

## **9.0 MANAGING THE WAITING LIST**

### **9.1 *OPENING AND CLOSING THE WAITING LIST***

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for the Creston Plaza Apartments. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

### **9.2 *ORGANIZATION OF THE WAITING LIST***

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be signed by the applicant and be maintained for a minimum of three (3) years.
- B. All applications will be maintained in order of bedroom size, preference, and then in order of date and time of application; and
- C. Any contacts between the Grand Rapids Housing Commission and the applicant will be documented in the applicant file.

### **9.3 *FAMILIES NEARING THE TOP OF THE WAITING LIST***

When a family appears to be within three (3) months of being offered a unit, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Grand Rapids Housing Commission must notify the family in writing of this determination and give the family the opportunity for an informal review.

Once the preference has been verified, the family will complete a full application, present Social Security number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

#### **9.4 PURGING THE WAITING LIST**

The Grand Rapids Housing Commission will update and purge its waiting list at least annually all applications on its waiting list that have an application date of 24 months or greater to ensure that the pool of applicants reasonably represents the interested families for whom the Grand Rapids Housing Commission has current information, i.e. applicant's address, family composition, income category, and preferences.

#### **9.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST**

The Grand Rapids Housing Commission will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

#### **9.6 MISSED APPOINTMENTS**

All applicants who fail to keep a scheduled appointment with the Grand Rapids Housing Commission will be sent a notice of termination of the process for eligibility.

The Grand Rapids Housing Commission will allow the family to reschedule without good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Grand Rapids Housing Commission will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

#### **9.7 NOTIFICATION OF NEGATIVE ACTIONS**

Any applicant whose name is being removed from the waiting list will be notified by the Grand Rapids Housing Commission, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Grand Rapids Housing Commission system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the Grand Rapids Housing Commission will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

## **10.0 TENANT SELECTION AND ASSIGNMENT PLAN**

### **10.1 PREFERENCES**

The Grand Rapids Housing Commission will select families based on the following preferences within each bedroom size category:

- A. Previous Creston Plaza residents who were displaced due to relocation for reconstruction activities will be given first right of refusal during initial lease-up of the property.
- B. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of circumstance such as fire or lead paint or a disaster declared or otherwise formally recognized pursuant to Federal Disaster Relief Laws.
- C. Families who live in the City limits of Grand Rapids whom are Veterans or surviving spouses of veterans.
- D. All other families who live in the City limits of Grand Rapids.
- E. Families who do not live in the City limits of Grand Rapids whom are Veterans or surviving spouses of Veterans.
- F. All other families that do not live in the City limits of Grand Rapids.

The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences.

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

**Accessible Units:** Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30 days notice.

### **10.2 ASSIGNMENT OF BEDROOM SIZES**

The following guidelines will determine each family's unit size without overcrowding or over-housing:

| Number of Bedrooms | Number of Persons |         |
|--------------------|-------------------|---------|
|                    | Minimum           | Maximum |
| 1                  | 1                 | 2       |
| 2                  | 2                 | 4       |
| 3                  | 3                 | 6       |
| 4                  | 4                 | 8       |

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero-bedroom units will only be assigned to one-person families. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the Grand Rapids Housing Commission will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations may be taken in determining bedroom size:

- A. Children of the same sex will share a bedroom.
- B. Adults and children will not be required to share a bedroom.
- C. Foster – adults and/or foster - children will not be required to share a bedroom with family members.

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. The Grand Rapids Housing Commission will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for three (3) years or until the family size changes, whichever may occur first.
- B. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. The Grand Rapids Housing Commission will allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit.
- C. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family’s own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.

- D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.
- E. If a family occupies a unit of the wrong size, the Grand Rapids Housing Commission will offer the family a comparable, appropriate size unit, if one is available. Families who refuse to accept such offers may be evicted.

### **10.3 OFFER OF A UNIT**

When the Grand Rapids Housing Commission discovers that a unit will become available, it will contact the first family on the waiting list who has the highest priority for this type of unit or development.

The family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Grand Rapids Housing Commission regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Grand Rapids Housing Commission will send the family a letter documenting the offer and the rejection.

### **10.4 REJECTION OF UNIT**

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

### **10.5 ACCEPTANCE OF UNIT**

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later, and prior to occupancy.

Prior to signing the lease the head of household and all other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Commission personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Grand Rapids Housing Commission will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

The family will pay a security deposit at the time of lease signing. The security deposit will be equal to the Total Tenant Payment or that amount which is limited by Michigan Rent Security Deposit Law.

In exceptional situations, the Grand Rapids Housing Commission reserves the right to allow a new resident to pay their security deposit in up to three (3) payments. One third shall be paid in advance, one third with their second rent payment, and one third with their third rent payment. This shall be at the sole discretion of the Housing Commission.

In the case of a move within Grand Rapids Housing Commission properties, the security deposit for the first unit will be transferred to the second unit. Additionally, if the security deposit for the second unit is greater than that for the first, the difference will be collected from the family. Conversely, if the security deposit is less, the difference will be refunded to the family.

In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

## **11.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME**

To determine annual income, the Grand Rapids Housing Commission counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the Grand Rapids Housing Commission subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

### ***11.1 ANNUAL INCOME***

Annual income means all amounts, monetary or not, that:

- A. Go to (or on behalf of) the family head of household or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual re-examination effective date; and
- C. Are not specifically excluded from annual income.

Annual income includes, but is not limited to:

- A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
- B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.
- C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
- D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
- E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, severance pay, TANF and general welfare assistance. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
- F. Welfare assistance.
  - 1. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
    - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

- b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
- 2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.
- 3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.
- G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

## **11.2 EXCLUSIONS FROM INCOME**

Annual income does not include the following:

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
- C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
- D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
- E. Income of a live-in aide;
- F. The full amount of student financial assistance paid directly to the student or to the educational institution;
- G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;



- H. The amounts received from the following programs:
1. Amounts received under training programs funded by HUD;
  2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
  3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
  4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Commission or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
  5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;
  6. Temporary, nonrecurring or sporadic income (including gifts);
  7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
  8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
  9. Adoption assistance payments in excess of \$480 per adopted child;
  10. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law

during the exclusion period. For purposes of this exclusion the following definitions apply:

- a. Comparable Federal, State or local law means a program providing employment training and supportive services that:
  - i. Is authorized by a Federal, State or local law;
  - ii. Is funded by the Federal, State or local government;
  - iii. Is operated or administered by a public agency; and
  - iv. Has as its objective to assist participants in acquiring employment skills.
- b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
- c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.

11. The entire amount of earned income that is greater than the family's former income is excluded for the first 12 months following the point when the employment begins, and 50-percent of the increased amount is excluded for the second 12 months after the beginning of employment. The maximum term for the combined full and 50 per cent exclusion of 48 months begins the month following the time of the first employment-related exclusion. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for the exclusion in paragraph 10. Additionally, this exclusion is only available to the following families:

- a. Families who resided at Creston Plaza Apartments at the time of the conversion to the Rental Assistance Demonstration program, who elected to return to the property after reconstruction, and were receiving this exclusion at the time of conversion; or
- b. Families with an adult family member with a disability who meets one of the three criteria below. Only the earnings of the individual(s) with disabilities are excluded from calculating annual income.
  - i. Families whose income increases as a result of employment of a family member who was previously unemployed for one (1) or more years. A person is considered to have been unemployed if they have earned less money in the previous twelve (12) months than would have been earned working ten (10) hours per week for fifty (50) weeks at the established minimum wage.

