

JACKSON HOUSING COMMISSION

REGULAR MEETING –August 17, 2016

Reed Manor Board Room

1. MEETING CALLED TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Michelle Pultz-Orthaus, President

Michelle Woods, Vice-President

Gerald Montgomery, Commissioner

James Stark, Commissioner

Public Comments (limited to 3 minutes)

Approval of Regular Meeting Minutes: July 20, 2016

Approval of the Previously Paid Liabilities: July 20, 2016

4. RESOLUTIONS

Resolution No. 2016-17: Collection Losses

Resolution No. 2016-18: Inventory Control Policy

Resolution No. 2016-19: Utility Allowance 2016-HCV Program

Resolution No. 2016-20: Utility Allowance 2016-Public Housing Program

Resolution No. 2016-21: Memorandum of Understanding: JHC & Reed Manor Resident Council

Resolution No. 2016-22: Internal Control Policy-Revision

5. DIRECTOR'S REPORTS

Section 8

Leasing & 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 & Consumption

6. OTHER BUSINESS

SEMAP Scores Fiscal Year Ending March 31, 2016

7. ADJOURNMENT

8. NEXT REGULAR MEETING : **Reed Manor Board Room- September 21, 2016**

Jackson Housing Commission

Regular Meeting

July 20, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on July 20, 2016 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:00pm. Upon roll call the following commissioners were present: Gerald Montgomery, Michelle Pultz-Orthaus, James Stark and Michelle Woods.

Also present were:

Laurie Ingram, Executive Director
Shari Boyce, Section 8 Director
Tremachel Johnson, Finance Director
Chelsea Bryant, Executive Secretary

16-07-20-001 Public Comments

Members of the public were present; no comments were made.

16-07-20-002 Approval of the Minutes of the Regular Meeting Held June 15, 2016

Commissioner Woods **MOVED** to approve the Regular Meeting Minutes of the meeting held June 15, 2016. Commissioner Montgomery **SECONDED** and upon voice vote the motion was adopted.

16-07-20-003 Approval of the Previously Paid Liabilities: July 2016

A lengthy discussion transpired about the paid liabilities. Commissioner Woods had several questions regarding paid expenses. Mr. Montgomery asked if the JHC could pursue legal action for expenses assumed by the agency for remediation services. Ms. Ingram will consult with the attorney to ask if victim rights laws apply to the recent remediation.

Commissioner Montgomery **MOVED** to approve the Previously Paid Liabilities for July 2016. Commissioner Woods **SECONDED** and upon roll call the motion was adopted:

AYES: G. Montgomery, M. Pultz-Orthaus, J. Stark, M. Woods

NAYS: None

ABSTAIN: None

ABSENT: None

16-07-20-004 Resolution No. 2016-14: Collection Losses Write Off: July 2016

Commissioner Woods **MOVED** to approve the Collection Losses July 2016. Commissioner Montgomery **SECONDED** and upon roll call the motion was adopted:

A. Leasing HAP Utilization Report

Ms. Boyce noted that the numbers of units leased will decrease in next month's report.

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Executive

F. S8 Income Statement

G. PH Income Statement

H. Petty Cash Fund Register

I. After Hours/Emergency Response Report

J. Utility Costs and Consumption

16-07-20-010 Other Business

- Ms. Ingram provided updates on areas concerning the agency.
- The JHC recently accepted PC Solutions as the agency's IT Vendor. Per a discussion with the company, Ms. Ingram was advised that cameras could be strategically placed inexpensively at Chalet Terrace and Shahan Blackstone North. However, it was noted that camera additions to the hallways at Reed Manor should only be considered after the lighting in the hallways is improved. Ms. Ingram stated that lighting was a significant area addressed by Honeywell's energy conservation proposal. Ms. Ingram also mentioned that she will apply for HUD's Security Service Grant when the request for proposals is announced next year.
- Bernadette McDonald, case manager with the Community Action Agency started on July 1, 2016 and is on-site assisting residents with issues that threaten their housing. Ms. McDonald's transition was seamless and she is doing a wonderful job meeting the needs of the residents.
- Barry Gaudette will perform a financial audit the week of July 25, 2016.
- HUD will conduct a field audit on-site the week of August 22, 2016. Representatives from HUD will review information and speak with staff.
- The JHC has officially severed its relationship with Emerge Accounting. However, due to Emerge's untimely refusal to perform final accounting services, SACS Software's accounting staff was asked to complete the final financial statements.

Date: 07/03/2016
Time: 6:33:14

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 07/01/2016 To: 07/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061416	07/08/2016	Consumer Energy	Payment	2,943.00	Utility Reimbursement
061417	07/06/2016	AccuShred, LLC	Payment	135.00	1 INVOICE INV# 33806 \$185.00
061418	07/06/2016	AMBS CALL CENTER	Payment	526.66	ACCOUNT# 1909 INV# 160611001 \$526.66 SERVICE PERIOD 7.1.16-7.31.16
061419	07/06/2016	American Office Solutions	Payment	95.11	ACCOUNT# J1087 INV# IN84078 CT1197-01 C5486-4500830 XMXM364N 8566@0.01078
061420	07/06/2016	BIO-METH MANAGEMENT	Payment	575.00	1 INVOICE INV#162 \$575.00
061421	07/06/2016	Brooklyn Plumbing, Heating & A/C, Inc	Payment	227.65	1 INVOICE INV# 645948 \$227.65
061422	07/06/2016	CASLER HARDWARE	Payment	2.39	CUSTOMER# 33561 INV# 17331 \$2.39
061423	07/06/2016	City Of Jackson - Finance Department	Payment	8,683.63	EE & ER JUNE 2016 EE & ER EARNINGS & CONTRIBUTIONS JUNE 2016
061424	07/06/2016	COLLINS BROTHERS	Payment	86.40	1 INVOICE INV# 50442 \$86.40
061425	07/06/2016	DEANA L. OLIVER	Payment	8.00	ACCOUNT# P-001-1112-07 FINAL ACCOUNTING
061426	07/06/2016	INK CONTRACTING LLC	Payment	2,050.00	2 INVOICES INV# 1030 \$750.00 WEEK OF 6.12.16 INV# 1031 \$1300.00 WEEK OF 6.24.16
061427	07/06/2016	Jackson Housing Commission	Payment	25,127.30	PH MANAGEMENT FEES JUNE 2016 PH MANAGEMENT FESS JUNE 2016
061428	07/06/2016	JACKSON WATER COLLECTION	Payment	5,045.71	17 ACCOUNTS SEE ATTACHMENTS
061429	07/06/2016	Keepin It Clean	Payment	190.00	3 INVOICES INV# 062916 \$70.00 INV# 62716 \$55.00 INV# 062416 \$65.00
061430	07/06/2016	KELLY WEBER	Payment	83.00	RMTA STIPEND PRESIDENT RMTA STIPEND
061431	07/06/2016	MENARDS - JACKSON	Payment	695.01	4 INVOICES INV# 57068 \$4.99 57838 \$42.08 58285 \$318.94 57911 \$329.00
061432	07/06/2016	MINUTEMAN SEWER & DRAIN INC.	Payment	350.00	1 INVOICE INV# 16815 \$350.00

