

JACKSON HOUSING COMMISSION

REGULAR MEETING – October 15, 2014

Reed Manor Board Room

AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL
Michelle Orthaus, President
James Stark, Vice President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
Michelle Woods, Commissioner
3. Public Comments (limited to 3 minutes)
4. Approval of the Minutes of the Regular Meeting on August 13, 2014.
5. Approval of the Minutes of the Special Meeting on September 30, 2014.
6. Approval of the Previously Paid Liabilities from September 18, 2014 to October 15, 2014.
7. RESOLUTIONS
Resolution No. 2014-28: Collection Losses Write Off August 2014
Resolution No. 2014-29: Collection Services Contract
Resolution No. 2014-30: Pest Control Services Contract
Resolution No. 2014-31: Work Order Charge List
Resolution No. 2014-32: ACOP Update
Resolution No. 2014-33: Tenant Handbook
Resolution No. 2014-34: Lease
Resolution No. 2014-35: Annual Plan
8. DIRECTORS' REPORTS
Section 8
Leasing and HAP Utilization Report
Public Housing
Tenant Accounts Receivable
Consolidated TARS
Move Outs
Vacant Unit Turnaround
Executive
S8 Income Statement
PH Income Statement
Petty Cash Fund Register
After Hours/Emergency Response Report
Utility Costs and Consumption
9. OTHER BUSINESS
10. ADJOURNMENT
11. NEXT REGULAR MEETING: November 19, 2014 – Reed Manor-Board Room

Jackson Housing Commission

Minutes of the Regular Meeting
September 17, 2014

The Jackson Housing Commission held its regular meeting at Reed Manor in the Board Room at 12:00 PM on September 17, 2014.

Commissioner Orthaus called the meeting to order at 12:00 p.m.

Upon roll call, the following Commissioners were present: Orthaus, Woods, Stark and Montgomery. Absent: Davis-Dye.

Also present were: Patricia Tyus, Executive Director
Shari Boyce, Section 8 Director
Katie Dickerson, Reports & Contract Analyst
Gloria Harris, Comptroller

14-09-001 PUBLIC COMMENTS

Patricia Ryals, Reed Manor Resident Council President express her concerns over a lack of a safe environment at Reed Manor. The halls always have smells of drugs, and the source can never be pinpointed. She is going to look for grants to apply for in order to obtain security guards for Reed Manor.

Barbara Olinger, Reed Manor Resident, expressed her concerns for finding drug paraphilia in the fire extinguisher cubby outside her apartment. Commissioner Stark addressed Ms. Olinger's concerns by stating the fix isn't an easy one or one that will occur over night. The Board and the staff are doing all they can with the resources they have available. He recommends that the tenants assist the staff by filing complaints and keeping an eye open for anything suspicious and contacting the authorities when necessary.

14-09-002 APPROVAL OF THE MINUTES OF THE REGULAR MEETING HELD August 13, 2014.

Commissioner Woods **MOVED** to approve the minutes of the Regular Meeting Minutes held August 13, 2014. Commissioner Montgomery **SECONDED** the motion.

Commissioner Orthaus recommended some corrections on the last page of the minutes. Commissioner Stark **MOVED** to accept the minutes as amended. Commissioner Woods **SECONDED** the motion, and upon voice vote, the motion was adopted:

AYES:	Orthaus, Montgomery, Woods, Stark
NAYS:	None
ABSTAIN:	None
ABSENT:	Davis-Dye

14-09-003 **APPROVAL OF THE PREVIOUSLY PAID LIABILITIES FROM August 13, 2014 to September 17, 2014.**

Commissioner Stark **MOVED** to approve the Previously Paid Liabilities August 13, 2014 to September 17, 2014. Commissioner Montgomery **SECONDED** motion, and upon voice vote, the motion was adopted:

AYES: Orthaus, Montgomery, Woods, Stark
NAYS: None
ABSTAIN: None
ABSENT: Davis-Dye

14-09-004 **RESOLUTIONS**

A. Resolution No. 2014-23: Collection Losses Write-Off September 2014

Commissioner Woods **MOVED** to approve the Write-Off of Collection Losses of \$2,406.41 for August 2014. Commissioner Montgomery **SECONDED** the motion and, upon voice vote, the motion was adopted:

AYES: Orthaus, Montgomery, Woods, Stark
NAYS: None
ABSTAIN: None
ABSENT: Davis-Dye

B. Resolution No. 2014-24: FirstMerit Bank Signatories

Commissioner Stark **MOVED** to approve the Executive Director to execute new signature cards for FirstMerit Bank. Commissioner Woods **SECONDED** the motion and, upon voice vote, the motion was adopted:

AYES: Orthaus, Montgomery, Woods, Stark
NAYS: None
ABSTAIN: None
ABSENT: Davis-Dye

C. Resolution No. 2014-25: County National Bank Signatories

Commissioner Stark **MOVED** to approve the Executive Director to execute new signature cards for County National Bank. Commissioner Woods **SECONDED** the motion and, upon voice vote, the motion was adopted:

AYES: Orthaus, Montgomery, Woods, Stark
NAYS: None
ABSTAIN: None
ABSENT: Davis-Dye

14-09-005 DIRECTORS' REPORTS

The Board Reviewed the reports and opened the floor for discussion and questions.

Section 8

A. Utilization Report

In addition Ms. Boyce discussed that the entering the name for the Section 8 Waiting List is about half complete. We will be pulling roughly 25-30 people in the next couple weeks. She explained that we do not contact everyone on the list to let them know where they are on the list; it is something they could try to do, but it is not a priority.

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARs

D. Turnaround Time

The changes that were made with maintenance and managers are showing positive results.

E. Reasons for Move Outs

Executive

There was a miscommunication with the fee accountant. There will be some shifts with line items that Gloria has made that will soon be reflected with the fee accountant.

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/ Emergency Response Report

J. Utility Costs and Consumption

14-09-006 OTHER BUSINESS

Ms. Tyus provided the board with some additional information. She explained there are some legal issues with the board roles. We will need to ensure that the way we communicate is in compliance with the Open Meeting Act. Any communications, in the form of emails, will be provided to all Commissioners when their board packets are distributed so all Commissioners are informed.

Ms. Tyus discovered from recent training that the By Laws will need to be updated and the Commissioners should have a packet that includes the By Laws, ACC and other information. It will be forth coming.

Ms. Tyus discussed her concern with the City wanting her to register all of the Commission's properties. She stated she met with Mr. Frank Donovan, Assistant Director Neighborhood and Economic Development and he is requesting our properties be registered. She shared that she is confused as to why this should happen since the City holds the deeds to our properties. Ms. Tyus explained she is here to administer federal funds, and she will do so within the regulations for administering those funds. Ms. Tyus asked for feedback from the board on how to approach the situation. Commissioner Stark recommended the Board write a letter. The Board was unsure if a letter was the way to go or not. Ms. Tyus commented that the Commission is in the process of procuring legal representation and wondered if we should wait for their advice. The Board agreed to wait until legal representation is retained.

We have completed the legal services procurement, and it will be presented to the board at the next board meeting. Once an attorney is retained, we will ask that they assist in sorting out the issue with registering the properties, and resolving the issue with the deeds. HUD's recommendations are that we settle it. HUD has a vested interest in the JHC as they provide our funding, they wish for us to settle the dispute.

The City Council passed a Resolution regarding compensation for the JHC employees. Ms. Tyus was very disappointed on the lack of communication she received regarding the resolution. She found out at almost 4 pm on the date it was going for vote. The concern is that someone knew that the Resolution moving forward as they prepared the information and the Council has a cut-off date that information has to submit as an agenda items, however there was no communication to her or one of the Commissioners regarding the Resolution. Communication needs to be both ways. The board was in agreement with Ms. Tyus.

Mr. Stark likes how Ms. Tyus is keeping the board informed. Keep up the good work.

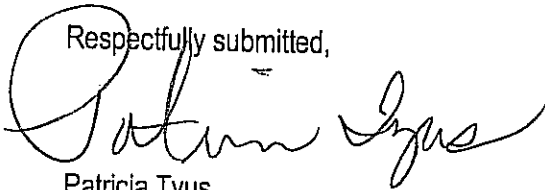
Ms. Tyus stated the board needs to be mindful of the Open Meetings Act, and we may need to tweak our policies in accordance to it. Evaluations cannot be done in Closed Session going forward.

Commissioner Stark made a motion to have the Executive Direct look for and apply for grants for additional cameras. No second. Ms. Tyus stated it is already in process.

Commissioner Stark **MOVED** to adjourn; Commissioner Woods **SECONDED** the motion. All members of the board were in favor of adjournment.

The regular meeting adjourned at 1:10 p.m.

Respectfully submitted,



Patricia Tyus
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission
Minutes of the Special Meeting
September 30, 2014

The Jackson Housing Commission held a special meeting at Reed Manor in the Board Room at noon on September 30, 2014.

President Pultz-Orthaus called the meeting to order at 11:58 am and upon roll call, the following Commissioners were present: Michelle Pultz-Orthaus, Gerald Montgomery, Patricia Davis-Dye, James Stark
Absent: Michelle Woods

Also present were: Patricia Tyus, Executive Director
Shari Boyce, Section 8 Director
Brenda Fridd, Office Manager
Gloria Harris, Comptroller

14-09-007 Resolution No. 2014-26: Legal Services

Commissioner Stark **MOVED** to approve the Executive Director to execute a contract with Pentiuik, Couvreur, & Kobiljak, P.C. Attorney & Counsellor at Law for a one (1) year contract with the option for two (2) additional one (1) year extensions. Commissioner Montgomery **SECONDED** the motion and, upon voice vote, the motion was adopted:

AYES: Orthaus, Montgomery, Davis-Dye, Stark
NAYS: None
ABSTAIN: None
ABSENT: Woods

14-09-008 Resolution No. 2014-27: LJ Trumble Contract for Shahan-Blackstone Office & Community Building Restoration.

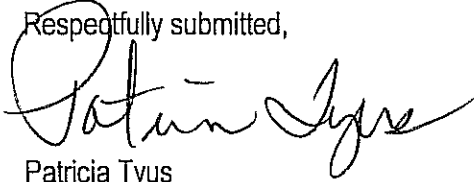
Commissioner Stark **MOVED** to approve the Executive Director to execute a contract with LJ Trumble Builders LLC., Inc. for up to the amount of \$171,000 for the restoration of the Shahan Office & Community Building. Commissioner Davis-Dye **SECONDED** the motion and, upon voice vote, the motion was adopted:

AYES: Orthaus, Montgomery, Davis-Dye, Stark
NAYS: None
ABSTAIN: None
ABSENT: Woods

Commissioner Orthaus asked how long the contract with MC Smith and Associates was good for. Ms. Tyus explained the procurement of a new architect is in the process. The procurement is different with an architect as it is a request for qualifications, rather than proposals. The length of the contract is not specified as we entered into contracts with architects on a per project basis.

Commissioner Stark **MOVED** to adjourn the meeting. Commissioner Davis- Dye **SECONDED** the motion. All were in favor. The meeting adjourned at 12:22 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia Tyus". The signature is fluid and cursive, with a large initial "P" and a long, sweeping underline.

Patricia Tyus
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Date: 10/09/2014
Time: 14:42:11

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 09/17/2014 To: 10/09/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059871	09/17/2014	AFLAC	Payment	124.56	Account #VX312 Invoice #680567 - Monthly Bill For September 2014
059872	09/17/2014	City Of Jackson - Finance Department	Payment	3,515.51	Pension Employee/Employer Pension Contribution For Payroll 08/18/14-08/31/14
059873	09/17/2014	Home Depot Credit Services	Payment	1,585.00	Account #6035322540175928 Invoice #3974969 - Flooring For Vacant Unit Turns @ RM
059874	09/17/2014	DAKINS	Payment	500.16	Account #27395 Invoice #309645 - Mower Maintenance For SBN
059875	10/06/2014	PLIC - SBD Grand Island	Payment	148.89	Account #1044559-10001 Principal Life Insurance For Employees 10/01/14-10/31/14
059876	10/06/2014	The SBAM Plan	Payment	21,596.03	CID #281224 Insurance Coverage For Active Employees & Retirees For September 2014 & Oct. 2014
059877	10/06/2014	City Of Jackson - Finance Department	Payment	3,427.13	Pension Employee/Employer Pension Contribution For Payroll 09/01/14-09/14/14
059878	10/06/2014	OSBORNE PROCESS SERVICE	Payment	470.10	(21) Evictions Processed Invoice #8354- Eviction Processed For Katherine Henry 301 Steward D-4, Invoice #8355 Jamie Alexander G-20, Invoice #8356 Mitquel Vega G-10, Invoice #8376 Yvonne Jones 1207 Merriman, Invoice #8400 Philli Palefield E-13, Invoice #8401 James Williams D-20, Invoice #8402 Patricia Ryals B-23, Invoice #8408 Charles Payne, Invoice #8428 Michael Jackson, Invoice #8429 Shacora Wright 1226 Heather Ln., Invoice #8477 Heather Hurt-Bady 315 Mooman Dr., Invoice #8577 Nellie Butler 114 Shahan Dr., Invoice #8583 Bobby Smith I-52, Invoice #8599 Dominique Chapman 326 Mooman Dr., Invoice #8600 Charletta Edwards 307 Mooman Dr., Inv. #8620 Miranda McCullough 1415 Merriman, Inv. #8621 Margaret Agee 1216 Laurel Ln., Inv. #8622 Tamara Jones 1237 Laurel Lane, Inv. #8623 Gloria Dewitt 116 Laurel Ct., Inv. #8624 Richard Uribe F-4 & Invoice #8625 Leeander Watkins
059879	10/06/2014	ERADICO SERVICES, INC.	Payment	1,312.50	Acct #153858, 153859 & 153860 Invoice #187753B - BB CDT For 301 Steward Ave. Main Office Invoice #187757B - BB CDT For 109 Shahan Dr. Invoice #187776B - BB CDT For 316 Barbary
059880	10/06/2014	Home Depot Credit Services	Payment	1,585.88	Account #6035322540175928 Invoice #9973608 - Flooring For Vacant Units
059881	10/06/2014	Trail Supply LLC	Payment	999.87	Account #10014 Invoice #21613 - Various Maintenance Supplies
059882	10/06/2014	T.L. Plumbing & Drain Cleaning	Payment	200.00	(4) Invoices

Date: 10/09/2014
Time: 14:42:11

Jackson Housing Commission
Register - Basic Listing
Public Housing

Page: 2

From: 09/17/2014 To: 10/09/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059883	10/06/2014	WILMAR INDUSTRIES	Payment	4,046.32	Clear Tub @ F-9 & F-22, Ran Out Sink Drain @ H-18, Fixed Drain On Kitchen Sink And Replaced Shut-Off @ I-72 & Fixed Tub Drain @ E-13 Account #70585
					Invoice #315293399 - Various Maintenance Supplies Invoice #316851831 - Various Maintenance Supplies Invoice #317437739 - Various Maintenance Supplies Invoice #317634582 - Various Maintenance Supplies Invoice #317634590 - Various Maintenance Supplies Invoice #317750024 - Various Maintenance Supplies Invoice #319289054 - Various Maintenance Supplies Invoice #319289062 - Various Maintenance Supplies Invoice #319289088 - Various Maintenance Supplies Invoice #319389284 - Various Maintenance Supplies Invoice #319289070 - Various Maintenance Supplies
059884	10/06/2014	CASLER HARDWARE	Payment	141.32	Account #33561
					Invoice #05383 - (3) Door Sweeps Invoice #05395 - (1) Box Respirators Invoice #05398 - Mouse Glue Invoice #06766 - Various Maintenance Supplies Invoice #06822 - Various Maintenance Supplies Invoice #06895 - Various Maintenance Supplies
059885	10/06/2014	DBI BUSINESS INTERIORS	Payment	298.22	Customer #224241
					Invoice 08104442 - Various Office Supplies Invoice 081N7857 - (2) Cases Paper Invoice 081N5415 - Various Office Supplies Invoice 081N4019 - Various Office Supplies Invoice 081N3054 - Various Office Supplies
059886	10/06/2014	MENARDS - JACKSON	Payment	2,568.17	Account #31610470
					Invoice #82281 - Various Maintenance Supplies, Invoice #84761 - Various Maintenance Supplies, Invoice #85089 - Various Maintenance Supplies, Invoice #85370 - Various Maintenance Supplies, Invoice #85539 - Various Maintenance Supplies, Invoice #86512 - Various Maintenance Supplies, Invoice #86658 - Various Maintenance Supplies, Invoice #86687 - Various Maintenance Supplies, Invoice #87250 - Various Maintenance Supplies, Invoice #88090 - Various Maintenance Supplies, Invoice #88100 - Various Maintenance Supplies, Invoice #88228 - Various Maintenance Supplies, Invoice #88367 - Various Maintenance Supplies, Invoice #88524 - Various Maintenance Supplies, Invoice #89150 - (1) Laminate Tower Kit, Invoice #75728 - Various Maintenance Supplies
059887	10/06/2014	Keepin It Clean	Payment	115.00	(2) Invoices Cleaned Carpet @ I-21 & H-57

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 09/17/2014 To: 10/09/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
059888	10/06/2014	Denny Blaschko	Payment	2,200.00	(4) Invoices Patch Leak In Roof @ E-Building, Patch Holes In Bathroom, Prime & Paint @ I-48, Repaired Leak Behind Walls @ G-Building & Prime And paint I-Building Laundry Room
059889	10/06/2014	HOUSING DATA SYSTEMS, INC.	Payment	240.00	Client #8183 Invoice #216981 - MTC'S Transmittal Service For 07/01/14-09/30/14
059890	10/06/2014	OILEARY PAINT CO.	Payment	805.50	Customer #8236 Invoice #000411121 - (30) 5 Gallon Pro-Tech S/G White Ivory Cloud Paint
059891	10/06/2014	PDQ SUPPLY, INC.	Payment	179.40	Account #118660 Invoice #SI-189924 - (3) Glas Oven Doors
059892	10/06/2014	Jackson Housing Commission	Payment	25,174.71	Management Fees Management Fees For The Month Of June 2014. To Be Deposited In General COCC Account Per Emerge Accounting
059893	10/06/2014	SAFETY SYSTEMS INC	Payment	684.00	Customer #00938 Invoice #432697 - Annual Lease Maintenance For 316 Barberrry
059894	10/06/2014	Printer Source Plus	Payment	101.41	(1) Invoice Ink Cartridges For Printer RMFTA
059895	10/06/2014	Hirst Electric Company	Payment	83.00	Invoice #56744 Replaced Customer Supplied GFI @ 310 Madison
059896	10/06/2014	JACKSON OUTDOOR EQUIPMENT	Payment	41.16	Customer #104542 Invoice #39002 - Deck Belt For Cub Cadet Zero Turn Tractor
059897	10/06/2014	AT-A-MOMENTS-NOTICE	Payment	250.00	(1) Invoice Replaced Door @ 1270 Laurel Lane
Total:				(72,393.84)	

Date: 10/09/2014
Time: 14:43:27

Jackson Housing Commission
Register - Basic Listing
General COCC Account

From: 09/17/2014 To: 10/09/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002021	09/17/2014	ALLEGIANCE OCCUPATIONAL HEALTH	Payment	65.00	Invoice #151119 Lab-Drug Screen For Chaisea Bryant
002022	09/17/2014	AFLAC	Payment	344.30	Account #VX312 Invoice #680567 - Monthly Bill For September 2014
002023	09/17/2014	ICMA Retirement Corporation	Payment	25.33	Loan Payment Connie Crandall Loan Payment- Account #RNHXNJCV Ref Code Plan #300193
002024	09/17/2014	City Of Jackson - Finance Department	Payment	3,781.98	Pension Employee/Employer Pension Contribution For Payroll 08/18/14-08/31/14
002025	10/03/2014	First National Bank Omaha	Payment	1,597.87	Account #4988659157764912 Card Charges For The Period Of 08/29/14-09/09/14
002026	10/03/2014	Emerge Accounting	Payment	7,480.50	(3) Invoices For August, September & October Invoices
002027	10/03/2014	Verizon Wireless	Payment	516.54	Account #587119039-00001 Cell Phone Charges For The Period Of 07/24/14-08/23/14
002028	10/03/2014	City Of Jackson - Finance Department	Payment	6,286.19	Pension Employee/Employer Pension Contribution For Payroll 09/01/14-09/14/14
002028	10/03/2014	**VOID** City Of Jackson - Finance Department	Payment	(6,286.19)	Pension Void Refer 002028
002029	10/03/2014	Acuity	Payment	2,120.77	Policy #X65676-4 Workers Compensation Policy Term 03-26-14-03-26-15
002030	10/03/2014	MODERN WASTE SYSTEMS	Payment	9,023.70	Account #23056 Monthly Garbage Service For September 2014 & Ext. Dumpster @ RM
002031	10/03/2014	CONSUMERS ENERGY	Payment	27,897.25	Gas & Elec. Bills #93200.1 - Cons. 44,144 kwh #93300.1 - Cons. 178.1mcf #93200.2 - Cons. 128,5600 kwh #93300.2 - Cons. 245.6mcf #93200.3 - Cons.860 kwh #93300.3 - Cons. 5.1 mcf
002032	10/03/2014	JACKSON WATER COLLECTION	Payment	17,502.34	Water & Sewer Bills CT 05/28/14 - 08/15/14 RM 06/23/14-07/31/14
002033	10/03/2014	AT-A-MOMENTS-NOTICE	Payment	670.00	(1) Invoice Install Laminate Floor @ RM I-74
002034	10/03/2014	Jackson Transportation Authority	Payment	581.09	Invoice #0025234-IN Fuel For July 2014

