h) activities								
29	Amount of this FY added to Section 8(i) activities								
30	Amount of this FY added to Section 8(j) activities								
31	Amount of this FY added to Section 8(k) activities								
32	Amount of this FY added to Section 8(l) activities								
33	Amount of this FY added to Section 8(m) activities								
34	Amount of this FY added to Section 8(n) activities								
35	Amount of this FY added to Section 8(o) activities								
36	Amount of this FY added to Section 8(p) activities								
37	Amount of this FY added to Section 8(q) activities								
38	Amount of this FY added to Section 8(r) activities								
39	Amount of this FY added to Section 8(s) activities								
40	Amount of this FY added to Section 8(t) activities								
41	Amount of this FY added to Section 8(u) activities								
42	Amount of this FY added to Section 8(v) activities								
43	Amount of this FY added to Section 8(w) activities								
44	Amount of this FY added to Section 8(x) activities								
45	Amount of this FY added to Section 8(y) activities								
46	Amount of this FY added to Section 8(z) activities								
47	Amount of this FY added to Section 8(aa) activities								
48	Amount of this FY added to Section 8(ab) activities								
49	Amount of this FY added to Section 8(ac) activities								
50	Amount of this FY added to Section 8(ad) activities								
51	Amount of this FY added to Section 8(ae) activities								
52	Amount of this FY added to Section 8(af) activities								
53	Amount of this FY added to Section 8(ag) activities								
54	Amount of this FY added to Section 8(ah) activities								
55	Amount of this FY added to Section 8(ai) activities								
56	Amount of this FY added to Section 8(aj) activities								
57	Amount of this FY added to Section 8(ak) activities								
58	Amount of this FY added to Section 8(al) activities								
59	Amount of this FY added to Section 8(am) activities								
60	Amount of this FY added to Section 8(an) activities								
61	Amount of this FY added to Section 8(ao) activities								
62	Amount of this FY added to Section 8(ap) activities								
63	Amount of this FY added to Section 8(aq) activities								
64	Amount of this FY added to Section 8(ar) activities								
65	Amount of this FY added to Section 8(as) activities								
66	Amount of this FY added to Section 8(at) activities								
67	Amount of this FY added to Section 8(au) activities								
68	Amount of this FY added to Section 8(av) activities								
69	Amount of this FY added to Section 8(aw) activities								
70	Amount of this FY added to Section 8(ax) activities								
71	Amount of this FY added to Section 8(ay) activities								
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76	Amount of this FY added to Section 8(bd) activities								
77	Amount of this FY added to Section 8(be) activities								
78	Amount of this FY added to Section 8(bf) activities								
79	Amount of this FY added to Section 8(bg) activities								
80	Amount of this FY added to Section 8(bh) activities								
81	Amount of this FY added to Section 8(bi) activities								
82	Amount of this FY added to Section 8(bj) activities								
83	Amount of this FY added to Section 8(bk) activities								
84	Amount of this FY added to Section 8(bl) activities								
85	Amount of this FY added to Section 8(bm) activities								
86	Amount of this FY added to Section 8(bn) activities								
87	Amount of this FY added to Section 8(bo) activities								
88	Amount of this FY added to Section 8(bp) activities								
89	Amount of this FY added to Section 8(bq) activities								
90	Amount of this FY added to Section 8(br) activities								
91	Amount of this FY added to Section 8(bs) activities								
92	Amount of this FY added to Section 8(bt) activities								
93	Amount of this FY added to Section 8(bu) activities								
94	Amount of this FY added to Section 8(bv) activities								
95	Amount of this FY added to Section 8(bw) activities								
96	Amount of this FY added to Section 8(bx) activities								
97	Amount of this FY added to Section 8(by) activities								
98	Amount of this FY added to Section 8(bz) activities								
99	Amount of this FY added to Section 8(ca) activities								
100	Amount of this FY added to Section 8(cb) activities								