Date: 07/06/2016
 Time: 6:33:14

Jackson Housing Commission
Register - Basic Listing
 Public Housing
 From: 07/01/2016 To: 07/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061433	07/06/2016	OLD MILL CABINETS	Payment	504.00	1 INVOICE INV# 310 BARBERRY \$504.00
061434	07/06/2016	OSBORNE PROCESS SERVICE	Payment	28.75	ACCOUNT# 1193-06 INV# OBP-2016001722 \$28.75
061435	07/06/2016	Rooney's Sewer Service	Payment	90.00	1 INVOICE INV-1960 \$90.00
061436	07/06/2016	Trail Supply LLC	Payment	37.95	ACCOUNT# 10014 INV# 37.95
061437	07/06/2016	CITY OF JACKSON - CITY CLERK	Payment	150.00	CUSTOMER# 004488 INV# 1600018965 \$150.00
061438	07/06/2016	FRANCES COLE	Payment	83.00	RMTA STIPEND VICE PRESIDENT RMTA STIPEND
061439	07/06/2016	Home Depot Credit Services	Payment	1,964.04	ACCOUNT# 6035322540175928 INV# 7971378 \$1964.04
061440	07/08/2016	WILMAR INDUSTRIES	Payment	1,113.72	ACCT# 70585 CREDIT (439.97) #367943207 \$54.52 #368711727 \$73.96 #368711735 \$147.92 #369788849 \$705 #3706888673 \$32.13 #3706888681 \$239.44 #370923369 \$300.72
061441	07/19/2016	JC EHRlich	Payment	19,889.00	ACCOUNT# 153860 REGISTRATION NUMBER 8C1AF296 \$2086.00 AC27994F \$15773.00 D872409F \$2030.00
061442	07/26/2016	A-1 LOCK SHOP	Payment	74.00	1 INVOICE INV# 4036 \$74.00
061443	07/26/2016	AFLAC	Payment	109.32	ACCOUNT# VX312 INV# 147826 \$109.32
061444	07/26/2016	APCO SUPPLY	Payment	198.19	ACCOUNT# 178131 INV#1274819-00 \$51.63 INV#1265844-01 \$146.56
061445	07/26/2016	BELSON OUTDOORS	Payment	890.58	CUSTOMER# JA1663 INV#141264 \$890.58
061446	07/26/2016	CASLER HARDWARE	Payment	76.41	CUSTOMER# 33561 INV#17331 \$48.42 INV#17548 \$20.99 INV#16709 #6.99
061447	07/26/2016	COLLINS BROTHERS	Payment	46.00	1 INVOICE INV#50449 \$46.00
061448	07/26/2016	DAUGHERTY TREE SERVICE	Payment	250.00	1 INVOICE INV#71416 \$250.00 REMOVAL OF TREE H-BUILDING

From: 07/01/2016 To: 07/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061449	07/26/2016	DELISLE ASSOCIATES LTD	Payment	955.00	1 INVOICE INV# 62716 \$955.00
061450	07/26/2016	HAMMOND HARDWARE	Payment	243.51	7 INVOICES INV# C194976 \$35.96- CUSTOMER#33515 INV# C195611 \$10.79 INV# C195701 \$38.38 INV# B339634 \$64.57 INV# C193119 \$45.87 INV# C193717 \$16.19 INV# C193890 \$37.75
061451	07/26/2016	HD Supply Facilities Maintenance	Payment	181.56	CUSTOMER# 461000 INV# 9142861483 \$181.56 JAN16
061452	07/26/2016	Jackson Transportation Authority	Payment	150.40	1 INVOICE INV# 0026914-IN \$150.40
061453	07/26/2016	JACKSON KEY WORKS	Payment	276.00	1 INVOICE INV# 513 \$276.00
061454	07/26/2016	Keepin It Clean	Payment	55.00	1 INVOICE INV# 071216 \$55.00
061455	07/26/2016	LIBERTY ENVIRONMENTALISTS, INC.	Payment	68.00	3 INVOICES INV# 155982 \$48.00 INV# 155975 \$10.00 INV# 155610 \$10.00
061456	07/26/2016	MENARDS - JACKSON	Payment	1,744.47	CUSTOMER# 31610470 INV# 60398 \$18.11 #60005 \$70.96 #58625 \$57.96 #58438 \$48.29 #58538 \$69.97 #59840 \$171.42 #58154 \$310.91 #59949 \$150.79 #58302 \$231.64 #59999 \$614.42
061457	07/26/2016	MR SHIMP-RINIER	Payment	100.00	1 INVOICE INV#071816 \$100.00
061458	07/26/2016	PDQ SUPPLY, INC.	Payment	583.30	CUSTOMER# 118660 INV# SI-235005 \$59.05 SI-235196 \$103.89 SI-234460 \$420.36
061459	07/26/2016	Rooney's Sewer Service	Payment	305.00	3 INVOICES INV-1993 \$125.00 INV-2090 \$90.00 INV-2094 \$90.00
061460	07/26/2016	SAFETY SYSTEMS INC	Payment	828.00	CUSTOMER#00938 INV# 457683 \$212.00 INV# 457600 \$616.00
061461	07/26/2016	SHELIA SCOTT	Payment	22.00	ACCOUNT# P-002-3272-09 FINAL ACCOUNTING
061462	07/26/2016	THE SHERWIN -WILLIAMS CO.	Payment	755.00	ACCOUNT# 5291-3819-6 INV# 1038-6 \$755.00
061463	07/26/2016	TDS Metrocom	Payment	2,269.09	4 INVOICES