Date: 10/09/2014
Time: 14:43:27

Jackson Housing Commission
Register - Basic Listing
General COCC Account

From: 09/17/2014 To: 10/09/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002035	10/03/2014	VOID	Deposit		VOID VOID - INCORRECT INFORMATION PRINTED ON CHECK
002035	10/03/2014	**VOID** VOID	Deposit		VOID Void Refer 002035
002036	10/03/2014	Housing Insurance Services, Inc.	Payment	269.00	Customer ID #385 Commercial Property- Endt # (Needed To Assign Values To Property) 09/01-14-02/14/15
002037	10/03/2014	COMCAST	Payment	727.68	(5) Bills Enclosed Account #01721422344-01-1 - Telephone Service For SBN 221 Janke Maintenance Garage Account #01721413438-01-3 - Internet & Basic Cable For 301 Steward Ave. Main Office Account #01721425384-01-4 - Internet & Phone Bill For CTTA Account #01721422342-01-5 - Internet & Phone Service For CT Office @ 316 Barberry Dr. Account #01721346503-01-6 - Internet & Phone Service For CT Ayleko Building 410 E. High
002038	10/03/2014	HireRight, Inc.	Payment	28.30	Customer #300245 Invoice #G1504316 - Background Check Application & Surcharges
002039	10/03/2014	Manpower Of Lansing MI Inc	Payment	302.40	Customer 307403518 Invoice #27694250 - Clerical Support Specialist Trudy Amiot & Diana Bradley
002040	10/06/2014	TDS Metrocom	Payment	1,574.18	(4) Bills Enclosed (517) 787-0168 - \$471.09 (517) 787-9241 - \$554.73 (517) 787-0218 - \$225.78 (517) 787-1188 - \$514.05
002041	10/06/2014	The SBAM Plan	Payment	2,020.07	CID #281224 Insurance Coverage For Out Of State Retirees For The Coverage Period: 10/01/14-11/01/14
002042	10/06/2014	PLUC - SBD Grand Island	Payment	36.06	Account #1044559-10001 Principal Life Insurance For Employees 10/01/14-10/31/14
002043	10/06/2014	The SBAM Plan	Payment	13,197.41	CID #281224 Insurance Coverage For Active Employees & Retirees For September 2014 & Oct. 2014
002044	10/06/2014	Housing Authority Risk Retention Group	Payment	1,539.00	Invoice #385083114 Legal Deductible For Claim #11RJA
002045	10/06/2014	TALX THE WORK NUMBER	Payment	131.54	Customer #8805983 Invoice #1641676 - Employment Verification For The Month Of July 2014
002046	10/06/2014	Desira Mckinstry	Payment	68.45	Security Deposit Final Accounting For 330 Moorman Dr., Vacated On August 25, 2014

Date: 10/09/2014
Time: 14:43:27

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 09/17/2014 To: 10/09/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002047	10/06/2014	Mr. Rogers Bonds	Payment	178.25	Security Deposit Final Accounting For 315 Steward Ave. I-1, Vacated On July 31, 2014
002048	10/06/2014	Arlene Woods	Payment	170.00	Security Deposit Final Accounting For 315 Steward Ave. I-7, Vacated On August 1, 2014
002049	10/06/2014	Cortina Romine	Payment	52.00	Security Deposit Final Accounting For 301 Steward Ave. E-12, Vacated On July 30, 2014
002050	10/06/2014	White & Hotchkiss, PLLC	Payment	450.00	File #1919 Invoice #63311 - Monthly Service For The Month Of Aug. 2014
002051	10/06/2014	City Of Jackson - Finance Department	Payment	2,032.23	Pension Employee/Employer Pension Contribution For Payroll 09/01/14-09/14/14
002052	10/06/2014	The Salesman	Payment	70.40	Advertiser #5288 Invoice #30621 - Classified Ad: For Maintenance Team Leader Position
Total:				(94,453.64)	

Date: 10/09/2014
Time: 14:43:38

Jackson Housing Commission
Register - Basic Listing
Section 8 Housing Voucher Prog
From: 09/17/2014 To: 10/09/2014

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054038	09/17/2014	AFLAC	Payment	304.38	Account #VX312 Invoice #680567 - Monthly Bill For September 2014
054039	09/17/2014	City Of Jackson - Finance Department	Payment	826.83	Pension Employee/Employer Pension Contribution For Payroll 08/18/14-08/31/14
054040	10/03/2014	Jackson Transportation Authority	Payment	38.87	Invoice #0025234-IN Fuel For July 2014
054041	10/03/2014	WorkSquared	Payment	90.00	Client #009022 Invoice #12026 - Repair Lateral File Cabernet
054042	10/06/2014	TDS Metrocom	Payment	191.47	(4) Bills Enclosed (517) 787-0168 - \$471.09 (517) 787-9241 - \$554.73 (517) 787-0218 - \$225.78 (517) 787-1188 - \$514.05
054043	10/06/2014	PLIC - SBD Grand Island	Payment	50.34	Account #1044569-10001 Principal Life Insurance For Employees 10/01/14-10/31/14
054044	10/06/2014	The SBAM Plan	Payment	2,372.49	CID #281224 Insurance Coverage For Active Employees & Retirees For September 2014 & Oct. 2014
054045	10/06/2014	City Of Jackson - Finance Department	Payment	826.83	Pension Employee/Employer Pension Contribution For Payroll 09/01/14-09/14/14
Total:				(4,701.21)

Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by _____, read in full and considered:

RESOLUTION NO. 2014-28

Pursuant to the Uncollectible Tenants Accounts Policy which authorizes the Commission to write off delinquent accounts after 3 months as shown below:

AMP 1: Chalet Terrace	\$1,220.64
AMP 2: Reed Manor	\$5,137.70
AMP 3: Shahan-Blackstone Apts.	<u>\$ 171.10</u>
Total	\$6,526.44

The attached Collection Losses Report reflects the delinquent amount of **\$6,526.44** and is hereby approved for fiscal year 2014 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.
Commissioner _____ **SUPPORTED** the motion, and, roll call vote the "AYES" and "NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on October 15, 2014.

Patricia Tyus
Executive Director

Collection Losses Report

Three months or greater

September, 2014

AMP	Name	Acct. No.	Move-Out	Amount
Chalet Terrace	Georgia Lewis	001-1101	7/15/2014	\$1,173.64
	Morticia Taylor	001-1134	7/24/2014	\$47.00
Reed Manor	Keith Hardrick	002-3266	7/1/2014	\$3,036.00
	Terry Jackson	002-3281	7/21/2014	\$1,035.95
	Stacey Hill	002-3295	7/30/2014	\$24.00
	Rogers Bonds	002-4424	7/31/2014	\$13.75
	Akram Bilal	002-4425	7/18/2014	\$1,025.00
Shahan Blackstone	Mariah Williams	003-6591	7/24/2014	\$171.10

Board Resolution: 2014-28	Total Write Off:	\$6,526.44
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Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by _____, read in full and considered:

RESOLUTION NO. 2014-29

WHEREAS, the Jackson Housing Commission staff followed the Commission's procurement policy for procuring collection services in accordance with applicable HUD policies, procedures, rules and regulations;

WHEREAS, the Commission contract files include the Independent Cost Estimate (ICE), Request for Proposals (RFP), Proposals, Evaluations of proposals and Non-Disclosure statements;

WHEREAS, PHA Management & Audit Consultants (PHAMAC) was the lowest qualified bidder;

THEREFORE BE IT RESOLVED THAT the Commission authorizes the Executive Director to enter into a contract with the qualified collection agency, PHA Management & Audit Consultants (PHAMAC) for one (1) year, with the option of two (2) additional one (1) year extensions. The cost will be 25% of collections.

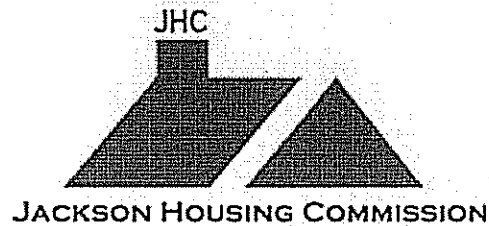
Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read.
Commissioner _____ **SECONDED** the motion and, upon voice vote the "AYES" and "NAYS" were as follows:

- AYES:
- NAYS:
- ABSENT:
- ABSTAIN:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Special Meeting of the Jackson Housing Commission on October 15, 2014.

Patricia Tyus
Executive Director



**Independent Cost Estimate (ICE)
For
Collection Services**

Source of Information

Internet research using collectionagencies.com; entrepreneur.com/article/171218; Fair Debt Collection Act; previous collection contract with Associates Financial Services.

Services

Collection of delinquent accounts over ninety days.

Level of Detail

Services

- *Collect delinquent accounts that are past thirty days.*
- *Provide a monthly status report of collection activities & payment if collected for the month.*
- *Pursue legal actions for accounts over \$1,000 and pay all filing fees.*

Independent Cost Estimate (ICE)

The cost of the contract will vary depending on the amount of collections. A flat monthly fee may provide for minimal collection actions while a percentage on the amount for collection would result in a more aggressive collection attempt. It would be best to go with a percentage based contract pricing.

The highest percentages for regular collections should not be greater than 30% and 50% for skips.

Prepared: 08/20/14

Rationale for Collection Services

Firm Recommended: PHM Management & Audit Consultants (PHAMAC).

Cost: 25% of the total amount placed in collections regardless of the type of collection.

Rationale:

PHA Management & Audit Consultants (PHAMAC) is recommended to provide the Jackson Housing Commission (JHC) with Collection Services.

PHAMAC has experience providing collections with housing commissions and with results. Their experience was limited with the number of housing commissions; however, their references spoke highly of them.

PHAMAC is the reasonably priced firm for collections at 25% of the balance placed in collections. They do not charge different collection rates depending on the collection type.

PHAMAC was also the most responsive to the RFP and provided an excellent presentation. They offer a wide range of financial services and explained all of them; not just the collections aspect.

PHAMAC received the highest score from the evaluation committee as well. They scored a 94 out of 100.

Evaluation Committee Scores

Firm	Score 1	Score 2	Score 3	Score 4	Average
Associates Financial Services	62	77	80	73	73
LJ Ross	52	87	82	83	76
PHM Management	95	98	93	90	94

Firm	Regular*	Skips*
Associates Financial Services	30%	50%
LJ Ross	32%	32%
PHM Management	25%	25%

*The agency will keep a percentage of the total amount placed in collections.

Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by _____, read in full and considered:

RESOLUTION NO. 2014-30

WHEREAS, the Jackson Housing Commission staff followed the Commission's procurement policy for procuring collection services in accordance with applicable HUD policies, procedures, rules and regulations;

WHEREAS, the Commission contract files include the Independent Cost Estimate (ICE), Request for Proposals (RFP), Proposals, Evaluations of proposals and Non-Disclosure statements;

WHEREAS, Rose Pest Solutions as the lowest qualified bidder;

THEREFORE BE IT RESOLVED THAT the Commission authorizes the Executive Director to enter into a contract with the qualified pest control service provider, Rose Pest Solutions for one (1) year, with the option of two (2) additional one (1) year extensions.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read.

Commissioner _____ **SECONDED** the motion and, upon voice vote the "AYES" and "NAYS" were as follows:

AYES:

NAYS:

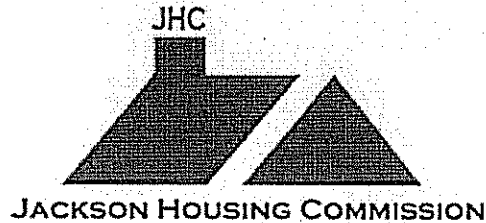
ABSENT:

ABSTAIN:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Special Meeting of the Jackson Housing Commission on October 15, 2014.

Patricia Tyus
Executive Director



**Independent Cost Estimate (ICE)
For
Pest Control**

Source of Information

Previous Contract with Rose Pest Control and current contract with Eradico.

Services

Pest control at all AMP's for rodents, insects and bed bugs.

Level of Detail

Contractor shall supply technicians trained to perform pest control maintenance. The contractor will also provide all required pesticides, equipment and other personnel if the technician is not capable of providing services alone. The exterminator (technician) is required to treat and control the pest as described below;

- a. Indoor populations of rodents, insects, cockroaches, bed bugs, arachnids & other arthropods.
- b. Bed Bug Prevention to include certifying a vacant unit as bed bug free with unlimited site visits to inspect vacant units.
- c. Outdoor populations of potentially indoor-infesting species that are within the property boundaries of the specified buildings.
- d. Nest of stinging insects within the properties boundaries of the specified buildings.
- e. Individuals of all excluded pest populations that are incidental invaders inside the specified buildings, including winged termite swarms emerging indoors.

Independent Cost Estimate (ICE)

Pest control for rodents & insects (not including bed bugs) should not exceed \$550 per month.

Bed Bug Heat Treatments should not exceed \$900 each.

Bed Bug Chemical Treatment should not exceed \$300 per unit.

Bed Bug Dog Inspections (if offered by vendor) should not exceed \$15,800 per year for all AMP's.

Prepared: 08/20/14

Pest Control

Evaluation Committee Scores

Firm	Score 1	Score 2	Score 3	Score 4	Average
Griffin Pest Solutions	85	79	85	85	84
Eradico	83	88	50	90	78
Terminx	63	73	47	50	58
Rose Pest Solutions	85	79	84	95	86

Price Comparison

Firm	As Needed			Vermin	Per unit Bugs	Nest of stinging insects	Base Total (not including BB treatments)
	BB Chemical each	BB Heat each~	BB Pprevt Plan				
Griffin Pest Solutions	\$295-995 depending on # of bedrooms	\$895-2,095 depending on # of bedrooms	\$6-16 per unit per month depending on # of Bedrooms	\$36 for 1st unit; \$16 ea additional unit	\$32 for 1st unit; \$12 ea additional unit	\$95 standalone/ \$45 additional visit	N/A
Eradico	\$200.00	\$800.00	\$15,744.00/yr*	\$6,516/yr 2x monthly visit	monthly visit unlimited units		\$22,260.00
Terminx	\$250.00	\$500^	\$75 per adj unit	\$30 per unit	\$10 for 10 units	\$109 each	N/A
Rose Pest Solutions	\$265.00	\$1,100**	\$1,404/yr	\$3,588/yr 2x monthly visit	10 units ea visit		\$4,992.00

Notes:

~ Only 3 heat treatments were conducted between August 2013 and August 2014 at all AMP's.

^Rapid Freeze - not a heat treatment

*includes annual inspection off all units with Bed Bug Dog

**includes conventional chemical treatment of unit being heat treated & of adjacent units & will do two units at the \$1,100 if they are side by side or above or below the unit being treated.

Rationale for Pest Control Services

Firm Recommended: Rose Pest Solutions.

Cost: \$4,992.00 per year for pest control of vermin, insects, nests of stinging insects & Bed Bug Prevention
\$265.00 per unit for Chemical Treatment of Bed Bugs.
\$1,100.00 per unit for Heat Treatment of Bud Bugs.

Rationale:

Rose Pest Solutions is recommended to provide the Jackson Housing Commission (JHC) with Pest Control Services.

Rose Pest Solutions has experience providing pest control with housing commissions and with results.

Rose Pest Solutions is the reasonably priced firm. Their heat treatment prices are higher than determined in the ICE; however, the price should not affect the total cost as only three heat treatments were conducted in from August 2013 to August 2014 for all AMP's.

Rose Pest Solutions Heat Treatments also include more than just the heat treatment, They will apply chemical treatments to the unit being heat treated as well as the adjacent units. They will also provide a 2 for 1 heat treatment if two units need to be heat treated and they are either next door or above or below the unit being treated.

Rose Pest Solutions received the highest score from the evaluation committee as well. They scored 86 out of 100.

Jackson Housing Commission
Jackson, Michigan

The following Resolution was introduced by _____, read in full and considered:

RESOLUTION NO. 2014-31

WHEREAS, periodically the work order charge list must be updated to reflect current market pricing changes;

WHEREAS, a 45 Day comment period was conducted, a public meeting was held on September 11, 2014 and a Public Hearing held on September 14, 2014;

THEREFORE BE IT RESOLVED THAT the attached work order charge list is hereby approved as presented for implementation effective November 1, 2014.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read.
Commissioner _____ **SUPPORTED** the motion and, upon the following roll call the "AYES" and "NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission held on October 15, 2014.

Patricia Tyus
Executive Director

JACKSON HOUSING COMMISSION

WORK ORDER CHARGE LIST

Effective November 01, 2014

Pursuant to the terms and conditions of dwelling ease agreements, all residents are required to pay for damages to their units, equipment and/or grounds that are beyond normal wear and tear.

DOORS/LOCK-OUTS

1	Closet Door	Market
2	Dead bolt latch back set-sbn	\$ 14.50
2a	Deadbolt complete with core	Market
3	Deadbolt Lock-CT	\$ 9.00
4	Door-Interior	\$ 49.00
5	Door-Entry	Market
6	Door Closure (Standard)	\$ 7.50
7	Door Closure (Heavy Duty)	\$ 8.79
8	Door Jamb	\$ 20.00
9	Door- Repair & Cover	\$ 25.00
10	Door Trim per Foot	\$ 1.00
11	Key Made	\$ 2.50
12	Latch Handle-Storm Door	\$ 6.00
13	Lock Change-Shahan-Blackstone	\$ 10.00
14	Lock Change-Scattered Sites	\$ 10.00
15	Lock-Out: Family-Emergency	\$ 25.00

16	Lock-Out: Seniors-1st Time	\$ 5.00
17	Lock-Out: Seniors-2nd Time	\$ 15.00
18	Lock-Out: Seniors-3rd Time	\$ 25.00
19	Mail Box Lock	\$ 7.50
20	Patio Door Screen	\$ 26.00
21	Repair Screen w/Frame	\$ 12.00
22	Steel Door	Market
23	Steel Door Hinges	\$ 16.00
24	Storm Door	Market
25	Storm Door Kick Plate	Market
26	Storm Door Wind Chain	\$ 2.85
27	Storm Door Screen & Window Clips/Pivots	\$ 0.75
28	Wall Plate 3"	\$ 0.92
29	Wall Plate 5"	\$ 1.00

KITCHEN/BATH/LAUNDRY

30	Aerator	\$ 1.00
31	Ballcock Assembly	\$ 5.79
32	Burner Knob-Range	\$ 3.30
33	Cabinet Door (Replace)	\$ 60.00
34	Cabinet Door (Reface)	\$ 40.00
35	Cabinet Hinge per Pair	\$ 4.00
36	Drawer Box	\$ 90.00
37	Drawer Head	\$ 45.00
38	Electric Stove Drip Pan 6"	\$ 1.84
39	Electric Stove Drip Pan 8"	\$ 2.38
40	Electric Stove Element 6"	\$ 15.55
41	Electric Stove Element 8"	\$ 14.42
42	Faucet - Bathroom	\$ 62.23
43	Faucet - Kitchen	\$ 62.66
44	Faucet - Laundry	market
45	Faucet- Seats & Springs per Set	\$ 2.81
46	Faucet- Sprayer Head	\$ 6.00
47	Bathtub Drain Trip Lever	\$ 2.50
48	Flapper Ball	\$ 2.39
49	Floor Tile (Per Square Foot)	\$ 1.00
50	Garbage Disposal	Market
51	Garbage Disposal (Unclog)	\$ 15.00
52	Ice Trays- Pair	\$ 2.50
53	Medicine Cabinet	Market
54	Medicine Cabinet - Glass Shelf	\$ 2.00
55	Oven Broiler Pan & Rack	Market
56	Oven Control	\$ 72.00
57	Oven Element	\$ 10.00
58	Oven Door Hinges- Pair	\$ 29.00
59	Oven Ignitor	\$ 33.50
59a	Stove Top Ignitor	\$ 18.00
60	Oven Knob	\$ 11.20

63	Oven Thermostat-GE	\$ 34.85
64	Range Hood Filter	\$ 3.50
65	Refrigerator Butter Door	\$ 6.35
66	Refrigerator Butter Tray	\$ 0.75
67	Refrigerator 16 CF	\$512.00
68	Refrigerator 18 CF	\$558.33
68a	Refrigerator Crisper Cover SBN	market
69	Refrigerator Crisper Drawer	Market
70	Refrigerator Crisper Drwr - Front	Market
71	Refrigerator Door Bar -SBN	market
72	Refrigerator Door Bar - 38/7	\$ 12.65
73	Refrigerator Door Bar Clip - CT	\$ 5.00
74	Refrigerator Door Seal	Market
75	Refrigerator End Cap	\$ 4.42
76	Refrigerator Handle	\$ 15.30
77	Refrigerator Handle Bracket/pr.	\$ 20.00
78	Shower Cartridge	\$ 72.00
79	Shower Curtain Rod	\$ 5.99
80	Shower Diverter	Market
82	Shower Head	\$ 4.90
82	Accessible Shower Head	\$35.08
82a	Sink Leg/pr.	\$ 54.98
83	Sink Stopper - 1"	\$ 1.00
84	Sink Stopper - 2"	\$ 2.00
85	Sink Stopper - 3"	\$ 3.00
86	Sink Stopper - 4"	\$ 3.00
87	Sink Strainer	\$ 4.50
88	Soap Dish	\$ 3.19
89	Splash Guard	\$ 8.75
90	Stove Knob- 38/7	\$ 10.50
91	Oven Knob- Roper	\$ 16.31
92	Stove/Oven	Market

61	Oven Pilot Orifice Assembly	\$ 9.50
62	Oven Safety Valve	\$125.00

93	Toilet	\$86.71
94	Toilet Handle, CT, SBN	Market

KITCHEN/BATH/LAUNDRY (CON'T.)

