

Streamlined Annual PHA Plan (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
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by High Performing PHAs. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) High-Performer PHA – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) Small PHA - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) Housing Choice Voucher (HCV) Only PHA - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) Standard PHA - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) Troubled PHA - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) Qualified PHA - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.
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A.1	<p>PHA Name: Grand Rapids Housing Commission PHA Code: mi073 PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: July 1, 2018 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units: 231 Number of Housing Choice Vouchers (HCVs): 3,382 Total Combined: 3612 PHA Plan Submission Type: <input checked="" type="checkbox"/> High Performer <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>Locations where the public may view and/or obtain copies of the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan:</p> <ol style="list-style-type: none"> 1. GRHC Administrative Office, 1420 Fuller Ave. SE, Grand Rapids, MI 2. GRHC web site: www.grhousing.org 3. GRHC asset management project offices: <ul style="list-style-type: none"> Adams Park Apartments, 1440 Fuller Ave. SE, Grand Rapids, MI Campau Commons Apartments, 821 South Division Ave., Grand Rapids, MI Creston Plaza Apartments, 1080 Creston Plaza Dr. NE, Grand Rapids, MI Hope Community, 1024 Ionia SW, Grand Rapids, MI Leonard Terrace Apartments, 1315 Leonard St. NE, Grand Rapids, MI Mount Mercy Apartments, 1425 Bridge St. NW, Grand Rapids, MI Ransom Tower Apartments, 50 Ransom Ave. NE, Grand Rapids, MI Sheldon Apartments, 1010 Sheldon SE, Grand Rapids, MI <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete the table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:											
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Lead PHA:																					

B.	Annual Plan Elements
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B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission:</p>
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B.1
(cont.)

- | Y | N |
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| <input type="checkbox"/> | <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Financial Resources. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Rent Determination. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Homeownership Programs. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Safety and Crime Prevention. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Pet Policy. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Substantial Deviation. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Significant Amendment/Modification |

(b) The PHA must submit its Deconcentration Policy for Field Office Review.
The GRHC's Deconcentration Policy is incorporated within our Section 8 Administrative Plan.

In Chapter 5, "Briefings and Voucher Issuance," page 5-3, "Oral Briefing," the list of topics that must be covered as part of the Section 8 orientation process includes: where the family can lease a unit, an explanation of how portability works, and "the advantages of areas that do not have a high concentration of low-income families." On page 5-5, the Administrative Plan dictates that the orientation packet must include resources to help the participant find rental units outside of high-poverty areas. It must also include "maps showing areas with housing opportunities outside of areas of poverty or minority concentration, both within its jurisdiction and its neighboring jurisdiction"; "information about the characteristics of these areas, including job opportunities, schools, transportation and other services"; and "an explanation of how portability works, including a list of portability contact persons for neighboring PHAs, including names, addresses and telephone numbers."

In Chapter 13, "Owners," Part 1, Section 13.1.A, "Owner Recruitment and Retention," page 13-2, the GRHC states its policy to "...conduct owner outreach to ensure that owners are familiar with the [Section 8] program and its advantages. The GRHC will actively recruit property owners with property located outside areas of poverty and minority concentration. These outreach strategies will include:

- Distributing printed material about the program to property owners and managers.
- Holding owner recruitment/information meetings as needed and as resources permit.
- Participating in community-based organizations comprised of private property and apartment owners and managers.
- Developing working relationships with owners and real estate brokers associations."

In Chapter 17, "Project-Based Vouchers," Section 17-II.B, "PBV Owner Proposals" pages 17-5, 17-6 and 17-7, the GRHC states that when requesting proposals for rehabilitated and newly constructed units, for existing housing units, and proposals subject to a previous competition under a federal, state or local housing assistance program, our agency will rate and rank proposals using several criteria, including "extent to which the project furthers the GRHC goal of deconcentrating poverty and expanding housing and economic opportunities."

Excerpts of chapters 5, 13 and 17 of the Section 8 Administrative Plan are submitted as Attachments A, B, C; sections relevant to Deconcentration Policy are highlighted.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

Financial Resources.

The GRHC has completed RAD Program conversion of Campau Commons Apartments (MI073000005) and plans to similarly convert Scattered Sites (MI073000004) and Adams Park Apartments (MI073000001), with all conversions slated to be completed by late 2018. As a result of the conversion of the developments listed above, Capital Fund Program grants to the GRHC will be eliminated for the affected developments. The remaining Capital Fund allocation for each affected development is approximated in the Capital Fund Program Five-Year Action Plan included as Attachment D.

We anticipate any reduction in Capital Fund grants will be offset by funds received through the Section 8 Project-Based Program and gained through private investment in the affected developments. By providing the opportunity to attract private funding that would enhance GRHC maintenance efforts, these conversions support a specific maintenance goal in our 2015-2019 Five-Year PHA Plan to "maintain the Housing Commission real estate in good condition" as well as the following specific objective: "Pursue RAD Program grants to convert our remaining Public Housing Program units to the Section 8 Project-Based Program, with the goal of attracting new funding sources that would support optimal maintenance at these developments."

For more complete information about the GRHC's financial resources, please reference the excerpt from the GRHC's Fiscal Year 2018 Operating Budget included as Attachment E.

Revisions to Policies that Govern Eligibility, Selection and Admissions

The GRHC has amended Chapter 3 of its Section 8 Administrative Plan, "Eligibility," as follows:

3-11.A, "Income Eligibility and Targeting," "Using Income Limits for Eligibility": Language has been added to specify that the GRHC will consider a family to be continuously assisted if the family was leasing a unit under the 1937 Housing Act program at the time they were selected from the GRHC waiting list.

3-11.E, "Students Enrolled in Institutions of Higher Education," has been amended to incorporate FR Notice 9/21/16. The criteria used to define "independent student" have been expanded to include:

- The individual is at least 24 years old by December 31 of the award year for which aid is sought.
- The individual is an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age or older.
- The individual is or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's state of legal residence.
- The individual is a veteran of the U.S. Armed Forces or is currently serving on active duty in the Armed Forces for other than training purposes.
- The individual is a graduate or professional student.
- The individual is married.
- The individual has one or more legal dependents other than a spouse (for example, dependent children or an elderly dependent parent).

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- The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth, or as unaccompanied, at risk of homelessness, and self-supporting by:
 - A local educational agency homeless liaison
 - The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act or a designee of the director
 - A financial aid administrator
- The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.
- The individual was not claimed as a dependent by his/her parents pursuant to IRS regulations, as demonstrated on the parents' most recent tax forms.
- The individual provides a certification of the amount of financial assistance that will be provided by his/her parents. This certification must be signed by the individual providing the support and must be submitted even if no assistance is being provided.

If the GRHC determines that an individual meets the definition of a vulnerable youth such a determination is all that is necessary to determine that the person is an independent student for the purposes of using only the student's income for determining eligibility for assistance.