Date: 07/26/2016
 Time: 13:14

Jackson F. Housing Commission
Register - Basic Listing
 Public Housing
 From: 07/01/2016 To: 07/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061464	07/26/2016	TLK CLEANING	Payment	1,000.00	INV# 517-787-6494 \$87.91 517-787-1188 \$1688.89 517-787-0168 \$404.54 517-780-0620 \$87.75 1 INVOICE FINAL PAYMENT \$1000.00
061465	07/26/2016	TransUnion Rental Screening	Payment	408.40	CUSTOMER #4408R0064047 INV# 06632703 \$408.40
061465	07/26/2016	**VOID** TransUnion Rental Screening	Payment	*****	CUSTOMER #4408R0064047 Void Refer 061465 Duplicate check
061466	07/26/2016	White & Hotchkiss, PLLC	Payment	450.00	1 INVOICE INV# 75742 \$450.00 JUNE 2016 INVOICE
061467	07/26/2016	WILMAR INDUSTRIES	Payment	924.64	ACCOUNT# 70585 INV# 372924878 \$618.19 INV# 371186719 \$306.45
061468	07/26/2016	PURCHASE POWER	Payment	286.82	ACCOUNT# 8000-9000-0062-0884 8000-9000-0062-0884 \$286.82
061469	07/26/2016	TALX THE WORK NUMBER	Payment	72.80	CUSTOMER# 8805983 INV# 2139683 \$ 72.80
061470	07/26/2016	TransUnion Rental Screening	Payment	408.40	CUSTOMER ID# 4408R0064047 INV#06632703 \$408.40
061471	07/26/2016	The SBAM Plan	Payment	12,606.47	CID# 281224 CID# 281224 \$12606.47 BILLING PERIOD 0.1.10-9.1.10
061472	07/26/2016	Grand River Insurance Agency, LLC	Payment	962.26	POLICY# GRB WC5002339 01 POLICY# GRB WC5002339 01 \$962.26 POLICY PERIOD 7.30.16-7.30.16

Total: (97,576.54)

Date: 08/01/2016
 Time: 08:43:35

Jackson Hc g Commission
Register - Basic Listing
 General COCC Account
 From: 07/01/2016 To: 07/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002576	07/01/2016	RAEMONDA CARRIS	Payment	480.00	COST OF MEALS JUNE 30, 2016 - JULY 15, 2016 15 DAYS @ \$30 PER DAY
002577	07/06/2016	AccuShred, LLC	Payment	25.00	MEAL MONEY FOR TENANT RAEMONDA CARRIS (FOR DAMAGE TO UNIT 307 MOORMAN DR). INVOICE# 33806 INV#33806 \$25.00
002578	07/06/2016	Blue Sea L.L.C.	Payment	90.00	SERVICE THROUGH 6/8/2016 INVOICE# 2403 INV# 2403 \$90.00
002579	07/06/2016	City Of Jackson - Finance Department	Payment	5,300.60	JULY-SEPT 2016 BILLING EE&ER EARNINGS & CONTRIBUTIONS EE&ER EARNINGS & CONTRIBUTIONS JUNE 2016 \$5300.60
002580	07/06/2016	J. McEidowney, Inc.	Payment	435.27	2 INVOICES INVOICE# 77088 INVOICE# 77089
002581	07/06/2016	SMALL BUSINESS ASSOCIATION OF MICHIGAN	Payment	99.00	1 INVOICE SBAM MEMBER ID# 92594 \$99.00
002582	07/06/2016	ANDERSON PRINTING & MAILING	Payment	40.00	INVOICE# 22966 INV# 22966 \$40.00
002583	07/06/2016	JASON OMO	Payment	595.31	T&E EXPENSES PUBLIC HOUSING SPEC MINNEAPOLIS, MN 07.10.2016-07.16.2016
002584	07/26/2016	AFLAC	Payment	47.88	ACCOUNT# VX312 INV# 147825 \$47.88
002585	07/26/2016	CUMULASI	Payment	596.69	BILLING PERIOD JUNE 2016 4 INVOICES 01721 425384-01-4 \$124.53 01721 346503-01-6 \$122.37 01721 413438-01-3 \$231.09 01721 276409-02-9 \$118.70
002586	07/26/2016	Pentiuk, Couvreur & Kobijjak, P.C	Payment	1,896.00	ACCOUNT# 114310.001 INV# 27297 \$1896.00
002587	07/26/2016	United Way Of Jackson County	Payment	197.00	CONTRIBUTION PAYROLL CONTRIBUTION FOR THE PERIOD OF 11.1.13-12.24.15
002588	07/26/2016	PURCHASE POWER	Payment	172.09	ACCOUNT# 8000-9000-0062-0884 8000-9000-0062-0884 \$172.09
002589	07/26/2016	The SBAM Plan	Payment	9,765.66	CID# 281224 CID#281224 \$9765.66
002590	07/26/2016	Grand River Insurance Agency, LLC	Payment	577.35	BILLING PERIOD 8.1.16-9.1.16 POLICY# GRB WC5002339 01 POLICY# GRB WC5002339 01 \$577.35
002591	07/26/2016	TDS Metrocom	Payment	127.35	POLICY PERIOD 7.30.16-7.30.17 2 INVOICE

Date: 07/01/2016
Time: 10:42:35

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 07/01/2016 To: 07/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
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				517-787-9241	\$101.94
				517-787-6143	\$ 25.41

Total: (20,445.20)

Date: 08/01/2016
 Time: 08:34

Jackson Housing Commission
Register - Basic Listing
 Section 8 Housing Voucher Program
 From: 07/01/2016 To: 07/31/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054352	07/06/2016	AccuShred, LLC	Payment	25.00	1 INVOICE INV# 33806 \$25.00 SERVICE THROUGH 6.8.2016
054353	07/06/2016	City Of Jackson - Finance Department	Payment	1,659.90	EE&ER EARNINGS & CONTRIBUTIONS EE&ER EARNINGS & CONTRIBUTIONS JUNE 2016
054354	07/06/2016	J McEldowney Inc.	Payment	1,152.30	2 INVOICES INV# 77091 INV# 77090
054355	07/26/2016	AFLAC	Payment	241.44	ACCOUNT# VX312 INV# 147825 \$241.44
054356	07/26/2016	Jackson Transportation Authority	Payment	45.38	1 INVOICE INV# 0026914-IN \$45.38
054357	07/26/2016	PURCHASE POWER	Payment	114.73	ACCOUNT# 8000-9000-0062-0884 8000-9000-0062-0884 \$114.73
054358	07/26/2016	TALX THE WORK NUMBER	Payment	188.40	CUSTOMER# 8805983 INV#2139683 \$188.40
054359	07/26/2016	TransUnion Rental Screening	Payment	58.35	CUSTOMER ID#4408R0064047 INV# 06632703 \$ 58.35
054360	07/26/2016	The SBAM Plan	Payment	1,766.06	CID#281224 CID#281224 BILLING PERIOD 8.1.16-9.1.16
054361	07/26/2016	Grand River Insurance Agency, LLC	Payment	384.90	POLICY# GRB WC5002339 01 POLICY# GRB WC5002339 01 \$384.90
054362	07/26/2016	TDS Metrocom	Payment	76.43	POLICY PERIOD 7.30.16-7.30.17 1 INVOICE 517-707-C32C \$ 76.43

Total: (5,712.89)

Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by President Pultz-Orthaus read in full and considered:

RESOLUTION NO. 2016-17

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	\$ 0
AMP 2: Reed Manor	\$ 1,727.00
AMP 3: Shahan-Blackstone Apts.	<u>\$ 491.00</u>
Total	\$ 2,218.00

The attached Collection Losses Report reflects the delinquent amount of **\$2,218.00** and is hereby approved for fiscal year 2016 write-off.