Signature of Secretary/Director: *[Signature]*
 Date: *11/03/10*
 Signature of Public Housing Director: _____
 Date: _____

Annual Statement of Performance and Deviation Report
 Capital Fund Program, Capital Fund Program Development Costs for Teacher and
 Layoff Fund Financing Project

U.S. Department of Housing and Urban Development
 Office of Budget and Public Housing
 OHSR Box 5577-2536
 Kipling 4812111

Part II: Supporting Page
 HUD Home Mortgage Investing Commission
 Grant Year and Number
 Capital Fund Program Grant No: 20100640-10
 CFPS (Use None)
 Federal UFF or Grant: 2010
 Development Funding Project No

Development Number KansASIA Wide Activities	General Description of Major Work Expenditures	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status at Year End
				Original	Revised ¹	Funds Disbursed ²	Funds Expended ³	
201 000-004	Operations	1405		21,180.00	21,180.00			
	Management Improvements	1404		8,400.00	8,400.00			
	Administration	1410		10,000.00	10,000.00			
	Real and Cost	1430		15,000.00	15,000.00			
	Aut. Capital program - phase-in	460		27,000.00	27,000.00			
	New kitchen phase-in	460		52,000.00	52,000.00			
	Class room - phase-in	1,000		23,000.00	23,000.00			
	Commut - phase in	1,000		19,000.00	19,000.00			
	Labor equip - replacement	1460		13,000.00	13,000.00			
	Tables flooring - (T11)	1450		6.00	14,000.00			
	Fire Sprinkler System	1475		6.00	5,000.00			
	Office - AITU and AC	1455		6.00	8,000.00			
	Exterior Furnace for Heating phase-in	1455		13,000.00	13,000.00			
	Electric furnace for phase-in	1455		15,000.00	9,000.00			
	Shower stalls	1465		5,000.00	2,000.00			
	Vehicle - copier/print	1475		4,000.00	4,000.00			
	Contingencies	1502		2,000.00	2,000.00			
	Total			224,000.00	227,000.00			

¹Not approved for the Kansas and Evaluation Rev. and Award Encumbrances.
²Excludes for the period reported for this report.

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Work Statement for Year 1 (FY 2010)	Part A: Supporting Paper Physical Needs Work Statement(s)		Part B: Statement of Year 1		
	Work Statement FY 2010	Quantity	Estimated Cost	Quantity	Estimated Cost
Developmental/Supportive Services (Detailed Description of Major Work Categories)					
Vehicle Replacement	1	75,000.00	Vehicle Replacement	1	75,000.00
Vehicle Replacement - lobby	ATTN: lobby	75,000.00	Phase II - Lobby Area replacement - Duplex	4	30,000.00
Light fixtures		7,000.00	Recessed main beam - Duplex	6	10,000.00
IT/IT related software		10,000.00	Lobby Window Screens	4	1,000.00
IT/IT related software		25,000.00	Reception desk improvement	2	25,000.00
Unit Case Doors	12	20,000.00	Office Entry Door	1	5,000.00
Unit of Carpet replacement phase in	8	15,000.00	Reception Counter Replacement	1	40,000.00
Lobby Ceiling Replacement	3	15,000.00	Unit of Carpet Replacement - Duplex	40	94,000.00
Phone Replacement - Duplex	A1	2,000.00	Unit of Carpet Replacement - Duplex		
Change door replacement		4,000.00			
Vehicle replacement					
Subtotal of Estimated Cost		\$ 175,000.00	Subtotal of Estimated Cost		\$ 177,000.00

Capital Fund Program—Five-Year Action Plan

T.S. Department of Funding and Program Development
 Office of Finance and Judicial Affairs
 LEFWS 42021071