- ii. Families whose income increases during the participation of a family member in any family self-sufficiency program.
  - iii. Families who are or were, within 6 months, assisted under a State TANF program.
- 12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
- 13. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
- 14. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
- 15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
  - a. The value of the allotment of food stamps.
  - b. Payments to volunteers under the Domestic Volunteer Services Act of 1973.
  - c. Payments received under the Alaska Native Claims Settlement Act.
  - d. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes.
  - e. Payments made under Health and Human Services' Low-Income Energy Assistance Program.
  - f. Payments received under the Job Training Partnership Act.
  - g. Income from the disposition of funds of the Grand River Band of Ottawa Indians.
  - h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims.
  - i. Amount of scholarships awarded under Title IV including Work Study.
  - j. Payments received under the Older Americans Act of 1965.

- k. Payments from Agent Orange Settlement.
- l. Payments received under the Maine Indian Claims Act.
- m. The value of child care under the Child Care and Development Block Grant Act of 1990.
- n. Earned income tax credit refund payments.
- o. Payments for living expenses under the Americorps Program.
- p. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation.
- q. Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran.
- r. Any amount of crime victim compensation under the Victims of Crime Act.
- s. Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998.

The Grand Rapids Housing Commission will not provide exclusions from income in addition to those already provided for by HUD.

### ***11.3 DEDUCTIONS FROM ANNUAL INCOME***

The following deductions will be made from annual income:

- A. \$480 for each dependent.
- B. \$400 for any elderly family or disabled family.
- C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.
- D. For any elderly or disabled family:
  - 1. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income.

2. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's medical expenses.
  3. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.
- E. Child care expenses that enable a family member to be gainfully employed or to further his/her education.

## **12.0 VERIFICATION**

The Grand Rapids Housing Commission will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations; full time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible non-citizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

### **12.1 ACCEPTABLE METHODS OF VERIFICATION**

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's declaration will be accepted. Verification of the family's declaration may be required. Documents that can be used as proof include a U.S. passport, U.S. birth certificate, a temporary resident card, or a document referenced by Department of Homeland Security.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent or faxed directly to and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the Grand Rapids Housing Commission or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name, date of contact, amount received, etc.

When third party verification cannot be obtained, the Grand Rapids Housing Commission will accept documentation received from the applicant/tenant. Hand-carried documentation will be accepted if the Grand Rapids Housing Commission has been unable to obtain third party verification in a 4-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

When neither third party verification nor hand-carried verification can be obtained, the Grand Rapids Housing Commission will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the file.

## 12.2 TYPES OF VERIFICATION

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the Grand Rapids Housing Commission will send a request form to the source along with a release form signed by the applicant/tenant via first class mail.

| Verification Requirements for Individual Items |   |   |
|--|---|---|
| Item to Be Verified                            | 3 <sup>rd</sup> Party Verification                                  | Hand-Carried Verification   |
| <b>General Eligibility Items</b>               |   |   |
| Social Security Number                         |   | Social Security card.<br>Original SSA document with name and SSN, original document issued by federal, state, or local government agency with name and SSN of the individual. |
| Citizenship                                    | N/A   | Signed declaration, U.S. passport, U.S. birth certificate, a temporary resident card, or a document referenced by the Department of Homeland Security.                        |
| Eligible immigration status                    | INS SAVE confirmation #   | INS card  |
| Disability                                     | Letter from medical professional, SSI, etc.                         | Proof of SSI or Social Security disability payments   |
| Full time student status (if >18)              | Letter from school  | For high school students, any document evidencing enrollment  |
| Need for a live-in aide                        | Letter from doctor or other professional knowledgeable of condition | N/A   |
| Child care costs                               | Letter from care provider   | Bills and receipts  |
| Disability assistance expenses                 | Letters from suppliers, care givers, etc.                           | Bills and records of payment  |
|  |   |   |

| Verification Requirements for Individual Items     |   |  |
|--|---|--|
| Item to Be Verified                                | 3 <sup>rd</sup> Party Verification  | Hand-Carried Verification  |
| Medical expenses                                   | Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed     | Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls     |
| Value of and Income from Assets                    |   |  |
| Savings, checking accounts                         | Letter from institution   | Passbook, most current statements  |
| CDs, bonds, etc.                                   | Letter from institution   | Tax return, information brochure from institution, the CD, the bond                                |
| Stocks   | Letter from broker or holding company   | Stock or most current statement, price in newspaper or through Internet                            |
| Real Property                                      | Letter from tax office, assessment, etc.  | Property tax statement (for current value), assessment, records or income and expenses, tax return |
| Personal property                                  | Assessment, bluebook, etc   | Receipt for purchase, other evidence of worth  |
| Cash value of life insurance policies              | Letter from insurance company   | Current statement  |
| Assets disposed of for less than fair market value | N/A   | Original receipt and receipt at disposition, other evidence of worth                               |
| Income   |   |  |
| Earned income                                      | EIV print out, letter from employer   | Multiple pay stubs   |
| Self-employed                                      | N/A   | Tax return from prior year, books of accounts  |
| Regular gifts and contributions                    | Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state) | Bank deposits, other similar evidence  |





Prior to being admitted or at the first re-examination, all eligible non-citizens must sign a citizen declaration of their status and a verification consent form and provide their original INS documentation. The Grand Rapids Housing Commission will make a copy of the individual's INS documentation and place the copy in the file. The Grand Rapids Housing Commission will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the Grand Rapids Housing Commission will mail information to the INS in order that a manual check can be made of INS records.

Family members who do not claim to be citizens, nationals, or eligible non-citizens must be listed on a statement of non-eligible members and the list must be signed by the head of the household.

Non-citizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.

Any family member who does not choose to declare their status must be listed on the statement of non-eligible members.

If no family member is determined to be eligible under this section, the family's eligibility will be denied.

The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.

If the Grand Rapids Housing Commission determines that a family member has knowingly permitted an ineligible non-citizen (other than any ineligible non-citizens listed on the lease) to permanently reside in their unit, the family will be evicted. Such family will not be eligible to be readmitted for a period of 24 months from the date of eviction or termination.

#### ***12.4 VERIFICATION OF SOCIAL SECURITY NUMBERS***

Prior to admission, each family member is required to disclose and provide verification of their assigned Social Security number. New family members must provide this verification prior to being added to the lease.

When a participant requests to add a new household member who is under the age of six (6) and does not have an assigned Social Security number, the participant must disclose the assigned Social Security number and provide the Grand Rapids Housing Commission with the documentation within 90 calendar days of the child being added to the household.

If the family is unable to disclose and provide evidence of the Social Security number within 90 calendar days, the Grand Rapids Housing Commission will grant the family an additional 90-day period to comply with the Social Security number disclosure and documentation requirement, if the Grand Rapids Housing Commission determines that

the family was unable to comply with the requirements due to circumstances that could not have reasonably been foreseen and were outside the control of the family (i.e., delayed processing of the Social Security number application by the Social Security Administration, natural disaster, fire, death in family, etc.).

The child will be included as part of the assisted household and entitled to all the benefits of being a household member during the allotted time for the family to comply with the Social Security number disclosure and documentation requirements. Upon expiration of the provided time period, if the family has not complied with the Social Security number disclosure and documentation requirements, the Grand Rapids Housing Commission will terminate the family's tenancy.

Acceptable means of documentation to verify the Social Security number is the original Social Security card. If the card is not available, the Grand Rapids Housing Commission will accept an original Social Security Administration-issued document, which contains the name and Social Security number of the individual or an original document issued by a federal, state, or local government agency, which contains the name and Social Security number of the individual.

Should it come to the attention of the Grand Rapids Housing Commission that the Social Security number provided by the tenant be incorrect and the family is otherwise eligible for continued tenancy in the program, the Grand Rapids Housing Commission will advise the family in writing and request that the correctly assigned Social Security number and documentation be forwarded. This notice shall also provide the family with 90 days in which to comply with the Social Security number disclosure and documentation requirement. This 90-day period will be granted to the tenant to comply with the Social Security number disclosure and documentation requirements, if the Housing Commission determines:

1. The failure to meet the Social Security number disclosure and documentation requirements was due to circumstances that could not have been foreseen and were outside the control of the family; and
2. There is a reasonable likelihood that the family will be able to disclose the Social Security number and provide such documentation of the Social Security number by the deadline.