96	Roto-Rooter Service Call	Market
97	Toilet Handle Scattered Sites	\$ 10.69
98	Toilet Paper Holder	\$ 3.25
99	Toilet Paper Roller	\$ 0.55
100	Toilet Seat - Regular	\$ 7.50
101	Toilet Seat - Elongated	\$ 13.50
102	Toilet Tank Top	\$ 30.00
103	Tooth Brush Holder	\$ 3.39

104	Towel Bar 18"	\$ 8.35
105	Towel Bar 24"	\$ 8.75
106	Unclog Toilet Drain	\$ 5.00
107	Vent Fan	\$ 25.40
108	Vent Fan Cover	\$ 8.97
109	Vent Fan Motor	\$ 15.12
110	Wax Ring	\$ 0.65
111	Remove Toilet/Unclog	\$ 15.00

LIVING ROOM/BEDROOM/HALLWAY

112	Handrail Bracket	\$ 4.00
113	Bannister Pole-14'	\$ 16.00
114	Carpet Cigarette Burns (Seniors)	market
115	Carpet & Pad (Seniors)-Repairs	market
116	Curtain Rod - 28"x48"	\$ 2.97
117	Curtain Rod - 48"x86"	\$ 2.97
118	Curtain Rod - 66"x120"	\$ 2.97
119	Magnetic Weather Strip-Latch Side	\$ 4.80
120	Magnetic Weather Strip-Top Side	\$ 2.40
121	Heating Vent Register	\$ 4.49
122	Heating 24" Base Register-SBN	\$ 11.00
123	Reed Manor Entry Key Fob	\$ 35.00
124	Repair Hole in Wall < 1/2"	N/C
125	Repair Hole in Wall 1/2" to 3"	\$ 1.00
126	Repair Hole in Wall 4" to 12"	\$ 5.00
127	Replacement Slat	\$ 0.99
Vertical Shade Material-CT:		
128	92"x48"	\$ 44.00
129	47"x48"	\$ 27.00
130	33"x48"	\$ 21.00
131	29"x48"	market
131a	head nail 93" blind	\$ 28.00
131b	head nail 45" blind	\$ 27.00
131c	head nail 30" blind	\$ 15.00

Shade Material-RM:		
132	26"x 84"	\$ 5.25
133	32"x 5'	\$ 5.25
134	48"x 5'	\$ 7.30
135	60"x 5'	\$ 7.30
136	72"x 5'	\$ 9.90
137	48"x 84" Patio	\$ 9.90
Shade Roller:		
138	15/16" x 37"	\$ 3.25
139	1/8" x 55"	\$ 7.25
140	60"	\$ 8.75
141	72"	\$ 10.00
142	Thermostat	\$ 43.23
Traverse Rod:		
143	50" to 86"	\$ 17.29
144	66" to 120"	\$ 23.79
145	86" to 150"	\$ 25.79
146	Traverse Rod Extension Pulley	market

LAWN EQUIPMENT/OUTDOOR SERVICE

147	Grass Rake (Lost or not returned.)	\$ 15.00
148	Mow Lawn - CT/SBN	\$ 7.50
149	Scattered Sites	\$ 20.00
150	Sidewalk Snow Removal CT/SBN	\$ 7.50

151	Push Mower (Lost or no return.)	\$189.00
152		
153		

LIGHT BULBS/FIXTURES

154	Addressograph 7" Tube	\$ 2.00
155	Addressograph	Market
156	Ballast	\$ 12.00
157	20W Fluorescent 24"	\$ 3.10
158	60 watt CFL bulb	\$ 1.00
159	30W Fluorescent	\$ 3.80
160	34W Fluorescent	\$ 3.35
161	8" circle bulb	\$ 3.99
162	12" circle bulb	\$ 4.99

164	150W Outdoor	\$ 2.61
165	48" scattered light cover	\$ 20.00
166	250W Infrared	\$ 6.99
167	Light Fixture	Market
168	Light Globe-SBN	\$ 3.50
169	Light Globe-Bathroom	\$ 6.05
170	Light Globe-Bedroom	\$ 9.00
171	Round/Square	\$ 4.29
172	Refrigerator Light Bulb	\$ 0.92

163	75W Indoor	\$ 2.04
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PAINT

173	#240 Wood Finish/5 gal.	\$ 65.00
174	Krylon/spray can	\$ 3.00

175	Ivory Cloud/gal.	\$ 26.18
176	Ceiling White/gal.	\$ 26.18

MAINTENANCE CLEANING MATERIALS/MISCELLANEOUS

177	Acrylic Floor Finish/gal.	\$ 13.42
178	Air Conditioner Cover	\$ 25.00
179	Angle Stop	\$ 2.57
180	Baseboard Glue/gal.	\$ 11.50
181	Carbon Monoxide Detector	\$ 30.00
182	Carbon Monoxide Detector-SBN	\$ 30.00
183	Cove Base	\$ 62.00
184	Dead Bolt Lock	Market
185	DIF Cream Cleanser/qt.	\$ 2.53
186	Dissolvo/qt.	\$ 4.83
	Dump Charge:	
187	Per Ton (Landfill)	market
188	Per Load- Brush/Ground Sweepings	\$ 10.00
189	Degreaser	\$ 6.69
190	Dyn-o-Mite II Floor Stripper/gal.	\$ 10.52
191	Emergency Light Battery	\$ 27.00
192	Extracto Carpet Cleaner/gal.	\$ 10.75
193	Fan Limit Switch (Furnace)	Market
194	Floor Drain Cover- 3"	\$ 3.00
195	Furnace Blower-Center	Market
196	Furnace Blower-Ignition Box	Market
197	Furniture Polish	\$ 2.78
198	Garbage can with lid	market
199	Can Only	market
200	Lid Only	market
201	Gas Manifold (Furnace)	Market
202	Glass Cleaner	\$ 2.59
203	House Lock - 38/7 Per Door	Market
204	House Lock - SBN	Market
205	Steel Dead Bolt-All Sites	\$ 14.50
206	vinyl plank flooring box	\$ 28.00
206a	72" cherry carpet trim	\$ 13.95
207	Single	\$ 0.63
208	Double	\$ 0.78
209	Triple	\$ 0.99

210	Mailbox	market
211	Mophead-Cotton	\$ 5.37
212	Mophead-Rayon	\$ 5.37
214	Neutralizer/Case	\$ 40.85
215	Neutralizer/Pack	\$ 0.26
217	Neutral Cleaner/gal.	\$ 6.65
218	Oven Cleaner/gal.	\$ 10.89
219	Outside Dryer Vent	\$ 3.00
220	Outlet Cover- Outside	\$ 5.50
221	P-Trap 1 1/2", 20 ga. Offset	\$ 8.12
222	Sanifresh Hand Soap	\$ 3.70
223	Shampoo Carpet	\$ 20.00
224	Sprinkler - Plastic	\$ 5.00
225	Sprinkler - Rotating	\$ 15.00
226	Smoke Alarm Battery	\$ 1.54
227	Smoke Alarm - Electric	\$ 15.00
228	Stair Tread	\$ 19.00
229	Steel Polish	\$ 2.97
230	Steel Wool Package	\$ 1.45
231	Super Jamb	\$ 67.50
232	Tenant Handbook	\$ 5.00
233	Tile Replacement/sq.	\$ 1.00
234	Toilet Bowl Cleaner-Acid	\$ 2.15
235	Toilet Bowl Cleaner-Non-Acid	\$ 2.15
236	Trash Can Liner-Large	\$ 0.20
237	Trash Can Liner-Small	\$ 0.10
238	dielectric union	\$ 4.00
238	Waste Tube - 30 ga.	\$ 4.10
239	Water Heater	\$289.73
240	Water Heater- Relief Valve	\$ 7.99
241	water heater install w/ permit	\$280.00

WINDOW REPAIRS

ANY STORM DOOR PLEXIGLASS/PATIO DOOR GLASS OR APARTMENT WINDOW REPAIR OR REPLACEMENT WILL BE CHARGED CURRENT MARKET RATE COST FROM JACKSON GLASS COMPANY.

GENERAL

ANY OTHER WORK ORDER CHARGE ITEM NOT SPECIFICALLY IDENTIFIED ON THIS LIST SHALL BE CHARGED TO THE TENANT AT THE ACTUAL COST TO THE COMMISSION TO REPAIR OR REPLACE THE ITEM.

Jackson Housing Commission
Jackson, Michigan

The following Resolution was introduced by _____, read in full and considered:

RESOLUTION NO. 2014-32

WHEREAS, periodically the Public Housing Admissions and Continued Occupancy Policy (ACOP) must be revised to reflect current regulations and procedures;

WHEREAS, the Commission purchased and received Nan McKay and Associates ACOP updates;

WHEREAS, a 45 Day comment period was conducted; a public meeting held on September 11, 2014; and a Public Hearing held on September 14, 2014;

THEREFORE BE IT RESOLVED THAT the ACOP updates are hereby approved as presented for implementation effective November 1, 2014.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read.
Commissioner _____ **SUPPORTED** the motion and, upon the following roll call the "AYES" and "NAYS" were as follows:

AYES:

NAYS:

ABSTAIN:

ABSENT:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission held on October 15, 2014.

Patricia Tyus
Executive Director

Summary of Changes to Admissions & Continued Occupancy Policy

Chapter 2 – we changed the word *processes* to *procedures* to the first page for clarity. A sentence was changed for clarity relating to contact person for Reasonable Accommodation. No changes to the process.

Chapter 3 – some words were changed for clarity in several sections of this chapter. No change to the process. Under Screening, we did add that we would do criminal screening through Transunion Credit Retriever.

Chapter 4 – Under the policy for Purging the Waiting list we exchanged the wording that says we update the list as needed was changed to annually to better reflect the procedure. In other places, some words were changed for clarity but there was no change to the processes.

Chapter 5 – A word was changed for clarity.

Chapter 6 – Wording was added for ways to determine who actually has the children in their possession when joint custody is an issue – such as income tax and school records. Language was also added that if the parent is absent from the home, the caretaker is subject to our screening criteria.

HUD has changed the method used for *Imputing Income from Assets* or in other words, figuring out how much income we should charge for income earned on assets that value over \$5000. It used to be that HUD would establish a “passbook savings rate”. Now the PHA's must determine the rate and it must be based on the national average. It must be reviewed annually to make sure that it falls within .75 percent of the national average. Nan McKay suggested a policy stated that the initial passbook rate would be set at the national rate established by the Federal Deposit Insurance Corporation (FDIC) and review it annually to make sure that it is still within the .75 range. Our new policy states that we will initially set the passbook rate at the National rate established by the Federal Deposit Insurance Corporation (FDIC). We will review the passbook rate annually, in December of each year. The rate will not be adjusted unless the current PHA rate is no longer within 0.75 percent of the national rate. If it is no longer within 0.75 percent of the national rate, the passbook rate will be set at the current national rate. Changes to the passbook rate will take effect on February 1 following the December review. (The current national rate is 0.06.)

Chapter 7 – A sentence was added advising that HUD's EIV system must be used in its entirety as a third-party source to verify tenant employment and income information during mandatory reexaminations or recertification's. *We already do this but this is for clarification.*

Some language was added for clarification to the Section on verification of legal identity and under section regarding verification of Separation or Divorce.

A Section was expanded on regarding INCOME FROM EXCLUDED SOURCES. HUD no longer requires verification of income that is *fully excluded* from the rent calculations and does accept self-certification. Any other changes are just for clarification purposes.

Chapter 8 – Some changing of words for clarification purposes.

Chapter 9 – Some changing of words for clarification purposes.

Chapter 13 – A paragraph was added under the Section regarding Mandatory lease termination by the PHA. This paragraph requires us to immediately terminate assistance for any household member that may have been erroneously admitted to housing after June 25, 2001 that is subject to a lifetime registration as a Registered Sex Offender. The family will be given the opportunity to remove the ineligible family member from the household. If they are unwilling to do that, the PHA must terminate assistance for the household. Other changes in this chapter are for clarification only.

Chapter 14 – The Director of Section 8 was added as a hearing officer for tenants and applicants. Other changes were for clarity only.

Chapter 15 – HUD now requires us to give each applicant and resident two publications. One is called "Is Fraud Worth It?" and "What You Should Know about EIV." Wording was added that we do this. Other changes were for clarity only.

Chapter 16 – added some language clarifying the Violence Against Women Act, particularly including definitions of terms used in this act and how it pertains to Public Housing.

Jackson Housing Commission
Jackson, Michigan

The following Resolution was introduced by _____, read in full and considered:

RESOLUTION NO. 2014-33

WHEREAS, periodically the public housing tenant handbook must be updated to reflect any regulation changes;

WHEREAS, language was updated for clarification;

WHEREAS, a 45 Day comment period was conducted; a public meeting held on September 11, 2014; and a Public Hearing held on September 14, 2014;

THEREFORE BE IT RESOLVED THAT the attached public housing tenant handbook is hereby approved as presented for implementation effective November 1, 2014.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read.
Commissioner _____ **SUPPORTED** the motion and, upon the following roll call the "AYES" and "NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission held on October 15, 2014.

Patricia Tyus
Executive Director

Moving In

a. Security Deposit

You will pay a security deposit in the amount specified by the lease. If you have chosen to pay the security deposit in multiple payments, the amount due on the security deposit will be taken before any rent payment is credited. This deposit will be held until you move out of the unit. After you have moved out of the unit, the security deposit will be refunded to you within the time period specified in the lease minus any charges you have incurred.

Typically the deposit will be returned in full upon vacancy, if the following conditions are met:

1. Your rent is paid in full at the time of vacating.
2. You have paid all service charges due because of damages to the premises beyond normal wear.
3. No extra cleaning or repairing is necessary after you vacate the home.
4. The Management incurs no rent loss because of your failure to give thirty (30) days written notice of your intent to move.
5. All keys to the unit are returned to the Management office.

b. Inspection

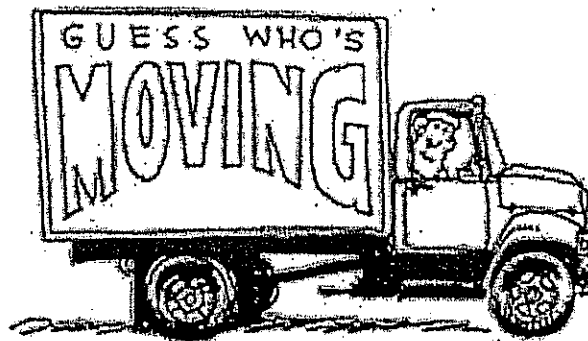
Prior to moving in, Management will issue a Tenant an Inspection Form for the Tenant and/or his representative to concur in the condition of the unit. This inspection details what condition the unit is in when the Maintenance Department turned it over for occupancy: The move-in inspection sheet should be returned to the office as soon as possible and not later than seven (7) days after move-in.

c. First Month's Rent

If the beginning date of the lease is for any day other than the first day of the month, the rent for the first month will be pro-rated.

d. Renter's Insurance

We encourage all our tenants to get renters' insurance. The cost is usually very low and it will protect your possessions against a variety of unforeseen events.



Rules and Policies

THIS IS YOUR HOME!

You can enjoy the usual privileges of peaceful possession provided you wish to accept certain responsibilities; **PAYING YOUR RENT PROMPTLY WHEN DUE**, conforming to all other conditions of your lease and this handbook. Adequately maintaining your home, however, rests entirely upon you. The management personnel will always be ready to cooperate with you to the best of their ability.

You will find among your neighbors, individuals of various races and creeds. Our facilities are open to all persons without discrimination.

a. The Lease

Your lease is your contract with the Housing Commission for the unit you have rented. It is an important document. Treat it as you would other valuable papers. You should reread it carefully at your first opportunity and keep it handy in case you need to refer to it. It explains in detail what your responsibilities are as a tenant of the Housing Commission, and what our responsibilities are as your landlord.

Your lease covers a number of areas including: when your rent is due, what your security deposit is, what items you will be charged for, how payments are applied, what maintenance you are responsible for, what utilities you are responsible for, what maintenance we are responsible for, for what reasons we may enter your unit, and for what reasons you may be evicted.

The policy of the Commission is to permit no intolerance of any kind; and please note that one of the reasons you may be evicted for is acting in a manner that will disturb other resident's peaceful enjoyment of their unit.

The City of Jackson has ordinances and we expect our tenants to follow them. We ask that you be considerate of your neighbors, especially during the hours between 10 p.m. and 8 a.m. Referenced in your lease, community service hours are required for all non-exempt adult Public Housing residents. Consult the Management office if you are in doubt concerning the conditions of the lease.

b. Rent

Rents based on the net family income are computed on the lowest possible rate which will permit efficient operation of the units, all management and operating costs must be paid from federal subsidies and your rent payment; consequently, rents are subject to change upon the approval by The Jackson Housing Commission and the Department of Housing and Urban Development.

Monthly your rent is payable in advance and is due on the first day of each month. We will appreciate your cooperation in making payment on or before the due date. We will accept rents through the fifth (5th) day of the month without additional fees or commencing court action. **Late payments of rents**

are not tolerated. The firm stand we take on this is in the best interest of residents and essential to the continuance of the low-rent program.

If the rent is not paid on the fifth (5th) day of the month, the Tenant will be served with a legal document, **NOTICE TO QUIT FOR NON-PAYMENT OF RENT**. This document requires that the rent be paid or the home vacated within fourteen (14) days. Failure of the Tenant to comply with the notice within the fourteen (14) days requires that the account be turned over to the District Court for collection and eviction from the premises. Having court action started against you three (3) times in any twelve (12) month period may lead to the termination of your residency. All legal fees incurred by you because of failure to pay your rent on time are your responsibility and will be added to your account.

The Housing Commission calculates your rent as the greater of the minimum rent or 30% of your adjusted gross income. The Public Housing minimum rent is \$50. The maximum rent you will have to pay is the Housing Commission's flat rent, which is calculated as 80% of the fair market rate rent for the community you live in.

If unforeseen difficulties arise, do not wait until the day your rent is due to discuss the matter with Management.

c. Program Requirements

Once a year you will be required to recertify with the Housing Commission. The Housing Commission will send a letter to you when your recertification is due, asking you to make an appointment to see your Housing Manager. Your ready response in furnishing the information at the time of re-examination will be greatly appreciated.

As part of the recertification process, your income must be reexamined and your unit must be inspected. You will be notified of any change in rent. You will be given at least 30 days' notice of any increase in rent resulting from an annual recertification, unless the recertification has been delayed because you failed to come in on time. Tenants who claim no income will be required to recertify every 90 days.

You may at any time request a reexamination of your income if you have had a decrease in income during the year. Any change in family composition or income must be reported to the Housing Commission within 10 days of the change. Any new member added to the household must first be determined eligible for assistance by the Housing Commission. Failure to report such changes is grounds for eviction and loss of assistance. Changes in the number of persons in the family may make it necessary for the family to either move to a smaller or larger dwelling unit.

OVER-INCOME FAMILY RENTS

Families that have been determined over-income and thereby ineligible, if determined whether or not Tenant can find suitable living accommodations within its financial ability to pay outside of the

project, the family will be allowed to remain in residence for the duration of this situation, but the monthly rent will be increased in accordance with the approved schedule of rents.

OCCUPANCY STANDARDS

The right to assign dwelling units at the time of admission or at the time of re-examination for continued occupancy is reserved by the Management in accordance with occupancy standards established by the Jackson Housing Commission. This includes the right to designate the size unit which you occupy in accordance with the size of the family, the sex, and age of each member of the family. It also includes the right to designate the location of your residence within the development. The dwelling shall be used as a private home only and not as a rooming or boarding house for any other commercial purpose.

d. Policies

Policies governing admission and continued occupancy of Public Housing are available for you to read at the Housing Commission's offices. These policies may be subject to change. Notice of changes will be posted with reasonable time given for review and comment. The following are being highlighted:

USE OF DWELLING AND PREMISES

These dwellings were built to provide homes for residential purposes only. Therefore, each home is to be used strictly as a private resident and not a place of business. Vehicles such as trucks, business equipment, etc., are not permitted to be parked or set up in parking bays, or areas business purposes. We know you are anxious to preserve the residential character of these homes as we are; and there forth expect you will abide by the requirements.

A cluttered premise affects you and the entire neighborhood. Do not clutter up the front or back yards with boxes, broken furniture, or any kind of litter; or use the back patio for storage of mops, pails, or anything that will make your premises unsightly. You may store only furniture made specifically for outdoor use, barbecue grills, and operable bicycles on your patio.

OCCUPANCY ISSUES

Normal entertaining and visiting are expected. You are responsible for the conduct of all household members and any guests who might be visiting. You may have out-of-town guests for reasonable periods and should notify the Management of such visits and their duration.

It is the responsibility of parents to properly manage their children. In our community there are over 100 children of various ages who will have a great many daily problems. We urge you to teach your children the rules of safety, good citizenship, fair play, and due respect for others. Streets and parking areas are not for playgrounds and children should be cautioned not to use them for that purpose. The Commission has provided play areas for our children. Children learn readily and their conduct is dependent on a few early lessons which can best be taught by the parents. Your efforts along these lines will be greatly appreciated.

Reed Manor—Children are not permitted in social rooms, pool rooms, elevators or other common areas without supervision.

The family may not be absent from the unit for more than 30 days without the prior written consent of the Housing Commission. In general it is a good idea to let your Housing Coordinator know if you are going to be absent for an extended periods of time to avoid any misunderstandings.