Part II: Supporting Tables – Physical Needs Work Statements

Work Statement for Year: 2014	Work Statement for Year: 2015	Work Statement for Year: 2016	Work Statement for Year: 2017	Work Statement for Year: 2018
Development Number/Name Category	Development Number/Name Category	Development Number/Name Category	Development Number/Name Category	Development Number/Name Category
ML-206-104 Maintenance Phase-in	ML-206-104 Maintenance Phase-in	ML-206-104 Maintenance Phase-in	ML-206-104 Maintenance Phase-in	ML-206-104 Maintenance Phase-in
Quantity: 12	Quantity: 12	Quantity: 12	Quantity: 12	Quantity: 12
Estimated Cost: 2,000,000	Estimated Cost: 2,000,000	Estimated Cost: 2,000,000	Estimated Cost: 2,000,000	Estimated Cost: 2,000,000
Subtotal of Estimated Cost: \$ 178,000.00	Subtotal of Estimated Cost: \$ 178,000.00	Subtotal of Estimated Cost: \$ 178,000.00	Subtotal of Estimated Cost: \$ 178,000.00	Subtotal of Estimated Cost: \$ 178,000.00

**PHA Certifications of Compliance
with PHA Plans and Related
Regulations**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OPIH No. 2577-026
Expires 4/30/2011

**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) based herein, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 10/1/2010 _____ hereinafter referred to as "the Plan", of which the declaration is a part and state 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 other 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 are no changes, significant or otherwise, to the Capital Fund Program (and Capital Fund Program Replacement Housing Inventory Annual Statement), and the submission of its bi-annual 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, consistent with the Board of Housing and Community Development Act of 1973, and consists of the recommendations of the Board of Residents (24 CFR 903.13). The PHA has included in the Plan a list of 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 for 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 attempt to carry out the Plan by examining their program or proposed programs, identify any impediments to fair housing choice within these programs, address these impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to make certain any of the jurisdiction's initiatives is affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these and goals and actions.
8. The PHA Plan also includes a policy for site-based waiting lists:
 - a. The PHA regularly submits required data to HUD's HOUSING CHOICE Matrix in an accurate, complete, and timely manner (as specified in HUD Notice 2006-24);
 - b. 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;
 - c. 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;
 - d. The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - e. The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and regulations, as specified in 24 CFR part 903.13(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 2 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- and Very-Low-Income Persons, and with its implementing regulations at 24 CFR Part 115.
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 and effective steps to award contracts to minority and women's business enterprises under 24 CFR 5.105(c).
14. The PHA will assume the responsible liability under any documentation that the responsible entity or HUD needs to carry out duties under the National Environmental Policy Act and other federal authorities, as set forth with 24 CFR Part 58 or Part 59, respectively.
15. With respect to public housing, the PHA will comply with Davis-Bacon or FFTR determinational 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 55.20 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 DH7 Circular No. 4-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 200, and 24 CFR Part 45 (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 the Plan and will allow external grant funding for activities that are allowable under the regulations and included in the Plan.
20. All documents for the PHA have been and will continue to be available at all times and at all locations for the PHA Plan is available for public inspection. All required reporting documents have been made available for public inspection along with the Plan and additional requirements of the primary jurisdiction of the PHA and all other laws and regulations identified by the HUD in the PHA Plan and will continue to be made available at least to the primary business office of the PHA.
21. The PHA provides assurances 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 to 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.