If the tenant is unable to comply with the requirements by the deadline, the Grand Rapids Housing Commission must terminate the tenancy of the entire family.

## ***12.5 TIMING OF VERIFICATION***

Verification information must be dated within ninety (90) days of certification or re-examination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim re-examination is conducted, the Housing Commission will only verify and update those elements reported to have changed.

## **12.6 FREQUENCY OF OBTAINING VERIFICATION**

For each family member, citizenship/eligible non-citizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular re-examination. Prior to a new member joining the family, their citizenship/eligible non-citizen status will be verified.

For each family member, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission.

## **13.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT**

### **13.1 THE FORMULA METHOD**

The Total Tenant Payment is equal to the highest of:

- A. 10% of monthly income; or
- B. 30% of adjusted monthly income.

The family will pay the greater of the Total Tenant Payment or the minimum rent of \$50.00, but never more than the Contract Rent/MSHDA Rent Limits.

In the case of a family who has qualified for the income exclusion at Section 11.2(H)(11), upon the expiration of the 12-month period described in that section, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

### **13.2 MINIMUM RENT**

The Grand Rapids Housing Commission has set the minimum rent at \$50.00. However, if the family requests a hardship exemption, the Grand Rapids Housing Commission will immediately suspend the minimum rent for the family until the Housing Commission can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
  - 1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
  - 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;

3. When the income of the family has decreased because of changed circumstances, including loss of employment;
  4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
  5. When a death has occurred in the family.
- B. No hardship. If the Housing Commission determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Commission reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Commission will offer a repayment agreement in accordance with the Section 19 of this policy for any rent not paid during the period of suspension. During the suspension period the Housing Commission will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.
- D. Long-term hardship. If the Housing Commission determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

### ***13.3 RENT FOR FAMILIES UNDER THE NON-CITIZEN RULE***

A mixed family will receive full continuation of assistance if all of the following conditions are met:

- A. The family's head of household or spouse has eligible immigration status; and
- B. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head of household or spouse, or any child (under the age of 18) of the head of household or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted, the maximum period of time for assistance under the provision is eighteen (18) months. The Grand Rapids Housing

Commission will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the Grand Rapids Housing Commission will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the Contract Rent.
- B. Subtract the family's Total Tenant Payment from the Contract Rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the Contract Rent to find the prorated Total Tenant Payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

#### ***13.4 UTILITY ALLOWANCE - SURCHARGES***

The Grand Rapids Housing Commission shall establish a utility allowance for all tenant-paid utilities. The allowance will be based on a third-party analysis of reasonable consumption of utilities by a household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. Allowances will be evaluated at least annually.

The utility allowance will be subtracted from the family's formula rent to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the Grand Rapids Housing Commission. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belongs to the tenant.

Families with high utility costs are encouraged to contact the Grand Rapids Housing Commission for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs. The analysis can also assist the family in identifying ways they can reduce their costs.

#### ***13.5 PAYING RENT***

Rent and other charges are due and payable on the first day of the month. All rents should be paid at the Management Office. Reasonable accommodations for this requirement will be made for persons with disabilities. As a convenience to residents, cash payments

of up to \$15.00 may be received by the management office. Amounts exceeding \$15.00 must be made by check or money order.

If the rent is not paid by the fifth of the month, a Notice to Vacate will be issued to the tenant. In addition, a \$25 late charge will be assessed to the tenant. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge as assessed to Grand Rapids Housing Commission by the bank for NSF charges.

### **13.6 PHASE-IN OF TENANT RENT INCREASES**

Tenants who resided at Creston Plaza Apartments at the time of the conversion to the Rental Assistance Demonstration program and who elected to return upon reconstruction who have a monthly rent increase of more than the greater of 10 percent or \$25 purely as a result of the conversion will have their rent increase phased in over a period of 3 years as follows:

- A. Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP and the standard TTP
- B. Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR – 66% of difference between most recently paid TTP and the standard TTP
- C. Year 3: Year 3 AR and all subsequent recertifications – Full standard TTP
- D. Once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward.

### **14.0 OTHER PAYMENTS UNDER THE LEASE**

- A. Security Deposit shall be required of all tenants and shall be equal to one month's Total Tenant Payment or that amount which is limited by Michigan Rent Security Deposit Law. This amount shall be due and payable upon signing of the initial lease or in payments as discussed in 10.5.
- B. Court and processing costs incurred for purposes of eviction shall be passed on to the tenant.
- C. Charges for maintenance costs beyond normal wear and tear shall be charged according to the Housing Commission approved repair schedule.

### **15.0 SUPPORTIVE SERVICES REQUIREMENT**

Units at 1030 Clancy, 1070 Clancy, 175 Coldbrook, and 180 Coldbrook are excepted units and are specifically made available for qualifying families. “Qualifying families” means:

A. Elderly or disabled families; or

B. Families receiving supportive services as noted below.

- i. A family must have at least one member receiving at least one qualifying supportive service.
- ii. At the time of initial lease execution between the family and the owner, the family and the PHA must sign a statement of family responsibility. The statement of family responsibility must contain all family obligations including the family's participation in a service program under this section.
- iii. If a family at the time of initial tenancy is receiving, and while the resident of an excepted unit has received, FSS supportive services or any other supportive services as defined in the PHA administrative plan, and successfully completes the FSS contract of participation or the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit.
- iv. If a family in an excepted unit fails without good cause to complete its FSS contract of participation or if the family fails to complete the supportive services requirement as outlined in the PHA administrative plan, the PHA will take the actions provided under § [983.261\(d\)](#), and the owner may terminate the lease in accordance with § [983.257\(c\)](#).

## **16.0 RECERTIFICATIONS**

At least annually, the Grand Rapids Housing Commission will conduct a re-examination of family income, **expenses, assets, and composition** for formula-based rents. The results of the re-examination determine 1) the rent the family will pay, and 2) whether the family is housed in the correct unit size.

### **16.1 GENERAL**

The Grand Rapids Housing Commission will send a notification letter to the family letting them know that it is time for their annual re-examination and scheduling an appointment. The letter also includes forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.

During the appointment, the Grand Rapids Housing Commission will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will be placed on the transfer list.

### **16.2 MISSED APPOINTMENTS**

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise that failure by the family to attend the second scheduled interview will result in the Grand Rapids Housing Commission taking eviction actions against the family.

### **16.3 THE FORMULA METHOD**

During the re-certification interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, the Grand Rapids Housing Commission will determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of:

- A. 10% of monthly income; or
- B. 30% of adjusted monthly income.

The family will pay the greater of the total tenant payment or the minimum rent of \$50.00, but never more than the Contract Rent/MSHDA Rent Limits.

### **16.4 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL RE-EXAMINATIONS**

The new rent will generally be effective upon the anniversary date with thirty (30) days written notice of any rent increase to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.

If the family caused the delay, then any increase will be effective on the anniversary date. Any reduction will be effective the first of the month after the rent amount is determined.

### **16.5 INTERIM RE-EXAMINATIONS**

During an interim re-examination, only the information affected by the changes being reported will be reviewed and verified.

Families are required to report the following changes to the Grand Rapids Housing Commission between regular re-examinations. These changes will trigger an interim re-examination. The family shall report these changes within ten (10) days of their occurrence.



- A. A member has been added to the family through birth or adoption or court-awarded custody.
- B. A household member is leaving or has left the family unit.
- C. Any increase in income or decreases in allowable expenses which exceed \$200 per month or \$2,400 annually.

In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number, if they have one, and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Grand Rapids Housing Commission will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph 16.8.

Families are not required to, but may at any time, request an interim re-examination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Grand Rapids Housing Commission will take timely action to process the interim re-examination and recalculate the tenant's rent.