The GRHC will verify that a student meets the above criteria in accordance with the policies in Section 7-II.E.

The section also clarifies our definition of "vulnerable youth."

3-III.G, "Notification," has been amended to incorporate an updated "Certification of Domestic Violence, Sexual Assault or Stalking" form; the time frame within which applicants denied housing assistance must notify the GRHC that they wish to claim protection under the Violence Against Women Act has been extended from 10 to 14 days.

Relevant excerpts of Chapter 3 are provided as Attachment F.

The GRHC has amended Chapter 4 of its Section 8 Administrative Plan, "Applications, Waiting List and Tenant Selection," as follows:
4-1.B, "Applying for Assistance," has been amended to clarify the GRHC's two-step application process.

Relevant excerpts of Chapter 4 are provided as Attachment G.

The GRHC has amended Chapter 5 of its Section 8 Administrative Plan, "Briefings and Voucher Issuance," as follows:

5-1.B, "Briefing," "Oral Briefing," has been amended to add that each briefing must include the following:

- An explanation of how portability works. The GRHC may not discourage the family from choosing to live anywhere in the GRHC jurisdiction or outside the GRHC jurisdiction under portability, unless otherwise expressly authorized by statute, regulation, PIH Notice, or court order.
- The GRHC must inform the family of how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process which may affect the family's assistance.

5-1B, "Briefing," "Briefing Packet," has been amended to add:

- Information on federal, state and local equal opportunity laws and a copy of the housing discrimination complaint form.
- An explanation of the advantages of moving to an area that does not have a high concentration of low-income families.
- Informational brochures: "Protect Your Family from Lead in Your Home"; "VAWA Information"; "Is Fraud Worth It"; "What You Should Know About EIV."

5-1.C, "Family Obligations," has been amended to add language in compliance with 24 CFR 5.2005(c)(1): "Any incidents of, or criminal activity related to, domestic violence, dating violence, sexual assault, or stalking will not be construed as serious or repeated lease violations by the victim."

Relevant excerpts of Chapter 5 are provided as Attachment A.

The GRHC has amended Chapter 7 of its Section 8 Administrative Plan, "Verification," as follows:

7-III.K, "Parental Income of Students Subject to Eligibility Restrictions," has been amended to specify the following: "If a student enrolled at an institution of higher education is under the age of 24, is not a veteran, is not married, does not have a dependent child, and is not a person with disabilities receiving HCV assistance as of November 30, 2005, the income of the student's parents must be considered when determining income eligibility, unless the student is determined independent from his or her parents or a vulnerable youth in accordance with GRHC policy [24 CFR 5.612, FR 4/10/06, p. 18146, and FR Notice 9/21/16]."

Relevant excerpt of Chapter 7 is provided as Attachment I.

The GRHC has amended Chapter 9 of its Section 8 Administrative Plan, "General Leasing Policies," as follows:

- 9-1.A, "Tenant Screening," has been modified to add the following: "The PHA is permitted, but not required, to offer the owner other information in the PHA's possession about the tenancy history or drug trafficking of family members [24 CFR 982.307(b)(2)]."
- 9-1.B, "Requesting Tenancy Approval," has been modified to specify that the GRHC will accept missing information, missing documents, and lease term corrections only as hard copies delivered personally or by mail or fax.

Relevant excerpts of Chapter 9 are provided as Attachment K.

The GRHC has amended Chapter 11 of its Section 8 Administrative Plan, "Reexaminations," as follows:

11-1.E, "Determining Ongoing Eligibility of Certain Students," has been amended to add "vulnerable youth" status as a factor in determining eligibility.

Relevant excerpt of Chapter 11 is provided as Attachment L.

**B.1
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The GRHC has amended the Admissions and Continued Occupancy Policy for Ransom Tower Apartments, 153 units Section 8 New Construction, as follows:

- 1.0, "Fair Housing," has been amended to include language as required by HUD's Equal Access Rule Notice H 2015-16.
- 8.0, "Eligibility for Admission," 8.2, "Eligibility Criteria" has been amended to address:
 - Eligibility of students as required by HUD handbook 4350.3 REV-1, paragraphs 4-4 C.8 and 3-13 A.
 - A requirement of HUD handbook 4350.3 REV 1, paragraph 4-7D to spell out EIV existing tenant search procedures within the Administrative Plan.
- 8.0, "Eligibility for Admission," 8.5, "Informal Review" has been amended to incorporate the time periods required by HUD handbook 4350.3 REV-1, paragraph 4-9 C.2 and paragraph 4-9 D.2.
- 10.0, "Tenant Selection and Assignment Plan," 10.1, "Preferences" has been amended to specify that residency preferences include applicants who work, have been hired to work, or have received an offer to work within the jurisdiction, per HUD handbook 4350.3 REV 1 paragraph 4-6 C.1.

Relevant excerpts of the Ransom Tower Apartments ACOP are provided as Attachment U.

Revisions to Policies that Govern Rent Determination:

The GRHC has amended the Admissions and Continued Occupancy Policy for Ransom Tower Apartments, 153 units Section 8 New Construction, as follows:

- 10.0, "Tenant Selection and Assignment Plan," 10.2, "Income Targeting" has been amended to describe how the GRHC will meet the income targeting requirements in HUD handbook 4350.3 REV-1, paragraph 6-16.
- 10.0, "Tenant Selection and Assignment Plan," 10.6, "Acceptance of Unit" has been amended to remove a statement regarding how the security deposit would be recalculated in the event of a move within GRHC properties; this reflects the guidelines in HUD handbook 4350.3 REV-1, paragraph 6-16.
- 11.0, "Income, Exclusions from Income, and Deductions from Income," 11.2, "Exclusions from Income" has been amended to remove income exclusions that are not allowed at Ransom Tower under HUD handbook 4350.3 REV-1, Exhibit 5-1; these include an exclusion for earnings resulting from participation in certain training programs prior to 10/1/99 and an exclusion for increase in income for the first 12 months following commencement of employment.
- 12.0, "Verification," 12.4, "Acceptance of Unit" has been amended to conform with requirements of 24 CFR 5.216.
- 21.0 "VAWA Protections" has been added to address requirements of the Violence Against Women Act as indicated in HUD handbook 4350.3 REV-1, paragraph 4-4 C.9.

Relevant excerpts of the Ransom Tower Apartments ACOP are provided as Attachment U.

The GRHC has amended Chapter 6 of its Section 8 Administrative Plan, "Income and Subsidy Determinations," as follows:

6-III.C, "Applying Payment Standards," "Changes in Payment Standards," "Decreases," has been amended to clarify GRHC policy regarding applying changes to the payment standard schedule that result in payment reductions to families who are being assisted under an existing HAP contract.

Relevant excerpts of Chapter 6 are provided as Attachment H.