BOARDERS AND ROOMERS

Under no circumstances may boarders, roomers, or other extra persons whether relative, friend, or stranger is permitted to share your dwelling unit. Possession of your dwelling unit shall under no condition be sublet or transferred to anyone. Your Dwelling Lease specifically provided that the premises you occupy are for the exclusive use of the occupant and the members of his family named on the latest application

UNIT INSPECTION

The Commission is required to inspect your unit prior to move-in, at move-out and annually during your occupancy. Additional inspections may include the following: Special Inspections; Quality Control inspections; City of Jackson unit inspections; and/or HUD REAC Inspections. To protect the property, Management reserves the right to enter your dwelling unit at reasonable hours to inspect the unit, to check and/or repair equipment in cases of emergency. This right of entry is reserved whether or not any member of your family is at home.

In the event all members of your family or those persons signing the lease are to be away for any length of time, you are requested to notify the Management office, leaving an address or telephone number where you may be reached in an emergency.

When a Tenant vacates, Management will inspect the dwelling unit and give the Tenant a written statement of the charges, if any, for which the Tenant is responsible. Tenant and/or his representative may join in such inspection.

KEYS/ LOCK OUT SERVICE

Keys (and security door fobs—Reed Manor) to the dwelling unit will be supplied at the time of admission and must be returned to the Management office before vacating in order to claim the Security Deposit. Except for scatter sites, a mail box key will be issued at a cost of \$25.00 from the postal service. You will be charged for replacements, if you lose any keys or security door fobs (where applicable). Apartment keys are \$1.75 each. Security Door Fobs are \$25.00.

Residents misplacing their keys or otherwise requiring admittance to their unit after hours are to contact a locksmith to let them in at their own expense. Lockout services are for Elderly and Disabled individuals only. Maintenance will only respond to family requested lockouts in extreme emergencies and a \$25.00 fee will be charged even on the first call. Elderly and disabled residents are to contact

after hours maintenance to be let in. Lockouts that maintenance staff conducts other than what is previously specified will be charged as follows: 1st time \$5.00; 2nd time \$15.00; 3rd and each subsequent times \$25.00.

PETS

The Housing Commission has 2 classifications of animals for tenants: service/support animals that assist disabled individuals, and household pets. In family housing, cats, dogs, or other animals are permitted. Management understands the companionship offered by these pets, both to the children and adults. Canary birds, parakeets, goldfish, cats, and small dogs are permissible. Please see the Pet Policy located within this handbook for further explanation on the Jackson Housing Commissions Pet Policy. There is no extra charge for service/support animals that assist disabled individuals, while there is an extra charge required for some household pets.

PARKING AREAS AND BAYS – AUTOMOBILE, MOTORCYCLE

Parking space is provided for one car in running condition for each dwelling unit. The Housing Commission's parking areas, driveways and common areas are private property and are not to be used for the storage of boats, trailers, mobile homes, recreational vehicles or other items. All vehicles must be must be licensed, properly tagged, licensed, in working condition, with fully inflated tires.

The Resident shall not make repairs on his car or change oil in any parking bay or area. Commercial vehicles are prohibited from parking overnight.

Parking bays are not assigned to any particular unit. Like the streets, they belong to the public. Driving or parking cars, motorcycles, etc., on the development grounds is prohibited.

You will be asked to remove any vehicles in violation of this policy. Vehicles left parked in any parking area that are not in running condition will be towed away at the tenant's expense.

DO NOT PARK ON THE LAWN AT ANY TIME



TRANSFERS

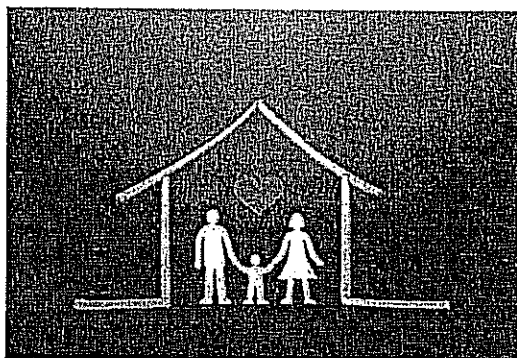
The Housing Commission has three categories of transfer requests: emergency transfers, immediate administrative transfers, and regular administrative transfers. Emergency transfers result from the unit's condition being uninhabitable; immediate administrative transfers include medical transfers; and regular administrative transfers result from occupancy and demo related transfers. Most cases, except for emergency transfers, there will be a waiting list for the transfer. A transfer cannot take place until there is a vacant unit available and the tenant is at the top of the transfer waiting list. Unless the transfer is at the request of the Housing Commission, the tenant will be responsible for any costs associated with the transfer.

CARE OF YOUR HOME

The Housing Commission expects you to maintain your unit in a safe and sanitary condition at all times. This includes routine cleaning of your unit, disposal of trash, and caring for the outside of your unit and yard if required to do so.

As a good housekeeper, you will want to keep your home neat and clean at all times. We ask you not to hang clothing, rugs or bedding out of the windows. Do not shake dust mops or throw rubbish, papers, or sweepings out of the windows and doorways. **Please use plastic bags and twist ties to contain your garbage, and place the bags in the containers provided.** Crush boxes and cans before disposing of them when possible. Always make sure any cigarette butts or other smoking materials are extinguished before disposing of them in the garbage. No tubs, sleds, or wagons are to be hung on the exterior of the buildings. You and your neighbors can set a high standard of appearance.

At the time of your annual inspection, a check of your housekeeping standards will be conducted. If you fail this inspection your unit will have to be re-inspected until it passes. **Failure to maintain your unit** in a safe and sanitary manner is grounds for eviction and loss of your assistance.



Maintenance

GENERAL MAINTENANCE ISSUES

Please do not use your patio, balcony area, or hallways to store household items. Please do not leave toys, bikes, car parts, appliances, etc., on your balcony, patio, and lawn. Do not use your outside areas for storage of combustible materials or trash which may impose a fire hazard. The Housing Commission provides either shades or mini blinds for your unit. Please keep your mini blind cords separated and away from small children. **Reed Manor**—do not allow your pets to use the bathroom in the hallways.

Please do not attach decals or other hard to remove items to your windows. Wall decorations may be hung with small nails, please do not use large nails. Plants or ceiling hangings may be hung with toggle bolt hooks. Do not pour oil or fats down your drain or in your toilet as they may harden on contact with cold water and cause a blockage.

Only authorized personnel are allowed on your roof. You are not allowed to affix antennas, satellite dishes, basketball hoops or any other item to your roof. If need something removed from your roof, please call the Maintenance Department.

SERVICE CHARGES

Charges for damages to the premises or equipment, due to negligence, carelessness or misuse must be paid in full on the rent day following completion of the work. Residents are not permitted to make repairs or alterations themselves. Report all faulty or damaged equipment to the Management office at one. Service charges will be predetermined or estimated on a time and material basis in accordance with local prices and wage rates.

REPAIRS, ALTERATIONS, AND SERVICE REQUESTS

Our Maintenance Department will attend to all routine maintenance. Report any needed repairs to the Management office as soon as they are discovered. Please do not ask our Maintenance staff to do any work directly; contact the Management office and a work order will be issued for the work to be done. Emergency work orders will be taken care of as soon as possible, non-emergency work orders should generally not take over 15 days to complete unless outside contractors or vendors are involved. If you plan to be gone and want your work order completed, please let our staff know they have permission to enter your unit.

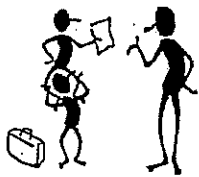
For medical emergencies or emergencies that threaten health, safety or welfare of you or our residents, please call 9-1-1. Calls made after normal business hours will go to our answering service, who will contact the maintenance person on call for emergencies. Please be sure to leave your name, address, phone number, and a description of the problem. Damages caused by you, your family, or your guests will be charged to your account. Items needing repairs that are the Commission's paid for by us.

Management Offices are as follows:

Reed Manor (517) 787-1188
Chalet Terrace (517) 787-1850
Shahan Blackstone (517) 787-0218



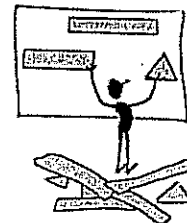
1. Work order



2. Work order given to maintenance staff



4. Happy Resident



3. Maintenance completes the work

PAINING AND DECORATION

Because our budget allowance for repainting is very low, and it is our desire to keep rents at a minimum; your home may be repainted as needed and upon the Management's Approval.

IMPORTANT: FLOORS ARE NOT TO BE PAINTED UNDER ANY CIRCUMSTANCES.

SIDEWALKS

You will be expected to maintain sidewalks in cooperation with our neighbor. Children's toys, bicycles, wagons, and other playthings are to be kept off the sidewalks as they create a safety hazard. When not in use, these articles should be stored on the rear patios or in your utility rooms.

LAUNDRY/LAUNDRY FACILITIES

The units are equipped with hot and cold water taps to permit the use of a washer and dryer. The laundry appliances are not furnished by the Housing Commission.

(Chalet Terrance only) Laundry poles are provided for drying. The tenant will supply his own clothes line.

Laundry facilities are also available at some locations. Coin operated washers and dryers are available for tenant use only. Please be considerate of other tenants and remove your clothes promptly when they are done. Please help keep the laundry room clean by disposing of your trash in the proper containers. Please be sure to clean the lint trap out after you use it to help reduce the risk of fires.

(Chalet Terrance only) The laundry facility hours are from 7:30 a.m. to 3:30 p.m.

WINDOW AND CONDESATION

Clean shining windows and fresh curtains prove to everyone your interest in your home. We suggest that you maintain a regular schedule of cleaning the windows at frequent intervals. Metal windows and window sills will rust and windows will become hard to open and close if moisture is allowed to accumulate on the windows during cold weather months and when cooking. The condition of condensation can be prevented by opening windows very slightly, which will prevent an accumulation of moisture on the windows, walls, etc., particularly in the kitchen and bedroom.

Broken window panes should be reported immediately to the Management office. Repairs or replacements resulting from the will be charged to the Tenant at cost.

SHADES, DRAPERIES, AND CURTAINS

Shades and Drapery Rods are furnished by the Management. Repairs or replacements due to neglect or carelessness will be charged to the Tenant at cost.

Curtains are furnished by Tenants. Curtains must be of good quality. Do not use any material cheaper than unbleached muslin. Blankets, sheets, newspapers, or other like materials are not permitted to cover windows or clothes closets.



ELECTRIC LIGHT BULBS

An initial supply of electric light bulbs is furnished by the Management. Replacement of light bulbs in your unit is your responsibility. Light bulbs are replaced free of charge for Elderly residents.

ELECTRICAL SYSTEM

Your home is equipped with a circuit breaker system – not fuses. These circuit breakers trip when:

1. The circuit is overloaded
2. Shorts caused by frayed iron, toaster or other defective appliance cords. See that your appliances and cords are kept in good condition.

ELECTRIC AND GAS RANGES, FURNACES AND HOT WATER HEATERS

If you notice an odor of gas, open the window at once. Check to make sure that the pilot has not gone out and all burners are turned off. Do not strike a match until all odors of gas have disappeared. If the odor persists, notify Consumers Energy Company and the Management office at once. The most important item in the proper care and cleanliness of stoves is the cleanliness of burners. Burners should be removed and thoroughly cleaned. Boiling the burners in baking soda and water is a suggestive way to clean them. (***EXCEPT ELECTRIC STOVES LOCATED IN ACCESSIBLE UNITS***).

Be careful not to disturb the oven temperature control. If your burners smoke or need adjustments, notify Management. Electric and gas ranges should be cleaned regularly with a mild oven cleaner. Please report to the Management Office if electric unit burners are not working properly.

Your furnace heating system is an automatic gas-fired hot air system; temperature is controlled by the wall thermostat. An ideal and healthful temperature should not be set at above 68 degrees F. Under no circumstances are you to tamper with the controls of the heating system. If you are not getting proper heat, call the Management office.

REFRIGERATORS

Keep the refrigerator clean. At least once a week, your refrigerator should be cleaned thoroughly. For shelves, freezing trays and exterior surfaces use warm water to which two (2) tablespoons of baking soda for each quart of water has been added. Wipe with a cloth soaked in clear water.

All refrigerators are frost free and require little maintenance. If your refrigerator is not operating properly, please notify Management immediately.

TELEPHONE SERVICE

Residents may have a telephone installed by making the necessary arrangements with a phone provider of their choosing.

ROOFTOPS, DOWNSPOUTS, ETC.

Tenants are not permitted on roofs and are advised to caution their children not to climb on rooftops and downspouts.

GARBAGE REFUSE

All trash must be placed in trash bags prior to being placed in containers provided. Garbage in the case of large bones, corn husks, etc., must be cleaned, thoroughly drained, wrapped and placed in the garbage containers. Bottles, cans, papers, and other household refuse should be placed in the containers

provided. Washing food debris from cans and bottles should be practiced before disposing of them. Large items such as furniture and other refuse that cannot be placed in the containers will be picked up on Wednesday Mornings. These items must be set out at the curb before 8:00 AM Wednesdays, but should never be placed there earlier than Tuesday evening. Containers, bags, or cartons must be tied securely to prevent scattering. Garbage collectors will make regular one to three weekly pickups as follows:

Times/week	Site
3	Reed Manor
3	Shahan Blackstone
2	Chalet Terrace
1	Scatter Sites

SCREENS AND STORM WINDOWS

There are screens in your unit for every window to assure ample ventilation. Window screens and storm windows are to be left up year round. To remove the screen or storm window, pull up on the two sliding stays on the right hand side and slide back on their individual track. The screens and storm windows were in good order at the time of your occupancy and will, of course, be held responsible for their care, reasonable wear and tear expected. If they become damaged in any way, report to the Management office at once; does not attempt to make repairs yourself. In the case of vandalism, a police report must be supplied to Management by the Tenant.

DOORS

Keep combination latched securely at all times. Do not permit the door to slam, swing in the wind, or get out of hand while entering or leaving the unit. Any damage done to these doors must be reported promptly. Damages due to the causes other than the fault of the Tenant will not be the Tenant's responsibility, provided Management is immediately notified of such an occurrence. Tenants are expected to take normal precautions in preventing damage to combination doors. Costs of repairing any damage caused by the Tenant's failure to do so will be borne by the Tenant.

FAUCETS, SINKS, DRAINS, TOILETS

Enamel should be treated carefully so as to prevent scratching and marring. The Management will supply you with hot and cold water. We ask you to be careful not to use excessive amounts of either. Running toilets, stopped up sinks, tubs and wash basins should be reported to the Management office at once. **(DO NOT USE SOLVENTS OF ANY TYPE FOR SINK STOPPAGES.)**

STOPPAGE

A clogged toilet drain usually results in unnecessary inconvenience and expense both to the family and the Management. All parents should especially caution their children against dropping such articles as

bars of soap, rubber balls, pencils, sticks and small toys into the toilet bowl. All stoppages of toilets and sinks will be corrected at the Tenant's expense.

CLEANING

It is of primary importance that bathtubs, washtubs, sinks, and toilets be cleaned regularly in order to prevent accumulation of dirt rings. In cleaning bathtubs and basins, soap will work as fast as gritty powder and will not damage the surface. When enamel has been scratched up with powder, it becomes difficult to keep clean. Under no circumstances are you to use gritty powder or acids of any kind.

WASHING OF PAINTED SURFACES

WALLS

1. Use warm water and mild soap only.
2. Wash from floor upwards to avoid streaking.
3. Do not rub surface too much or paint will come off.

WOODWORK

1. Use warm water and mild soap only.
2. Wash surface without scrubbing.

Do not drive nails, hooks, or picture hangers into walls and woodwork. You may use the new plastic adhesive backed hooks that will hold up to thirty-five (35) pounds for picture hanging. Do not use decals or transfers on interior or exterior surfaces.

FLOORS

Care of floors is important and each type of floor requires different treatment:

WOOD FLOORS

1. DO NOT USE WATER.
2. Clean with an approved floor cleaner. (Example: Bruce or Stanley Products.)
3. Keep floors waxed.

TILE FLOORS

1. Cleaned with warm water and rinse.
2. Was with two (2) coats of liquid (water emulsion) self-polishing wax. ***NEVER USE PASTE WAX.***

CARPETS

1. Vacuum carpet regularly, including in front of your apartment.
2. Carpet should be cleaned with mild carpet cleaner.
3. The use of rubber coasters under the legs of your furniture will prevent denting or scratching of the floors.

GROUNDS AND LAWNS

The Housing Commission has endeavored to beautify these homes by planting shrubs and grass in open areas. We hope every Resident family will take as much pride in the landscaping as the Management does and will try to help us maintain the park-like appearance of the neighborhood.

We believe this can best be done if each family will assume responsibility for the care of their own yard and the adjoining sidewalks. Management will seed, fertilize, and furnish tools which should be all the assistance you need to have the greenest lawn in Jackson. If you wish to plant flowers, please consult the Management office first regarding location.

We remind you that neglect of walks, lawns, and shrubs adjacent to your home will not be tolerated. The cost of any landscaping repair will be charged to the Tenant and continued neglect will result in termination of the Dwelling Lease.

DO NOT DRIVE ON THE LAWN AT ANY TIME.

EXTERMINATING SERVICE

As a safeguard, extermination is done twice per month. If you discover insect pests, report to the Management at once. Extermination is performed by professional exterminators at cost to the Jackson Housing Commission. Disregard by Tenants of bed-bugs (Please see Bed Bug Policy), cockroaches, mice, and other household pests are unsanitary and a health hazard to all residents.

CONTAGIOUS DISEASES

The Resident must strictly observe all quarantine regulations.

TENANT ORGANIZATIONS

All Residents, upon move-in, are automatically a member of the Tenant's Council. The Tenant Association is an extended arm of Management to help identify and provide the type of living environment you want for you and your family. Tenant Organizations meeting are conducted monthly at each site. We encourage you to attend the meetings. If you are interested in volunteering or being on the board, please let the Management know.

EMERGENCIES

Burglary, vandalism, and disturbances of the peace are situations to be handled by the Jackson Police Department. Please call 9-1-1 to have any situations handled.

INCIDENT REPORTS/COMPLIANTS

Issues concerning neighbors or employees of the Housing Commission should be submitted in writing if at all possible. The Housing Commission will investigate all such reports. Mediation meetings will be conducted to help solve disputes between neighbors, and we also urge you to attempt to solve the problem yourself first.

NOISE AND DISTURBANCES

Show consideration for your neighbor by applying the "Golden Rule." This will eliminate any complaints of this type. Have your parties, play your music and television, sing that song, but

remember there is a proper time and place to soft pedal your activities or stop them entirely. Good neighbors always do.

ALCOHOLIC BEVERAGES/DRUGS

Alcoholic beverages **ARE NOT PERMITTED** in any common area of the complex. Tenants should adhere to local ordinances with regards to "possession of open or uncapped alcoholic liquor within public parks or other outdoor locations open to the general public"; (Code 1977, § Ord. No. 2003.9, § 1. 7-22-03; Ord. No. 2013-25, § 2. 11-26-13, eff. 12-26-13), which prohibits open or uncapped alcoholic liquor on the in any common/public area.

Under **NO** circumstances are illegal drugs permitted in **ANY** area, including your own apartment/home. As we are a federally funded property, we do not allow the use of any marijuana, including medical marijuana.

ILLEGAL ACTIVITY/LAW VIOLATION

The Resident and members of his household and guests shall comply with all laws and ordinances affecting the use or occupation of the premises.

FIRE AND SAFETY

Take every precaution to prevent fires. You cannot be too careful in protecting your family, your neighbors, and your home from fire. Do not permit these major causes of fire to exist in and about your home.

- Do not leave any food cooking on the stove unattended. Make sure your stove is turned off whenever leaving your unit, even if only "for just a minute".
- Replace electrical appliances such as irons, toasters, radios, etc., which have frayed or tattered cords.
- Keep matches out of reach of Children.
- Keep your stove free from grease.
- Keep oily and greasy rags stored in an air tight can.
- Keep utility rooms cleaned.
- Outdoor fires of any kind are prohibited either on the premises of the development or the surrounding area.
- Keep your furnace room clean and uncluttered. Do not store anything in the furnace room.

In case of fire, call the Jackson Fire Department by dialing 9-1-1 immediately.

Over one-half of the Residents of our homes are children, which mean that operators of motor vehicles must be especially careful on streets or parking areas. Traffic violations should be reported to the Jackson Police Department Immediately.

The use of firearms, air rifles, bows and arrows or slingshots are strictly prohibited. Anyone violating this regulation will be reported to the police and terms of the Dwelling Lease enforced. We further

suggest that every member of your family be instructed regarding safety precautions. Children need constant guidance in order to keep accidents at a minimum.

Moving Out

RESIDENT NOTICE TO VACATE

Your Dwelling Lease requires thirty (30) days prior notice in writing to the Management office before vacating. Each Resident will be liable for any rent loss incurred by Management for failure to supply this notice. **You must turn your keys in to be considered moved out.** You will be charged rent until your keys are turned in, and you will be charged rent for the full 30 days if you did not give proper written notice.

ABANDONED PERSONAL PROPERTY

When you move, be sure to take all personal property with you as the Management will not be responsible for articles left on the premises. Any articles left after the unit has been vacated will be disposed of as provided in the Dwelling Lease.

REFUNDS

Except for normal wear and tear, your unit should be in the same condition upon move-out as it was when you moved in. A detailed list of cleaning expectations is available from your Housing Manager. A pre move-out consultation is available from our Maintenance Department. The Maintenance Department will also do a move-out inspection that you may be present for if you wish. Please call the Maintenance Department to arrange for a time if you wish to be present. Your deposit will be refunded to you according to the time frame specified in your lease, minus any charges for damages and cleaning. Please leave a forwarding address and phone number if you wish to get your refund timely.

