



Admissions and Continued Occupancy Policy Supplemental Policies

Detroit Housing Commission
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5) Use as a primary account number provided the use began before the effective date of this policy and the use is on-going, continuous and in the ordinary course of business.

E. Disposition of Documentation Containing Social Security Numbers

All documents and/or electronic media containing Resident social security numbers shall be disposed of only by shredding or burning as appropriate for the nature of the media. No documents and/or electronic media containing social security numbers shall be disposed of in any other manner.

F. Penalties for Violation of Policy

Employees who violate this policy may be subject to discipline up to and including discharge.

HOMEOWNERSHIP POLICY

The Detroit Housing Commission (“DHC”) provides homeownership assistance for low-income families through two (2) program opportunities:

1. Section 32 Homeownership Program, and
2. HOPE VI Homeownership Programs.

A. Section 32 Program

Pursuant to the Section 32 Program, Scattered Sites houses, i.e. properties that are not located within a DHC development, are made available for purchase to qualified low-income Residents. Each house may be sold for 70% of its appraised value by extending special DHC financing in the form of a second mortgage. DHC has designated a preference list for qualified buyers which categorize applicants as follows:

- 1) Current Scattered Site Residents;
- 2) Public Housing Residents;
- 3) Housing Choice Voucher customers;
- 4) DHC waiting list customers;
- 5) City of Detroit Low-Income residents; and
- 6) Regional Low-Income residents.

DHC’s long-term goal is to sell or dispose of all Scattered Site properties from the DHC inventory.

B. HOPE VI Program

DHC will provide special financing for the purchase of a predetermined number of affordable Woodbridge Estates units. The financing shall consist of a DHC second mortgage, not to exceed \$75,000, to qualified buyers. DHC has established a preference list of qualified buyers in the following order:

- 1) Relocated Jeffries Homes Residents;
- 2) Jeffries Homes Impact Area residents;
- 3) DHC Residents;
- 4) DHC public housing and Housing Choice Voucher waiting lists customers;
- 5) City of Detroit residents with less than 100% AMI; and
- 6) All other qualified buyers.

DESIGNATED HOUSING POLICY

The Detroit Housing Commission (“DHC”) submitted its Designated Housing Plan (“Plan”) to the United States Department of Housing and Urban Development (“HUD”) pursuant to authorization by Section 7 of the U.S. Housing Act of 1937 (42 U.S. C. 1437e) and the requirements of HUD PIH Notice 97-12 on 12/16/2004.

DHC reviewed and conducted an analysis of information pertaining to its existing Resident population, its waiting lists and city-wide housing needs to determine the appropriate course of action. DHC determines that it was necessary and desirable to designate certain housing developments for occupancy by elderly families only.

On July 3, 2012 HUD approved DHC’s Plan. The Plan designated the following developments and units for elderly families only:

Developments	Total Units
Forest Park	97
Warren West	143
Woodbridge Senior Village	296
Riverbend Towers	95
Sheridan I	209
Sheridan II	200
Totals	1,040

HOPE VI POLICY

The HOPE VI Program serves a vital role in HUD's and the Detroit Housing Commission's ("DHC") efforts to transform public housing.

The HOPE VI Program, originally known as the Urban Revitalization Demonstration (URD), was developed as a result of recommendations by the National Commission on Severely Distressed Public Housing, which was charged with proposing a National Action Plan to eradicate severely distressed public housing.

The specific elements of public housing transformation that are key to HOPE VI include:

- Changing the physical shape of public housing;
- Establishing positive incentives for resident self-sufficiency and comprehensive services that empower residents;
- Lessening concentrations of poverty by placing public housing in non-poverty neighborhoods and promoting mixed-income communities; and
- Forging partnerships with other agencies, local governments, non-profit organizations, and private businesses to leverage support and resources.

DHC has three (3) HOPE VI Projects:

- The Villages at Parkside (formerly Parkside Homes) on Conner Avenue
- Woodbridge Estates (formerly Jeffries Homes) on John C. Lodge Freeway
- Gardenview Estates (formerly Herman Gardens) on Joy Road

Once all of the HOPE VI Projects are completed, DHC will have 1,048 new public housing units in these HOPE VI Projects.

As a part of its HOPE VI Projects, DHC has allocated funds to assist all Residents who originally lived at the development, whether or not they return to the site after revitalization, as well as needy families that later move into the revitalized site. DHC will utilize these funds to implement a case management approach to providing services and assessing the needs of individual families. In doing so, DHC will solidify relationships with key organizations that offer services leading to self-sufficiency of each participant. Services may include, but are not limited to, the following areas:

1. Job Training
2. Educational enhancement
3. Life Skills Training

4. Home Ownership Training
5. Child care
6. Transportation
7. Youth and Senior services

MAINTENANCE POLICY

The Detroit Housing Commission (“DHC”) is responsible for the maintenance of its properties to provide safe, decent and sanitary housing for its Residents. To ensure its ability to fulfill this responsibility, DHC has established a priority system to address work orders. The priority of response to work orders is:

1. Emergency work orders – within 24 hours of receipt
2. Resident initiated non-emergency work orders – within 14 days of receipt

DHC will establish a comprehensive Maintenance Plan to address routine and preventative maintenance as well as to provide guidance to its employees regarding performing DHC’s maintenance responsibilities.

EMERGENCY PREPAREDNESS POLICY

As a responsible landlord, the Detroit Housing Commission (“DHC”) is committed to ensuring its ability to provide required services to its Residents in the event of an emergency. To that end, DHC will develop and implement an Emergency Preparedness Plan to address how it will operate in the event of natural or manmade emergencies.