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

AYES:
NAYS:
ABSTAIN:
ABSENT:

President 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 August 17, 2016

Michele Pultz-Orthaus
President

Collection Losses Report

Three months or greater

August 2016

Board Resolution 2016-17

Property	Account Number	Move-Out	Amount
Reed Manor	002-3245-06	04-07-2016	\$1,727.70
Shahan Blackstone	003-5517-02	04-02-2016	\$ 491.00
Total Write Off			\$2,218.00

Note: Accounts are written off at the end of the month and after three months of delinquency.

Jackson Housing Commission
Jackson, MI

The following Resolution was introduced by President Pultz-Orthaus read in full and considered:

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

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

AYES:
NAYS:
ABSTAIN:
ABSENT:

President 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 August 17, 2016

Michele Pultz-Orthaus
President

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2016-18

WHEREAS, the Department of Housing and Urban Development (HUD) requires PHA's to have an Internal Control Policy;

WHEREAS, the Jackson Housing Commission will add an Inventory Control Policy as part of the internal controls;

THEREFORE BE IT RESOLVED THAT the Commission hereby approves the Inventory Control Policy.

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

AYES:
NAYS:
ABSTAIN:
ABSENT:

President _____ 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 August 17, 2016.

Michelle Pultz-Orthaus
President

Jackson Housing Commission Inventory Control Policy

Jackson Housing Commission shall track, maintain, and dispose of physical assets per the inventory control policy described herein.

Physical / Fixed Assets:

At the time of purchase, all fixed assets shall be coded accordingly on the purchase order. The Housing Manager is responsible for reporting all dispositions and/or changes of location to Accounting. The Housing Manager shall keep at all times complete and accurate records of capital equipment.

All fixed asset purchases must go through the normal procurement process. Upon completion of the procurement process and receipt of the asset, the asset shall be tagged with a Fixed Asset Tag (FAT). Each site will be given a supply of serially-numbered tags, which should be stored in a secure location. After the item is tagged, complete the Fixed Asset Notification form, attach a copy of the invoice, and forward to Accounting.

The following items *should* be tagged as fixed assets:

- Office equipment such as fax machines, typewriters, shredders.
- Office furniture including desks, chairs, bookcases, file cabinets, and tables.
- Tools such as drills, saws, snow blowers, lawn mowers, power tools, drain snakes.
- Other items including appliance dollies, high-end ladders, lawn furniture.
- Vehicles and appliances.
- Computer equipment such as monitors and CPUs (hard drives).

The following items *should not* be tagged as fixed assets:

- Keyboards and mice
- Tools covered under the tool allowance (employee's property)
- Office equipment that is leased (such as copiers)

Management of Physical Assets:

- A. Approval by the Board of Commissioners is required for real property acquisition.
- B. Parts inventory shall be maintained in a locked facility and/or stored electronically on encrypted server with access granted only to authorized personnel.
- C. Perpetual inventory records shall be maintained with periodic counts being performed annually at a minimum.
- D. Accounting records will be adjusted as appropriate if differing quantities appear in the physical counts.
- E. Inventories are covered under "contents value" on the Property Insurance Policy
- F. Fixed assets detail records are balanced monthly to general ledger accounts
- G. All physical assets are coded and inventoried annually
- H. Residents acknowledge receipt of appliances for use in their unit at move in on the Move-in/Termination Inspection form
- I. Approval by resolution of the Board of Commissioners is required for disposition of assets maintained on the books (in accordance with property disposition policy)

Annual Inventory of Assets:

JHC Housing Software maintains an inventory control module for tagging, tracking, and maintenance of inventory stock. This software shall be used to track the location and condition of fixed assets throughout Jackson Housing Commission properties.

Each site will be required to perform an annual inventory of fixed assets. Prior to beginning the inventory, Accounting will provide each site with a spreadsheet containing the fixed assets that should be located at that site. The sites will also be provided with a log for entering the appliance inventory. (There will not be a separate, physical inventory of resident appliances at the end of each year, which would be impractical; rather, during the annual unit inspections, the maintenance or management staff will check the tag numbers of the appliances during the inspection and report the results of that at year-end.)

Other areas to be inventoried include: the community building, all management offices, computer lab, resident aide office, and maintenance shop. A listing will be provided for the assets in these areas. Maintenance parts and supplies located in the maintenance shop will be handled under a separate inventory process. (The maintenance parts/supplies are "expensed" as they are purchased and, hence, are not treated as inventory; however, at the end of the year, Accounting will want to know how much of that stock is on hand.) Tools must be inventoried if they are the property of the Agency. Upon completion of the inventory, the Housing Manager will forward the original, signed inventory sheets to Accounting and retain a copy at the site. All assets will be verified and any un-located assets will need to be marked as such. After completion of the inventory, Accounting may contact the Housing Manager to perform an audit of a percentage of the assets.

Disposition of Assets

When an asset becomes unusable, the Housing Manager will complete the Fixed Asset Disposal Form. This form will be forwarded to the Regional Manager for approval. Upon approval, the Housing Manager shall dispose of the asset in accordance with the disposition instructions provided by the Regional Manager (haul away, salvage, etc.). Upon disposition, the Housing Manager will forward the Fixed Asset Disposal Form, updated to reflect the disposition action, to Accounting to update the system. All fixed asset tags should be removed prior to disposition. Due to EPA rules, refrigerators cannot be taken to the landfill as heavy trash. Proper disposal method will be included in the disposal authorization. (see **Appendix A: Disposition Policy – Jackson Housing Commission Internal Controls Policy**)

Equipment Capitalization and Depreciation:

The Jackson Housing Commission Equipment and Capitalization and Depreciation Process will be in conformity with the Federal Office of Management and Budget (OMB), A-133 Compliance Supplement - Part 3, Section F, Equipment and Real Property Management and Generally Accepted Accounting principles (GAAP). The policy will be effective for all programs and for the conversion to generally accepted accounting principles (GAAP).

- Equipment having a useful life of more than one year and an acquisition cost of \$ 5,000.00 or more per unit, will be capitalized and depreciated over a five (5) year period. The Housing Commission will use straight-line depreciation method.
- The Housing Commission will establish a custodial inventory system for all stove and refrigerator purchases. In addition the Authority will establish a custodial inventory listing, by program, for all equipment purchases between \$1,000 and \$4,999.99. The items in the custodial inventory system

will NOT BE capitalized. The intent of the custodial inventory will be to track and monitor non-capitalized equipment.

