



**Highlights**

- Message from Commissioner: Page 2
- Outstanding Resident: Page 6
- SHC Awarded Grants: Page 9

***Inside this issue...***

Message from the SHC Executive Director	1
Public Housing Department	3
Family Self-Sufficiency Program Grant Awards	4
Section 8 / HCV Department	5
Outstanding Residents And Participants	6
Community Resources	7
About the Saginaw Housing Commission	8
SHC Public Board Meeting Schedule	8
SHC Awarded Grants	9
Recipe Vanilla Buttermilk Cake	10

# Saginaw Housing Commission

Board of Commissioners

Duane Walker, *Executive Director*   Charles Conner, *Vice President*   Al Holiday  
 Parrish Anderson, *President*   Allene Loster   Delena Spates-Allen

*A Message from your Executive Director ...*

The Saginaw Housing Commission provides the opportunity for residents to live in quality housing while participating in job training programs, recreational programs and a variety of supportive services. The Housing Commission continues to be the leading innovator for providing low income housing in the city. The Housing Commission is working to provide services to allow residents the opportunity to become self-sufficient and eventually become homeowners.



Duane L. Walker

The Saginaw Housing Commission made great strides in continuing to improve its operations during the fiscal year ending June 30, 2007. The Housing Commission continued to be a standard performer under the Public Housing Assessment System (PHAS). During the past year, the Housing Commission was able to accomplish the following:

- Constructed and occupied six single family homes totaling 8 units (2 duplexes)
- Renovated and converted a 98 unit high rise
- Reduced tenant account receivables
- Increased the occupancy of the Public Housing Program
- Added 56 vouchers to the Section 8 Program
- Completed all open UPCS Inspections, emergency, routine and system work orders
- Reduced vacant unit prep time
- Obtained additional funding for the Section 8 FSS Program and Service Coordinator Program
- Improved grant management and monitoring for all Supportive Service Programs.

Yours Truly,  
*Duane L. Walker*, PHM  
 Executive Director



## SHC BOARD OF COMMISSIONERS



Each issue of the SHC Newsletter we feature one of the five (5) members of the Board of Commissioners. This spring issue we present Commissioner Al Holiday.

I have enjoyed the opportunity of serving as a Commissioner of the Board of Directors and working to enhance the quality of life of citizens living in the public and senior housing. I am aware of the challenges and barriers faced by those who live and have lived in public housing as I grew up in Daniel Heights.

As we (The Board and staff) continue to move forward with the mission and vision of the Saginaw Housing Commission, we are pleased to know that we have gained the confidence of our residents by establishing a trusting and open relationship based on mutual respect. In our oversight responsibilities, the Board will continue to work with the Executive Director and his staff to develop policies that promote effective and efficient financial and programmatic operations, including diversifying funding streams which reduce our dependence on HUD and other federal, state and local funding.

As we move into the 21<sup>st</sup> century, the Commission and staff will continue to establish relationships with local and state partners to create housing communities which diversify and promote safe, sanitary and affordable housing and to coordinate services which meet the needs of our citizens.

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*Join Us*

For a Free

*Home Buyer Education Seminar*

Ready to own your own home!!

Find out how to qualify for a mortgage loan.

Seminars are held monthly.

Call to reserve your space.

Call Annie R. Graham, FSS Coordinator to reserve at  
 (989) 755-8183, Ext. 122.

This seminar is sponsored in part by MSHDA LINKS to Homeownership.





# PUBLIC HOUSING DEPARTMENT



The Saginaw Housing Commission is accepting applications for our Low Income Public Housing Homes, Town & Garden Duplexes and Family Housing Sites. For more information you may call (989) 755-8183 or visit the administrative business office at 1803 Norman Street to apply for housing. There are homes available for senior citizens and disabled citizens in our high rise towers or manors. To apply you may contact the administrative office, visit or call the manor office direct at:

|                       |                |                   |
|-----------------------|----------------|-------------------|
| Davenport Manor       | (989) 921-0022 | 2811 Davenport    |
| Elmwood Manor         | (989) 921-0050 | 2814 E. Genesee   |
| Maplewood Manor       | (989) 921-0024 | 535 S. Warren     |
| Pinewood Manor        | (989) 921-0055 | 2715 S. Jefferson |
| Rosien Towers         | (989) 921-0017 | 310 S. Harrison   |
| Administrative Office | (989) 755-8183 | 1803 Norman St.   |



Davenport Manor



Unity Villas



Rosien Towers



Scattered Site Family Housing



Scattered Site Family Housing



Pinewood Manor



# SAGINAW HOUSING COMMISSION



## Saginaw Housing Commission Awarded the HUD Family Self Sufficiency Grants

The Department of Housing and Urban Development (HUD) has awarded two grants to the Saginaw Housing Commission to continue to assist families with becoming economically self-sufficient. One grant was awarded to assist families who are current recipients of the Section 8 Housing Choice Voucher program and a second was awarded to assist Low Income Family Housing families. These grants provide support to families in their goals of becoming independent of federal and state public assistance, and they promote homeownership and resident owned business opportunities.