LEASE SUMMARY

When a Tenant has signed a lease in for development, the Tenant agrees to:

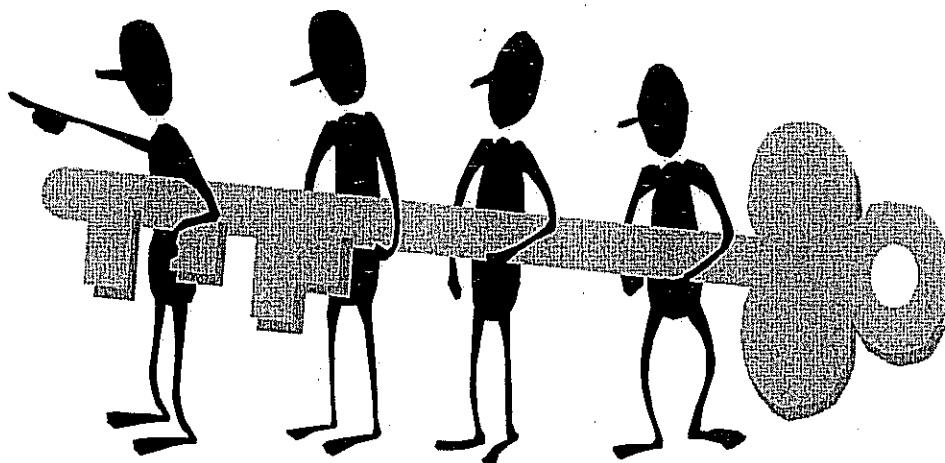
1. To pay in advance the first day of each month.
2. To pay, as additional rent, when billed, the following:
 - a. Excess electrical energy used over and above that which is allowed in my lease.
 - b. Damages to premises beyond normal use.
3. Not to sublet my dwelling unit or use it for any purpose but a home for my family.
4. To provide when requested by Management, any and all information about my income, place of work, assets, etc.
5. To move to a larger or smaller home if the number of persons in my family increases or decreases beyond the number allowed for the size of the dwelling I now occupy.

6. To pay a Security Deposit equivalent to one month's rent to take care of any unnecessary damage to the premises, or unpaid rent or other charges due when I leave.
7. To leave the dwelling and the grounds around it clean and sanitary condition when I move.
8. To give thirty (30) days' notice in writing of my intention to move and give a definite moving date.
9. To take care of the grounds around my home; the sidewalks; stoops and steps; and to keep them in a sanitary and safe condition. This includes the removal of snow and ice in the winter and lawn cutting and trimming in the summer.
10. To abide by the Pet Policy & Bed Bug Policy.
11. Violation of any rules in the lease or this handbook will be cause for my eviction.
12. To permit the Management to enter my dwelling at any reasonable hour, whether anyone is home or not, to examine or to make such repairs that are necessary.
13. To be appropriately dressed in the common areas and out of doors. Common areas include, but are not limited to, hallways, stairwells, social rooms, dining rooms, etc. "Appropriately dressed" means day time wear regardless of the hour to include, at a minimum, shirts, blouses or tops, trousers, skirts or modest shorts, and footwear.

These rules and suggestions are not meant to restrict you in your new home; but to familiarize you with those items about which you will want to be informed from time to time. We cannot cover everything in this booklet about which numerous questions will undoubtedly arise. We reserve the right, therefore, to add to or change the instructions and suggestions contained herein without further notice.

The Jackson Housing Commission wishes you a pleasant stay with us and every success.

**CONSULT THE MANAGEMENT REGARDING QUESTIONS AND CONCERNS
PERTAINING TO YOUR STAY HERE.**



JACKSON HOUSING COMMISSION
WORK ORDER CHARGE LIST
 Effective November 01, 2014

Pursuant to the terms and conditions of dwelling lease agreements, all residents are required to pay for damages to their units, equipment and/or grounds that are beyond normal wear and tear.

DOORS/LOCK-OUTS

1	Closet Door	Market
2	Dead bolt latch back set-sbn	\$ 14.50
2a	Deadbolt complete with core	Market
3	Deadbolt Lock-CT	\$ 9.00
4	Door-Interior	\$ 49.00
5	Door-Entry	Market
6	Door Closure (Standard)	\$ 7.50
7	Door Closure (Heavy Duty)	\$ 8.79
8	Door Jamb	\$ 20.00
9	Door- Repair & Cover	\$ 25.00
10	Door Trim per Foot	\$ 1.00
11	Key Made	\$ 2.50
12	Latch Handle-Storm Door	\$ 6.00
13	Lock Change-Shahan-Blackstone	\$ 10.00
14	Lock Change-Scattered Sites	\$ 10.00
15	Lock-Out: Family-Emergency	\$ 25.00

16	Lock-Out: Seniors-1st Time	\$ 5.00
17	Lock-Out: Seniors-2nd Time	\$ 15.00
18	Lock-Out: Seniors-3rd Time	\$ 25.00
19	Mail Box Lock	\$ 7.50
20	Patio Door Screen	\$ 26.00
21	Repair Screen w/Frame	\$ 12.00
22	Steel Door	Market
23	Steel Door Hinges	\$ 16.00
24	Storm Door	Market
25	Storm Door Kick Plate	Market
26	Storm Door Wind Chain	\$ 2.85
27	Storm Door Screen & Window Clips/Pivots	\$ 0.75
28	Wall Plate 3"	\$ 0.92
29	Wall Plate 5"	\$ 1.00

KITCHEN/BATH/LAUNDRY

30	Aerator	\$ 1.00
31	Ballcock Assembly	\$ 5.79
32	Burner Knob-Range	\$ 3.30
33	Cabinet Door (Replace)	\$ 60.00
34	Cabinet Door (Reface)	\$ 40.00
35	Cabinet Hinge per Pair	\$ 4.00
36	Drawer Box	\$ 90.00
37	Drawer Head	\$ 45.00
38	Electric Stove Drip Pan 6"	\$ 1.84
39	Electric Stove Drip Pan 8"	\$ 2.38
40	Electric Stove Element 6"	\$ 15.55
41	Electric Stove Element 8"	\$ 14.42
42	Faucet - Bathroom	\$ 62.23
43	Faucet - Kitchen	\$ 62.66
44	Faucet - Laundry	market
45	Faucet- Seats & Springs per Set	\$ 2.81
46	Faucet- Sprayer Head	\$ 6.00
47	Bathtub Drain Trip Lever	\$ 2.50
48	Flapper Ball	\$ 2.39
49	Floor Tile (Per Square Foot)	\$ 1.00
50	Garbage Disposal	Market
51	Garbage Disposal (Unclog)	\$ 15.00
52	Ice Trays- Pair	\$ 2.50
53	Medicine Cabinet	Market
54	Medicine Cabinet - Glass Shelf	\$ 2.00
55	Oven Broiler Pan & Rack	Market
56	Oven Control	\$ 72.00
57	Oven Element	\$ 10.00
58	Oven Door Hinges- Pair	\$ 29.00
59	Oven Ignitor	\$ 33.50
59a	Stove Top Ignitor	\$ 18.00
60	Oven Knob	\$ 11.20

63	Oven Thermostat-GE	\$ 34.85
64	Range Hood Filter	\$ 3.50
65	Refrigerator Butter Door	\$ 6.35
66	Refrigerator Butter Tray	\$ 0.75
67	Refrigerator 16 CF	\$512.00
68	Refrigerator 18 CF	\$558.33
68a	Refrigerator Crisper Cover SBN	market
69	Refrigerator Crisper Drawer	Market
70	Refrigerator Crisper Drwr - Front	Market
71	Refrigerator Door Bar -SBN	market
72	Refrigerator Door Bar - 38/7	\$ 12.65
73	Refrigerator Door Bar Clip - CT	\$ 5.00
74	Refrigerator Door Seal	Market
75	Refrigerator End Cap	\$ 4.42
76	Refrigerator Handle	\$ 15.30
77	Refrigerator Handle Bracket/pr.	\$ 20.00
78	Shower Cartridge	\$ 72.00
79	Shower Curtain Rod	\$ 5.99
80	Shower Diverter	Market
82	Shower Head	\$ 4.90
82	Accessible Shower Head	\$35.08
82a	Sink Leg/pr.	\$ 54.98
83	Sink Stopper - 1"	\$ 1.00
84	Sink Stopper - 2"	\$ 2.00
85	Sink Stopper - 3"	\$ 3.00
86	Sink Stopper - 4"	\$ 3.00
87	Sink Strainer	\$ 4.50
88	Soap Dish	\$ 3.19
89	Splash Guard	\$ 8.75
90	Stove Knob- 38/7	\$ 10.50
91	Oven Knob- Roper	\$ 16.31
92	Stove/Oven	Market

61	Oven Pilot Orifice Assembly	\$ 9.50
62	Oven Safety Valve	\$125.00

93	Toilet	\$86.71
94	Toilet Handle, CT, SBN	Market

KITCHEN/BATH/LAUNDRY (CON'T.)

96	Roto-Rooter Service Call	Market
97	Toilet Handle Scattered Sites	\$ 10.69
98	Toilet Paper Holder	\$ 3.25
99	Toilet Paper Roller	\$ 0.55
100	Toilet Seat - Regular	\$ 7.50
101	Toilet Seat - Elongated	\$ 13.50
102	Toilet Tank Top	\$ 30.00
103	Tooth Brush Holder	\$ 3.39

104	Towel Bar 18"	\$ 8.35
105	Towel Bar 24"	\$ 8.75
106	Unclog Toilet Drain	\$ 5.00
107	Vent Fan	\$ 25.40
108	Vent Fan Cover	\$ 8.97
109	Vent Fan Motor	\$ 15.12
110	Wax Ring	\$ 0.65
111	Remove Toilet/Unclog	\$ 15.00

LIVING ROOM/BEDROOM/HALLWAY

112	Handrail Bracket	\$ 4.00
113	Bannister Pole-14'	\$ 16.00
114	Carpet Cigarette Burns (Seniors)	market
115	Carpet & Pad (Seniors)-Repairs	market
116	Curtain Rod - 28"x48"	\$ 2.97
117	Curtain Rod - 48"x86"	\$ 2.97
118	Curtain Rod - 66"x120"	\$ 2.97
119	Magnetic Weather Strip-Latch Side	\$ 4.80
120	Magnetic Weather Strip-Top Side	\$ 2.40
121	Heating Vent Register	\$ 4.49
122	Heating 24" Base Register-SBN	\$ 11.00
123	Reed Manor Entry Key Fob	\$ 35.00
124	Repair Hole in Wall < 1/2"	N/C
125	Repair Hole in Wall 1/2" to 3"	\$ 1.00
126	Repair Hole in Wall 4" to 12"	\$ 5.00
127	Replacement Slat	\$ 0.99
	Vertical Shade Material-CT:	
128	92"x48"	\$ 44.00
129	47"x48"	\$ 27.00
130	33"x48"	\$ 21.00
131	29"x48"	market
131a	head nail 93" blind	\$ 28.00
131b	head nail 45" blind	\$ 27.00
131c	head nail 30" blind	\$ 15.00

	Shade Material-RM:	
132	26"x 84"	\$ 5.25
133	32"x 5'	\$ 5.25
134	48"x 5'	\$ 7.30
135	60"x 5'	\$ 7.30
136	72"x 5'	\$ 9.90
137	48"x 84" Patio	\$ 9.90
	Shade Roller:	
138	15/16" x 37"	\$ 3.25
139	1/8" x 55"	\$ 7.25
140	60"	\$ 8.75
141	72"	\$ 10.00
142	Thermostat	\$ 43.23
	Traverse Rod:	
143	50" to 86"	\$ 17.29
144	66" to 120"	\$ 23.79
145	86" to 150"	\$ 25.79
146	Traverse Rod Extension Pulley	market

LAWN EQUIPMENT/OUTDOOR SERVICE

147	Grass Rake (Lost or not returned.)	\$ 15.00
148	Mow Lawn - CT/SBN	\$ 7.50
149	Scattered Sites	\$ 20.00
150	Sidewalk Snow Removal CT/SBN	\$ 7.50

151	Push Mower (Lost or no return.)	\$189.00
152		
153		

LIGHT BULBS/FIXTURES

154	Addressograph 7" Tube	\$ 2.00
155	Addressograph	Market
156	Ballast	\$ 12.00
157	20W Flourescent 24"	\$ 3.10
158	60 watt CFL bulb	\$ 1.00
159	30W Flourescent	\$ 3.80
160	34W Flourescent	\$ 3.35
161	8" circle bulb	\$ 3.99
162	12" circle bulb	\$ 4.99

164	150W Outdoor	\$ 2.61
165	48" scattered light cover	\$ 20.00
166	250W Infrared	\$ 6.99
167	Light Fixture	Market
168	Light Globe-SBN	\$ 3.50
169	Light Globe-Bathroom	\$ 6.05
170	Light Globe-Bedroom	\$ 9.00
171	Round/Square	\$ 4.29
172	Refrigerator Light Bulb	\$ 0.92

163	75W Indoor	\$ 2.04
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PAINT

173	#240 Wood Finish/5 gal.	\$ 65.00
174	Krylon/spray can	\$ 3.00

175	Ivory Cloud/gal.	\$ 26.18
176	Ceiling White/gal.	\$ 26.18

MAINTENANCE CLEANING MATERIALS/MISCELLANEOUS

177	Acrylic Floor Finish/gal.	\$ 13.42
178	Air Conditioner Cover	\$ 25.00
179	Angle Stop	\$ 2.57
180	Baseboard Glue/gal.	\$ 11.50
181	Carbon Monoxide Detector	\$ 30.00
182	Carbon Monoxide Detector-SBN	\$ 30.00
183	Cove Base	\$ 62.00
184	Dead Bolt Lock	Market
185	DIF Cream Cleanser/qt.	\$ 2.53
186	Dissolvo/qt.	\$ 4.83
	Dump Charge:	
187	Per Ton (Landfill)	market
188	Per Load- Brush/Ground Sweepings	\$ 10.00
189	Degreaser	\$ 6.69
190	Dyn-o-Mite II Floor Stripper/gal.	\$ 10.52
191	Emergency Light Battery	\$ 27.00
192	Extracto Carpet Cleaner/gal.	\$ 10.75
193	Fan Limit Switch (Furnace)	Market
194	Floor Drain Cover- 3"	\$ 3.00
195	Furnace Blower-Center	Market
196	Furnace Blower-Ignition Box	Market
197	Furniture Polish	\$ 2.78
198	Garbage can with lid	market
199	Can Only	market
200	Lid Only	market
201	Gas Manifold (Furnace)	Market
202	Glass Cleaner	\$ 2.59
203	House Lock - 38/7 Per Door	Market
204	House Lock - SBN	Market
205	Steel Dead Bolt-All Sites	\$ 14.50
206	vinyl plank flooring box	\$ 28.00
206a	72" cherry carpet trim	\$ 13.95
207	Single	\$ 0.63
208	Double	\$ 0.78
209	Triple	\$ 0.99

210	Mailbox	market
211	Mophead-Cotton	\$ 5.37
212	Mophead-Rayon	\$ 5.37
214	Neutralizer/Case	\$ 40.85
215	Neutralizer/Pack	\$ 0.26
217	Neutral Cleaner/gal.	\$ 6.65
218	Oven Cleaner/gal.	\$ 10.89
219	Outside Dryer Vent	\$ 3.00
220	Outlet Cover- Outside	\$ 5.50
221	P-Trap 1 1/2", 20 ga. Offset	\$ 8.12
222	Sanifresh Hand Soap	\$ 3.70
223	Shampoo Carpet	\$ 20.00
224	Sprinkler - Plastic	\$ 5.00
225	Sprinkler - Rotating	\$ 15.00
226	Smoke Alarm Battery	\$ 1.54
227	Smoke Alarm - Electric	\$ 15.00
228	Stair Tread	\$ 19.00
229	Steel Polish	\$ 2.97
230	Steel Wool Package	\$ 1.45
231	Super Jamb	\$ 67.50
232	Tenant Handbook	\$ 5.00
233	Tile Replacement/sq.	\$ 1.00
234	Toilet Bowl Cleaner-Acid	\$ 2.15
235	Toilet Bowl Cleaner-Non-Acid	\$ 2.15
236	Trash Can Liner-Large	\$ 0.20
237	Trash Can Liner-Small	\$ 0.10
238	dielectric union	\$ 4.00
238	Waste Tube - 30 ga.	\$ 4.10
239	Water Heater	\$289.73
240	Water Heater- Relief Valve	\$ 7.99
241	water heater install w/ permit	\$280.00

WINDOW REPAIRS

ANY STORM DOOR PLEXIGLASS/PATIO DOOR GLASS OR APARTMENT WINDOW REPAIR OR REPLACEMENT WILL BE CHARGED CURRENT MARKET RATE COST FROM JACKSON GLASS COMPANY.

GENERAL

ANY OTHER WORK ORDER CHARGE ITEM NOT SPECIFICALLY IDENTIFIED ON THIS LIST SHALL BE CHARGED TO THE TENANT AT THE ACTUAL COST TO THE COMMISSION TO REPAIR OR REPLACE THE ITEM.

Jackson Housing Commission
Jackson, Michigan

The following Resolution was introduced by _____, read in full and considered:

RESOLUTION NO. 2014-34

WHEREAS, periodically the public housing dwelling lease must be updated to reflect any regulation changes;

WHEREAS, language was updated for clarification;

WHEREAS, a 45 Day comment period was conducted; a public meeting held on September 11, 2014; and a Public Hearing held on September 14, 2014;

THEREFORE BE IT RESOLVED THAT the attached dwelling lease is hereby approved as presented for implementation effective November 1, 2014.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as introduced and read.
Commissioner _____ **SUPPORTED** the motion and, upon the following roll call the "AYES" and "NAYS" were as follows:

AYES:
NAYS:
ABSTAIN:
ABSENT:

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission held on October 15, 2014.

Patricia Tyus
Executive Director

Jackson Housing Commission
 301 Steward Avenue
 Jackson, Michigan 49201-1132

of Bedrooms _____
 Development No. _____
 Housing Unit # _____
 Utilities PHA Furnished
 Resident Paid

DWELLING LEASE

THIS LEASE AGREEMENT (called the "Lease") is between the Jackson Housing Commission hereinafter referred to as PHA, whose mailing address is 301 Steward Avenue, Jackson, Michigan 49201-1132 represented by its Executive Director, leases to _____ (referred to as "Resident"): the dwelling unit located at _____ under the terms and conditions as stated below:

1. The premises leased are for the exclusive use and occupancy of Resident and Resident's household who reside in the dwelling unit.

RESIDENT'S HOUSEHOLD:

Name	Social Security Number	Sex	Date of Birth
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10			

A. INITIAL PERIOD OF LEASE & RENEWAL:

The lease shall begin on _____ and end on the same calendar day of the same month one year hence. The Lease shall be automatically renewable for a successive term of one (1) year unless the community service requirement is not fulfilled or, unless terminated sooner by PHA or Resident as hereinafter provided.

B. RENT AND ADDITIONAL CHARGES:

The rent for the initial period (prorated for partial month) of this Lease shall be \$ _____ and, if applicable, an amount of \$ _____ from the JHC for utility reimbursement. The monthly rental thereafter shall be a calculated rent of \$ _____ or a flat/ceiling rent of \$ _____, whichever the Resident elects, or at such an amount that may be established at time of annual or interim review, which is in accordance with Section 14 of the Lease. Rent is due and collectable on the first (1st) day of each month and is delinquent if not paid by the close of business on the fifth (5th) calendar day of each month. Charges for other than rent shall be due and collectable in accordance with the JHC Work Order Charge List and Rent Collection Policy, incorporated herein by reference. Such charges shall be considered delinquent on the fifth (5th) calendar day of the month following the due date. A list of standard charges is posted in the management office and is made a part of this lease by reference. Failure to pay charges for other than rent when due shall be considered a serious violation of the terms and conditions of this lease. A late payment charge of \$25.00 shall be assessed upon issuance of a late rent payment notice.

C. SECURITY DEPOSITS:

Resident agrees to pay a security deposit of \$ _____. This will be used at Lease termination toward partial or total reimbursement for the cost of repairing any intentional or negligent damages as to the aforementioned dwelling unit, ordinary wear and tear excepted, and any unpaid rent or applicable charges owed to JHC by the Resident. If such deductions are made, JHC will provide Resident with a written statement of any such charges for damages and/or other charges to be deducted from the security deposit. Payment of the security deposit due Resident will be refunded within thirty (30) days after Resident yields possession. The security deposit **shall not** be used to pay rent or other charges while Resident occupies the dwelling unit.

YOU MUST NOTIFY YOUR LANDLORD IN WRITING FOUR (4) DAYS AFTER YOU MOVE OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL: OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE.

2. UTILITIES AND SPECIAL SERVICES CHARGES:

- A. Utilities consumed in excess of the authorized amounts provided in the Schedule of Utilities posted in the Management Office and available upon request, will be charged to the Resident's account as an additional required payment.
- B. Resident shall be responsible for securing utilities not supplied by Management and shall pay directly to the utility provider all deposits and charges necessary to secure and maintain **uninterrupted** service. Failure of Resident to furnish **uninterrupted** service because of non-payment of utilities or other reasons under Resident's control shall be considered a serious violation of the terms and conditions of this lease.

1. Commission-Supplied Utilities: If indicated by an (X) for JHC furnished on the Lease Agreement, the Commission will supply the indicated utility: electricity, natural gas, heating fuel, water, sewer service. The Commission will not be liable for the failure to supply utility service for any cause whatsoever beyond its control.

The Commission will provide a cooking range and refrigerator in all units whether JHC furnished or Resident paid utilities. Other major electrical appliances, air conditioners, freezers, extra refrigerators, etc., may be installed and operated only with the written approval of the Commission. A monthly service charge will be payable by Resident for the electricity used in the operation of such appliances, as shown on the Schedule posted in the Development Office.