- The Housing Commission shall maintain an equipment record system, tag items, and a physical inventory will be taken at least every year. The physical inventory will be reconciled to the equipment record system and the general ledger. The Housing Commission will use appropriate controls to safeguard the equipment.
- This policy became effective by for all the Housing Commission programs, starting with the fiscal year ending December 31, 2012 and all fiscal years thereafter.

Appendix A:

Disposition of Equipment, Supplies and Salvageable Materials – Jackson Housing Commission Internal Controls Policy

This policy provides guidance on disposition of equipment and supplies purchased and certain materials salvaged by the Housing Commission. It is applicable to all major disasters and emergencies declared on or after the date of publication of this policy.

I. PURPOSE:

This policy provides guidance on disposition of equipment and supplies purchased and certain materials salvaged, by the Housing Commission .

II. SCOPE:

This policy is intended for all staff involved in the administration of the Public Housing Program.

III. POLICY:

1. Definitions

A. Current Fair Market Value is the value of equipment and supplies determined by selling them in a competitive market or by researching advertised prices for similar items on the used market. The current fair market value should be determined at the time the equipment and supplies are no longer needed by the Housing Commission. Current fair market value will be determined by JHC and may be based on research and recommendation.

B. Equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$250 or more.

C. Supplies are defined all tangible personal property other than equipment.

2. Disposition of equipment or residual unused supplies purchased by JHC with a current fair market value exceeding \$2,000 requires Board approval when the items are no longer needed for the current operation of the Housing Commission or another federally sponsored program or project. JHC will dispose of equipment purchased for operations in accordance with Federal, State and local laws and procedures.

3. Equipment Leasing

A. Leasing equipment is an eligible method of obtaining equipment to perform eligible work without the administrative burden of disposition requirements.

B. Leasing costs should be reasonable and total leasing costs should not exceed the cost of purchasing and maintaining equipment during the life of the eligible project.

4. Disposition of Salvageable Materials

JHC will dispose of salvageable materials at a fair market value and the revenue must be recaptured by the Jackson Housing Commission. Disasters often result in large amounts of debris that may have a market value. Some of the materials that can be expected to be marketable are timber debris, mulched debris, and scrap metals.

To reduce contract costs, JHC debris removal contracts may provide for the contractors to take possession of salvageable material and benefit from its sale in order to lower bid prices. When this is the method of award, there is no salvage value.

Scrap material will be processed in accordance to the Scrapping Procedures implemented in 2014. ***(See Appendix B: Scrapping Procedures – Jackson Housing Commission Maintenance Manual – Maintenance Policies/Procedures)***

Property and Equipment-assets which could generate revenue

Property and Equipment-assets that could generate revenue shall include but is not limited to washer and dryers, vending machines, community rooms and all metal/materials scraped.

1. No cash will be received for community room rentals and scraping of metal/materials (See Scrapping procedures).
2. All revenue generated through the use or operation of the property and equipment assets will be receipted and deposited through accounts receivables functions and procedures.
3. A Journal entry is prepared to capture the proper accounting entry.

Appendix B:

SCRAP METAL PROCEDURES (From Maintenance Manual Maintenance Policies/Procedures June 2016)

PURPOSE:

To establish policies and procedures for the disposal of scrap metal generated by Commission's Operations.

PROCEDURE:

1. Scrap metal is an asset to the Commission, and its disposal is subject to the same business practices that govern the disposal of all other Commission surplus assets.
2. It is the policy of the Commission that scrap metal will be collected and recycled to the maximum practical extent. Whenever possible, revenue will be generated from the disposal of scrap metal and credited to the Operations fund of the Commission.

DEFINITION:

Scrap Metal – Any metal no longer necessary to Commission operations, including, but not limited to; iron, steel, aluminum, brass, copper, insulated wire and printed circuit boards.

GUIDELINES:

1. The Maintenance Team Leader is responsible for coordinating the sale of scrap metal generated by Commission's Operations, declared surplus or found to be abandoned on Commission-owned property.
2. If the Maintenance Team Leader determines that any lot of scrap metal has no commercial value, or otherwise cannot be sold, the AMP which generated the scrap is responsible for its disposal, and all costs associated with the removal.
3. The Commission may utilize contractors for the removal of scrap metal and/or auction. This decision will be the responsibility of the Maintenance Team Leader and approved by the Executive Director. Selection of a process will be based on what is deemed to be in the best interest of the Commission.

METHOD OF OPERATION:

A. Responsibility

The Maintenance Team Leader shall have the responsibility for the scrap metal accumulation, storage and disposal program. Scrap metal accumulation should be documented with the AMP property Manager on an on-going basis by completing Equipment Record Card showing all necessary information, including the Disposition of Old appliance.

B. Accumulation and Storage

1. The staff shall maintain metal storage at a designated area in the AMP Maintenance Yard/area and or storage site. The Maintenance Team Leader shall assist the AMP and or assign staff with a delivery capacity in the transportation of scrap to the storage area and scrap yard.

2. The Maintenance Team Leader shall arrange the sale of scrap to an authorized buyer based on the best current market price.

3. AMPS shall separate scrap metal as to kind, thereby reducing handling and insuring the best price. Scrap must be of a kind that is acceptable to the buyer. Questions on the type of scrap acceptable to the buyer shall be directed to the Maintenance Team Leader.

C. Sale and Delivery

1. Scrap metal shall be sold by category and by the hundred weights. The scrap buyer shall be determined through the process determined by the Maintenance Team Leader to be most advantageous to the Commission.

a. It will be the responsibility of the Maintenance Team Leader to identify surplus scraps metal to the Business Offices. All Scrap delivered to the scrap yard will have forwarding documentation in form of shipper delivered to the business office.

b. Only checks from the vendor shall be accepted for the payment of scrap metal and on no occasion shall cash be accepted for the sale of surplus metal. The checks should be made to the "Jackson Housing Commission" and turned in to Account Receivables.

PROHIBITION ON PURCHASING COMMISSION EQUIPMENT, MATERIALS & SUPPLIES

Commission personnel shall not purchase or borrow *any* Commission equipment, materials or supplies.

DONATION OF ABANDONED ITEMS PROCEDURES

PURPOSE:

To establish policies and procedures for the disposal of abandon property left in a unit or on the JHC premises.

POLICY AND PROCEDURE:

1. It is the policy of the Commission that abandon items will be collected and recycled to the maximum practical extent. Whenever possible, items abandon will be donated to any of the following sites/organizations:

Goodwill
Inter Faith Shelter
Tender Hearts
St Vincent De Paul
Encore Resale & More Store
Habitat for Humanity Restore

DEFINITION:

Abandon Property – Any pproperty deemed to have been abandoned by a resident moving out of a unit and returning their keys, where the true owner likely intended to leave it, but is in such a condition that it is apparent that he or she has no intention of returning to claim it.