“These awards are highly competitive in nature”, stated Duane Walker, Executive Director. “We were very pleased to be one of nine (9) grantees within the State of Michigan to receive a Housing Choice Voucher Family Self-Sufficiency (FSS) grant in the amount of \$84,788 and one of three (3) awardees to receive a FSS ROSS grant in the state in the amount of \$47,258.”

Any individual or family who currently receives assistance in either the Section 8 or Low Income Family Housing programs are eligible to participate through these grant opportunities. Interested persons may call the Saginaw Housing Commission at (989) 755-8183 and ask for an FSS Coordinator to enroll in either program.

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### Public Housing Family Self-Sufficiency Program

The Public Housing Family Self-Sufficiency Program (FSS) is designed to assist residents who are ready to change their quality of life and improve their future as well as the future of their family members. If you are ready to make a positive change in your life contact Verna Smith, Public Housing FSS Program Coordinator at 755-8183 ext. 119 for further information.



## SECTION 8 HCV DEPARTMENT

### My Lease is up for Renewal and I want to move.

#### “What should I do?”

1. Inform your Housing Specialist of your desire to move before you do anything. You must have approval to move from your landlord and the Housing Commission. You must then fill out the appropriate paperwork (see your Housing Specialist). Next, find a rental unit that you would like to rent that you think is within your price range for your income and voucher size.
2. Assess rent and utility costs and estimated utilities within our Payment Standard and your income limits. (Note, if the owner will be paying for the utilities, such as gas and electricity, they need to be turned on at the time of the inspection.)
3. Fill out Housing Commission forms. Together with the rental property owner or landlord, fill out the forms in the “Request for Tenancy Approval” (RFTA) packet that you were give. The Housing Commission staff will use the telephone numbers you and the owner provided on the RFTA to notify you and the owner of the inspection date and time. To avoid any delays, be sure to fill out all forms completely and accurately. Drop off or mail the RFTA forms to the Housing Commission to the attention of Section 8 department staff. *(Either you or the landlord may drop off the forms.)*
4. Section 8 staff Review of RFTA packet. Upon receipt of the paperwork, the Section 8 Staff will:
  - Check for completeness. Any items that are incomplete may cause delays.
  - Check that the rent is not more than rent currently being charged by the owner for comparable assisted units (Rent Reasonable Determination). In complexes or duplexes with two or more units, the owner can not charge you more than the other tenants.
  - If the requested rent plus utility allowance is over the established payment standard, the Housing Specialist will calculate whether you will qualify for this unit (based on 40% of household income toward rent and utilities).
  - If the requested rent plus the utility allowance is within the established payment standard, an inspection will be scheduled.
5. Help coordinate the inspection. If all the requirements in the RFTA process are met, the inspection staff will contact the owner and/or you to set up an appointment date. A Housing Commission staff inspector will go to the unit to inspect it. If the rental unit does not pass the inspection, the inspector will provide a copy of the inspection report marked “failed” or “inconclusive”. The report will indicate items that need to be fixed. When those items are taken care of the owner can call for a new inspection.
6. Moving into the unit. After the inspection, you can confirm with your Housing Specialist that the unit passed the Rent Reasonableness and Housing Quality Standards inspections.
 

*\*Do Not move into the unit until you’ve confirmed that it passed both inspections.*
7. Final Requirement-Contract signed by owner. When all the criteria below is met, the owner will be notified by SCH to sign the contract you may be required to attend. The owner must sign and return the contract within 60 days.

Note: The Housing Assistance Payments (HAP) contract cannot go into effect and you should not move in until:

- 1) The unit passes inspection. (“Inconclusive” is not a pass).
- 2) The rent approved and is determined to be reasonable.
- 3) You have honored your commitment to your prior landlord (gave proper 30 day notice, owe no outstanding rent, utilities, damages and keys to in.)
- 4) You have possession of the new unit (keys, security access, etc)



# SAGINAW HOUSING COMMISSION

## *Outstanding Achievements*

The Saginaw Housing Commission believes that our residents and HVC/Section 8 participants are outstanding people. That's why we are highlighting the outstanding achievements of our residents. This month we are recognizing our participant **Tanya Thomas**.