2. Resident-Paid Utilities: If Resident resides in a development where the Commission does not supply electricity, natural gas, or heating fuel, an Allowance for Utilities shall be established, appropriate for the size and type of dwelling unit for utilities Resident pays directly to the utility supplier. The Total Resident Payment less the Allowance for Utilities equals Resident Rent. If the Allowance for Utilities exceeds the Total Resident Payment, the Commission will pay a Utility Reimbursement to the utility supplier.

The Commission may change the Allowance at any time during the term of the lease, and shall give Resident sixty (60) days written notice of the revised Allowance along with any resultant changes in Resident Rent or Utility Reimbursement.

If Resident's actual bill exceeds the Allowance for Utilities, Resident shall be responsible for paying the actual bill to supplier. If Resident's actual utility bill is LESS than the Allowance for Utilities, Resident shall receive the benefit of such saving.

3. Resident Responsibilities: Resident agrees not to waste the utilities provided by the Commission and to comply with any

applicable law, regulation, or guideline of any governmental entity regulating utilities or fuels.

Resident also agrees to abide by any local ordinance or House rules restricting or prohibiting the use of space heaters in multi-dwelling units.

- C. Resident shall be charged for damages resulting from his/her failure to maintain sufficient heat or to notify Management, unless for any cause beyond his/her control.

3. RESPONSIBILITIES OF JHC:

- A. Maintain in good and safe working order and condition: electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances supplied or required to be supplied by JHC.
- B. Make necessary repairs to the premises.
- C. Maintain buildings, facilities and common areas, not otherwise assigned to the Resident or Maintenance Department and maintain these facilities, in a clean, safe, sanitary condition.
- D. Provide and maintain appropriate receptacles and facilities, except those assigned to a specific Resident for the deposit of garbage, or rubbish removed from the premises by the Resident.
- E. Maintain in common areas: facilities and equipment; grounds, lawns and shrubs.
- F. Respond to calls by the Resident for applicable maintenance services.

G. OTHER SERVICES

- 1. *Exterminations:* JHC may provide extermination services on a regularly scheduled basis in the communities or as conditions may require.
- 2. *Consultation:* JHC shall provide instructions to those Residents, who desire installation, repair or to maintain items that will not permanently or partially deface or destroy the integrity of the dwelling unit. Written permission shall be secured by Resident from JHC.

4. RESIDENT OBLIGATIONS:

A default on the part of Resident shall exist and be grounds for eviction if Resident fails to meet and/or perform any of the specified duties and obligations set forth in this Lease. Grounds for eviction shall include, but not be limited to the following:

- A. Failure to abide by necessary and reasonable regulations as required by JHC for the benefit and well-being of the community and Residents which

shall be posted in the Management Office and incorporated by reference into the Lease.

- B. Non-payment of legal obligations, including rent, maintenance charges, court case costs, lock-out fees, utility cost where applicable, return check charges. (A charge of \$15.00 will be added for any check returned by the bank for any reason).
- C. Continuous arrearage in payment of rent and/or other legal obligations. Continuous arrearage means being filed in court three (3) times within a twelve-month period.
- D. Malicious or willful destruction of property by Resident, Resident's household members and guests.
- E. Intentional falsification of initial application and/or application for continued occupancy.
- F. Flagrant and/or repeated disregard for other Residents' rights;
 - 1. Resident shall not disturb or permit the disturbance of others by the use of musical instruments, unseemly noises or any interference whatsoever.
 - 2. Nothing shall be placed or permitted upon windowsills, or thrown or suspended from windows, balconies or railings of the building.
 - 3. Resident shall agree not to keep pets unless prior written approval is given by JHC in accordance with JHC's Pet Policy, which is posted in the Management Office and incorporated herein by reference. Resident agrees **not** to permit their visitors or guests to bring their pets onto JHC premises.
- G. Failure to promptly and accurately report to JHC changes in total family income and family size of persons residing in the assigned dwelling unit.
- H. Any illegal conduct or actions detrimental to the community or Residents by Resident, his/her guest or household members.
- I. Residents shall neither place nor permit to be placed any signs, advertisements or notices in or upon any part of the building or grounds except on the approval of the JHC. All others may be removed by the JHC at the expense of Resident.
- J. Repeated violations of parking illegally or possession of "junk vehicles";
 - 1. Resident and household members, visitors and guests shall use authorized parking areas.
 - 2. Parking on any lawn area within the development site is not permitted, including motorcycles.

3. Motorcycles are not to be driven within the development except for travel to and from the development.
 4. Loud mufflers, large trucks or other like vehicles shall not be driven or parked in the parking areas.
 5. Resident's and Resident's guest's motorized vehicles must be properly tagged and licensed and shall be in running condition with fully inflated tires.
 6. Resident agrees to call the Management Office for permission to perform any maintenance activities on Resident's vehicle.
 7. Resident agrees to pay towing charges for parked motorized vehicles and vehicles that are not in a running condition as outlined in Section 4, Part J above.
- K. Resident shall keep the premises and such other areas as may be assigned to him/her for his exclusive use in a clean, neat and safe condition. This shall include the following maintenance of the premises at reasonable periods and seasons on grounds adjacent to the dwelling unit, where appropriate. Specific Housekeeping Standards are listed in the Resident Handbook incorporated herein by reference.
1. Residents agree not to store gasoline or any flammable or explosive substances, not including matches, inside the dwelling unit, on any porch of the dwelling unit or in any building auxiliary to the dwelling unit. Storage of any flammable or explosive substances by Resident, household members, visitors or guests shall be considered a serious violation of the terms and conditions of the lease.
 2. Residents agree to dispose of all garbage, rubbish and other waste materials in a safe and sanitary manner.
 3. Residents agree to immediately and personally report to the JHC all unsafe conditions that are known to or observed by the Resident, either in common areas of the public housing premises or in the dwelling unit or premises leased by the Resident.
- L. Failure to comply with all obligations imposed upon Resident by applicable building and housing codes materially affecting health and safety.
- M. Residents, household members, visitors or guests shall not loiter in hallways, driveways, or parking areas.
- N. Failure to refrain from, or to cause Resident household members and guests to refrain from destroying, defacing, damaging or removing any part of the premises or community.
- O. Resident agrees that Resident, any member of the household, guests, or any other person under the Resident's control, shall not engage in:

1. Any criminal activity on or off JHC premises, regardless of location that threatens the health, safety or right of peaceful enjoyment of JHC premises by other Residents or JHC employees;
2. Any drug-related criminal activity on or off PHA premises regardless of location; or
3. Alcohol abuse that the JHC determines interferes with the health, safety or right to peaceful enjoyment of the premises by other Residents.

For the purpose of this section, criminal activity that threatens the health, safety or right of peaceful enjoyment of the premises by other Residents or JHC employees shall include but not be limited to the following:

1. Physical assault or the threat of physical assault to any person whatsoever;
2. Illegal use of a firearm or other weapon or the threat to use a firearm or other weapon; and/or
3. Sexual molestation, debauchery of a minor, prostitution, and other similar or related sexual misconduct.

For the purpose of this section, drug-related criminal activity means the following:

1. Illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance, or substances commonly known as, but not limited to, cocaine, heroin, marijuana, methamphetamine and opium, and further defined as in the Controlled Substances Act (21 U.S.C. 802) unless such controlled substance or substances were obtained directly pursuant to a valid prescription or order.

Compliance with this section is a material condition of this Lease for continued occupancy of the premises by Resident, household members and guests and any breach of this section by Resident, household members or guests shall be cause for termination of this Lease. If JHC believes, in good faith, that a breach of this section has occurred, it may terminate tenancy without regard to the following:

1. Whether or not any person, whose conduct is at issue, has been arrested, charged, or convicted by law; or
2. Whether or not Resident had knowledge, in fact, of criminal activity engaged in by a member of Resident's household or of any guest or invitee.

For the purposes of this section, it shall be conclusively presumed that a breach hereof constitutes a serious and clear danger to the health or safety of other Residents or JHC employees. Notwithstanding the foregoing, however, it shall be JHC's duty, in any eviction proceeding, to prove that a breach of this covenant has occurred.

- P. Resident agrees not to allow any individual that has been barred or banned from the JHC's property to be on any property under Resident's responsibility.
- Q. Resident and Resident's guest will not display, discharge or threaten to display or discharge a firearm of any type, including "B-B" guns, on JHC property. Displaying, discharging or threatening to display or discharge a firearm will be considered a serious violation of the terms and conditions of this lease.
- R. Resident and Resident's guest further agree not to display, use or threaten to use a knife, club, or any other weapon against any person on JHC property. The display, use of, or threat to use a knife, club, or any other weapon against any person on JHC property will be considered a serious violation of the terms and conditions of this Lease.
- S. Resident shall refrain from verbally abusing or otherwise interfering with Commission Staff in the normal course of performing their duties.
- T. Each adult Resident, who is not considered exempt per section 512 of the Quality Housing and Work Responsibility Act of 1998 shall contribute eight (8) hours per month or participate in a community service self-sufficiency program for eight (8) hours a month.

5. **CONDITION OF PREMISES:**

Resident accepts premises and agrees that the fixtures, equipment, and appliances are in good condition and in operable order on the date of the Resident's first occupancy, by affixing his/her signature on the move-in inspection form. The completed move-in inspection form shall be returned to the development management office within seven (7) calendar days. If the inspection form is not returned as required the dwelling unit is presumed to be in excellent condition. Resident agrees to keep all fixtures, equipment and appliances as provided in working order; to make no alteration, commit no waste, to repay JHC the cost of repairs made to premises by JHC at termination of Lease to restore unit to the same condition as when first occupied, reasonable wear and tear excepted.

6. **ASSIGNMENT OR SUBLETTING:**

Resident shall not allow anyone to share said premises, keep roomers or boarders, nor assign or permit premises to be used for any other purposes, sublet or transfer said premises or any part thereof, without getting prior written consent from the JHC. Resident shall use the premises as a private dwelling only for Resident or Resident's household members as identified in this lease, or

with the consent of management, care of foster children and live-in care of a member of the Resident's family. The Resident may have visitors or guests reside in the unit for a maximum accumulative fourteen (14) calendar days in any twelve-month period.

7. DESTRUCTION OF PREMISES:

If assigned premises are rendered uninhabitable by Resident, Resident's household members or guests, JHC reserves the right to deny Resident another dwelling unit within the JHC network. Further, JCH has the right to pursue monetary reimbursement from the Resident in the amount equal to cost disbursed by JHC to restore the unit to habitable condition. If the dwelling unit is rendered uninhabitable by circumstances beyond Resident's control, JHC shall offer Resident another dwelling unit, on a temporary basis, until the damaged unit is restored to a habitable condition. In offering alternative temporary housing, Resident and JHC shall decide on a dwelling unit that will not cause undue hardship to either party. JHC reserves the right to deny or grant Resident re-occupancy of the unit originally assigned.

8. DAMAGE AND REPAIR:

In the event that the premises are damaged to the extent that conditions are created which are hazardous to life, health, or safety of the occupants, then the following rules shall apply:

- A. Resident shall immediately notify JHC of the damage.
- B. JHC shall be responsible for repair of damage within a reasonable time; however, provided that Resident or Resident's household or guests caused the damage, the reasonable cost of the repairs shall be charged to Resident. Charges assessed to Resident under this Section are due and collectable in accordance with JHC's Work Order Charge List and Rent Collection Policy.
- C. JHC shall offer standard alternative accommodations, if available, in circumstances where necessary repairs cannot be made within a reasonable time.
- D. The rent of Resident shall be abated in proportion to the seriousness of the damage and loss in value as a dwelling in the event repairs are not made in accordance with subparagraph (B) of this Section or alternative accommodations are not provided in accordance with subparagraph (C) of this Section, except that no abatement of rent shall occur if the Resident rejects the alternative accommodations or if the damage was caused by Resident or Resident's household or guests.

9. VACATING PREMISES:

Resident shall notify JHC thirty (30) days in advance of his/her intention to vacate the assigned dwelling and return the unit in as good a condition as when first accepted. Resident shall yield immediate possession and return to the

Management Office all keys (entrance door keys, mailbox keys, etc.) upon termination of this Lease. JHC shall provide Resident an itemized statement of account of the vacated unit within a period not to exceed thirty (30) days, providing Resident provides JHC with a forwarding address. JHC reserves the right to pursue collection of any monies owed by Resident to JHC upon move-out, through court action or by action mutually agreeable to both parties. If Resident does not give the JHC a thirty (30) day written notice, Resident will forfeit the security deposit.

10. HOLDING OVER:

Resident shall promptly vacate the dwelling unit and remove all of Resident's goods and property therefrom after expiration of this lease, whether such termination occurs by lapse of time or otherwise. Any holding over or occupancy of the dwelling unit by Resident after the expiration of this lease without the express consent of the Management shall create a tenancy at sufferance and not a Resident at will. There shall be no renewal whatsoever of this lease by operation of law.

11. ENTRY OF PREMISES DURING TENANCY:

Management shall, upon reasonable advance notification to the Resident, be permitted to enter the dwelling unit during reasonable hours for the purpose of performing routine inspections and maintenance, for making improvements or repairs, or to show the premises for re-leasing. A written statement specifying the purpose of the management entry delivered to the premises at least two (2) days before such entry shall be considered reasonable advance notification. Resident shall notify JHC of any needed repairs in accordance with the established maintenance procedures of JHC. Such notice(s) shall be deemed an authorization by Resident for JHC to enter said premises, with a pass key, to make necessary repairs. If JHC has reason to believe that an emergency exists, JHC can enter the premises at any time without advance notification or Resident's consent. JHC shall leave a written statement specifying the date, time, and purpose of entry in a visible place prior to leaving the premises.

12. INSPECTIONS:

All dwelling units and the equipment provided by JHC shall be inspected on an annual basis, or more often if it appears that conditions exist that are detrimental to the integrity of the premises, or if they impair the social environment of the community. Resident's refusal to permit access for inspection is grounds for eviction. Resident shall be given a two (2) day advance notice in writing, specifying purpose, date and approximate time of the inspection. When Resident vacates, management will inspect the dwelling unit and give Resident a written statement of the charges, if any, for which Resident is responsible. Resident and/or his/her representative may join such inspection, unless Resident vacates without notice to management.

13. APPLICATION FOR CONTINUED OCCUPANCY:

A. Once each year the eligibility status and family income of each Resident residing in the household shall be re-examined according to the following procedures:

1. *Application:* Upon written notification, JHC shall require a written application for continued occupancy to be signed by one or both heads of household attesting to the accuracy of the information provided by the Resident to JHC. Resident must promptly and accurately report to the Management Office, in person, all changes in earned income or family status, including new employment within ten (10) business days of the date the changes takes effect. Resident agrees to furnish in adequate detail all information and data necessary to enable JHC to determine:
 - a. Rent to be charged;
 - b. Size of the dwelling unit required;
 - c. Retroactive rental charges if applicable;
 - d. A transfer to an appropriate size or type of dwelling unit upon appropriate notice by JHC that a unit is available; and/or
 - e. The Resident's exclusive use of lease premises which shall include reasonable accommodation of Resident's guests and visitors with consent of JHC which will include foster children or live-in care for a member of the Resident's household.
2. *Verification:* JHC shall verify all information on the application by methods necessary to assure JHC that the information is complete and true at the time of re-examination.
3. *Certification:* As part of application for continued occupancy, PHA shall duly certify to the Department of Housing and Urban Development that an investigation has been made of Resident(s) and that on the basis of this investigation it has been determined by PHA that Resident(s) is eligible or ineligible for continued occupancy.
4. *Compliance:* Each adult member of the household, who has been determined eligible to perform eight (8) hours per month community service or participate in a self-sufficiency program, shall provide documentation to that effect.
5. *Non-compliance:* If Resident(s) fails to provide the information by the date and time prescribed in the notice to enable JHC to determine eligibility and rental payments, JHC shall serve a thirty (30) day notice to vacate the premises because Resident has failed

to provide information or reschedule a re-examination date. JHC shall initiate eviction proceedings against Resident.

6. *Community Service Requirement*: If a Resident has not complied with the community service requirement, the JHC shall notify the Resident that their lease will not be renewed unless they enter into an agreement to cure the deficiency.

B. Determination will be made of monthly rental to be charged, eligibility and appropriateness of dwelling size in accordance with the approved Admission Policy posted in the Management Office.

1. Rent as fixed in Section 1B hereof adjusted pursuant to the above will remain in effect until:

- a. Source of income changes;
- b. Family status changes due to divorce, death, marriage, birth of additional children, assumption of legal custody of any minor children, or any person(s) who, with the consent of JHC, is added to the Lease as a member of the household;
- c. Resident changes from public assistance to employment or from public assistance, both of which must be reported within ten (10) working days of the application; and/or
- d. If it is found that Resident has misrepresented to JHC the facts (upon which rental payments are based) so that the rents being charged are less than what should have been charged, JHC can either terminate the Lease immediately and bring criminal charges against Resident or the increased rental payment shall be made retroactive to the date of income and/or family status change.

2. In the event of any rent adjustment pursuant to the above, JHC will mail or deliver a notice of Rent Adjustment to the Resident in accordance with Section 17 hereof:

- a. Annual reexamination rental adjustments become effective on a pre-determined date;
- b. Rent adjustments as a result of an interim review;
 - (i) Rent decreases will become effective the first (1st) day of the month after the re-examination was completed; and
 - (ii) Rent increases will become effective the first (1st) day of the second (2nd) month following the increase.

3. If JHC determines the size of the assigned dwelling unit is no longer adequate for the Resident's needs, JHC shall notify

Resident that he must move to another unit, giving Resident reasonable time to move.

14. ABANDONMENT OF DWELLING UNIT AND PROPERTY:

In the event Resident removes or attempts to remove any goods or property from the dwelling unit other than in the ordinary and usual course of continuing occupancy, the dwelling unit may, at the option of Management, be considered abandoned. In such event, Management shall have the right, provided five (5) days written notice is mailed to the Resident's last known address, to store or otherwise dispose of any property left on or about the dwelling unit by Resident following or pursuant to such abandonment. Management shall also be entitled to store or dispose of any property remaining on or about the dwelling unit after the termination of this lease and any renewal thereof. Any property left on or about the dwelling unit shall be considered abandoned.

15. TERMINATION OF LEASE:

The JHC shall terminate this lease for serious or repeated violations of its terms and conditions that include, but are not limited to, failure to make payments and/or to fulfill the Resident Obligations set forth in Section 4, drug-related and other criminal activities or alcohol abuse, or other good cause;

A. In the event that JHC terminates this Lease, Resident shall be given a Notice of Termination as set forth below:

1. Fourteen (14) days prior to the termination date in cases of failure to pay rent;
2. Seven (7) days prior to the termination date in cases of engaging in criminal activity including drug-related criminal activity on or off the premises, or where the Resident, Resident's household members or guests have created or maintained a threat to the health and safety of other residents, Commission employees, or the general public;
3. Thirty (30) days in all other cases;
4. In deciding to evict for criminal activity, JHC shall have discretion to consider all of the circumstances of the case, including seriousness of the offense, the extent of participation by family members, and the effects that the eviction would have on family members not involved in the proscribed activity.

In addition to the Notice of Termination, the Resident will be advised of the right to exercise JHC Grievance Procedures. Resident **does not** have recourse to the Grievance Procedures if noticed under Section 15, A, 2, above.

16. Domestic Violence, Dating Violence, Stalking.

A. The following provisions are applicable to situations involving incidents of actual or threatened domestic violence, dating violence, or stalking, as those terms are defined in Section 6(u)(3) of the United States Housing Act of 1937, as amended, (42 U.S.C. §1437d(u)(3)) and in JHC's Violence Against Women Act (VAWA) Policy. To the extent any provision of this section shall vary from or contradict any other provision of this lease, the provisions of this section shall prevail.

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking shall not constitute a serious or repeated violation of the lease by the victim of such violence; and
2. Criminal activity directly relating to domestic violence, dating violence or stalking, engaged in by a member of the tenant's household, a guest, or other person under the tenant's control, shall not be cause for termination of tenancy or occupancy rights, if the Tenant or any member of the Tenant's family is a victim of that domestic violence, dating violence, or stalking.
3. Notwithstanding anything to the contrary contained in paragraphs A.1. and A.2. above, JHC may terminate Tenant's tenancy under this lease if it can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the development in which the unit is located, if the tenant's tenancy is not terminated.
4. Further, nothing in this section shall prohibit JHC from terminating tenancy under this lease based on a violation of this lease not premised on an act or acts of domestic violence, dating violence, or stalking against the tenant or a member of the tenant's household for which protection against termination of tenancy is given in paragraphs A.1. and A.2. above. However, in taking any such action to terminate tenancy, JHC shall not apply a more demanding standard to you than to other tenants.

B. Bifurcation of Lease. Under the authority provided in Section 6(l)(6)(B) of the United States Housing Act of 1937, as amended (42 U.S.C. §1437d(l)(6)(B)), JHC may bifurcate this lease in order to evict, remove, or terminate assistance to any individual who is a Tenant or a lawful occupant under this lease and who engages in criminal acts of physical violence against family members or others. JHC may take such action without evicting, removing, terminating assistance to, or otherwise penalizing a victim of such violence who is the Tenant or a lawful occupant under this lease.

C. Certification. If the Tenant or a lawful occupant, as a defense to termination of tenancy or an action to evict, claims protection under this section against such action, JHC may (but is not required to) request the individual to deliver to JHC a certification. The certification may be delivered in one of the following forms:

1. A HUD-approved form (supplied by JHC) attesting that the individual is a victim of domestic violence, dating violence, or stalking and that the incident or incidents in question are bona fide incidents of such actual or threatened abuse and meet the requirements of this section, or
2. documentation signed by an employee, agent or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse, in which the professional attests under penalty of perjury to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim has signed or attested to the documentation, or
3. A federal, State, tribal, or local police report or court record, describing the incident or incidents in question.