GUIDELINES:

1. The Maintenance Team Leader is responsible for coordinating the donation of the property generated by Commission's Operations, declared found or abandoned on Commission-owned property. This includes operable bikes or grills found on the grounds of the AMP.

2. If the Maintenance Team Leader determines that any lot property has no value, or otherwise cannot be donated, the AMP which generated the scrap is responsible for its disposal, and all costs associated with the removal. The Commission may utilize contractors for the removal of items and/or auctioneers. This decision will be the responsibility of the Maintenance Team Leader and approved by the Executive Director. Selection of a process will be based on what is deemed to be in the best interest of the Commission.

METHOD OF OPERATION:

A. Responsibility

The Maintenance Team Leader shall have the responsibility for the donation accumulation, storage and disposal program. Donation accumulation should be documented with the AMP Property Manager on an on-going basis. Donation dates should be established and communicated to the Property Manager.

B. Accumulation and Storage

1. The staff shall maintain donation storage at a designated area in the AMP Maintenance Yard/area and or storage site. The Maintenance Team Leader shall assist the AMP and/or assign staff with a delivery capacity in the transportation of the donated items to the storage area and donation sites.

2. The Maintenance Team Leader shall arrange the donation of the items to site or organization noted above.

3. Questions on the type of scrap acceptable to the buyer shall be directed to the Maintenance Team Leader.

A. Donation and Delivery

1. The site donation shall be determined through the process determined by the Maintenance Team Leader to be most advantageous to the Commission. When possible, arrangements should be made for the organization to pick-up the donated items.

2. All donations delivered to the sites/organizations will have forwarding documentation in form of receipts delivered to the AMP's office.

JACKSON HOUSING COMMISSION
Jackson, MI

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

RESOLUTION NO. 2016-19

WHEREAS, pursuant to HUD regulatory requirements for the JHC Section HCV Program, and completion of a Nelrod Corporation analysis of Jackson County utility costs and consumption data, the HCV Program Director recommends adoption of the attached program utility allowances.

THEREFORE BE IT RESOLVED THAT the Commission hereby revises utility allowances for the Housing Choice Voucher Program effective September 1, 2016 as proposed:

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

AYES:
NAYS:
ABSTAIN:
ABSENT:

President _____ declared said motion carried and said Resolution adopted.

I hereby certify that the above Resolution was adopted at a Regular Meeting of the Jackson Housing Commission on August 17, 2016.

Michelle Pultz-Orthaus
President

Allowances for Tenant Furnished Utilities and other Services

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Jackson Housing Commission, MI		Unit Type: Detached House				Date (mm/dd/yyyy)	
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$29.00	\$35.00	\$40.00	\$46.00	\$51.00	\$57.00
	b. Bottle Gas/Propane	\$66.00	\$79.00	\$91.00	\$104.00	\$116.00	\$128.00
	c. Electric	\$62.00	\$73.00	\$85.00	\$98.00	\$110.00	\$123.00
	d. Electric Heat Pump	\$34.00	\$40.00	\$47.00	\$54.00	\$60.00	\$67.00
	e. Oil / Other	\$100.00	\$116.00	\$143.00	\$169.00	\$195.00	\$222.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$5.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$6.00	\$10.00	\$11.00	\$12.00
	c. Electric	\$8.00	\$9.00	\$11.00	\$13.00	\$15.00	\$17.00
Other Electric (Lights & Appliances)		\$36.00	\$43.00	\$56.00	\$69.00	\$82.00	\$97.00
Air Conditioning		\$4.00	\$4.00	\$7.00	\$10.00	\$12.00	\$15.00
Water Heating	a. Natural Gas	\$7.00	\$8.00	\$11.00	\$13.00	\$15.00	\$17.00
	b. Bottle Gas/Propane	\$15.00	\$17.00	\$25.00	\$30.00	\$34.00	\$39.00
	c. Electric	\$18.00	\$21.00	\$30.00	\$38.00	\$44.00	\$48.00
	d. Oil / Other	\$21.00	\$24.00	\$34.00	\$42.00	\$48.00	\$53.00
Water	Jackson	\$21.00	\$21.00	\$26.00	\$31.00	\$35.00	\$40.00
Sewer	Jackson	\$13.00	\$13.00	\$16.00	\$19.00	\$22.00	\$25.00
Water	Summit	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Sewer	Summit	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection		\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Range / Microwave Tenant- supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant- Supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.30	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Gas Fee \$12.22	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented.				Heating		\$	
				Cooking		\$	
Name of Family				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
				Water		\$	
				Sewer		\$	
				Trash Collection		\$	
				Range / Microwave		\$	
Address of Unit				Refrigerator		\$	
				Other		\$	
				Other		\$	
Number of Bedrooms				Other		\$	
				Total		\$	



**Allowances for Tenant
Furnished Utilities and other
Services**

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Jackson Housing Commission, MI		Unit Type: Apartment (5 or More Units)				Date (mm/dd/yyyy)	
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$16.00	\$19.00	\$22.00	\$25.00	\$28.00	\$31.00
	b. Bottle Gas/Propane	\$36.00	\$42.00	\$49.00	\$56.00	\$64.00	\$71.00
	c. Electric	\$26.00	\$31.00	\$42.00	\$53.00	\$64.00	\$75.00
	d. Electric Heat Pump	\$14.00	\$17.00	\$23.00	\$29.00	\$35.00	\$41.00
	e. Oil / Other	\$50.00	\$61.00	\$74.00	\$87.00	\$100.00	\$114.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$5.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$6.00	\$10.00	\$11.00	\$12.00
	c. Electric	\$8.00	\$9.00	\$11.00	\$13.00	\$15.00	\$17.00
Other Electric (Lights & Appliances)		\$25.00	\$30.00	\$39.00	\$49.00	\$58.00	\$67.00
Air Conditioning		\$3.00	\$3.00	\$5.00	\$7.00	\$8.00	\$10.00
Water Heating	a. Natural Gas	\$7.00	\$8.00	\$11.00	\$13.00	\$15.00	\$17.00
	b. Bottle Gas/Propane	\$15.00	\$17.00	\$25.00	\$30.00	\$34.00	\$39.00
	c. Electric	\$18.00	\$21.00	\$30.00	\$38.00	\$44.00	\$48.00
	d. Oil / Other	\$21.00	\$24.00	\$34.00	\$42.00	\$48.00	\$53.00
Water	Jackson	\$21.00	\$21.00	\$26.00	\$31.00	\$35.00	\$40.00
Sewer	Jackson	\$13.00	\$13.00	\$16.00	\$19.00	\$22.00	\$25.00
Water	Summit	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Sewer	Summit	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection		\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Range / Microwave Tenant- supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant- Supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.30	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Gas Fee \$12.22	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances				Utility or Service		per month cost	
To be used by the family to compute allowance. Complete below for the actual unit rented. Name of Family _____ Address of Unit _____ Number of Bedrooms _____				Heating		\$	
				Cooking		\$	
				Other Electric		\$	
				Air Conditioning		\$	
				Water Heating		\$	
				Water		\$	
				Sewer		\$	
				Trash Collection		\$	
				Range / Microwave		\$	
				Refrigerator		\$	
				Other		\$	
				Other		\$	
				Total		\$	