Ms. Thomas was nominated as 'Employee of the Month' on her job at Heartland Health Care Center of Saginaw. Heartland describes her as being a dependable employee who goes above and beyond her housekeeping job duties. She's always willing to help her fellow co-workers and assists residents whenever they need a hand.

On behalf of the Executive Director, Duane Walker, the SHC Staff and residents, we commend you on your outstanding achievement. Congratulations Tanya!!!  
We are proud of you!!



*\*If you would like to have your achievements highlighted in the SHC Newsletter contact an FSS Coordinator at (989) 755-8183.*

### HOOPS!

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| S | C | G | O | R | D | R | T | K | P | K | N | E | T | S |
| R | P | I | A | O | A | R | E | V | N | A | C | K | E | Y |
| O | H | U | G | M | F | Z | I | B | R | I | C | O | Q | K |
| D | E | Q | R | A | E | R | B | B | O | E | C | E | L | B |
| M | A | P | V | S | M | L | E | C | B | U | T | K | R | B |
| A | T | M | L | A | A | E | P | E | E | L | N | N | S | S |
| N | L | U | B | Z | G | I | K | W | T | L | E | D | E | A |
| S | E | J | E | E | S | F | R | O | P | H | T | I | X | C |
| U | U | R | L | T | T | I | N | I | B | C | R | I | R | T |
| N | S | L | O | E | N | E | P | U | G | T | O | O | C | H |
| S | O | N | K | A | I | P | L | U | T | E | N | U | W | S |
| C | S | S | D | L | I | L | A | O | R | B | X | I | R | H |
| M | A | R | L | N | S | R | V | O | A | A | B | N | O | T |
| B | O | O | R | P | D | I | C | L | J | A | Z | Z | O | P |
| J | S | S | A | P | P | S | L | T | R | A | V | E | L | N |

- |            |         |         |
|------------|---------|---------|
| BALL       | GUARD   | PASS    |
| BASKET     | HEAT    | PIPPIN  |
| BLAZERS    | JAZZ    | PISTONS |
| BLOCK      | JORDAN  | PIVOT   |
| BULLS      | JUMP    | POINT   |
| CELTICS    | KEY     | PRO     |
| CENTER     | KNICKS  | REBOUND |
| COLLEGE    | MAGIC   | RODMAN  |
| COURT      | NBA     | SCORE   |
| DRIBBLE    | NETS    | SPURS   |
| FREE THROW | O'NEILL | SUNS    |
| GAME       | PACERS  | TRAVEL  |



## Saginaw Housing Commission

### Public Housing Department

#### Property Managers

Christine Alloway 755-8183 ext. 112  
Patricia Krogman 921-0017

#### Assistant Property Managers

Debra Garner 921-0050  
Crystal Mays 921-0022  
Margaret Pollard 755-8183 ext. 114

#### Family Self-Sufficiency Program Coordinator

Verna Smith 755-8183 ext. 119

#### Administrative Support Assistants

Betty King 755-8183 ext. 115  
Denise Liddell 755-8183 ext. 115

#### Maintenance

Florasteen McWright 755-8183 ext. 127

### Section 8 / HCV Department

#### Administrator

Teri Barnett 755-8183 ext. 107

#### Housing Specialist

Brenda Antwine  
Aimee Owens  
Vivian Stephens

#### Family Self-Sufficiency Coordinators

Annie R. Graham 755-8183 ext. 122  
Jacqueline Foster 755-8183 ext. 121

#### Administrative Support Staff

Yvonne Rider  
Shawn Collins  
Debra Brewer

#### Newsletter Committee

Rose Morris: Editor  
Annie Graham: Contributing Editor  
Verna Smith: Writer, Layout & Design

## Community Resources

The Saginaw Housing Commission wants to inform you about agencies within the community that may be of assistance to you or family members.

Public Health Department: Substance Abuse Treatment & Prevention (989) 758-3781

Medicare Hotline: 1-800-633-4227

Elder Abuse Hotline (Domestic): 1-800-996-622

Medicaid Hotline: 1-800-642-3195

Commission on Aging: Assist seniors over 60 years of age with meals, housekeeping, errands, free legal assistance and transportation. (989) 797-6880

Social Security Hotline: 1-800-772-1213

Healthy Futures: Assist residents without medical insurance, underinsured or homeless. Contact Lisa or Starr at (989) 776-8000 ext. 2340





## **About the Saginaw Housing Commission**



*The mission of the Saginaw Housing Commission is to provide quality, affordable housing and promote economic opportunity and self-sufficiency for Saginaw residents.*

The Saginaw Housing Commission's vision is to develop quality, affordable housing communities which will result in an increased quality of life for our residents and promote self-sufficiency.