Washtenaw Housing Commission

M1006

PHA Name

PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 2010 - 2015

Annual PHA Plan for Fiscal Years 2010 - 2011

I hereby certify that the information provided in this form is true, correct, and complete. I understand that I will be held liable for any false or misleading information provided in this form. (24 CFR 55.20, 55.21, 55.22, 55.23, 55.24, 55.25, 55.26, 55.27, 55.28, 55.29, 55.30, 55.31, 55.32, 55.33, 55.34, 55.35, 55.36, 55.37, 55.38, 55.39, 55.40, 55.41, 55.42, 55.43, 55.44, 55.45, 55.46, 55.47, 55.48, 55.49, 55.50, 55.51, 55.52, 55.53, 55.54, 55.55, 55.56, 55.57, 55.58, 55.59, 55.60, 55.61, 55.62, 55.63, 55.64, 55.65, 55.66, 55.67, 55.68, 55.69, 55.70, 55.71, 55.72, 55.73, 55.74, 55.75, 55.76, 55.77, 55.78, 55.79, 55.80, 55.81, 55.82, 55.83, 55.84, 55.85, 55.86, 55.87, 55.88, 55.89, 55.90, 55.91, 55.92, 55.93, 55.94, 55.95, 55.96, 55.97, 55.98, 55.99, 56.00, 56.01, 56.02, 56.03, 56.04, 56.05, 56.06, 56.07, 56.08, 56.09, 56.10, 56.11, 56.12, 56.13, 56.14, 56.15, 56.16, 56.17, 56.18, 56.19, 56.20, 56.21, 56.22, 56.23, 56.24, 56.25, 56.26, 56.27, 56.28, 56.29, 56.30, 56.31, 56.32, 56.33, 56.34, 56.35, 56.36, 56.37, 56.38, 56.39, 56.40, 56.41, 56.42, 56.43, 56.44, 56.45, 56.46, 56.47, 56.48, 56.49, 56.50, 56.51, 56.52, 56.53, 56.54, 56.55, 56.56, 56.57, 56.58, 56.59, 56.60, 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Certification by State or Local
Official of PTA Plans Consistency
with the Consolidated Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

**Certification by State or Local Official of PTA Plans Consistency with the
Consolidated Plan**

I, William Griffin the Director - CHS certify that the Five Year and
Annual PTA Plan of the Metropolitan Housing Commission is consistent with the Consolidated Plan of
City of Washington proposed pursuant to 24 CFR Part 92.



Signed / Dated by Appropriate State or Local Official

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 3/31/2011

Civil Rights Certification

Annual Certification and Board Resolution

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 Plan for the PHA to which this document is a part and with its following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and work under the contract:

The PHA certifies that it will carry out the public housing program of the agency 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, and will affirmatively further fair housing.

Muskogean Housing Commission

MIOGG

PHA Name

PHA Number/HA Code

For more details on HUD's information and privacy policies, see the information provided in the accompanying HUD Form HUD-50077-08 (1/2009) and HUD Form HUD-50077-08 (1/2009). HUD Form HUD-50077-08 (1/2009) is available at www.hud.gov.

PHS/CHA/Assistant Chief	Edward Home	Title	Board Chairperson
By: <i>Edward Home</i>		Date	04/26/2010

Form HUD-50077-08 (1/2009)
OMB Approval No. 2577-0126

**Certification for
a Drug-Free Workplace**

U.S. Department of Housing
and Urban Development

Applicant Name

Muskegon Housing Commission

Department/Agency/Project/Grant Number

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 items 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 lawful manufacture, distribution, consumption, 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 a violation of such prohibition.

b. Establishing an ongoing 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 any criminal drug statute occurring in the workplace no later than five calendar days after such occurrence.

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 notice the convicted employee was working. If the Federal agency has designated a central point for the receipt of such notices, notice shall include the identification number(s) of such affected grant.

f. Taking one of the following actions, with in 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 a drug-free workplace through implementation of programs as in a, b, c, d, e, f.

2. **Successor Work Performance.** The Applicant shall list (on separate pages) the date(s) for the performance of work that is consistent with the HUD finding of the past, unobjectionable award. Plans of Performance shall include the exact address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and its program/activity receiving (over funding).

Check here if there are workplaces not to be so notified on the attached sheets.

