

# 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

<b>1.0</b>	<b>PHA Information</b> PHA Name: <u>Melvindale Housing Commission</u> PHA Code: <u>MI048</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>1/2014</u>				
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>199</u> Number of HCV units: <u>134</u>				
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH HCV
	PHA 2:				
	PHA 3:				
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update. NOT APPLICABLE				
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  The Melvindale Housing Commission has established informal partnerships with the Wayne Metro Community Action Agency and The Information Center, both serve low income and extremely low income families in the Wayne County area. Applications for public housing (the only waiting list now open) has been provided to both agencies so that clients in need may submit an application.				
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.  NOT APPLICABLE				
<b>6.0</b>	<b>PHA Plan Update</b>  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: 1- Section 8 Administrative Plan revision was completely revised and adopted by the Board on August 13, 2012. Revisions include eligibility, selection, admission, Fair Housing & Reasonable Accommodations 2- Admissions and Continued Occupancy Policy was completely revised and adopted by the Board December 12, 2012. Revisions include eligibility, screening, selection, admission, Fair Housing & Reasonable Accommodations, pet policy, grievance procedures, community service, etc. 3- Operation and Management – Policies adopted and/or updated: Investment Policy, Internal Controls, Ethics Policy, Maintenance Plan (b) Plan elements 1- Eligibility, Selection and Admission policies – contained in ACOP 2- Financial Resources – Statement included with Annual Plan 3- Rent Determination – contained in ACOP 4- Operation and Management – Policies that were updated are attached with the plan 5- Grievance Procedure – contained in ACOP 6- Designated Housing – MHC has chosen not to designate housing and has noted as such in its ACOP 7- Community Service – contained in ACOP 8 – Safety and Crime Prevention – MHC has had a police officer residing in its public housing development but is considering a shift to security guards. 9- Pets – statement is contained within the ACOP 10 – Civil Rights Certification – submitted with Plan 11 – Fiscal Year Audit – 2012 audit is on file at the office 12 – Asset Management – not applicable to MHC 13 – Violence Against Women Act – contained in ACOP  (c) 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.  3501 Oakwood Blvd., Melvindale, MI 48122				
	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>  NOT APPLICABLE				

8.0	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.																																																								
8.1	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.																																																								
8	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.																																																								
8.3	<b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.																																																								
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>An analysis of the County of Wayne's Consolidated Plan and a review of the MHC's public housing and Section 8 Waiting lists, the following chart represents the needs in this community:</p> <table border="1"> <thead> <tr> <th>Family Type</th> <th># in jurisdiction (Wayne County)</th> <th># on MHC PH waitlist</th> <th># on MHC HCV List</th> </tr> </thead> <tbody> <tr> <td>ELI &lt;30%AMI</td> <td>139533</td> <td>24</td> <td>5084</td> </tr> <tr> <td>VLI 30-50%AMI</td> <td>98593</td> <td>0</td> <td>1774</td> </tr> <tr> <td>LI 50-80% AMI</td> <td>146023</td> <td>0</td> <td>169</td> </tr> <tr> <td>Families with Children</td> <td>Included in "other"</td> <td>0</td> <td>5175</td> </tr> <tr> <td>Elderly Families</td> <td>169090</td> <td>2</td> <td>194</td> </tr> <tr> <td>Disabled Families</td> <td>Unknown</td> <td>22</td> <td>625</td> </tr> <tr> <td>Other</td> <td>504205</td> <td>0</td> <td>1033</td> </tr> <tr> <td>Race/ Black</td> <td>281475</td> <td>12</td> <td>6531</td> </tr> <tr> <td>Race/ White</td> <td>383295</td> <td>12</td> <td>483</td> </tr> <tr> <td>Race/ Asian</td> <td>14285</td> <td>0</td> <td>2</td> </tr> <tr> <td>Race / Am. Ind.</td> <td>1840</td> <td>0</td> <td>7</td> </tr> <tr> <td>Race / Unknown</td> <td>7895</td> <td></td> <td>4</td> </tr> <tr> <td>Ethnicity/Hispanic</td> <td>26850</td> <td>1</td> <td>83</td> </tr> </tbody> </table>	Family Type	# in jurisdiction (Wayne County)	# on MHC PH waitlist	# on MHC HCV List	ELI <30%AMI	139533	24	5084	VLI 30-50%AMI	98593	0	1774	LI 50-80% AMI	146023	0	169	Families with Children	Included in "other"	0	5175	Elderly Families	169090	2	194	Disabled Families	Unknown	22	625	Other	504205	0	1033	Race/ Black	281475	12	6531	Race/ White	383295	12	483	Race/ Asian	14285	0	2	Race / Am. Ind.	1840	0	7	Race / Unknown	7895		4	Ethnicity/Hispanic	26850	1	83
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9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p><b>NOT APPLICABLE WITH THIS SUBMISSION</b></p>
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**Additional Information.** Describe the following, as well as any additional information HUD has requested.

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

**Marketability** - Improved curb appeal through landscaping and flower planting. Implemented an aggressive Bed Bug treatment plan (July 2012). Network with community service agencies, religious organizations and others to improve visibility and attract qualified applicants.