The certification must be delivered to JHC within 14 days after the request for certification is received from JHC. If the certification is not delivered to JHC within the 14-day period allowed, the provisions of this section will not apply and JHC may elect to terminate tenancy and evict without regard to the protections provided in this section.

17. LEGAL NOTICES:

- A. Regulatory and Policy Notices shall be posted at each Commission Management Office as required.
- B. Commission Notices to Resident regarding routine inspections, maintenance program reviews and the like may be hand delivered.
- C. Commission Notices to Resident regarding lease violations, failure to pay rent, and the like, shall be by first class mail to the unit in which Resident resides.
- D. Resident Notices to the Commission may be hand delivered or mailed to the Management Office of the development where the Resident resides.

18. ACCOMMODATION OF PERSONS WITH DISABILITIES:

JHC shall provide reasonable accommodations to Residents to the extent required by law.

19. CHANGES TO LEASE:

This Lease, along with any future adjustments of rent, reassignment of dwelling unit(s) is evidence that JHC and Resident have entered into an agreement that states the responsibilities of both parties to each other, to other Residents and to dwelling units and premises.

20. ALTERNATIVE HOUSING ACCOMMODATIONS

Resident agrees not to have alternative housing or reside out of the dwelling unit for more than sixty (60) days unless prior written approval is received from

Management. If Resident resides out of the dwelling unit for more than sixty (60) days Management will assume the dwelling unit to be abandoned and take possession in accordance with Section 15.

21. GRIEVANCE PROCEDURE:

All grievances or appeals arising under this Lease shall be processed and resolved pursuant to the JHC Grievance Procedure which is in effect at the time such grievance or appeal arises. The procedure is posted in the Management Office and incorporated herein by reference,

Except:

An action initiated by PHA for eviction of Resident as described in Section 15, A, 2, is not subject to its Grievance Procedure. In case of eviction, affected Residents are afforded all the elements of due process by Michigan State law and may seek redress in the State of Michigan) Courts.

22. COURT COST AND ATTORNEY FEE:

If judgement is rendered against Resident in court proceedings, Resident shall be obliged to pay all court cost and reasonable attorney's fees.

23. UNENFORCEABLE LEASE PROVISIONS:

The provisions of this lease are intended by the parties to be joint and severable. Should any paragraph or any portion of any paragraph in this Lease, be found to be unenforceable due to any reason whatsoever, including unconstitutionality, it is the intention of the parties that the remaining portions of this lease which are enforceable remain binding and enforceable upon the parties.

24. TRUTH IN RENTING ACT (MCL 554.641) PROVISIONS:

Resident and Commission agree that this lease shall not, is not intended, nor shall it be construed to violate any provisions of Michigan's Truth in Renting Act. If any provisions do, in fact, result in such violation, that specific provision shall be invalid, but the other provisions shall remain valid.

NOTICE: MICHIGAN LAW ESTABLISHES RIGHTS AND OBLIGATIONS FOR PARTIES TO RENTAL AGREEMENTS. THIS AGREEMENT IS REQUIRED TO COMPLY WITH THE TRUTH IN RENTING ACT. IF YOU HAVE A QUESTION ABOUT THE INTERPRETATION OF LEGALITY OF A PROVISION OF THIS AGREEMENT, YOU MAY WANT TO SEEK ASSISTANCE FROM A LAWYER OR OTHER QUALIFIED PERSON.

I, the undersigned, do hereby acknowledge that I have read this agreement and that I fully and completely understand the provisions contained herein. Further, I agree to abide by these regulations as stated. I also acknowledge the Grievance Procedure as being posted in the JHC Management Office and contained in the Resident or Tenant Handbook, and I fully understand its contents.

IN WITNESS WHEREOF, the parties have executed this Lease Agreement this _____ day of _____ at, Jackson, Michigan.

I HAVE RECEIVED A COPY OF THIS LEASE AND I HEREBY DECLARE THAT THE FACTS GIVEN IN MY APPLICATION FOR HOUSING ARE TRUE AND CORRECT. I UNDERSTAND THAT IF THESE FACTS ARE NOT TRUE, THIS LEASE WILL BE TERMINATED AND I WILL BE REQUIRED TO VACATE.

WITHHOLDING OR GIVING FALSE INFORMATION RELATIVE TO THE DETERMINATION OF ELIGIBILITY, AMOUNT OF RENT OR WHO WILL OCCUPY THE PREMISES, OR TO MAKE A FALSE STATEMENT OR REPRESENTATION TO ANY REPRESENTATIVE OF THE JACKSON HOUSING COMMISSION WILL BE CONSIDERED AN INTENT TO DEFRAUD UNDER MICHIGAN LAW AND MAY BE PUNISHABLE WITH FINES UP TO \$1,000.00 AND/OR A PRISON TERM UP TO ONE YEAR.

Resident Resident

Resident Resident

JACKSON HOUSING COMMISSION

By _____
PHA Representative PHA Representative

**PHA Certifications of Compliance
with PHA Plans and Related
R e g u l a t i o n s**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 08/30/2011

RESOLUTION NO. 2014-35

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or~~Annual~~ Annual PHA Plan for the PHA fiscal year beginning, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Jackson Housing Commission
 PHA Name

MI0038
 PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20 - 20

Annual PHA Plan for Fiscal Years 2014 2015

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

Name of Authorized Official	Title
Michelle L. Pultz-Orthaus	President, Board of Commissioners
Signature	Date

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: <u>Jackson Housing Commission</u> PHA Code: <u>MI038</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>04/01/2014</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>543</u> Number of HCV units: <u>475</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.				

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

1. Eligibility, Selection and Admissions Policies, Including De-concentration and Wait List Procedures:

There are no changes to eligibility selection and admission policies for either Public Housing or Housing Choice Voucher (HCV) Program.

2. Financial Resources: The following table is updated to reflect the state of financial resources for FY2013:

Financial Resources		
Sources:	Planned Amounts:	Obligated Amounts
1. Federal Grants Changes for (FY2013)		
A.) Public Housing Operating Fund	1,453,128	
B.) Public Housing Capital Funds:	560,640	560,640
C.) Annual Contributions for HCV Assistance	2,752,221	
2. Public Housing Rental Income		
	942,800	

3. Rent Determination: Notice 2014-12 requires PHAs to apply the new flat rents to new admissions and to annual lease renewals within 90 days of formal adoption by the PHA, but no later than October 31, 2014. JHC adopted the following flat rents effective, May 21, 2014 with Resolution No. 2014-11.

JHC Flat Rents	
Studio	\$455
1BR	\$508
2BR	\$618
3BR	\$850
4BR	\$853
5BR	\$981

Additional change:

Effective November 1, 2014, the minimum rent will increase to \$50.00 for public housing. The Section 8 programs minimum rent is currently \$50.00.

4. Operation and Management:

- A.) The agency implemented a bedbug control policy regarding the prevention and eradication of bedbugs. The policy was updated in the Tenant Handbook and is reviewed with applicants at move in and with the residents at the annual recertification. Applicant and Residents are required to sign a receipt of the policy, certifying agreement of the requirements in the policy.
- B.) The agency implemented procurement policy and procedures governing all purchases by the agency.
- C.) The Administrative Plan governing the HCV program was updated using the Nan McKay model.
- D.) The Admission and Continued Occupancy Policy (ACOP) governing the public housing program was updated using the Nan McKay model.

5. Grievance Procedures: There were no substantial changes implemented from the previous submission. Letters used in the communication process of the grievance process and outcomes were updated.

6. Designated Housing for Elderly and Disabled Families: There are no changes from the previous submission.

7. Community Service and Self-Sufficiency: There are no changes from the previous submission.

8. Safety and Crime Prevention: The agency was approved for the HUD Emergency Safety & Security Program. The funds were used to purchase and install cameras and additional lighting on the grounds of JHC's AMP2-Read Manor.

9. Pets: There are no changes from the previous submission.

10. Civil Rights Certification: There are no changes from the previous submission. (see Attachment XXXX)

11. Fiscal Year Audit: The JHC is required to have an audit conducted with submission of the audited financial statements to HUD REAC no later than nine months (12/31/13) after the fiscal year end (3/31/13). The draft audit report for FY 2013 has been submitted and contains no findings. The audited report was submitted to HUD REAC September 2013 before the submission deadline.

12. Asset Management: There are no changes from the previous submission.

	<p>13. Violence Against Women Act (VAWA) : Jackson Housing Commission (JHC) Violence Against Women Act (VAWA) Activities : JHC policies and procedures incorporate and support the laws and requirements outlined in the Violence Against Women Act of 2005 (VAWA). The JHC has revised and updated the Section 8 Administrative Plan and ACOP to support victims of domestic violence, dating violence, sexual assault or stalking. The JHC will continue to administer its housing programs in ways that support program participants and applicants who may be victims of domestic violence, dating violence, sexual assault or stalking. The JHC will not take any adverse action against a resident/participant or applicant solely on the basis of her or him being a victim of such criminal activity, including threats of such activity. "Adverse action" in this context includes denial or termination of housing assistance. The JHC will continue to develop/revise policies and procedures as needed to implement the requirements of VAWA and to collaborate with other agencies to prevent and respond to domestic violence, dating violence, sexual assault or stalking, as those criminal activities may affect applicants for and participants in the JHC's housing programs.</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>Jackson Housing Commission Central Office 301 Steward Avenue, Jackson, MI 49201-1132 Chalet Terrace Management Office 316 Barbary Drive, Jackson, MI 49203 Reed Manor Management Office , 301 Steward Avenue (Building C), Jackson, MI 49201-1132 Shahan-Blackstone North Apartment Management Office, 109 Shahan Drive, Jackson, MI 49202</p>
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p><i>There are no changes from the previous submission.</i></p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing. <i>CFP 2012 was closed out; CFP 2013 is currently open. See form HUD-50075.1</i></p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	3203	5	5	5	3	3	3
Income > 30% but <=50% of AMI	1852	5	5	5	3	3	3
Income > 30% but <=80% of AMI	3015	4	4	4	3	3	2
Elderly	2219	5	5	4	3	2	4
Families with Disabilities	600	5	5	4	4	3	4
Race/Ethnicity W	4940	5	5	5	3	3	2
Race/Ethnicity B	2963	5	5	5	3	3	2
Race/Ethnicity I	103	5	5	5	3	3	2
Race/Ethnicity A	64	5	5	5	3	3	2

Housing Needs of Families on the Waiting List

Public Housing Waiting List				as of 01/27/14
	# of Families	% of Total Families	Annual Turnover	
Waiting List Total	349			
Extremely Low Income (<= 30% of AMI)	332	95%		
Very low Income (> 30% but <=50% of AMI)	15	4%		
Low Income (> 30% but <=80% of AMI)	2	1%		
Families with Children	101	29%		
Elderly	10	3%		
Families with Disabilities	90	26%		
Race/Ethnicity Wht	147	42%		
Race/Ethnicity Blk	198	57%		
Race/Ethnicity His	4	1%		
Race/Ethnicity Oth				

Housing Choice Voucher Program Waiting List				as of 01/27/14
	# of Families	% of Total Families	Annual Turnover	
Waiting List Total	91			
Extremely Low Income (<= 30% of AMI)	86	95%		
Very low income (> 30% but <=50% of AMI)	2	2%		
Low Income (> 30% but <=80% of AMI)	3	3%		
Families with Children	49	54%		
Elderly	9	10%		
Families with Disabilities	17	19%		
Race/Ethnicity Wht	45	49.5%		
Race/Ethnicity Blk	45	49.5%		
Race/Ethnicity His	1	1%		
Race/Ethnicity Oth				

The Public Housing waiting list is open. Jackson Housing Commission maintains a single community-wide waiting list for its developments. Applicants are placed on the Public Housing Waiting list according to preferences and the date and time their complete application is received.

The Housing Choice Voucher Program waiting list currently remains closed, as of October 5, 2007. The waiting list is projected to open in 2014.

9.0

Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.

Strategy 1. Maximize the number of affordable units available to the JHC within its current resources by:

- Minimize the number of public housing units off-line
- Employ effective management and maintenance policies
- Implement strong monitoring procedures and policies
- Reduce turnover time for vacated units
- Maintain adequate staff
- Train staff in efficient unit turn procedures
- Increase communication regarding the turnover process
- Reduce the make-ready time to renovate units
- Increase communication regarding the make-ready procedures
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase Housing Choice Voucher (Section 8) lease-up rates
- Market the program to owners outside of areas in the jurisdiction with high minority and poverty concentrations to increase tenant choice and mobility
- Effectively screen applicants for program suitability
- Establish payment standards that will enable families to rent
- Promote program integrity to ensure only eligible and responsible families participate in public and assisted housing
- Participate in the Consolidated Plan development process to ensure coordination of broader community strategies

Strategy 2. Increase the number of affordable housing units by:

- Apply for additional Housing Choice Voucher (Section 8) should they become available
- Research partnership opportunities with city government's Department of Neighborhood & Economic Operations and other agencies in the community with vested interests in affordable housing
- Research and stay abreast of other tools as they become available that could potentially increase affordable housing units in the jurisdiction
- Explore opportunities to leverage affordable housing resources in the community through the creation of mixed-financed housing
- Pursue housing resources other than public housing or housing choice voucher tenant based assistance

Need : Specific Family Types: Families at or below 30% of median

- Adopt rent policies to support and encourage work
- Incorporate self-sufficiency strategies in the day-to-day operational procedures (i.e., Annual recertification, application procedures) that will provide resident assistance and information to support and increase educational and employment opportunities
- Explore admission preferences aimed at families that are working

Need : Specific Family Types: Families at or below 50% of median

- Adopt rent policies to support and encourage work
- Incorporate self-sufficiency strategies in the day-to-day operational procedures (i.e., Annual recertification, application procedures) that will provide resident assistance and information to support and increase educational and employment opportunities
- Explore admission preferences aimed at families that are working

Need : Specific Family Types: Families with Disabilities

- Implement strong reasonable accommodation policies to ensure that disabled individuals and families have equal opportunities and access to participate in public and assisted housing, including assignment of Section 504/ADA Coordinator duties to staff
- Carry out modifications needed in public housing based on the Section 504 Needs Assessment for Public Housing
- Affirmatively market to local non-profit agencies that assist families with disabilities (e.g. DisAbility Connections)

Need : Specific Family Types: Races and or ethnicities

- Affirmatively market to races and or ethnicities shown to have disproportionate housing needs
- Conduct activities to affirmatively further fair housing

9.1

10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>The JHC has been able to maintain its mission to promote adequate and affordable housing, employment opportunities and a suitable living environment free from unlawful discrimination through the utilization of Capital funds, implementation of Improved public housing policies, and strong application of other policies governing the operations of the agency. The Commission was placed in a "zero threshold designation" in February 2013. JHC will work closely with HUD to prioritize and review internal policies, controls and required structures. Policies, practices and procedures will be administered in accordance with the statutory and regulatory requirements that will position the agency to be removed from the "zero threshold designation".</p> <p>The agency continues to aggressively address public housing vacancies, other operational issues, and the condition of its developments and housing units to ensure residents are living in safe housing. The JHC implemented Procurement procedures that are being strictly enforced.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>The JHC defines a "significant amendment" or a "substantial deviation/modification" of the Agency Plan to be any changes in policy, programs, rules or practices that would normally require authorization by the JHC Board of Commissioners through a Board Resolution.</p> <ul style="list-style-type: none"> • Late Fee charges increased from \$10.00 to \$25.00. • Minimum rent will increase from \$25.00 to \$50.00, effective November 1, 2014.
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11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary		Grant Type and Number		FFY of Grant: 2013	
PHA Name: Jackson Housing Commission		Capital Fund Program Grant No: M133E038501113		FFY of Grant Approval: 2013	
Replacement Housing Factor Grant No:		Date of CFFP:			
Type of Grant		X Revised Annual Statement (revision no: 1)			
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Final Performance and Evaluation Report			
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:					
Line	Summary by Development Account	Original	Total Estimated Cost Revised?	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	112,128	112,128	112,128	103,484.38
3	1408 Management Improvements	1,050	1,050	1,050	0
4	1410 Administration (may not exceed 10% of line 21)	56,064	56,064	56,064	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	12,000	12,000	12,000	2,160.00
8	1440 Site Acquisition				
9	1450 Site Improvement	52,384	174,170	52,384	14,170.00
10	1460 Dwelling Structures	120,000	0	120,000	0
11	1465.1 Dwelling Equipment—Nonexpendable	207,014	188,622	207,014	62,952.00
12	1470 Non-dwelling Structures	0	16,606	0	
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary		FFY of Grant: 2013	
PHA Name: Jackson Housing Commission	Grant Type and Number Capital Fund Program Grant No: M133E03850113 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2013	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies		X Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost ¹ Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	560,640.00	560,640.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.
⁴ RHF funds shall be included here.

Fair Market & 80% requirements

	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
2014 Fair Market Rents	\$512.00	\$594.00	\$772.00	\$1,062.00	\$1,066.00	\$1,226.00	\$1,386.00
Flat Rents (no lower than 80% of FMR)	\$409.60	\$475.20	\$617.60	\$849.60	\$852.80	\$980.80	\$1,108.80

JHC Current Flat Rents	
Studio	\$455
1BR	\$508
2BR	\$606
3BR	\$753
4BR	\$776
5BR	\$892

New JHC Flat Rents	
Studio	\$455
1BR	\$508
2BR	\$618
3BR	\$850
4BR	\$853
5BR	\$981

Leasing and HAP Utilization

CY 14

A	B	C	D	E	F	G	H	I	J	K	L
Month	HAP Funded	Total HAP & URP	HAP Utilization	UML	Avg PUC	% Leased	UMA	Fraud Recovery	Interest Income	Excess/(Deficiency)	NRA Available
Balance Forward											00,000
January	209,109	197,502	94.4%	455	434.07	95.8%	475	0	3	11,607	11,610
February	304,194	195,760	64.4%	453	432.14	95.4%	475	0	3	108,434	120,047
March	209,109	207,284	99.1%	448	462.69	94.3%	475	0	5	1,825	121,877
April	205,440	202,834	98.7%	446	454.78	94.0%	475	2,829	5	2,606	127,317
May	208,192	208,745	100.0%	445	469.09	93.6%	475	759	5	(553)	127,528
June	208,192	201,502	96.8%	442	455.89	93.1%	475	2,711	5	6,690	136,934
July	208,192	201,506	96.8%	439	458.01	92.4%	475	2,151	5	6,686	145,776
August	208,192	203,292	92.0%	444	457.86	93.6%	475	841	6	4,900	151,523
September	113,107	205,176	181.4%	440	466.31	92.6%	475	1,529	3	(92,069)	60,986
October											
November											
December											
	1,873,727	1,823,601	102.6%	4012	454.54	93.9%	4275	10,820	40	50,126	

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - September 2014
Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 127 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 09/30/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 125 2. Total Charges: 27,123.25 3. Dwelling Rental: 24,964.50 4. Retroactive Rent: 282.00 5. Excess Utility: 727.10 6. Additional Charges: 1,149.65

C. Receivables

Tenants in Possession (TIP)

	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	5	268.00	0.00	24.50	57.00	349.50
Over One Month Delinquent	63	3,616.75	1,133.00	997.38	6,462.48	12,209.61
Total for TIP	68					12,559.11
Vacated TAR	7					2,768.54
Total	75					15,327.65

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	19	3,853.32
Under Formal Repayment Agreement with Payments Up-to-Date	19	3,853.32
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	49	8,705.79

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	09/30/2014	09/30/2013	09/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	54	60	47
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	32	42	24

F. Collection Losses

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	12,491.28

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - September 2014
Project: 002 - Reed Manor

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 09/30/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 284 2. Total Charges: 57,306.72 3. Dwelling Rental: 54,039.00 4. Retroactive Rent: 924.00 5. Excess Utility: 991.00 6. Additional Charges: 1,352.72

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	19	632.70	0.00	12.00	731.41	1,376.11
Over One Month Delinquent	66	3,526.70	4,991.00	254.00	14,093.84	22,865.54
Total for TIP	85					24,241.65
Vacated TAR	16					10,594.59
Total	101					34,836.24

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	21	12,101.48
Under Formal Repayment Agreement with Payments Up-to-Date	21	12,101.48
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	64	12,140.17

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	09/30/2014	09/30/2013	09/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	30	23	24
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	21	6	5

F. Collection Losses

1. Amount Charged to Loss this Period	2,406.41
2. Amount Charged to Loss this Year to Date	10,458.55

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - September 2014
Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 09/30/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 118 2. Total Charges: 14,526.14 3. Dwelling Rental: 13,081.50 4. Retroactive Rent: 537.00 5. Excess Utility: 0.00 6. Additional Charges: 907.64

C. Receivables

Tenants in Possession (TIP)	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	5	430.00	0.00	0.00	239.50	669.50
Over One Month Delinquent	34	553.10	1,507.00	0.00	4,351.99	6,412.09
Total for TIP	39					7,081.59
Vacated TAR	4					1,488.32
Total	43					8,569.91

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	8	2,477.50
Under Formal Repayment Agreement with Payments Up-to-Date	8	2,477.50
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	31	4,604.09

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	09/30/2014	09/30/2013	09/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	33	32	27
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	32	19	24

F. Collection Losses

1. Amount Charged to Loss this Period 0.00
2. Amount Charged to Loss this Year to Date 6,244.80

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - September 2014
Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 539 5. Fiscal Year Beginning: 04/01/2014 6. Report Period Ending Date: 09/30/2014

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 527 2. Total Charges: 98,956.11 3. Dwelling Rental: 92,085.00 4. Retroactive Rent: 1,743.00 5. Excess Utility: 1,718.10 6. Additional Charges: 3,410.01