#### **16.6 SPECIAL RE-EXAMINATIONS**

If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income (zero renters) or have a temporary decrease in income, the Grand Rapids Housing Commission may schedule special re-examinations every ninety (90) days until the income stabilizes and an annual income can be determined.

#### **16.7 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL RE-EXAMINATIONS**

Unless there is a delay in re-examination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim re-examination should

have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.

## **17.0 UNIT TRANSFERS**

### **17.1 OBJECTIVES OF THE TRANSFER POLICY**

The objectives of the Transfer Policy include the following:

- A. To address emergency situations.
- B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
- C. To facilitate a relocation when required for modernization or other management purposes.
- D. To facilitate relocation of families with inadequate housing accommodations caused by changes in family composition family size, or other medical reasons certified by a doctor.
- E. To eliminate vacancy loss and other expense due to unnecessary transfers.

### **17.2 CATEGORIES OF TRANSFERS**

Category 1: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.

Category 2: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.

Category 3: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain Grand Rapids Housing Commission occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Grand Rapids Housing Commission when a transfer is the only or best way of solving a serious problem.

### **17.3 DOCUMENTATION**

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

#### **17.4 PROCESSING TRANSFERS**

Transfers on the waiting list will be sorted by the categories as found in Section 17.2 and within each category by date and time.

Transfers in *Category 1* and 2 will be housed ahead of any other families, including those on the applicant waiting list. Transfers in *Category 1* will be housed ahead of transfers in *Category 2*.

Transfers in *Category 3* will be housed along with applicants for admission at a ratio of one (1) transfer for every seven (7) admissions.

Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed seven (7) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both. The prorated rent and other charges must be paid at the time of lease execution.

The following is the policy for the rejection of an offer to transfer:

- A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
- B. If the transfer is being made at the request of the Grand Rapids Housing Commission and the family rejects two offers without good cause, the Grand Rapids Housing Commission will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet the Grand Rapids Housing Commission's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two (2) people per living/sleeping room.
- C. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

#### **17.5 COST OF THE FAMILY'S MOVE**

The cost of the transfer generally will be borne by the family in the following circumstances:

- A. When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);

- B. When the transfer is needed to move the family to an appropriately sized unit, either larger or smaller;
- C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (the family without disabilities signed a statement to this effect prior to accepting the accessible unit); or
- D. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.

The cost of the transfer will be borne by the Grand Rapids Housing Commission in the following circumstances:

- A. When the transfer is needed in order to carry out rehabilitation activities; or
- B. When action or inaction by the Grand Rapids Housing Commission has caused the unit to be unsafe or uninhabitable.

The responsibility for moving costs in other circumstances will be determined on a case by case basis.

#### ***17.6 TENANTS IN GOOD STANDING***

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the Grand Rapids Housing Commission. This means the family must be in compliance with their lease, current in all payments to the Housing Commission, and must pass a housekeeping inspection, and be free of pests and/or vermin for at least 90 days and is reasonably expected to remain pest free.

#### ***17.7 TRANSFER REQUESTS***

A tenant may request a transfer at any time by completing a transfer request form. In considering the request, the Grand Rapids Housing Commission may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The Grand Rapids Housing Commission will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.

The Grand Rapids Housing Commission will grant or deny the transfer request in writing within ten (10) business days of receiving the request or holding the meeting, whichever is later.

If the transfer is approved, the family's name will be added to the transfer waiting list.

If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

### ***17.8 RIGHT OF THE GRAND RAPIDS HOUSING COMMISSION IN TRANSFER POLICY***

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

## **18.0 INSPECTIONS**

An authorized representative of the Grand Rapids Housing Commission and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, all equipment will be provided, and the statement will be signed by both parties with a copy retained in the Grand Rapids Housing Commission file and a copy given to the family member. An authorized Grand Rapids Housing Commission representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper notice under State law. The resident's security deposit can be used to offset against any Grand Rapids Housing Commission damages to the unit.

### ***18.1 MOVE-IN INSPECTIONS***

The Grand Rapids Housing Commission and an adult member of the family will inspect the unit prior to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.

### ***18.2 ANNUAL INSPECTIONS***

The Grand Rapids Housing Commission will inspect each housing unit annually to ensure that each unit meets the Grand Rapids Housing Commission's housing standards. Work orders will be submitted and completed to correct any deficiencies.

### ***18.3 PREVENTATIVE MAINTENANCE INSPECTIONS***

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors, stoves, refrigerators, water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

### ***18.4 SPECIAL INSPECTIONS***

Special inspections may be scheduled to enable HUD or others, such as a local authority, to inspect a sample of the housing stock maintained by the Grand Rapids Housing Commission.

### ***18.5 HOUSEKEEPING INSPECTIONS***

Generally, at the time of the annual inspection, or at other times as necessary, the Grand Rapids Housing Commission will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition.

#### **18.6 NOTICE OF INSPECTION**

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections, the Grand Rapids Housing Commission will give the tenant at least two (2) days written notice.

#### **18.7 EMERGENCY INSPECTIONS**

If any employee and/or agent of the Grand Rapids Housing Commission has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

#### **18.8 PRE-MOVE-OUT INSPECTIONS**

When a tenant gives notice that they intend to move, the Grand Rapids Housing Commission will offer to schedule a pre-move-out inspection with the family. The inspection allows the Grand Rapids Housing Commission to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Grand Rapids Housing Commission to ready units more quickly for the future occupants.

#### **18.9 MOVE-OUT INSPECTIONS**

The Grand Rapids Housing Commission conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

### **19.0 PET POLICY**

#### **19.1 EXCLUSIONS**

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

#### **19.2 APPROVAL**

Residents must have the prior approval of the Grand Rapids Housing Commission before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Commission will approve the request. Residents must comply with the established Pet Policy of the Grand Rapids Housing Commission.

### **19.3 TYPES AND NUMBER OF PETS**

The Grand Rapids Housing Commission will allow only domesticated dogs, cats, birds, and fish in aquariums in units. All dogs and cats must be spayed or neutered.

Only one (1) pet per unit allowed.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed 20 pounds in weight.

### **19.4 INOCULATIONS**

In order to be registered, pets must be appropriately inoculated against rabies and other conditions prescribed by local ordinances. Proof will be required annually at the time of annual re-examination.

### **19.5 PET DEPOSIT**

A pet deposit of up to \$300.00 or that amount which is limited by the Michigan Rent Security Deposit Law is required at the time of registering a pet. The deposit is refundable when the pet or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear.

### **19.6 FINANCIAL OBLIGATION OF RESIDENTS**

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Grand Rapids Housing Commission reserves the right to exterminate and charge the resident.

### **19.7 NUISANCE OR THREAT TO HEALTH OR SAFETY**

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or Grand Rapids Housing Commission personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move him/herself.

## **19.8 DESIGNATION OF PET AREAS**

Pets must be kept in the owner's apartment or on a leash at all times when outside (no outdoor cages may be in use on the premises). Pets will be allowed only in designated areas on the grounds of the development. Pet owners must clean up after their pets and are responsible for disposing of pet waste. Pet owners must comply with the terms and conditions of a separate posted Pet Policy of the Grand Rapids Housing Commission.

## **19.9 REMOVAL OF PETS**

The Grand Rapids Housing Commission, or an appropriate community authority, shall require the removal of any pet from the development if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the development or of other persons in the community where the development is located.

## **20.0 REPAYMENT AGREEMENTS**

When a resident owes the Grand Rapids Housing Commission back charges and is unable to pay the balance by the due date, the resident may request that the Grand Rapids Housing Commission allow them to enter into a Repayment Agreement. The Grand Rapids Housing Commission has the sole discretion of whether to accept such an agreement. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the resident to eviction procedures.