The GRHC has amended Chapter 8 of its Section 8 Administrative Plan, "Housing Quality Standards and Rent Reasonableness Determinations," as follows: "Introduction" has been amended to clarify that "All units must pass HQS inspection prior to the approval of a lease and at least once every 24 months during the term of the contract, and at other times as needed, to determine that the unit meets HQS."

8-I.C, "Life-Threatening Conditions," has been amended to enumerate the conditions the GRHC deems life threatening.

8-I.E, "Special Requirements for Children," has been amended to include the following: "The GRHC must complete a risk assessment of the dwelling unit within 15 calendar days after being notified by a public health department or other medical health care provider."

8-III.B, "Rent Reasonableness Determinations," has been amended as follows: "HUD requires the GRHC to make a determination of rent reasonableness (even if the owner has not requested a change) if there is a 10 percent decrease in the Fair Market Rent." (Note: changed 5 percent decrease to 10 percent decrease.)

Relevant excerpts of Chapter 8 are provided as Attachment J.

The GRHC has amended Chapter 9 of its Section 8 Administrative Plan, "General Leasing Policies," as follows:

9-1.B, "Requesting Tenancy Approval," has been modified to specify that the GRHC will accept missing information, missing documents, and lease term corrections only as hard copies delivered personally or by mail or fax.

9-I.H, "Changes in Lease or Rent," has been modified as follows: "In these cases [where the lease or rent has changed], if the HCV assistance is to continue, the family must submit a new Request for Tenancy Approval (RTA) along with a new dwelling lease containing the proposed changes. A new tenancy must then be approved in accordance with this chapter.

Relevant excerpts of Chapter 9 are provided as Attachment K.

B.1 (cont.)	<p>The GRHC has amended Chapter 11 of its Section 8 Administrative Plan as follows:</p> <p>11-III.B, “Recalculating Family Share and Subsidy Amount,” “Changes in Payment Standards and Utility Allowances,” has been amended to include some flexibility in the manner in which a decrease in the payment standard is implemented. The change incorporates the following language: “If the payment standard amount has decreased during the term of a HAP contract, the GRHC is not required to reduce the payment standard as the HAP contract remains in effect. At the family’s second annual reexamination, the GRHC may but is not required to apply the decreased payment standard or may gradually implement the reduced payment standard.”</p> <p>Relevant excerpt of Chapter 11 is provided as Attachment L.</p> <p>The GRHC has amended Chapter 12 of its Section 8 Administrative Plan, “Termination of Assistance and Tenancy,” as follows:</p> <p>12-II.E, “Termination Related to Domestic Violence, Dating Violence, Sexual Assault or Stalking,” and 12-II.F, “Termination Notice,” have been amended to replace form 50066, Certification of Domestic Violence, with form 5382, the updated Certification.</p> <p>Relevant excerpts of Chapter 12 are provided as Attachment M.</p> <p>The GRHC has amended Chapter 14 of its Section 8 Administrative Plan, “Program Integrity,” as follows:</p> <p>14-I.A, “Preventing Errors and Program Abuse,” has been amended to incorporate the following information:</p> <ul style="list-style-type: none"> • “What you should know about EIV” • An explanation of changes in HUD regulations or GRHC policy that affect the program. • A statement that first-time owners (or their agents) are required to participate in a briefing session that explains HAP contract requirements. <p>Relevant excerpts of Chapter 14 are provided as Attachment N.</p> <p>The GRHC has amended Chapter 16 of its Section 8 Administrative Plan, “Program Administration,” as follows:</p> <p>16-II.C, “Utility Allowance,” has been amended to address air conditioning.</p> <p>Relevant excerpt of Chapter 16 is provided as Attachment O.</p> <p>The GRHC has added Chapter 18, “Project Based Vouchers (PBV) Under the Rental Assistance Demonstration (RAD) Program,” to its Section 8 Administrative Plan in order to meet HUD requirements under RAD. The chapter includes the following sections governing eligibility, selection and admissions, and rent determination: Part V, “Selection of PBV Program Participants” Part VI, “Occupancy” Part VII, “Determining Contract Rent” Part VIII, “Payments to Owner”</p> <p>Chapter 18 is included in its entirety as Attachment P.</p>
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B.2**New Activities.**

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year:

Y N

- Hope VI or Choice Neighborhoods.
- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant-Based Assistance.
- Conversion of Public Housing to Project-Based Assistance under RAD.
- Project-Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Lund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

Mixed-Finance Modernization or Development;

Disposition (planned sale of 21 Scattered Sites home ownership units);

Conversion of Public Housing to Project-Based Assistance under RAD;

Project-Based Vouchers:

In March 2015, the GRHC received HUD RAD Program approval to convert 300 LIPH units to the Section 8 Project-Based Program. Developments slated for conversion were Campau Commons Apartments (92 units), Adams Park Apartments (188 units) and Scattered Sites (MI073000004, 20 units). Conversion would utilize both HUD grants and funds leveraged through federal Low-Income Housing Tax Credits.

Campau Commons Apartments, 92 units:

The conversion of Campau Commons Apartments (MI073000003) was completed in May 2017. Located at 821 South Division Ave. in Grand Rapids, this development served and continues to serve families, seniors and disabled persons.

Bedroom distribution at Campau Commons is:

- One-bedroom units will remain the same (16 units).
- Two-bedroom units will remain the same (34 units).
- Three-bedroom units will remain the same (37 units).
- Four-bedroom units will remain the same (5 units).

Tenant relocation was not necessary for this development.

Adams Park Apartments, 188 units:

The CHAP awarded to the GRHC for the conversion of Adams Park Apartments (MI078000001) has been returned because the funding needed to make required repairs to the development was not available within the time frame specified by the RAD Program. During late 2017 the GRHC submitted an application to HUD for a new CHAP, with a plan to apply to the 9 percent Low-Income Housing Tax Credit (LIHTC) program administered by MSHDA to obtain the financing needed to undertake required renovations; the LIHTC application will be submitted in the April 2018 Funding Round.

Located at 1440 Fuller Ave. SE in Grand Rapids, Adams Park serves disabled adults and seniors ages 62 or older; Adams Park will continue to serve these populations after conversion under the RAD Program. Bedroom distribution at Adams Park is:

- One-bedroom units will remain the same (183 units).
- Two-bedroom units will remain the same (5 units).

Tenant relocation is not necessary for this development and is not a part of the conversion plan.

Scattered Sites Program, 20 units:

Scattered Sites Program (MI073000004), 20 units (serves families, seniors and disabled persons, and will continue to serve these populations after conversion under the RAD Program). Units are all 3 bedrooms; this will remain the same. Conversion of this development will be completed during 2018. Tenant relocation is not necessary for this development and is not a part of the conversion plan.

In February 2016, the GRHC received HUD RAD Program approval to convert an additional 22 units of Scattered Sites Program housing (MI073000004) to the Section 8 Project-Based Program; the GRHC requested a Transfer of Assistance that would enable us to move this subsidy to our Hope Community Rapid Re-Housing facility, a severely distressed 24-unit development that serves homeless women and children. Hope Community did not ultimately meet the criteria to receive the Transfer of Assistance.