**Allowances for Tenant
Furnished Utilities and other
Services**

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 09/30/2017)

Locality: Jackson Housing Commission, MI		Unit Type: Row House/ Townhouse & Semi-Detached/ Duplex				Date (mm/dd/yyyy)	
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	\$25.00	\$29.00	\$34.00	\$39.00	\$43.00	\$48.00
	b. Bottle Gas/Propane	\$57.00	\$66.00	\$77.00	\$89.00	\$99.00	\$108.00
	c. Electric	\$38.00	\$44.00	\$58.00	\$71.00	\$85.00	\$99.00
	d. Electric Heat Pump	\$21.00	\$24.00	\$32.00	\$39.00	\$47.00	\$54.00
	e. Oil / Other	\$87.00	\$103.00	\$127.00	\$151.00	\$174.00	\$198.00
Cooking	a. Natural Gas	\$2.00	\$2.00	\$3.00	\$4.00	\$5.00	\$5.00
	b. Bottle Gas/Propane	\$5.00	\$5.00	\$6.00	\$10.00	\$11.00	\$12.00
	c. Electric	\$8.00	\$9.00	\$11.00	\$13.00	\$15.00	\$17.00
Other Electric (Lights & Appliances)		\$29.00	\$34.00	\$47.00	\$60.00	\$73.00	\$86.00
Air Conditioning		\$4.00	\$5.00	\$6.00	\$8.00	\$9.00	\$11.00
Water Heating	a. Natural Gas	\$7.00	\$8.00	\$11.00	\$13.00	\$15.00	\$17.00
	b. Bottle Gas/Propane	\$15.00	\$17.00	\$25.00	\$30.00	\$34.00	\$39.00
	c. Electric	\$18.00	\$21.00	\$30.00	\$38.00	\$44.00	\$48.00
	d. Oil / Other	\$21.00	\$24.00	\$34.00	\$42.00	\$48.00	\$53.00
Water	Jackson	\$21.00	\$21.00	\$26.00	\$31.00	\$35.00	\$40.00
Sewer	Jackson	\$13.00	\$13.00	\$16.00	\$19.00	\$22.00	\$25.00
Water	Summit	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Sewer	Summit	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
Trash Collection		\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Range / Microwave Tenant- supplied		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Refrigerator Tenant- Supplied		\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00
Other-- specify:	Monthly Electric Fee \$8.30	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00
	Monthly Gas Fee \$12.22	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances		Utility or Service		per month cost			
To be used by the family to compute allowance. Complete below for the actual unit rented.		Heating		\$			
		Cooking		\$			
Name of Family		Other Electric		\$			
		Air Conditioning		\$			
		Water Heating		\$			
		Water		\$			
Address of Unit		Sewer		\$			
		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
		Other		\$			
Number of Bedrooms		Other		\$			
		Total		\$			



Jackson Housing Commission
Utility Allowances Report

Unit Address:
Bedroom Size: 1
Unit Type: Apartment/Flat/Garden/Walk-Up

2015

Category	Description	Amount
Heating	Natural Gas	25.00
Cooking	Electric	9.00
Other Electric		29.00
Air Conditioning		3.00
Water Heating	Natural Gas	11.00
Water	Jackson	21.00
Sewer	Jackson	20.00
Monthly Electric Fee		8.00
Monthly Gas Fee		12.00
Total Allowance:		138.00

Jackson Housing Commission
Utility Allowances Report

Unit Address:
Bedroom Size: 1
Unit Type: Apartment/Flat/Garden/Walk-Up

2016

Category	Description	Amount
Heating	Natural Gas	19.00
Cooking	Electric	9.00
Other Electric		30.00
Air Conditioning		3.00
Water Heating	Natural Gas	8.00
Water	Jackson	21.00
Sewer	Jackson	13.00
Monthly Electric Fee		8.00
Monthly Gas Fee		12.00
Total Allowance:		123.00

2015

Unit Address:
Bedroom Size: 2
Unit Type: Apartment/Flat/Garden/Walk-Up

Category	Description	Amount
Heating	Natural Gas	29.00
Cooking	Electric	11.00
Other Electric		39.00
Air Conditioning		5.00
Water Heating	Natural Gas	15.00
Water	Jackson	23.00
Sewer	Jackson	23.00
Monthly Electric Fee		8.00
Monthly Gas Fee		12.00
Total Allowance:		168.00

Jackson Housing Commission
Utility Allowances Report

Unit Address:
Bedroom Size: 3
Unit Type: Apartment/Flat/Garden/Walk-Up

2016

Category	Description	Amount
Heating	Natural Gas	25.00
Cooking	Electric	13.00
Other Electric		49.00
Air Conditioning		7.00
Water Heating	Natural Gas	13.00
Water	Jackson	31.00
Sewer	Jackson	19.00
Monthly Electric Fee		8.00
Monthly Gas Fee		12.00
	Total Allowance:	177.00

Unit Address:
Bedroom Size: 3
Unit Type: Single Fam/Manufactured/Mobile

2015

Category	Description	Amount
Heating	Natural Gas	62.00
Cooking	Natural Gas	€.00
Other Electric		6€.00
Air Conditioning		€.00
Water Heating	Natural Gas	1€.00
Water	Jackson	31.00
Sewer	Jackson	2€.00
Trash Collection		2€.00
Monthly Electric Fee		€.00
Monthly Gas Fee		12.00
	Total Allowance:	26€.00

Jackson Housing Commission
Utility Allowances Report

Unit Address:
Bedroom Size: 3
Unit Type: Single Fam/Manufactured/Mobile

2016

Category	Description	Amount
Heating	Natural Gas	46.00
Cooking	Natural Gas	4.00
Other Electric		69.00
Air Conditioning		10.00
Water Heating	Natural Gas	13.00
Water	Jackson	31.00
Sewer	Jackson	19.00
Trash Collection		25.00
Monthly Electric Fee		8.00
Monthly Gas Fee		12.00
	Total Allowance:	237.00

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2016-21

WHEREAS, in accordance with HUD Regulations, the role of the resident council is to improve the quality of life and resident satisfaction and to participate in self-help initiatives that enable residents to create a positive living environment for families living in public housing;

WHEREAS, in accordance with HUD Regulations, a resident council must enter into a written agreement with the Jackson Housing Commission to receive Tenant Participation Funds;

WHEREAS, the Jackson Housing Commission First Amended Memorandum of Understanding with the Reed Manor Resident Council also known as the Reed Manor Tenant Association is effective from August 1, 2016 through July 31, 2018;

WHEREAS, the Reed Manor Resident Council/Tenant Association, must incorporate appropriate financial controls, including the submission of a budget, conform to the procurement rules and insurance requirements, and permit the Jackson Housing Commission to audit the Reed Manor Resident Council's financial records related to the agreement;

THEREFORE BE IT RESOLVED THAT the Jackson Housing Commission in accordance with HUD regulations recognizes the duly elected Reed Manor Resident Council/Tenant Association.