## **21.0 TERMINATION**

### **21.1 TERMINATION BY TENANT**

The tenant may terminate the lease at any time upon submitting a 30-day written notice. If the tenant vacates prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

### **21.2 TERMINATION BY THE HOUSING COMMISSION**

The Grand Rapids Housing Commission will terminate the lease for serious or repeated violations of material lease terms. Such violations include, but are not limited to the following:

- A. Nonpayment of rent or other charges.
- B. A history of late rental payments.
- C. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent.
- D. Failure to allow inspection of the unit.



- E. Failure to maintain the unit in a safe and sanitary manner.
- F. Assignment or subletting of the premises.
- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses).
- H. Destruction of property.
- I. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts.
- J. Any drug-related or violent criminal activity on or off the premises. This includes, but is not limited to, the manufacture of methamphetamine on the premises of the Grand Rapids Housing Commission.
- K. Non-compliance with Non-Citizen Rule requirements.
- L. Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year without the prior written approval of the Housing Commission.
- M. If a tenant is a fugitive, felon or parole violator.
- N. If a tenant's abuse of alcohol or other legal substances threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.
- O. Harassment, intimidation or acts of physical violence against other residents, residents' guests, Housing Commission personnel or its representatives.
- P. Families residing at 1030 Clancy, 1070 Clancy, 175 Coldbrook, or 180 Coldbrook who fail without good cause to complete their FSS contract of participation or any other supportive services as defined by the Housing Commission in accordance with Section 15.0 of this policy.
- Q. Other good cause.

The Grand Rapids Housing Commission will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.

### **21.3 ABANDONMENT**

The Grand Rapids Housing Commission will consider a unit to be abandoned when a resident has both fallen behind in rent **AND** has clearly indicated by words or actions an intention not to continue living in the unit.

When a unit has been abandoned, a Grand Rapids Housing Commission representative may enter the unit and remove any abandoned property. It will be stored in a reasonably secure place. A notice will be mailed to the resident stating where the property is being stored and how long until disposal of said property. If the Grand Rapids Housing Commission does not have a new address for the resident, the notice will be mailed to the unit address so it can be forwarded by the post office.

If the total value of the property is estimated at less than \$500, the Grand Rapids Housing Commission will mail a notice of the sale or disposition to the resident and then wait 30 days. Family pictures, keepsakes, and personal papers cannot be sold or disposed of until 30 days after the Grand Rapids Housing Commission mails the notice of abandonment.

If the estimated value of the property is more than \$500, the Grand Rapids Housing Commission will mail a notice of the sale or disposition to the resident and then wait 30 days before sale or disposition. Personal papers, family pictures, and keepsakes can be sold or disposed of at the same time as other property.

Any money raised by the sale of the property goes to cover money owed by the family to the Grand Rapids Housing Commission such as back rent and the cost of storing and selling the goods. If there is any money left over and the family's forwarding address is known the Grand Rapids Housing Commission will mail it to the family. If the family's address is not known, the Grand Rapids Housing Commission will keep it for the resident for one year. If it is not claimed within that time, it belongs to the Grand Rapids Housing Commission.

When learning of an abandonment, the Grand Rapids Housing Commission will either return the deposit or provide a statement of why the deposit is being kept in accordance with State law.

#### **21.4 RETURN OF SECURITY DEPOSIT**

After a family moves out, the Grand Rapids Housing Commission will return the security deposit within the time frame established by State law or give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

If State law requires the payment of interest on security deposits, it shall be complied with.

The Grand Rapids Housing Commission will be considered in compliance with the above if the required payment, statement, or both, are deposited in the U.S. mail with first class postage paid within the time frame established by State law.

## GLOSSARY

**50058 Form:** The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and recertification process and, at the option of the housing authority, for interim re-examinations.

**1937 Housing Act:** The United States Housing Act of 1937. (42 U.S.C. 1437 et seq.) (24 CFR 5.100)

**Adjusted Annual Income:** The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24 CFR 5.611)

**Adult:** A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

**Allowances:** Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowances can be given at the discretion of the Housing Commission.

**Annual Contributions Contract (ACC):** The written contract between HUD and a housing commission under which HUD agrees to provide funding for a program under the 1937 Act, and the housing commission agrees to comply with HUD requirements for the program. (24 CFR 5.403)

**Annual Income:** All amounts, monetary or not, that:

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual re-examination effective date; and
- C. Are not specifically excluded from annual income.

Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access. (1937 Housing Act; 24 CFR 5.609)

**Applicant (applicant family):** A person or family that has applied for admission to a program but is not yet a participant in the program. (24 CFR 5.403)

**As-Paid States:** States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs. Currently, the four as-paid States are New Hampshire, New York, Oregon, and Vermont.

**Assets:** The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets. (Also see "net family assets.")

**Asset Income:** Income received from assets held by family members. If assets total more than \$5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income. (See "imputed asset income" below.)

**Ceiling Rent:** Maximum rent allowed for some units in public housing projects.

**Certification:** The examination of a household's income, expenses, and family composition to determine the family's eligibility for program participation and to calculate the family's share of rent.

**Child:** For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age. [24 CFR 5.504(b)]

**Child Care Expenses:** Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. [24 CFR 5.603(d)]

**Citizen:** A citizen or national of the United States. [24 CFR 5.504(b)]

**Consent Form:** Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits. (24 CFR 5.214)

**Decent, Safe, and Sanitary:** Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

**Department:** The Department of Housing and Urban Development. (24 CFR 5.100)

**Dependent:** A member of the family (except foster children and foster adults), other than the family head or spouse, who is under 18 years of age or is a person with a disability or is a full-time student. [24 CFR 5.603(d)]

**Dependent Allowance:** An amount, equal to \$480 multiplied by the number of dependents, that is deducted from the household's annual income in determining adjusted annual income.

**Disability Assistance Expenses:** Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be

employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. [24 CFR 5.603(d)]

**Disability Assistance Expense Allowance:** In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

**Disabled Family:** A family whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. [24 CFR 5.403(b)] (Also see "person with disabilities.")

**Disabled Person:** See "person with disabilities."

**Displaced Family:** A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (24 CFR 5.403(b))

**Displaced Person:** A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. [1937 Act]

**Drug-Related Criminal Activity:** Drug trafficking or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

**Elderly Family:** A family whose head, spouse, or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides. (24 CFR 5.403)

**Elderly Family Allowance:** For elderly families, an allowance of \$400 is deducted from the household's annual income in determining adjusted annual income.

**Elderly Person:** A person who is at least 62 years of age. (1937 Housing Act)

**Extremely low-income families:** Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

**Fair Housing Act:** Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.). (24 CFR 5.100)

**Family** includes but is not limited to:

- A. A family with or without children;
- B. An elderly family;
- C. A near-elderly family;
- D. A disabled family;
- E. A displaced family;
- F. The remaining member of a tenant family; or
- G. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family. (24 CFR 5.403)

**Family Members:** All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

**Family Self-Sufficiency Program (FSS Program):** The program established by a housing authority to promote self-sufficiency among participating families, including the coordination of supportive services. (24 CFR 984.103(b))

**Flat Rent:** A rent amount the family may choose to pay in lieu of having their rent determined under the formula method. The flat rent is established by the housing authority, set at the lesser of the market value for the unit or the cost to operate the unit. Families selecting the flat rent option have their income evaluated once every three years, rather than annually.

**Formula Method:** A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent, or the minimum rent. Under the formula method, rents may be capped by a ceiling rent. Under this method, the family's income is evaluated at least annually.

**Full-Time Student:** A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. [24 CFR 5.603(d)]

**Head of Household:** The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. [24 CFR 5.504(b)]

**Household Members:** All members of the household including members of the family, live-in aides, foster children, and foster adults. All household members are listed on the lease, and no one other than household members are listed on the lease.

**Housing Assistance Plan:** A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.

**Imputed Income:** For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

**In-Kind Payments:** Contributions other than cash made to the family or to a family member in exchange for services provided or for the general support of the family (e.g., groceries provided on a weekly basis, baby sitting provided on a regular basis).