The 22 units* of Scattered Sites housing that received the RAD award in 2016 are home ownership units (residents must be eligible and willing to purchase these units) and it was ultimately determined that these did not meet the criteria for RAD Program conversion. The CHAP for these Scattered Sites units was returned and the GRHC awaits HUD approval to revert the units to its Section 5(h) Homeownership Program so that the units can be sold to eligible low-income households. This change does not constitute a "Significant Amendment" to our Public Housing Agency Plan or Five-Year Plan.

*The GRHC demolished the Scattered Sites unit located at 333 Florence Street NE in 2017 due to extensive fire damage sustained on July 10, 2016. The GRHC applied for a De Minimis Reduction for this development; on February 13, 2017. The lot at 333 Florence St. NE will be retained for future development.

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By providing the opportunity to attract private funding that would enhance GRHC maintenance efforts, the conversions listed above support a specific maintenance goal in our 2015-2019 Five-Year PHA Plan to “maintain the Housing Commission real estate in good condition” as well as the following specific objective: “Pursue RAD Program grants to convert our remaining Public Housing Program units to the Section 8 Project-Based Program, with the goal of attracting new funding sources that would support optimal maintenance at these developments.”

Mixed-Finance Modernization or Development:

The GRHC plans to apply for Low-Income Housing Tax Credits to finance needed improvements at Hope Community Rapid Re-Housing Program; Hope Community includes 24 units located at 1024 Ionia Avenue SW (12 units), 34/38 Albany St. SW (2 units), 35/37 Shelby St. SW (2 units), 43/47 Canton St. SW (2 units), 106/108 Putnam St. SW (2 units), 1043/1045 Ionia Ave. SW (2 units), and 1106/1108 Ionia Ave. SW (2 units). Hope Community serves homeless women and their minor children and will continue to serve this population after renovation. Bedroom distribution at Hope Community is:

- 12 modular units that can be configured for one to three bedrooms.
- Two-bedroom duplex units (6 units).
- Three-bedroom duplex units (6 units).

Renovation will not require tenant relocation.

Renovation of Hope Community supports a specific maintenance goal in our 2015-2019 Five-Year PHA Plan to “maintain the Housing Commission real estate in good condition.” Additionally, renovation supports the specific community planning goal to “serve the housing and supportive needs of child and adult victims of domestic violence, dating violence, sexual assault or stalking by continuing to offer services to homeless women and their children through Hope Community Rapid Re-Housing Program.”

Disposition (planned sale of vacant property on South Division Avenue)

Mixed-Finance Modernization or Development

Project-Based Vouchers

In early 2018 the GRHC was awarded 22 Veterans Affairs Supportive Housing (VASH) vouchers that will enable us to better serve homeless veterans. The GRHC plans to leverage these vouchers to obtain funding to construct a 50-unit development that will be dedicated specifically to meeting the housing and supportive needs of homeless veterans and veterans at risk for homelessness. The planned development would be located at on South Division Avenue in Grand Rapids, near Campau Commons Apartments. The GRHC will apply to dispose of the needed vacant parcel on South Division Avenue; disposition will entail sale of the property to a nonprofit development partner that will administer the new development. No residents will be displaced due to this disposition and the GRHC Resident Advisory Board has been apprised of the project. Proceeds from the disposition will be used to help finance construction of the new development.

The planned development for veterans supports a specific Five-Year Plan objective to “...support the housing and supportive needs of the homeless and other special-needs populations.”

Project-Based Vouchers:

The GRHC plans to expand the use of Project-Based Vouchers within the HUD cap during 2018.

The GRHC is providing four community partner organizations a total of 71 Project-Based Vouchers in support of Low-Income Housing Tax Credit applications that would bring an additional 351 units of affordable housing to our community. The organizations and developments supported include:

Developer: Inner City Christian Federation

415 Franklin Street SE, Grand Rapids, MI, 40 units new construction – 6 vouchers committed; LIHTC awarded in 2017.

501 Eastern Avenue SE, Grand Rapids, MI, 45 units new construction - 10 vouchers committed; LIHTC awarded in 2016.

Stockbridge Apartments, First St. and Stocking Ave. NW, Grand Rapids, MI, 64 units new construction - 15 vouchers committed; LIHTC awarded in 2016.

Developer: Genesis Non-Profit Housing Corporation

St. James Apartments, 750 First Street NW, 52 units new construction - 8 vouchers committed; LIHTC awarded in 2016.

Developer: Dwelling Place

Harrison Park Apartments, Grand Rapids, MI, 45 units new construction - 11 vouchers committed; LIHTC awarded in 2017.

Pine Avenue Apartments, Grand Rapids, MI, 23 units new construction - 5 vouchers committed; LIHTC awarded in 2017

Harvest Hill Apartments, 100 Childsdale Ave. NE, Rockford, MI, 46 units rehabilitation – 8 vouchers committed

Developer: LINC Community Revitalization

Garfield Park Lofts, 100 Burton St. SE, Grand Rapids, MI, 36 units new construction - 8 vouchers committed; LIHTC awarded in 2017.

GRHC support of these partners’ LIHTC applications furthers specific 2015-2019 Five-Year Plan Community Planning objectives: “Continue to assume a leadership role in comprehensive community planning related to affordable housing programs and services, working with the City of Grand Rapids and other local officials to meet not only current but emerging housing needs” and “Support the City of Grand Rapids Consolidated Housing and Community Development Plan (2011-2016) to maximize the availability of affordable housing options in our community.”

Additional Activities:

The 2016 Consolidated Appropriations Act authorizes HUD to expand the agency’s “Moving to Work” (MTW) demonstration program by an additional 100 public housing authorities over seven years.

When HUD opens the MTW application process, the GRHC will apply. The MTW program would afford our agency the flexibility to allocate resources in order to address 2015-2019 Five-Year Plan goals related to maximizing resident self-sufficiency, housing choice and cost efficiency.

The Grand Rapids Housing Commission is working with the City of Grand Rapids to establish an Affordable Housing Community Fund that will fund mixed-use, mixed-income housing facilities; this supports a specific 2015-2019 Five-Year Plan objective to work with the City to explore the establishment of a housing trust fund.