**Security Issues** - Implemented aggressive enforcement of lease violations including seeking court order possession of units. Police unit to improve information to police department and enhanced visibility of law enforcement. Coordinating and information sharing between Police, Fire and Melvindale Housing Commission. No safety classes held as identified in objectives. MHC is considering security guards.

**Tenant Based Housing** - Goal was to maintain a 95% occupancy rate; accomplished during 2011 Fiscal Year. Equal Opportunity / Fair Housing Issues - Corrected violation of Fair Housing Issues in eligibility processing of public housing applications, created Reasonable Accommodations request forms including request for live-in aides, eliminated reference to "independent living" in screening documents. Achieved this goal in 2012.

**Supportive Service Issues** - There has been no action on improving self-sufficiency for families within MHC's programs. During 2013 Fiscal Year, efforts will be made to seek community resources for a social worker or resource coordinator. Efforts at outreach for Community Reinvestment money has been initiated in July 2012. Due to reduced operating subsidy and sequestration, there have not been funds available for a social worker at Coogan Terrace. MHC did support the application of a ROSS grant by The Information Center to provide coordination of activities at Coogan Terrace.

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

Substantial Deviation/Modification is defined as 1) a significant change of more than 25% in any financial fund, either Operating, Capital or Reserve, that materially affects the ability of the Melvindale Housing Commission to implement the provisions of the Annual Plan or the 5-Year Plan, either allowing items to be completed ahead of schedule or causing the delay in the implementation of those planned items; or 2) actions of the Melvindale Housing Commission that are in response to and in an effort to mitigate the results of emergencies or natural disasters causing wide-spread damage to its properties and facilities.

Significant Amendment is defined as 1) changes to rent or admissions policies or organization of the waiting list; 2) additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; 3) additions of new activities not included in current or future PHDEP Plans, should they be approved; 4) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities; and 5) and other action requiring formal action by the Board of the Melvindale Housing Commission. If any of the above are adopted to reflect changes in HUD regulatory requirements, such changes will not be considered significant amendments.

10.0

11.0

**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.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations* (which includes all certifications relating to Civil Rights)
- (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. 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.
- (g) Challenged Elements
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report* (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan* (PHAs receiving CFP grants only)

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

## Attachments to the PHA Plan Update

### Plan Elements:

1. Eligibility, Selection & Admission's Policies
  - a. This information is contained in the MHC's ACOP which is on file in the office for review under separate cover.
2. Financial Resources – attached
3. Rent Determination
  - a. This information is contained in the MHC's ACOP which is on file in the office for review under separate cover.
4. Operation and Management - policies attached
  - a. Investment Policy
  - b. Maintenance Plan
  - c. Internal Controls Policy
  - d. Ethics Policy
  - e. Inventory Policy
5. Grievance Policy/Procedure
  - a. Attached
6. Designated Housing
  - a. The MHC has chosen not to designate housing – this language is found in the ACOP which is on file in the office for review.
7. Community Service
  - a. This information is contained in the MHC's ACOP which is on file in the office for review under separate cover.
8. Safety and Crime Prevention – no attachments
9. Pet Policy
  - a. This information is contained in the MHC's ACOP which is on file in the office for review under separate cover.
10. Asset Management – Not applicable to the MHC
11. Violence Against Women Act
  - a. This information is contained in the MHC's ACOP which is on file in the office for review under separate cover.

<b>MELVINDALE HOUSING COMMISSION FUNDING SOURCE</b>	<b>AMOUNT</b>	<b>PLANNED USE</b>
<b>FEDERAL GRANTS</b>		
PUBLIC HOUSING OPERATING FUND	\$ 349,150.00	OPERATIONS
PUBLIC HOUSING CAPITAL FUND PROGRAM-2013	\$ 155,398.00	OPERATIONS/CAPITAL IMPROVEMENTS
SECTION 8 HCV PROGRAM HAP	\$ 707,892.00	HOUSING ASSISTANCE PAYMENTS
SECTION 8 HCV PROGRAM ADMIN FEES	\$ 71,093.00	ADMINISTRATION
<b>OTHER FEDERAL GRANTS</b>		
SHELTER PLUS CARE-WAYNE METRO COMMUNITY ACTION AGENCY	\$ 234,264.00	RENTAL ASSISTANCE
SHELTER PLUS CARE-WAYNE METRO COMMUNITY ACTION AGENCY	\$ 10,309.00	ADMINISTRATION
<b>PRIOR YEAR FEDERAL GRANTS (UNOBLIGATED FUNDS ONLY)</b>		
CAPITAL FUNDS 2012	\$ 127,147.25	CAPITAL IMPROVEMENT
		CAPITAL IMPROVEMENT
<b>OTHER SOURCES</b>		
PUBLIC HOUSING DWELLING RENTAL INCOME	\$ 494,886.00	OPERATIONS
PUBLIC HOUSING OTHER TENANT CHARGES & MISC INCOME	\$ 14,000.00	OPERATIONS
<b>TOTAL</b>	<b>\$ 2,164,139.25</b>	