**Interim (examination):** A re-examination of a family income, expenses, and household composition conducted between the regular annual recertifications when a change in a household's circumstances warrants such a re-examination.

**Live-In Aide:** A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities and who:

- A. Is determined to be essential to the care and well-being of the persons;
- B. Is not obligated for the support of the persons; and
- C. Would not be living in the unit except to provide the necessary supportive services. [24 CFR 5.403(b)]

**Low-Income Families:** Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes. (1937Act)

**Medical Expenses:** Medical expenses (of all family members of an elderly or disabled family), including medical insurance premiums, that are anticipated during the period for which annual income is computed and that are not covered by insurance. [24 CFR 5.603(d)]. These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animals, transportation for medical purposes.

**Mixed Family:** A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status. [24 CFR 5.504(b)]

**Monthly Adjusted Income:** One twelfth of adjusted income. [24 CFR 5.603(d)]

**Monthly Income:** One twelfth of annual income. [24 CFR 5.603(d)]

**National:** A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. [24 CFR 5.504(b)]

**Near-Elderly Family:** A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age

but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides. (24 CFR 5.403(b))

**Net Family Assets:**

- A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.
- C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or re-examination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

**Non-Citizen:** A person who is neither a citizen nor national of the United States. [24 CFR 5.504(b)]

**Occupancy Standards:** The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

**Person with Disabilities:** A person who:

- A. Has a disability as defined in Section 223 of the Social Security Act, which states:  
  
"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or  
  
In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."
- B. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:



1. Is expected to be of long-continued and indefinite duration;
  2. Substantially impedes his or her ability to live independently; and
  3. Is of such a nature that such ability could be improved by more suitable housing conditions, or
- C. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, which states:

"Severe chronic disability that:

1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
2. Is manifested before the person attains age 22;
3. Is likely to continue indefinitely;
4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. (1937 Act)

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

**Proration of Assistance:** The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. (24 CFR5.520)

**Public Housing Agency (PHA):** Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage in or assist in the development or operation of low-income housing under the 1937 Housing Act. (24 CFR 5.100)

**Recertification:** The annual re-examination of a family's income, expenses, and composition to determine the family's rent.

**Remaining Member of a Tenant Family:** A member of the family listed on the lease who continues to live in the public housing dwelling after all other family members have left. (Handbook 7565.1 REV-2, 3-5b.)

**Self-Declaration:** A type of verification statement by the tenant as to the amount and source of income, expenses, or family composition. Self-declaration is acceptable verification only when third-party verification or documentation cannot be obtained.

**Shelter Allowance:** That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

**Single Person:** Someone living alone or intending to live alone who does not qualify as an elderly family, a person with disabilities, a displaced person, or the remaining member of a tenant family. (Public Housing: Handbook 7465.1 REV-2, 3-5)

**State Wage Information Collection Agency (SWICA):** The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.214)

**Temporary Assistance to Needy Families (TANF):** The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

**Tenant:** The person or family renting or occupying an assisted dwelling unit. (24 CFR 5.504(b))

**Tenant Rent:** The amount payable monthly by the family as rent to the housing authority. Where all utilities (except telephone) and other essential housing services are supplied by the housing authority or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing authority and the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance. (24 CFR 5.603(d))

**Third-Party (verification):** Written or oral confirmation of a family's income, expenses, or household composition provided by a source outside the household.

**Total Tenant Payment (TTP):**

- A. Total Tenant Payment for families whose initial lease is effective on or after August 1, 1982:
  - 1. Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act which is the higher of :
    - a. 30% of the family's monthly adjusted income;
    - b. 10% of the family's monthly income; or

- c. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under section 3(a)(1) shall be the amount resulting from one application of the percentage.

2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.

- B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996), will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

**Utility Allowance:** If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by a housing authority of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

**Utility Reimbursement:** The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (24 CFR 5.603)

**Very Low-Income Families:** Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the areas on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes. Such ceilings shall be established in consultation with the Secretary of Agriculture for any rural area, as defined in Section 520 of the Housing Act of 1949, taking into account the subsidy characteristics and types of programs to which such ceilings apply. (1937 Act)

**Welfare Assistance:** Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. (24 CFR 5.603(d))

**Welfare Rent:** In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

## ACRONYMS

|      |   |
|------|---|
| ACC  | Annual Contributions Contract                       |
| CFR  | Code of Federal Regulations                         |
| FSS  | Family Self Sufficiency (program)                   |
| HCDA | Housing and Community Development Act               |
| HQS  | Housing Quality Standards                           |
| HUD  | Department of Housing and Urban Development         |
| INS  | (U.S.) Immigration and Naturalization Service       |
| NAHA | (Cranston-Gonzalez) National Affordable Housing Act |
| NOFA | Notice of Funding Availability                      |
| OMB  | (U.S.) Office of Management and Budget              |
| PHA  | Public Housing Agency                               |
| QHWR | Quality Housing and Work Responsibility Act of 1998 |
| SSA  | Social Security Administration                      |
| TTP  | Total Tenant Payment                                |

**ATTACHMENT F  
GRAND RAPIDS HOUSING COMMISSION  
HOPE Community Lease  
Revision Matrix  
June 2015**

| <b>Correction/Modification</b>  | <b>Justification</b>   | <b>Application</b>    | <b>Reference</b>  |
|---|--|-----------------------|---|
| <p>Lease modified text to modify Redetermination of Rent, Dwelling Size and Eligibility Section VII. (c)(1):</p> <p><b>Current Text:</b><br/> <b>Redetermination of Rent, Dwelling Size and Eligibility:</b><br/>           The status of each family is to be re-examined at least once a year. Tenants paying Flat Rent shall have their incomes re-examined every three (3) years.</p> <p><b>Deleted Text:</b><br/> <b>Redetermination of Rent, Dwelling Size and Eligibility:</b><br/>           Tenants paying Flat Rent shall have their incomes re-examined every three (3) years.</p> <p><b>Revised Text:</b><br/> <b>Redetermination of Rent, Dwelling Size and Eligibility:</b><br/>           The status of each family is to be re-examined at least once a year.</p> | <p>To ensure that residents are aware of when re-examinations are required</p> | <p>Hope Community</p> | <p>Hope Community Section: VII. (c)(1) Redetermination of Rent, Dwelling Size and Eligibility</p> |

**GRAND RAPIDS HOUSING COMMISSION**  
**HOPE Community Lease**  
**Revision Matrix**  
**June 2015**

| <b>Correction/Modification</b>  | <b>Justification</b>  | <b>Application</b>    | <b>Reference</b>   |
|---|---|-----------------------|--|
| <p>Lease modified text to modify Redetermination of Rent, Dwelling Size and Eligibility Section VII(c)(3):</p> <p><b>Added Text:</b><br/> <b>Redetermination of Rent, Dwelling Size and Eligibility:</b><br/> The following changes will trigger an interim re-examination between regular re-examinations. The family shall report these changes within ten (10) days of their occurrence.</p> <p>(a) A member has been added to the family through birth or adoption or court-awarded custody.</p> <p>(b) A household member is leaving or has left the family unit.</p> <p>(c) Any increase in income or decreases in allowable expenses which exceed \$200 per month or \$2,400 annually.</p> | <p>To ensure that residents are aware of when an interim re-examinations can be triggered</p> | <p>Hope Community</p> | <p>Hope Community Section: VII (c)(3) Redetermination of Rent, Dwelling Size and Eligibility</p> |