The Saginaw Housing Commission is committed to enhancing communities by:

- Providing safe, decent and sanitary housing.
- Creating and maintaining an environment that builds self-confidence and pride.
- Establishing and promoting programs that enable residents and participants to achieve independence.
- Supporting and coordinating activities that provide enhanced economic and homeownership opportunities for residents and participants.

### **Saginaw Housing Commission Board Meetings**

We invite you to attend the Housing Commission Board Meetings which are opened to the public. The scheduled meeting dates, times and locations for 2008 are:

|            |                   |                         |                    |
|------------|-------------------|-------------------------|--------------------|
| April 21   | 12:15 PM          | Administrative Office - | 1803 Norman Street |
| May 19     | 12: 15 PM         | Maplewood Manor -       | 535 S. Warren      |
| June 16    | 12:15 PM          | Rosien Towers -         | 310 S. Harrison    |
| July 21    | 12:15 PM          | Pinewood Manor -        | 2715 S. Jefferson  |
| August 18  | 12:15 PM          | Elmwood Manor -         | 2814 E. Genesee    |
| Sept. 15   | 12:15 PM          | Administrative Office - | 1803 Norman Street |
|            | *(Annual Meeting) |                         |                    |
| October 20 | 12:15 PM          | Administrative Office - | 1803 Norman Street |
| Nov. 17    | 12:15 PM          | Administrative Office - | 1803 Norman Street |
| Dec. 15    | 12:15 PM          | Administrative Office - | 1803 Norman Street |



## **Saginaw Housing Commission**



The Saginaw Housing Commission announces the award of a grant in the amount of \$ 346,500 to implement upgrades and renovations at its 92- unit Town & Garden housing complex.

Specifically, these funds will provide for the renovation of 92 upper and 58 lower bathrooms with amenities to include: flooring, counter tops, sinks, vanities, bathtubs and bath fixtures, medicine cabinets and mounted wall lighting.

“These funds will assist the Saginaw Housing Commission with its mission of providing affordable units that build confidence and pride in the neighborhoods of those we serve. These improvements are consistent with the upgrades and renovations at Town & Gardens that we have already begun to implement,” stated Executive Director, Duane Walker. “Improving our housing units promotes the revitalization of the Northeast Saginaw community and our vision of being the ‘best landlord’ in Saginaw County.”

At Town & Gardens, the housing commission has already completed upgrades of exterior lighting, exterior painting, screen doors, mailboxes and new address plates. Energy saving interior measures and retrofits include: lighting, new ranges with new range hoods, fire extinguishers with fire prevention fire stops, and water faucets. The housing commission will soon publish a request for proposals from contractors who are interested in bidding on this work.

“The Saginaw Housing Commission continues its total dedication to providing quality housing at an affordable rate, as evidenced by the continuation of community upgrades,” stated Christine Alloway, Property Manager for the Town & Gardens complex.

*Funding for this project is provided through HUD- EDI Special Projects.*

*For more information on this project, please contact Duane Walker, Executive Director at (989) 755-8183, Ext. 137.*



Saginaw Housing Commission  
1803 Norman Street  
P.O. Box 3225  
Saginaw, MI 48605-3225

Mailing Address Label



The Saginaw Housing Commission is an Equal Housing Opportunity Agency. We conduct business in accordance with the Federal Fair Housing Law.



**Recipes Housing Commission Style**  
**(To submit a recipe please contact an FSS Coordinator)**

**Vanilla Buttermilk Cake with Instant Fudge Frosting**

**Cake:** 4 eggs, 2 eggs yolks, 1 1/4 cups buttermilk, 2 tsp vanilla extract, 3 cups cake flour ( not Self-rising), 2 cups granulated sugar, 4 1/2 tsp baking powder, 1/2 tsp salt, 1 cup (2 sticks) unsalted butter.

Heat oven to 350, coat bottoms and sides of 8 x 2 inch round cake pan with nonstick spray. In a large bowl combine butter, sugar, vanilla until light & fluffy. Add eggs and yolks one at a time mix ingredients well. Sift together flour, baking powder & salt, add to batter along with buttermilk.

Bake 20 to 30 minutes or until a cake tester or wooden toothpick inserted into center comes out clean. Let cool for 10 minutes.

**Fudge Frosting:** 6 oz unsweetened chocolate, melted & cooled, 4 1/2 cups confectioners' sugar, 1 1/2 cups (3 sticks) unsalted butter softened, 6 tbsp half & half, 1 tbsp vanilla extract.

Place melted unsweetened chocolate in large bowl, combine sugar, butter and vanilla in bowl. Slowly stir in half & half. Mix until all ingredients are dissolved. Frosting should be a smooth and creamy texture.

**Makes 16 servings. Each serving: 457 calories, 24 grams fat, 6 grams protein, 54 grams carbs**