C. Receivables

Tenants in Possession (TIP)

	No. of Accounts Delinquent	Accounts Receivable				Amounts Delinquent
		Dwelling Rental	Retroactive Rent	Excess Utility	Additional Charges	
One Month or Less Delinquent	29	1,330.70	0.00	36.50	1,027.91	2,395.11
Over One Month Delinquent	163	7,696.55	7,631.00	1,251.38	24,908.31	41,487.24
Total for TIP	192					43,882.35
Vacated TAR	27					14,851.45
Total	219					58,733.80

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	48	18,432.30
Under Formal Repayment Agreement with Payments Up-to-Date	48	18,432.30
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	144	25,450.05

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date)	Prior FY (one year to date)	Previous FY (two years to date)
	09/30/2014	09/30/2013	09/30/2012
1. Percent of Accounts Delinquent to No. of Tenants In Possession	36	34	30
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	26	18	13

F. Collection Losses

1. Amount Charged to Loss this Period	2,406.41
2. Amount Charged to Loss this Year to Date	29,194.63

Jackson Housing Commission

Consolidated TARS Report

September, 2014

Category	Chalet Terrace*		Reed Manor		Shahan Blackstone		Totals	
Total Rents	125		292		122		539	
Rents Collected	114	91%	284	97%	117	96%	515	96%
Vacant Units	2	2%	4	1%	1	1%	7	1%
Notices to Vacate	2		2		0		4	
14 Day Notices	33		33		18		84	
Court Filings	7		2		4		13	

*One unit off line due to casualty loss

Move-Outs Report

September, 2014

Account Number	Address	Reason
	Chalet Terrace	
P-001-1175-05	1216 Laurel Ln	Eviction
P-001-1191-11	112 Laurel Ct	Eviction
	Reed Manor	
P-002-4404-11	207 Steward Ave. H-35	Eviction
P-002-4472-10	315 Steward Ave. I-59	Eviction
P-002-4374-05	207 Steward Ave. H-05	Eviction
P-002-3279-09	301 Steward Ave. E-06	Eviction
P-002-3264-10	301 Steward Ave. D-17	Eviction
P-002-3335-08	301 Steward Ave. G-10	Eviction
P-002-3245-04	301 Steward Ave. B-22	Eviction
P-002-3312-07	301 Steward Ave. F-13	Deceased
	Shahan	
P-003-5531-02	216 Janke	Eviction

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 09/01/2014 and 09/30/2014

Pj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
002-3350	301 Steward Avenue	G-25	07/31/2014	08/08/2014	7	08/25/2014	18	09/03/2014	8	33	0	0	0	0
002-4424	315 Steward Avenue	I-11	07/31/2014	08/11/2014	10	09/03/2014	23	09/03/2014	0	33	0	0	0	0
002-4460	315 Steward Avenue	I-47	08/13/2014	08/20/2014	6	09/04/2014	16	09/10/2014	5	27	0	0	0	0
001-1105	1251 Laurel Lane		08/21/2014	08/21/2014	0	08/28/2014	7	09/05/2014	7	14	0	0	0	0
001-1152	1229 Heather Lane		08/25/2014	08/25/2014	0	09/11/2014	17	09/17/2014	5	22	0	0	0	0
003-6558	315 Moorman Drive		08/26/2014	08/27/2014	0	09/09/2014	12	09/08/2014	0	12	0	0	0	0
002-4404	207 Steward Avenue	H-35	09/02/2014	09/02/2014	0	09/12/2014	10	09/19/2014	6	16	0	0	0	0
Total Units:	7				23		103		31	157	0	0	0	0

Jackson Housing Commission

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 09/01/2014 and 09/30/2014

Element # - Description	Value
V12400 - Total number of turnaround days:	157
V12500 - Total number of vacancy days exempted for Capital Funds:	0
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	7
V12800 - Average number of days units were in down time:	3.29
V12900 - Average number of days units were in make-ready:	14.71
V13000 - Average number of days units were in lease-up:	4.43
V13100 - Average unit turnaround days:	22.43

MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

SEPTEMBER, 2014

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
09/01	03:30p-05:20p	SBN Toilet won't flush	L. Jackson	Arnold
09/01	10:45a-11:20a	RM Lockout	L. Snider	Arnold
09/03	07:30p-08:45p	CT Water backing up, 1209, 1211,1217,1219,1215 Heather Lane		Arnold
09/03	07:50p-08:25p	CT Toilet won't flush	L. Sherrod	Arnold
09/05	07:00p-07:40p	CT Alarm going off, east end door left open	Comm Bldg	Neal
09/08	12:08p-12:48p	RM Alarm trip	Office	Neal
09/10	10:55p-12:00a	SBN Freezer door came off hinges	J. Trine	Neal
09/11	10:40p-11:15p	RM Alarm going off, east glass door open	Comm Room	Neal
09/12	04:07p-05:00p	CT Kitchen window broken	R. Knott	Davis
09/13	07:30a-08:45a	SBN No heat	R. King	Davis
09/19	05:00p-06:00p	CT Plugged toilet	E. Roy	Cram
09/20	12:00p01:00p	RM Fire alarm pulled, can't fix, called for service	B-Bldg	Cram
09/20	10:25p-11:30p	SBN Toilet leaking at bottom	M. Cawthon	Cram
09/21	12:00p-12:45p	CT Smoke alarm going off	S. Fells	Cram
09/21	09:30p-10:30p	RM Leak in ceiling	V. Powell	Cram
09/22	07:00p-07:45p	CT Hot water heater leaking	K. Christner	Cram
09/22	11:00p-12:10a	SBN Toilet plugged	L. Jackson	Cram
09/27	05:45p-06:40p	RM Toilet over flow	D. Napier	Arnold
09/28	07:35p-08:50p	CT Water leak in bedroom	B. Anderson	Arnold
09/29	07:30p-08:20p	CT Refrigerator not working	S. Hughes	Arnold

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET		GAS		WATER		SEWER		TOTAL		TOTAL MONTHLY UTILITY 2013/14
		BILL	CONSUMP	CONSUMP	NET	CCF	CONSUMP	WATER BILL	SEWER BILL	WATER BILL		
Jan-14	66,827	\$ 7,973.18	1,592.80	\$ 14,546.81								\$ 22,519.99
Jan-13	59,409	\$ 6,294.37	1,066.60	\$ 7,920.98								\$ 14,215.35
Feb-14	49,319	\$ 6,403.01	1,119.1	\$ 13,652.51	1,726	\$ 6,313.83	\$ 4,365.04	\$ 10,678.87	\$ 30,734.39			\$ 30,734.39
Feb-13	53,055	\$ 5,806.43	1,066.6	\$ 7,920.98	1,883	\$ 6,695.97	\$ 4,088.20	\$ 10,784.17	\$ 24,511.58			\$ 24,511.58
Mar-14	58,161	\$ 7,119.25	1,668.30	\$ 26,073.37	224	\$ 697.25	\$ 386.11	\$ 1,083.36	\$ 34,275.98			\$ 34,275.98
Mar-13	41,806	\$ 4,478.49	1,111.20	\$ 8,157.34		Storm Fee	\$ 60.00	\$ 60.00	\$ 12,695.83			\$ 12,695.83
Apr-14	49,116	\$ 6,324.74	1,057.20	\$ 11,002.46					\$ 17,327.20			\$ 17,327.20
Apr-13	51,257	\$ 5,761.21	1,053.80	\$ 9,044.24					\$ 14,805.45			\$ 14,805.45
May-14	46,151	\$ 5,882.59	700.90	\$ 6,786.01	2,349	\$ 7,643.10	\$ 5,061.05	\$ 12,704.15	\$ 25,372.75			\$ 25,372.75
May-13	46,660	\$ 5,463.87	580.00	\$ 5,178.56	1,712	\$ 6,152.82	\$ 5,657.47	\$ 11,810.29	\$ 22,452.72			\$ 22,452.72
Jun-14	42,053	\$ 6,033.82	321.40	\$ 3,119.79	224	\$ 696.12	\$ 477.24	\$ 1,173.36	\$ 10,326.97			\$ 10,326.97
Jun-13	48,556	\$ 6,530.50	335.80	\$ 3,073.54	220	\$ 692.72	\$ 502.59	\$ 1,195.31	\$ 10,799.35			\$ 10,799.35
Jul-14	53,975	\$ 7,657.03	215.10	\$ 2,092.00					\$ 9,749.03			\$ 9,749.03
Jul-13	51,702	\$ 7,049.86	110.80	\$ 1,075.47					\$ 8,125.33			\$ 8,125.33
Aug-14	44,144	\$ 6,557.06	178.10	\$ 1,434.28	2,574	\$ 8,388.67	\$ 3,433.08	\$ 11,821.75	\$ 19,813.09			\$ 19,813.09
Aug-13	51,462	\$ 7,307.85	421.50	\$ 3,249.58	2,219	\$ 7,430.18	\$ 3,244.33	\$ 10,674.51	\$ 21,231.94			\$ 21,231.94
Sep-14	52,608	\$ 7,475.55	190.30	\$ 1,800.34					\$ 9,275.89			\$ 9,275.89
Sep-13	52,783	\$ 7,316.63	249.20	\$ 2,338.33					\$ 9,654.96			\$ 9,654.96
Oct-14									\$ -			\$ -
Oct-13									\$ -			\$ -
Nov-14									\$ -			\$ -
Nov-13									\$ -			\$ -
Dec-14									\$ -			\$ -
Dec-13									\$ -			\$ -
2014	462,354.00	\$ 61,426.23	7,043.20	\$ 80,507.57	7,097.00	23,738.97	13,722.52	\$ 37,461.49	\$ 179,395.29			\$ 179,395.29
2013	456,690.00	\$ 56,009.21	5,995.50	\$ 47,959.02	6,034.00	21,031.69	13,492.59	\$ 34,524.28	\$ 138,492.51			\$ 138,492.51

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY		GAS		NET		WATER		WATER		SEWER		TOTAL		TOTAL				
	KW HOURS	CONSUMP	NET	BILL	MCF	CONSUMP	NET	BILL	CCF	CONSUMP	WATER	BILL	WATER	BILL	WATER	BILL	TOTAL	MONTHLY	
																			UTILITY 2013/14
Jan-14	108,440	\$	12,707.27	\$	1,336.8	\$	12,205.87	\$	1,479	\$	3,746.85	\$	2,271.68	\$	6,018.53	\$	30,931.67		
Jan-13	123,360	\$	12,846.49	\$	934.6	\$	6,785.05	\$	1,461	\$	2,988.19	\$	1,884.75	\$	4,872.94	\$	24,504.48		
Feb-14	169,960	\$	20,457.11	\$	1,307.7	\$	16,150.43	\$	965	\$	2,625.51	\$	2,616.79	\$	5,242.30	\$	41,849.84		
Feb-13	121,560	\$	12,706.02	\$	1,135.3	\$	8,372.26	\$	835	\$	2,278.50	\$	1,926.75	\$	4,205.25	\$	25,283.53		
Mar-14	117,560	\$	14,314.02	\$	1,318.8	\$	20,325.96	\$	1,185	\$	3,052.56	\$	2,316.16	\$	5,368.72	\$	40,008.70		
Mar-13	107,320	\$	11,491.28	\$	1,076.8	\$	7,885.59	\$	771	\$	2,241.60	\$	1,432.99	\$	3,674.59	\$	23,051.46		
Apr-14	100,360	\$	12,546.80	\$	934.6	\$	9,932.39	\$	1,386	\$	3,498.61	\$	2,536.42	\$	6,035.03	\$	28,514.22		
Apr-13	120,240	\$	12,866.37	\$	866.1	\$	7,442.63	\$	840	\$	2,398.07	\$	2,260.57	\$	4,658.64	\$	24,967.64		
May-14	99,000	\$	12,286.84	\$	596.6	\$	5,759.21	\$	1,142	\$	2,960.89	\$	1,767.79	\$	4,728.68	\$	22,774.73		
May-13	46,660	\$	5,463.87	\$	580.0	\$	5,178.56	\$	943	\$	2,625.27	\$	1,969.57	\$	4,594.84	\$	15,237.27		
Jun-14	130,080	\$	17,016.55	\$	306.3	\$	2,819.43	\$	798	\$	2,254.60	\$	1,273.43	\$	3,528.03	\$	23,364.01		
Jun-13	125,800	\$	16,204.36	\$	551.9	\$	7,897.35	\$	1,088	\$	2,813.50	\$	2,826.71	\$	5,640.21	\$	29,741.92		
Jul-14	99,320	\$	13,720.98	\$	239.3	\$	2,269.26	\$	1,430	\$	3,538.57	\$	2,142.02	\$	5,680.59	\$	21,670.83		
Jul-13	148,120	\$	21,413.75	\$	1.6	\$	26.38	\$	1,210	\$	3,178.59	\$	2,387.05	\$	5,565.64	\$	27,005.77		
Aug-14	128,560	\$	17,850.75	\$	245.6	\$	1,814.67	\$							\$	\$	19,665.42		
Aug-13	132,280	\$	18,980.91	\$	1.5	\$	22.70	\$							\$	\$	19,003.61		
Sep-14	140,440	\$	19,188.27	\$	225.9	\$	2,042.70	\$							\$	\$	21,230.97		
Sep-13	143,520	\$	18,962.90	\$	1.3	\$	24.33	\$							\$	\$	18,987.23		
Oct-14															\$	\$	-		
Oct-13															\$	\$	-		
Nov-14															\$	\$	-		
Nov-13															\$	\$	-		
Dec-14															\$	\$	-		
Dec-13															\$	\$	-		
2014	1,093,720	\$	140,088.59	\$	6,511.60	\$	73,319.92	\$	8,385.00	\$	21,677.59	\$	14,924.29	\$	36,601.88	\$	250,010.39		
2013	1,068,860	\$	130,935.95	\$	5,149.10	\$	43,634.85	\$	7,148	\$	18,523.72	\$	14,688.39	\$	33,212.11	\$	207,782.91		

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET		GAS		WATER		SEWER		TOTAL	
		BILL	CONSUMP	BILL	CONSUMP	BILL	CONSUMP	BILL	CONSUMP	BILL	CONSUMP
Jan-14	1,992	\$ 337.35	92.9	\$ 815.82	2,164	\$ 7,430.44	\$ 3,742.84	\$ 11,173.28	\$ 12,326.45		
Jan-13	2,574	\$ 381.06	62.1	\$ 522.34	2,327	\$ 7,746.23	\$ 4,638.86	\$ 12,385.09	\$ 13,288.49		
Feb-14	1,201	\$ 276.95	68.6	\$ 838.94		\$ -	\$ -	\$ -	\$ 1,115.89		
Feb-13	4,896	\$ 630.55	57.4	\$ 462.59		\$ -	\$ -	\$ -	\$ 1,093.14		
Mar-14	945	\$ 1,009.60	68.2	\$ 178.37		\$ -	\$ -	\$ -	\$ 1,187.97		
Mar-13	9,930	\$ 1,196.19	56.6	\$ 412.97		\$ -	\$ -	\$ -	\$ 1,609.16		
Apr-14	929	\$ 208.22	43.9	\$ 433.33	2,046	\$ 6,714.77	\$ 5,506.92	\$ 12,221.69	\$ 12,863.24		
Apr-13	990	\$ 169.23	49.3	\$ 426.35	2,092	\$ 7,056.53	\$ 4,233.27	\$ 11,289.80	\$ 11,885.38		
May-14	1,008	\$ 259.79	28.4	\$ 294.04		\$ -	\$ -	\$ -	\$ 553.83		
May-13	3	\$ 0.63	0.1	\$ 1.18		\$ -	\$ -	\$ -	\$ 1.81		
Jun-14	968	\$ 176.66	13.8	\$ 145.24		\$ -	\$ -	\$ -	\$ 321.90		
Jun-13	1,773	\$ 448.19	20.8	\$ 354.35		\$ -	\$ -	\$ -	\$ 802.54		
Jul-14	492	\$ 115.84	3.6	\$ 53.51	3,080	\$ 7,496.50	\$ 2,963.30	\$ 10,459.80	\$ 10,629.15		
Jul-13	707	\$ 157.79	2.0	\$ 59.89	1,782	\$ 7,613.43	\$ 4,605.96	\$ 12,219.39	\$ 12,437.07		
Aug-14	860	\$ 168.57	5.1	\$ 71.92		\$ -	\$ -	\$ -	\$ 240.49		
Aug-13	911	\$ 158.59	3.8	\$ 58.46		\$ -	\$ -	\$ -	\$ 217.05		
Sep-14	805	\$ 176.21	6.8	\$ 100.63		\$ -	\$ -	\$ -	\$ 276.84		
Sep-13	20	\$ 3.75	0.2	\$ 3.17		\$ -	\$ -	\$ -	\$ 6.92		
Oct-14						\$ -	\$ -	\$ -	\$ -		
Oct-13						\$ -	\$ -	\$ -	\$ -		
Nov-14						\$ -	\$ -	\$ -	\$ -		
Nov-13						\$ -	\$ -	\$ -	\$ -		
Dec-14						\$ -	\$ -	\$ -	\$ -		
Dec-13						\$ -	\$ -	\$ -	\$ -		
2014	9,200	\$ 2,729.19	331.30	\$ 2,931.80	7,290	21,641.71	\$ 12,213.06	\$ 33,854.77	\$ 39,515.76		
2013	21,804	\$ 3,145.98	252.30	\$ 2,301.30	6,201	22,416.19	\$ 13,478.09	\$ 35,894.28	\$ 41,341.56		

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS		NET BILL	WATER CCF CONSUMP	WATER		SEWER BILL	NET		TOTAL MONTHLY UTILITY 2012
			MCF CONSUMP				WATER BILL			WATER BILL	WATER BILL	
Jan-14	177,259	\$ 21,017.80	3,023	\$ 27,568.50	3,643	\$ 11,177.29	\$ 6,014.52	\$ 17,191.81	\$ 65,778.11			
Jan-13	185,343	\$ 19,521.92	2,063	\$ 15,228.37	3,788	\$ 10,734.42	\$ 6,523.61	\$ 17,258.03	\$ 52,008.32			
Feb-14	220,480	\$ 27,137.07	2,495	\$ 30,641.88	2,691	\$ 8,939.34	\$ 6,981.83	\$ 15,921.17	\$ 73,700.12			
Feb-13	179,511	\$ 19,143.00	2,259	\$ 16,755.83	2,718	\$ 8,974.47	\$ 6,014.95	\$ 14,989.42	\$ 50,888.25			
Mar-14	176,666	\$ 22,442.87	3,055	\$ 46,577.70	1,409	\$ 3,749.81	\$ 2,702.27	\$ 6,452.08	\$ 75,472.65			
Mar-13	159,056	\$ 17,165.96	2,245	\$ 16,455.90	771	\$ 2,301.60	\$ 1,432.99	\$ 3,734.59	\$ 37,356.45			
Apr-14	150,405	\$ 19,079.76	2,036	\$ 21,368.18	3,432	\$ 10,213.38	\$ 8,043.34	\$ 18,256.72	\$ 58,704.66			
Apr-13	172,487	\$ 18,796.81	1,969	\$ 16,913.22	2,932	\$ 9,454.60	\$ 6,493.84	\$ 15,948.44	\$ 51,658.47			
May-14	146,159	\$ 18,429.22	1,326	\$ 12,839.26	3,491	\$ 10,603.99	\$ 6,828.84	\$ 17,432.83	\$ 48,701.31			
May-13	93,323	\$ 10,928.37	1,160	\$ 10,358.30	2,655	\$ 8,778.09	\$ 7,627.04	\$ 16,405.13	\$ 37,691.80			
Jun-14	173,101	\$ 23,227.03	642	\$ 6,084.46	1,022	\$ 2,950.72	\$ 1,750.67	\$ 4,701.39	\$ 34,012.88			
Jun-13	176,129	\$ 23,183.05	909	\$ 11,325.24	1,308	\$ 3,506.22	\$ 3,329.30	\$ 6,835.52	\$ 41,343.81			
Jul-14	153,787	\$ 21,493.85	458	\$ 4,414.77	4,510	\$ 11,035.07	\$ 5,105.32	\$ 16,140.39	\$ 42,049.01			
Jul-13	200,529	\$ 28,621.40	114	\$ 1,161.74	2,992	\$ 10,792.02	\$ 6,993.01	\$ 17,785.03	\$ 47,568.17			
Aug-14	173,564	\$ 24,576.38	429	\$ 3,320.87	2,574	\$ 8,388.67	\$ 3,433.08	\$ 11,821.75	\$ 39,719.00			
Aug-13	184,653	\$ 26,447.35	427	\$ 3,330.74	2,219	\$ 7,430.18	\$ 3,244.33	\$ 10,674.51	\$ 40,452.60			
Sep-14	193,853	\$ 26,840.03	423	\$ 3,943.67	-	\$ -	\$ -	\$ -	\$ 30,783.70			
Sep-13	196,323	\$ 26,283.28	251	\$ 2,365.83	-	\$ -	\$ -	\$ -	\$ 28,649.11			
Oct-14	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -			
Oct-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -			
Nov-14	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -			
Nov-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -			
Dec-14	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -			
Dec-13	-	\$ -	-	\$ -	-	\$ -	\$ -	\$ -	\$ -			
2014	1,565,274	\$ 204,244.01	13,886	\$ 156,759.29	22,772	67,058.27	\$ 40,859.87	\$ 107,918.14	\$ 468,921.44			
2013	1,547,354	\$ 190,091.14	11,397	\$ 93,895.17	19,383	61,971.60	\$ 41,659.07	\$ 103,630.67	\$ 387,616.98			