<p>B.3</p>	<p>Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals in the PHA 5-Year Plan.</p> <p>The Grand Rapids Housing Commission continues to make significant progress toward accomplishing its stated mission of providing housing assistance and affordable housing opportunities to lower income families and disabled and senior citizens in a manner this is fiscally sound and in a way that supports families, neighborhoods and economic self-sufficiency.</p> <p>Some of the most significant accomplishments of the past year include:</p> <ul style="list-style-type: none"> • The completion of a total of \$2.6 million in needed capital improvements at three of the GRHC's agency-owned housing developments; this accomplishment supported Five-Year Plan maintenance goals. • RAD Program conversion of Campau Commons Apartments was completed, supporting Five-Year Plan maintenance goals and promoting greater housing choice for GRHC residents. • Worked with the City of Grand Rapids to create an Affordable Housing Community Fund; established a nonprofit organization to administer the fund. This accomplishment supported Five-Year Plan community planning goals. • Provided 71 Section 8 Project-Based Vouchers to support the LIHTC applications of four nonprofit agencies seeking to bring 351 units of affordable housing to our community. This accomplishment supported Five-Year Plan community planning goals. • Provided specialized SSI/SSDI Outreach, Access and Recovery (SOAR) training to Resident Services staff to enhance their ability to serve households that are homeless or at risk of homelessness. This accomplishment supports Five-Year Plan management and resident services goals. • Awarded 22 VASH vouchers that will enable the GRHC to better meet the housing needs of homeless veterans in our community. • Continuance of a partnership with Network 180 that brought case management services to the disabled residents of Adams Park Apartments. This accomplishment supported Five-Year Plan resident services goals; on-site Network 180 services were discontinued in early 2018 due to funding reductions. The GRHC has worked with the Social Work department of a local university to add a senior-level student intern who will work with on-site GRHC Resident Services staff to link clients with needed mental health resources. • Continuance of a partnership with the Grand Valley State University Kirkhof College of Nursing that is bringing regular health screening, health informational programs and nutrition education services to residents of GRHC developments that serve seniors and disabled persons. This accomplishment supports Five-Year Plan resident services goals. • Continuance of Resident Services and Family Self-Sufficiency programs that have brought health care, educational, training, employment, social, and nutritional programs and services to hundreds of low-income households. This accomplishment supports Five-Year Plan resident services goals. • The GRHC has submitted a letter of intent to participate in the HUD EnVision Center Demonstration program in 2018. EnVision Centers will provide communities with a centralized hub that will help low-income households become self-sufficient by supporting economic empowerment, educational advancement, health and wellness, and character and leadership.
<p>B.4</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit? Y N <input checked="" type="checkbox"/> <input type="checkbox"/> Fiscal Year ended 6/30/17</p> <p>(b) If yes, please describe:</p> <ol style="list-style-type: none"> 1. "Timeliness of Income Reexaminations," Section 8 Housing Choice Voucher Program: The audit identified that 13 of 40 files selected for testing had notices of rent determination dated after the 12-month reexamination period. GRHC management has implemented procedures to ensure that all reexaminations are completed in a timely manner. 2. "Immaterial Noncompliance/Significant Deficiency in Internal Control Over Compliance," Section 8 Housing Choice Voucher Program: Auditors observed that two out of forty files tested did not contain enterprise income verification (EIV) system support in the tenant file; both files contained notes indicating that the Section 8 Coordinator had attempted to run the tenant through the EIV system, however, there was not timely follow-up to ensure that file documentation was complete. The GRHC has implemented procedures to ensure all files have complete file documentation.
<p>Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan. See Attachment Q.</p>
<p>C.2</p>	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan. See Attachment R.</p>
<p>C.3</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan? (pending RAB review and comments) Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>RAB President Angela Bunn inquired whether the planned housing development for veterans would be for veterans from Battle Creek. The Director responded that the residents could come from Battle Creek, but would also be from the Grand Rapids area.</p> <p>RAB President Angela Bunn asked whether the GRHC is serving people displaced by the recent hurricanes. The Director responded that we have not had much activity with that population, most likely because our community is well north of the affected areas.</p> <p>RAB member Peter Ferwerda asked whether the GRHC will receive funds from the City of Grand Rapids. The Director responded that the Housing Commission is not receiving funds, but the City will provide \$1million to the newly established Affordable Housing Community Fund (referenced in B.3, Progress Report above).</p> <p>Resident Advisory Board meeting minutes are provided at Attachment S.</p>

Chapter 5

BRIEFINGS AND VOUCHER ISSUANCE

INTRODUCTION

This chapter explains the briefing and voucher issuance process. When a family is determined to be eligible for the Housing Choice Voucher (HCV) program, the GRHC must ensure that the family fully understands the way the program operates and the family's obligations under the program. This is accomplished through both an oral briefing and provision of a briefing packet containing the HUD-required documents and other information the family needs to know in order to lease a unit under the program. Once the family is fully informed of the program's requirements, the GRHC issues the family a voucher. The voucher includes the unit size for which the family qualifies based on the GRHC's subsidy standards, as well as the issue and expiration date of the voucher. The voucher is the document that authorizes the family to begin its search for a unit, and limits the amount of time the family has to successfully locate an acceptable unit.

This chapter describes HUD regulations and GRHC policies related to these topics in two parts:

Part I: Briefings and Family Obligations. This part details the program's requirements for briefing families orally, and for providing written materials describing the program and its requirements. It includes a particular focus on the family's obligations under the program.

Part II: Subsidy Standards and Voucher Issuance. This part discusses the GRHC's standards for determining how many bedrooms a family of a given composition qualifies for, which in turn affects the amount of subsidy the family can receive. It also discusses the policies that dictate how vouchers are issued, and how long families have to locate a unit.

PART I: BRIEFINGS AND FAMILY OBLIGATIONS

5-I.A. OVERVIEW

HUD regulations require the GRHC to conduct mandatory briefings for applicant families who qualify for a voucher. The briefing provides a broad description of owner and family responsibilities, explains the GRHC's procedures, and includes instructions on how to lease a unit. This part describes how oral briefings will be conducted, specifies what written information will be provided to families, and lists the family's obligations under the program.

5-I.B. BRIEFING [24 CFR 982.301]

The GRHC must give the family an oral briefing and provide the family with a briefing packet containing written information about the program. Families may be briefed individually or in groups. At the briefing, the GRHC must ensure effective communication in accordance with Section 504 requirements (Section 504 of the Rehabilitation Act of 1973), and ensure that the briefing site is accessible to individuals with disabilities. For a more thorough discussion of accessibility requirements, refer to Chapter 2.

GRHC Policy

Briefings will be conducted in group meetings.

Generally, the head of household (and adult family members 18 years of age and older) is required to attend the briefing. If the head of household is unable to attend, the GRHC may approve another adult family member to attend the briefing.

Families that attend group briefings and still need individual assistance will be referred to an appropriate GRHC staff person.

Briefings will be conducted in English. For limited English proficient (LEP) applicants, the GRHC will provide translation services in accordance with the GRHC's LEP plan (See Chapter 2).

Notification and Attendance

GRHC Policy

Families will be notified of their eligibility for assistance at the time they are invited to attend a briefing. The notice will identify who is required to attend the briefing, as well as the date and time of the scheduled briefing.

If the notice is returned by the post office with no forwarding address, the applicant will be denied and their name will not be placed back on the waiting list. If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated.