I hereby certify that all the information stated herein, as well as any false claims provided in the accompanying documents, 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. 1014, 1015, 1016; 41 U.S.C. 3709, 3502)

Name of Authorized Official
Yvonne Morrissey

Signature

x *Yvonne Morrissey*

Title
Executive Director

Date

April 28, 2010

Form HUD-98078 (5/98)
rel. Handbook 7417.1, 7425.13, 7425.16, 7

Certification of Payments to Influence Federal Transactions

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

Appointing Agency:

Metropolitan Housing Commission

Program Activity/Receipting Federal Government Funding:

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 issuing agency, 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 L.L.J. 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 contracts at all times (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 accompanying documents, is true and accurate.

Warning: HUD will investigate all false statements. Conflicting statements result in criminal and/or civil penalties.

(18 U.S.C. 1001; 41 C.F.R. 101-11.6; 24 U.S.C. 3753, 3802)

Name of Award Official:

Yvonne Morrissey

Title:

Executive Director

Signature:

Date (mm/dd/yyyy):

04/26/2010

HUD uses eSolutions to process:

Form HUD 60071 (3/08)
ml Form 60071 (4/11) 7470-13, 7485-1, & 7485-3

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 21 U.S.C. 1352
(See reverse for public order disclosure.)

Form OMB by GNS
0016-0042

1. Type of Federal Action: <input 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	2. Status of Federal Action: <input type="checkbox"/> a. initial application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. pre-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. status change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Title _____ if known: Muskegon Housing Commission 1000 Terrace Street Muskegon, MI 49742 Congressional District, if known: 4: 2	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CQ JA Number, if applicable:	
8. Federal Action Number, if known: N/A	9. Award Amount, if known: \$ N/A	
10. a. Name and Address of Lobbying Registrant (if individual, use name, not name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A	
11. <small>THE INFORMATION ON THIS FORM IS REQUIRED BY 21 U.S.C. SECTION 1352. THE DISCLOSURE OF LOBBYING ACTIVITIES IS A FEDERAL REQUIREMENT OF 2002 AND IS NOT A CONDITION OF ANY FEDERAL AWARD. THE DISCLOSURE OF LOBBYING ACTIVITIES IS A FEDERAL REQUIREMENT OF 2002 AND IS NOT A CONDITION OF ANY FEDERAL AWARD. THE DISCLOSURE OF LOBBYING ACTIVITIES IS A FEDERAL REQUIREMENT OF 2002 AND IS NOT A CONDITION OF ANY FEDERAL AWARD.</small>	Signature: <u><i>Yvonne Morrison</i></u> Print Name: <u>Yvonne Morrison</u> Title: <u>Executive Director</u> Telephone No.: <u>231-722-2547</u> Date: <u>4/26/10</u>	
Federal Use Only	Authorized For Local Reporting on Form OMB by GNS	

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMS
02245-0040
Adopted with House Bill 2008

Reporting Entity: Naukegon Housing Commission Page 1 of 1

N/A

Standard Form - 11

February 29, 2010 – Resident Advisory Meeting

April 3, 2010 – Public Hearing

F. Resident Advisory Board (RAB) comments

At the RAB Meeting which was held on February 29, 2010, the Board overwhelmingly approved staff's recommendations for all items covered in the Annual and (5) year plans, plus they offered suggestions for agency to consider.

G. No items mentioned in the Annual and (5) year plans were challenged by the RAB, residents, and the Public during the entire process which also includes the posting comment period, Public Hearing, which was also advertised 45 plus days before the actual hearing, which was scheduled on April 3, 2010. Public comments were received and will be considered as agency moves to improve service delivery to clients.

APPENDIX C

(f) Resident Advisory Board Comments

The following comments were received at the Resident Advisory Board meeting, which took place on 2/23/2010:

- Convert building/apartments to smoke free environment. Resident Council President to discuss with resident body. MHC to implement with majority consensus.
- Encourage residents to be considerate of others when using laundry facility by properly removing clothing when dryer and washers complete their cycle.
- Paint the walls of each floor from the elevator exit to the window a different color.

Public Meeting Comments – held 4/5/2010

- explore elevator needs
- Continue to monitor building HVAC and hot water system operations and make changes as needed

Transmitted to Council