**GRAND RAPIDS HOUSING COMMISSION**  
**HOPE Community Lease**  
**Revision Matrix**  
**June 2015**

| Correction/Modification  | Justification   | Application           | Reference  |
|--|---|-----------------------|--|
| <p>Lease modified text to modify Entry of Premises During Tenancy Section XII (a):</p> <p><b>Current Text:</b><br/> <b>Housing Commission Responsibilities:</b><br/> The Housing Commission shall give the Tenant at least twenty (24) hours written notice that the Housing Commission intends to enter the unit. The Housing Commission may enter only at reasonable times.</p> <p><b>Deleted Text:</b><br/> <b>Housing Commission Responsibilities:</b><br/> twenty (24)</p> <p><b>Added Text:</b><br/> <b>Housing Commission Responsibilities:</b><br/> forty-eight (48)</p> <p><b>Revised Text:</b><br/> <b>Housing Commission Responsibilities:</b><br/> The Housing Commission shall give the Tenant at least forty-eight (48) hours written notice that the Housing Commission intends to enter the unit. The Housing Commission may enter only at reasonable times.</p> | <p>To ensure that residents are aware of the notification period for entry into the Apartment</p> | <p>Hope Community</p> | <p>Hope Community Section: XII (a)<br/> Entry of Premises During Tenancy</p> |

**ATTACHMENT G**

**GRAND RAPIDS HOUSING COMMISSION  
HOPE Community Admissions and Occupancy Policy  
Revision Matrix  
June 2015**

| <b>Correction/Modification</b>  | <b>Justification</b>  | <b>Application</b>    | <b>Reference</b>                                       |
|---|---|-----------------------|--|
| <p>Admissions and Occupancy Policy modified text to clarify Section 7.0:</p> <p><b>Current Text:</b><br/> <b>TAKING APPLICATIONS:</b><br/>                     Participants in the Hope Community transitional housing program are families facing homelessness and are referred by the recognized centralized intake agency (The Salvation Army Housing Assessment Program) for supportive services and housing.</p> <p><b>Removed Text:</b><br/> <b>TAKING APPLICATIONS:</b><br/>                     Transitional housing</p> <p><b>Added Text:</b><br/> <b>TAKING APPLICATIONS:</b><br/>                     Rapid Re-Housing</p> <p><b>Revised Text:</b><br/> <b>TAKING APPLICATIONS:</b><br/>                     Participants in the Hope Community <b>Rapid Re-Housing</b> program are families facing homelessness and are referred by the recognized centralized intake agency (The Salvation Army Housing Assessment Program) for supportive services and housing.</p> | <p>To clarify the type of housing program available at HOPE Community</p> | <p>Hope Community</p> | <p>Hope Community<br/>Section: Taking Applications</p> |



**GRAND RAPIDS HOUSING COMMISSION**  
**HOPE Community Admissions and Occupancy Policy**  
**Revision Matrix**  
**June 2015**

| <b>Correction/Modification</b>   | <b>Justification</b>                              | <b>Application</b>    | <b>Reference</b>   |
|--|---|-----------------------|--|
| <p>Admissions and Occupancy Policy removed text to clarify Section 10.1:</p> <p><b>Current Text:</b><br/> <b>ASSIGNMENT OF BEDROOM SIZES:</b><br/> Children of the opposite sex, both under the age of six (6) will share a bedroom.</p> <p><b>Removed Text:</b><br/> <b>ASSIGNMENT OF BEDROOM SIZES:</b><br/> Children of the opposite sex, both under the age of six (6) will share a bedroom.</p> | <p>To remove information that is duplicative.</p> | <p>Hope Community</p> | <p>HOPE Community Section: Assignment of Bedroom Sizes</p> |

**GRAND RAPIDS HOUSING COMMISSION**  
**HOPE Community Admissions and Occupancy Policy**  
**Revision Matrix**  
**June 2015**

| <b>Correction/Modification</b>  | <b>Justification</b>   | <b>Application</b>    | <b>Reference</b>   |
|---|--|-----------------------|--|
| <p>Admissions and Occupancy Policy added text to clarify Section 11.2:</p> <p><b>Added Text:</b><br/> <b>EXCLUSIONS FROM INCOME:</b><br/>           11. The entire amount of earned income that is greater than the family’s former income is excluded for the first 12 months following the point when the employment begins, and 50-percent of the increased amount is excluded for the second 12 months after the beginning of employment. The maximum term for the combined full and 50 per cent exclusion of 48 months begins the month following the time of the first employment-related exclusion. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion in Paragraph 10. Additionally, this exclusion is only available to the following families with an adult family member with a disability who meets one of the three criteria below. Only the earnings of the individual with disabilities are excluded from calculating annual income.</p> <p>i. Families whose income increases as a result of employment of a family member who was previously unemployed for one (1) or more years. A person is considered to have been unemployed if they have earned less money in the previous twelve (12) months than would have been earned working ten (1) hours per week for fifty (50) weeks at the established minimum wage.</p> <p>ii. Families whose income increases during the participation of a family member in any family self-sufficiency program.</p> <p>iii. Families who are, or were, within six (6) months, assisted under a State TANF program.</p> | <p>To include text that clarify earned income exclusions</p> | <p>HOPE Community</p> | <p>HOPE Community<br/>           Section 11.2: Exclusions from<br/>           Income</p> |

**GRAND RAPIDS HOUSING COMMISSION**  
**HOPE Community Admissions and Occupancy Policy**  
**Revision Matrix**  
**June 2015**

| <b>Correction/Modification</b>  | <b>Justification</b>  | <b>Application</b>    | <b>Reference</b>                                       |
|---|---|-----------------------|--|
| <p>Admissions and Occupancy Policy added text to clarify Section 15.3:</p> <p><b>Current Text:</b><br/> <b>THE FORMULA METHOD:</b><br/>           During the re-certification interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.</p> <p><b>Added Text:</b><br/> <b>THE FORMULA METHOD:</b><br/>           family composition</p> <p><b>Revised Text:</b><br/> <b>THE FORMULA METHOD:</b><br/>           During the re-certification interview, the family will provide all information regarding income, assets, expenses, <u>family composition</u>, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.</p> | <p>To clarify necessary information required for re-certification</p> | <p>HOPE Community</p> | <p>HOPE Community Section 15.3: The Formula Method</p> |

**GRAND RAPIDS HOUSING COMMISSION**  
**HOPE Community Admissions and Occupancy Policy**  
**Revision Matrix**  
**June 2015**

| <b>Correction/Modification</b>   | <b>Justification</b>  | <b>Application</b>    | <b>Reference</b>   |
|--|---|-----------------------|--|
| <p>Admissions and Occupancy Policy text to clarify Section 15.5:</p> <p><b>Current Text:</b><br/> <b>INTERIM RE-EXAMINATIONS:</b><br/>           Families are required to report the following changes to the Grand Rapids Housing Commission between regular re-examinations. If the family's rent is being determined under the formula method, these changes will trigger an interim re-examination. The family shall report these changes within ten (10) days of their occurrence.</p> <p><b>Deleted Text:</b><br/> <b>INTERIM RE-EXAMINATIONS:</b><br/>           If the family's rent is being determined under the formula method, these changes will</p> <p><b>Revised Text:</b><br/> <b>INTERIM RE-EXAMINATIONS:</b><br/>           Families are required to report the following changes to the Grand Rapids Housing Commission between regular re-examinations. These changes may trigger an interim re-examination. The family shall report these changes within ten (10) days of their occurrence.</p> | <p>To clarify necessary information for interim re-examinations</p> | <p>HOPE Community</p> | <p>HOPE Community<br/>           Section 15.5: Interim Re-Examinations</p> |