Applicants who fail to attend a scheduled briefing will be scheduled for another briefing automatically. The GRHC will notify the family of the date and time of the second scheduled briefing. Applicants who fail to attend two scheduled briefings, without prior GRHC approval, will be denied assistance (see Chapter 3).

Oral Briefing [24 CFR 982.301(a)]

Each briefing must provide information on the following subjects:

- How the Housing Choice Voucher program works;
- Family and owner responsibilities;
- Where the family can lease a unit, including renting a unit inside or outside the GRHC's jurisdiction;
- An explanation of how portability works. The GRHC may not discourage the family from choosing to live anywhere in the GRHC jurisdiction or outside the GRHC jurisdiction under portability, unless otherwise expressly authorized by statute, regulation, PIH Notice, or court order;
- The GRHC must inform the family of how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process which may affect the family's assistance;
- The advantages of areas that do not have a high concentration of low-income families; and
- For families receiving welfare-to-work vouchers, a description of any local obligations of a welfare-to-work family and an explanation that failure to meet the obligations is grounds for denial of admission or termination of assistance.

Briefing Packet [24 CFR 982.301(b)]

Documents and information provided in the briefing packet must include the following:

- The term of the voucher, voucher suspensions, and the GRHC's policies on any extensions of the term. If the GRHC allows extensions, the packet must explain how the family can request an extension.
- A description of the method used to calculate the housing assistance payment for a family, including how the GRHC determines the payment standard for a family, how the GRHC determines total tenant payment for a family, and information on the payment standard and utility allowance schedule.
- An explanation of how the GRHC determines the maximum allowable rent for an assisted unit.
- Where the family may lease a unit and an explanation of how portability works, including information on how portability may affect the family's assistance through screening, subsidy standards, payment standards, and any other elements of the portability process that may affect the family's assistance.
- The HUD-required tenancy addendum, which must be included in the lease.
- The form the family must use to request approval of tenancy, and a description of the procedure for requesting approval for a tenancy.
- A statement of the GRHC policy on providing information about families to prospective owners.
- The GRHC subsidy standards including when and how exceptions are made.
- Materials (e.g., brochures) on how to select a unit and any additional information on selecting a unit that HUD provides.
- Information on federal, state and local equal opportunity laws and a copy of the housing discrimination complaint form.
- A list of landlords known to the GRHC who may be willing to lease a unit to the family or other resources (e.g., newspapers, organizations, online search tools) known to the GRHC that may assist the family in locating a unit. GRHCs must ensure that the list of landlords or other resources covers areas outside of poverty or minority concentration.
- Notice that if the family includes a person with disabilities, the family may request a list of available accessible units known to the GRHC.
- The family obligations under the program, including any obligations of a welfare-to-work family.
- The grounds on which the GRHC may terminate assistance for a participant family because of family action or failure to act.
- GRHC informal hearing procedures including when the GRHC is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.

If the GRHC is located in a metropolitan area, the following additional information must be included in the briefing packet in order to receive full points under SEMAP Indicator 7, Expanding Housing Opportunities [24 CFR 985.3(g)]:

- Maps showing areas with housing opportunities outside areas of poverty or minority concentration, both within its jurisdiction and its neighboring jurisdiction
- Information about the characteristics of these areas including job opportunities, schools, transportation, and other services
- An explanation of how portability works, including a list of portability contact persons for neighboring GRHCs with names, addresses, and telephone numbers

Additional Items to Be Included in the Briefing Packet

In addition to items required by the regulations, GRHCs may wish to include supplemental materials to help explain the program to both participants and owners [HCV GB p. 8-7, Notice PIH 2010-19].

GRHC Policy

The GRHC will provide the following additional materials in the briefing packet:

The HUD pamphlet on lead-based paint entitled *Protect Your Family from Lead in Your Home*

Information on how to fill out and file a housing discrimination complaint form

Information about the protections afforded by the Violence against Women Act of 2013 (VAWA) to victims of domestic violence, dating violence, sexual assault, and stalking (see section 16-IX.C)

“Is Fraud Worth It?” (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse

“What You Should Know about EIV,” a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2010-19

5-I.C. FAMILY OBLIGATIONS

Obligations of the family are described in the housing choice voucher (HCV) regulations and on the voucher itself. These obligations include responsibilities the family is required to fulfill, as well as prohibited actions. The GRHC must inform families of these obligations during the oral briefing, and the same information must be included in the briefing packet. When the family's unit is approved and the HAP contract is executed, the family must meet those obligations in order to continue participating in the program. Violation of any family obligation may result in termination of assistance, as described in Chapter 12.

Time Frames for Reporting Changes Required By Family Obligations

GRHC Policy

Unless otherwise noted below, when family obligations require the family to respond to a request or notify the GRHC of a change, notifying the GRHC of the request or change within 10 business days is considered prompt notice.

When a family is required to provide notice to the GRHC, the notice must be in writing.

Family Obligations [24 CFR 982.551]

The family obligations of the voucher are listed as follows:

- The family must supply any information that the GRHC or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status.
- The family must supply any information requested by the GRHC or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
- The family must disclose and verify social security numbers and sign and submit consent forms for obtaining information.
- Any information supplied by the family must be true and complete.
- The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest.

GRHC Policy

Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit.

- The family must allow the GRHC to inspect the unit at reasonable times and after reasonable notice, as described in Chapter 8 of this plan.

- The family must not commit any serious or repeated violation of the lease.

GRHC Policy

The GRHC will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction or an owner's notice to evict, police reports, and affidavits from the owner, neighbors, or other credible parties with direct knowledge.

Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, living or housekeeping habits that cause damage to the unit or premises, and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, sexual assault, or stalking will not be construed as serious or repeated lease violations by the victim [24 CFR 5.2005(c)(1)].

- The family must notify the GRHC and the owner before moving out of the unit or terminating the lease.

GRHC Policy

The family must comply with lease requirements regarding written notice to the owner. The family must provide written notice to the GRHC at the same time the owner is notified.

- The family must promptly give the GRHC a copy of any owner eviction notice.
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- The composition of the assisted family residing in the unit must be approved by the GRHC. The family must promptly notify the GRHC in writing of the birth, adoption, or court-awarded custody of a child. The family must request GRHC approval to add any other family member as an occupant of the unit.

GRHC Policy

The request to add a family member must be submitted in writing and approved prior to the person moving into the unit. The GRHC will determine eligibility of the new member in accordance with the policies in Chapter 3.

- The family must promptly notify the GRHC in writing if any family member no longer lives in the unit.
- If the GRHC has given approval, a foster child or a live-in aide may reside in the unit. The GRHC has the discretion to adopt reasonable policies concerning residency by a foster child or a live-in aide, and to define when GRHC consent may be given or denied. For policies related to the request and approval/disapproval of foster children, foster adults, and live-in aides, see Chapter 3 (sections I.K and I.M), and Chapter 11 (section II.B).
- The family must not sublease the unit, assign the lease, or transfer the unit.

GRHC Policy

Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.

- The family must supply any information requested by the GRHC to verify that the family is living in the unit or information related to family absence from the unit.
- The family must promptly notify the GRHC when the family is absent from the unit.

GRHC Policy

Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to the GRHC at the start of the extended absence.

- The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease [Form HUD-52646, Voucher].
- The family must not own or have any interest in the unit, (other than in a cooperative and owners of a manufactured home leasing a manufactured home space).
- Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program. (See Chapter 14, Program Integrity for additional information).
- Family members must not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for HUD and GRHC policies related to drug-related and violent criminal activity.
- Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises. See Chapter 12 for a discussion of HUD and GRHC policies related to alcohol abuse.
- An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program.
- A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the GRHC has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities. [Form HUD-52646, Voucher]

Chapter 13

OWNERS

INTRODUCTION

Owners play a major role in the HCV program by supplying decent, safe, and sanitary housing for participating families.

The term “owner” refers to any person or entity with the legal right to lease or sublease a unit to a participant in the HCV program [24 CFR 982.4(b)]. The term “owner” includes a principal or other interested party [24 CFR 982.453; 24 CFR 982.306(f)], such as a designated agent of the owner.

Owners have numerous responsibilities under the program, including screening and leasing to families, maintaining the dwelling unit, enforcing the lease, and complying with various contractual obligations.

The chapter is organized in two parts:

Part I: Owners in the HCV Program. This part discusses the role of an owner in the GRHC’s HCV program and highlights key owner rights and responsibilities.

Part II: HAP Contracts. This part explains provisions of the HAP contract and the relationship between the GRHC and the owner as expressed in the HAP contract.

For detailed information about HCV program responsibilities and processes, including GRHC policies in key areas, owners will need to refer to several other chapters in this plan. Where appropriate, Chapter 13 will reference the other chapters.

PART I. OWNERS IN THE HCV PROGRAM

13-I.A. OWNER RECRUITMENT AND RETENTION [HCV GB, pp. 2-4 to 2-6]

Recruitment

GRHCs are responsible for ensuring that very low income families have access to all types and ranges of affordable housing in the GRHC's jurisdiction, particularly housing outside areas of poverty or minority concentration. A critical element in fulfilling this responsibility is for the GRHC to ensure that a sufficient number of owners, representing all types and ranges of affordable housing in the GRHC's jurisdiction, are willing to participate in the HCV program.

To accomplish this objective, GRHCs must identify and recruit new owners to participate in the program.

GRHC Policy

The GRHC will conduct owner outreach to ensure that owners are familiar with the program and its advantages. The GRHC will actively recruit property owners with property located outside areas of poverty and minority concentration. These outreach strategies will include:

- Distributing printed material about the program to property owners and managers

- Contacting property owners and managers by phone or in-person

- Holding owner recruitment/information meetings at least once a year

- Participating in community based organizations comprised of private property and apartment owners and managers

- Developing working relationships with owners and real estate brokers associations

Outreach strategies will be monitored for effectiveness, and adapted accordingly.

Chapter 17

PROJECT-BASED VOUCHERS

INTRODUCTION

This chapter describes HUD regulations and GRHC policies related to the project-based voucher (PBV) program in nine parts:

Part I: General Requirements. This part describes general provisions of the PBV program including maximum budget authority requirements, relocation requirements, and equal opportunity requirements.

Part II: PBV Owner Proposals. This part includes policies related to the submission and selection of owner proposals for PBV assistance. It describes the factors the GRHC will consider when selecting proposals, the type of housing that is eligible to receive PBV assistance, the cap on assistance at projects receiving PBV assistance, subsidy layering requirements, site selection standards, and environmental review requirements.

Part III: Dwelling Units. This part describes requirements related to housing quality standards, the type and frequency of inspections, and housing accessibility for persons with disabilities.

Part IV: Rehabilitated and Newly Constructed Units. This part describes requirements and policies related to the development and completion of rehabilitated and newly constructed housing units that will be receiving PBV assistance.

Part V: Housing Assistance Payments Contract. This part discusses HAP contract requirements and policies including the execution, term, and termination of the HAP contract. In addition, it describes how the HAP contract may be amended and identifies provisions that may be added to the HAP contract at the GRHC's discretion.

Part VI: Selection of PBV Program Participants. This part describes the requirements and policies governing how the GRHC and the owner will select a family to receive PBV assistance.

Part VII: Occupancy. This part discusses occupancy requirements related to the lease, and describes under what conditions families are allowed or required to move. In addition, exceptions to the occupancy cap (which limits PBV assistance to 25 percent of the units in any project) are also discussed.

Part VIII: Determining Rent to Owner. This part describes how the initial rent to owner is determined, and how rent will be redetermined throughout the life of the HAP contract. Rent reasonableness requirements are also discussed.

Part IX: Payments to Owner. This part describes the types of payments owners may receive under this program.

PART I: GENERAL REQUIREMENTS

17-I.A. OVERVIEW [24 CFR 983.5]

The project-based voucher (PBV) program allows GRHCs that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its voucher program budget authority and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. GRHCs may only operate a PBV program if doing so is consistent with the GRHC's Annual Plan, and the goal of deconcentrating poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)].

GRHC Policy

The GRHC will operate a project-based voucher program using up to 20 percent of its budget authority for project-based assistance.

PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing [24 CFR 983.52]. If PBV units are already selected for project-based assistance either under an agreement to enter into HAP Contract (Agreement) or a HAP contract, the GRHC is not required to reduce the number of these units if the amount of budget authority is subsequently reduced. However, the GRHC is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available under the ACC [24 CFR 983.6].

17-I.B. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE [24 CFR 983.2]

Much of the tenant-based voucher program regulations also apply to the PBV program. Consequently, many of the GRHC policies related to tenant-based assistance also apply to PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at 24 CFR 983.2.

GRHC Policy

Except as otherwise noted in this chapter, or unless specifically prohibited by PBV program regulations, the GRHC policies for the tenant-based voucher program contained in this administrative plan also apply to the PBV program and its participants.

17-I.C. RELOCATION REQUIREMENTS [24 CFR 983.7]

Any persons displaced as a result of implementation of the PBV program must be provided relocation assistance in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)[42 U.S.C. 4201-4655] and implementing regulations at 49 CFR part 24.

The cost of required relocation assistance may be paid with funds provided by the owner, local public funds, or funds available from other sources. GRHCs may not use voucher program funds to cover relocation costs, except that GRHCs may use their administrative fee reserve to pay for relocation expenses after all other program administrative expenses are satisfied, and provided that payment of the relocation benefits is consistent with state and local law. Use of the administrative fee for these purposes must also be consistent with other legal and regulatory requirements, including the requirement in 24 CFR 982.155 and other official HUD issuances.

The acquisition of real property for a PBV project is subject to the URA and 49 CFR part 24, subpart B. It is the responsibility of the GRHC to ensure the owner complies with these requirements.