**GRAND RAPIDS HOUSING COMMISSION**  
**HOPE Community Admissions and Occupancy Policy**  
**Revision Matrix**  
**June 2015**

| <b>Correction/Modification</b>  | <b>Justification</b>   | <b>Application</b>    | <b>Reference</b>  |
|---|--|-----------------------|---|
| <p>Admissions and Occupancy Policy text to clarify Section 15.5:</p> <p><b>Current Text:</b><br/> <b>INTERIM RE-EXAMINATIONS:</b><br/> Any increase in income or decreases in allowable expenses.</p> <p><b>Added Text:</b><br/> <b>INTERIM RE-EXAMINATIONS:</b><br/> which exceeds \$200 per month or \$2400 annually.</p> <p><b>Revised Text:</b><br/> <b>INTERIM RE-EXAMINATIONS:</b><br/> Any increase in income or decreases in allowable expenses which exceeds \$200 per month or \$2400 annually.</p> | <p>To clarify necessary information for interim re-examinations due to changes in income or allowable expenses</p> | <p>HOPE Community</p> | <p>HOPE Community Section 15.5: Interim Re-Examinations</p> |

**GRAND RAPIDS HOUSING COMMISSION**  
**HOPE Community Admissions and Occupancy Policy**  
**Revision Matrix**  
**June 2015**

| <b>Correction/Modification</b>   | <b>Justification</b>  | <b>Application</b>    | <b>Reference</b>   |
|--|---|-----------------------|--|
| <p>Admissions and Occupancy Policy text to modify Section 15.6:</p> <p><b>Current Text:</b><br/> <b>SPECIAL RE-EXAMINATIONS:</b><br/>           If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income (zero renters) or have a temporary decrease in income, the Grand Rapids Housing Commission may schedule special re-examinations every sixty (60) days until the income stabilizes and an annual income can be determined.</p> <p><b>Deleted Text:</b><br/> <b>INTERIM RE-EXAMINATIONS:</b><br/>           sixty (60)</p> <p><b>Added Text:</b><br/> <b>INTERIM RE-EXAMINATIONS:</b><br/>           ninety (90)</p> <p><b>Revised Text:</b><br/> <b>INTERIM RE-EXAMINATIONS:</b><br/>           If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income (zero renters) or have a temporary decrease in income, the Grand Rapids Housing Commission may schedule special re-examinations every <b>ninety (90) days</b> until the income stabilizes and an annual income can be determined.</p> | <p>To modify timeframe that is allowable for scheduling a special re-examinations</p> | <p>HOPE Community</p> | <p>HOPE Community<br/>           Section 15.6: Special Re-Examinations</p> |

**Certifications of Compliance with  
PHA Plans and Related Regulations  
(Standard, Troubled, HCV-Only, and  
High Performer PHAs)**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including  
Required Civil Rights Certifications**

*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 \_\_\_ 5-Year and/or \_\_\_ Annual PHA Plan for the PHA fiscal year beginning \_\_\_\_\_, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. ~~The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.~~
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. 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.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. 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.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. 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.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Grand Rapids Housing Commission

MI073

PHA Name

PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2017

5-Year PHA Plan for Fiscal Years 20     - 20    

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

Name of Authorized Official

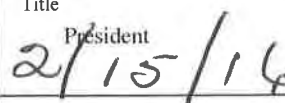
Bobbie Butler



Signature

Title

President



Date



ATTACHMENT I

**Civil Rights Certification**

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

**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 Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*


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.

Grand Rapids Housing Commission

MI073

PHA Name

PHA Number/HA Code

|  |   |
|--|---|
| <small>I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)</small> |   |
| Name of Authorized Official<br><br><p align="center"><b>Bobbie Butler</b></p>  | Title<br><br><p align="center"><b>President</b></p> |
| Signature<br>   | Date<br><p align="center">2/15/16</p>               |

MINUTES OF MARCH 8, 2016

RESIDENT ADVISORY BOARD

The meeting of the Resident Advisory Board was held on March 8, 2016 in the conference room of the administrative building, 1420 Fuller, S.E., Grand Rapids, Michigan. The Chair called the meeting to order at 5:37 p.m.

Roll Call: Present: Angela Bunn, Peter Ferwerda, Matthew GeBott, JoAnn Morris

Absent: Shelly Frydrych, Virgie Young

Also attending the meeting Carlos Sanchez, Hattie Tinney and Linda Bigelow

**MINUTES:**

Matthew GeBott, supported by JoAnn Morris, moved to approve the Minutes of December 8, 2015.

Ayes: Angela Bunn, Peter Ferwerda, Matthew GeBott, JoAnn Morris

Nays: None

The Chair declared the motion carried.

**RESOLUTIONS AND MOTIONS:**

1. The Director presented the Board with a copy of the 2016 Annual Agency Plan for review and discussion. The Director informed the Board that Adams Park, Campau Commons and Scattered Sites are being converted from LIPH units to Section 8 and that a Physical Need Assessment has been completed on the various developments. The Director also informed the Board that staff is working on the need assessments for Leonard Terrace and Mt. Mercy I. Due to the RAD conversion, we will no longer be receiving Capital fund grants and the various developments will have replacement reserves to complete needed improvements. The final 22 units are also being converted to a Section 8 project-based program.

**Comments:** Everything sounds good.

Adams Park requested new washing machines.

Leonard Terrace requested larger washing machines be added.

Peter Ferwerda, supported by Matthew GeBott, moved to approve the 2016 Annual Agency Plan.

Ayes: Angela Bunn, Susan Corlis, Janice Dupler, Peter Ferwerda,  
Jacqueline Williams

Nays: None

The Chair declared the motion carried.

**STAFF REPORT:**

1. The Director presented the Board with a copy of the revisions to the Utility Allowances, Voucher Payment Standards and FMR/Flat Rent Schedule for the HCV and LIPH programs effective January 1, 2016.

2. The Director presented the Board with a copy of the Agency plan timeline.

3. The Director presented the Board with a copy of the revisions to close out the 2012 and 2013 Capital Fund.

4. The Director informed the Board that staff is submitting a grant for the FY 2015 HUD Multifamily Supportive Service Demonstration to procure a part time nurse at Ransom Tower in collaboration with Grand Valley State University School of Nursing.

5. The Director presented the Board with a copy of the 2016 Capital Fund grant award in the amount of \$377,190 that will be used for the RAD program conversion from LIPH to Section 8.

6. The Director presented the Board with a copy of the Work Order Report for the period 1/1/2015 through 12/31/2015.

7. The Director informed the Board that staff will be working on plans for the Grand Rapids Housing Commission's 50<sup>th</sup> Anniversary.

**Comments:**

**Leonard Terrace:** Peter Ferwerda informed the Board that the snowplow contractor has not been doing a very good job on keeping the parking lot cleared.

**Sheldon:** JoAnn Morris also noted that the snow plow contractor hasn't been doing as good a job at Sheldon and that they don't plow in front of the garbage bins to allow the doors to open. Also stated that the contractor tore up her back door mat.

**Adams:** Snowplow contractors should have odd/even parking rules.

The Director asked that when this type of thing happens, to let staff maintenance know so then can follow up.

There being no further business to come before the Board, Peter Ferwerda, supported by Jo Ann Morris moved to adjourn the meeting at 6:00 pm.

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan or  
State Consolidated Plan  
(All PHAs)**

U. S Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 2/29/2016

ATTACHMENT K

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

I, Gregory Sundstrom, the City Manager, City of Grand Rapids  
*Official's Name* *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Grand Rapids Housing Commission  
*PHA Name*

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of  
Impediments (AI) to Fair Housing Choice of the

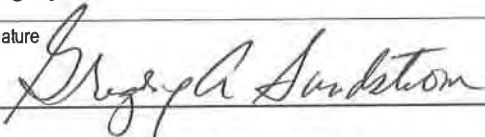
City of Grand Rapids  
*Local Jurisdiction Name*

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State  
Consolidated Plan and the AI.

The Grand Rapids Housing Commission 2016 Annual Agency Plan supports the affordable housing needs  
detailed in the City of Grand Rapids 2012-2016 Consolidated Housing & Community Development Plan.

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

|  |                 |
|--|-----------------|
| Name of Authorized Official  | Title           |
| Gregory Sundstrom  | City Manager    |
| Signature<br> | Date<br>3-24-16 |