17-I.D. EQUAL OPPORTUNITY REQUIREMENTS [24 CFR 983.8]

The GRHC must comply with all equal opportunity requirements under federal law and regulations in its implementation of the PBV program. This includes the requirements and authorities cited at 24 CFR 5.105(a). In addition, the GRHC must comply with the GRHC Plan certification on civil rights and affirmatively furthering fair housing, submitted in accordance with 24 CFR 903.7(o).

PART II: PBV OWNER PROPOSALS

17-II.A. OVERVIEW

The GRHC must describe the procedures for owner submission of PBV proposals and for GRHC selection of PBV proposals [24 CFR 983.51]. Before selecting a PBV proposal, the GRHC must determine that the PBV proposal complies with HUD program regulations and requirements, including a determination that the property is eligible housing [24 CFR 983.53 and 983.54], complies with the cap on the number of PBV units per project [24 CFR 983.56], and meets the site selection standards [24 CFR 983.57]. The GRHC may not commit PBVs until or unless it has followed the proposal selection requirements defined in 24 CFR 983.51 [Notice PIH 2011-54].

17-II.B. OWNER PROPOSAL SELECTION PROCEDURES [24 CFR 983.51(b)]

The GRHC must select PBV proposals in accordance with the selection procedures in the GRHC administrative plan. The GRHC must select PBV proposals by either of the following two methods.

- GRHC request for PBV Proposals. The GRHC may solicit proposals by using a request for proposals to select proposals on a competitive basis in response to the GRHC request. The GRHC may not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites.
- The GRHC may select proposal that were previously selected based on a competition. This may include selection of a proposal for housing assisted under a federal, state, or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program, community development program, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance. The GRHC need not conduct another competition.

Solicitation and Selection of PBV Proposals [24 CFR 983.51(c)]

GRHC procedures for selecting PBV proposals must be designed and actually operated to provide broad public notice of the opportunity to offer PBV proposals for consideration by the GRHC. The public notice procedures may include publication of the public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice. The public notice of the GRHC request for PBV proposals must specify the submission deadline. Detailed application and selection information must be provided at the request of interested parties.

GRHC Policy

GRHC Request for Proposals for Rehabilitated and Newly Constructed Units

The GRHC will advertise its request for proposals (RFP) for rehabilitated and newly constructed housing in the following newspapers and trade journals.

Grand Rapids Press, Builders Exchange, and GRHC website.

In addition, the GRHC will post the RFP and proposal submission and rating and ranking procedures on its electronic web site.

The GRHC will publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units the GRHC estimates that it will be able to assist under the funding the GRHC is making available. Proposals will be due in the GRHC office by close of business 30 calendar days from the date of the last publication.

In order for the proposal to be considered, the owner must submit the proposal to the GRHC by the published deadline date, and the proposal must respond to all requirements as outlined in the RFP. Incomplete proposals will not be reviewed.

The GRHC will rate and rank proposals for rehabilitated and newly constructed housing using the following criteria:

Owner experience and capability to build or rehabilitate housing as identified in the RFP;

Extent to which the project furthers the GRHC goal of de-concentrating poverty and expanding housing and economic opportunities;

If applicable, the extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and

Projects with less than 25 percent of the units assisted will be rated higher than projects with 25 percent of the units assisted. In the case of projects for occupancy by the elderly, persons with disabilities or families needing other services, the GRHC will rate partially assisted projects on the percent of units assisted. Projects with the lowest percent of assisted units will receive the highest score.

GRHC Requests for Proposals for Existing Housing Units

The GRHC will advertise its request for proposals (RFP) for existing housing in the following newspapers and trade journals.

[Enter the names of the local newspapers of general circulation, and any trade journals that the GRHC intends to use]

In addition, the GRHC will post the notice inviting such proposal submission and the rating and ranking procedures on its electronic web site.

The GRHC will periodically publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units the GRHC estimates that it will be able to assist under the funding the GRHC is making available. **Owner proposals will be accepted on a first-come first-served basis and will be evaluated using the following criteria:**

Experience as an owner in the tenant-based voucher program and owner compliance with the owner's obligations under the tenant-based program;

Extent to which the project furthers the GRHC goal of de-concentrating poverty and expanding housing and economic opportunities;

If applicable, extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and

Extent to which units are occupied by families that are eligible to participate in the PBV program.

GRHC Selection of Proposals Subject to a Previous Competition under a Federal, State, or Local Housing Assistance Program

The GRHC will accept proposals for PBV assistance from owners that were competitively selected under another federal, state or local housing assistance program, including projects that were competitively awarded Low-Income Housing Tax Credits on an ongoing basis.

The GRHC may periodically advertise that it is accepting proposals, in local news outlets.

In addition to, or in place of advertising, the GRHC may also directly contact specific owners that have already been selected for Federal, state, or local housing assistance based on a previously held competition, to inform them of available PBV assistance.

Proposals will be reviewed on a first-come first-served basis. The GRHC will evaluate each proposal on its merits using the following factors:

Extent to which the project furthers the GRHC goal of deconcentrating poverty and expanding housing and economic opportunities; and

Extent to which the proposal complements other local activities such as the redevelopment of a public housing site under the HOPE VI program, the HOME program, CDBG activities, other development activities in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.

Capital Fund Program—Five-Year Action Plan

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

Part I: Summary						
PHA Name/Number Grand Rapids Housing Commission/MI073		Locality (Grand Rapid, MI)			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name: MI33P073 GRAND RAPIDS HOUSING COMMISSION	Work Statement for Year 1 FFY <u>2018</u>	Work Statement for Year 2 FFY <u>2019</u>	Work Statement for Year 3 FFY <u>2020</u>	Work Statement for Year 4 FFY <u>2021</u>	Work Statement for Year 5 FFY <u>2022</u>
B.	Physical Improvements Subtotal	Annual Statement	0	0	0	0
C.	Management Improvements		0			
D.	PHA-Wide Non-dwelling Structures and Equipment		0	0	0	0
E.	Administration		0	0	0	0
F.	Other		0	0	0	0
G.	Operations		0	0	0	0
H.	Demolition					
I.	Development		0	0	0	0
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total	342,705	0	0	0	0

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY 2018	Work Statement for Year <u>2</u> FFY <u>2019</u>		Work Statement for Year: <u>3</u> FFY <u>2020</u>	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	PHA PORTFOLIO CONVERTED TO RAD		PHA PORTFOLIO CONVERTED TO RAD	
	Subtotal of Estimated Cost	\$0	Subtotal of Estimated Cost	\$0

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY 2018	Work Statement for Year <u>4</u> FFY <u>2021</u>		Work Statement for Year: <u>5</u> FFY <u>2022</u>	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	PHA PORTFOLIO CONVERTED TO RAD		PHA PORTFOLIO CONVERTED TO RAD	
	Subtotal of Estimated Cost	\$0	Subtotal of Estimated Cost	\$0