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

AYES:
NAYS:
ABSTAIN:
ABSENT: J

_____ 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 August 17, 2016.

Michelle Pultz-Orthaus
President

**MEMORANDUM OF UNDERSTANDING
BETWEEN
JACKSON HOUSING COMMISSION
AND THE
REED MANOR RESIDENT COUNCIL**

This Memorandum of Understanding (MOU) is entered into this ____ day of _____, 20__, between the Jackson Housing Commission (JHC) and the Reed Manor Resident Council (RMRC) for the purpose of development and implementation of a program for the utilization of RESIDENT PARTICIPATION FUNDS to be awarded by the U.S. Department of Housing & Urban Development (HUD).

WITNESSETH

WHEREAS, HUD encourages the partnership of Public Housing Agencies and resident organizations to work effectively for the betterment of public housing; and

WHEREAS, JHC is a body corporate and politic established under the laws of the State of Michigan to provide safe and sanitary housing to families and individuals; and

WHEREAS, the RMRC is a body established to serve as the official representative of residents living in the Reed Manor development in matters of interest and concerns related to public housing, including but not limited to restoration and maintenance of safe, decent and habitable housing within the development, and to serve as the impetus for resident empowerment under 24 CFR Part 964, and the Housing and Community Development Act of 1987; and

WHEREAS, all parties are committed to a working partnership for the creation of an improved quality of life, resident satisfaction and empowerment through provision of improved structure, social and economic opportunities for residents of the Reed Manor development;

NOW, THEREFORE, in recognition of these mutual objectives and in support of the activities specified in the Quality Housing and Work Responsibility Act of 1998 and HUD notices regarding the use of RESIDENT PARTICIPATION FUNDS, the parties hereto agree as follows:

SECTION I: ROLES & RESPONSES:

A. All parties agree to ensure safe, decent and sanitary living accommodations for the residents of the Reed Manor development by means of establishing RESIDENT PARTICIPATION FUNDS program priorities based on the needs of the Reed Manor community. The parties mutually agree to the following:

1. The RESIDENT PARTICIPATION FUNDS will be used in accordance with HUD directives.

B. JHC agrees to the following:

1. The JHC will submit to the U. S. Department of Housing and Urban Development all forms necessary to access the Resident Participation Funds. The JHC will draw the funds in accordance with the policies and procedures established by the Board of Commissioners.
2. The JHC, working with the Reed Manor Resident Council will review the submitted budget and Resident Council meeting minutes to ensure compliance with applicable rules.
3. The JHC will, on a monthly basis, audit the Council's expenditures and receipts to support the expenditures.

JACKSON HOUSING COMMISSION
JACKSON, MI

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

RESOLUTION NO. 2016-22

WHEREAS, the Department of Housing and Urban Development requires PHA's to have an Internal Control Policy to establish a written set of policies and procedures for managing the agency's cash flow and assets;

WHEREAS, an Internal Control Policy provides reasonable assurance that the Jackson Housing Commission's mission, goals and objectives will be met;

WHEREAS, the JHC recently revised the Internal Controls Manual;

THEREFORE BE IT RESOLVED THAT the Commission hereby approves the revised Internal Control Policy.

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

AYES:
NAYS:
ABSTAIN:
ABSENT:

President _____ 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 August 17, 2016.

Michelle Pultz-Orthaus
President

Leasing and HAP Utilization

Cy 2016

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)	NRP Available
Balance Forward											54,518
January	198,520	192,987	97.3%	436	442.63	91.8%	475	527	4	5,533	60,582
February	180,945	197,887	109.4%	441	448.72	92.9%	475	1,365	4	(16,942)	45,009
March	196,972	198,837	101.0%	448	443.83	94.4%	475	1,555	4	(1,865)	44,703
April	197,361	206,280	104.6%	454	454.36	95.6%	475	1,230	4	(8,919)	37,018
May	204,356	210,732	103.2%	459	459.11	96.7%	475	2,026	4	(6,376)	32,672
June	162,565	207,618	127.8%	465	446.49	97.9%	475	534	3	(45,053)	-11,844
July	203,684	210,720	103.5%	459	459.09	96.7%	475	747	3	(7,036)	-18,130
August											
September											
October											
November											
December										(80,658)	
	1344403	1425061	106.7	3162	450.61	95.1	3325	7984	26		

Report of Tenants Accounts Receivable (TARs)

Public Housing - July 2016
 Project: 001 - Chalet Terrace

A. Basic Identification Data

3. Total Units Available: 128 5. Fiscal Year Beginning: 04/01/2016 6. Report Period Ending Date: 07/31/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 123 2. Total Charges: 28,203.71 3. Dwelling Rental: 25,633.50 4. Retroactive Rent: 0.00 5. Excess Utility: 617.50 6. Additional Charges: 1,952.71

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	29.00	0.00	20.00	199.28	248.28
Over One Month Delinquent	50	7,124.87	0.00	1,009.43	9,791.51	17,925.81
Total for TIP	55					18,174.09
Vacated TAR	14					3,179.65
Total	69					21,353.74

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	19	5,647.69
Under Formal Repayment Agreement with Payments Up-to-Date	19	5,647.69
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	36	12,526.40

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)
	07/31/2016	07/31/2015	07/31/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	45	54	57
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	44	45	22

F. Collection Losses

1. Amount Charged to Loss this Period	0.00
2. Amount Charged to Loss this Year to Date	14.00

Report of Tenants Accounts Receivable (TARs)

Public Housing - July 2016

Project: 002 - Reed Manor

A. Basic Identification Data

3. Total Units Available: 292 5. Fiscal Year Beginning: 04/01/2016 6. Report Period Ending Date: 07/31/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 287 2. Total Charges: 58,765.20 3. Dwelling Rental: 56,066.00 4. Retroactive Rent: 248.00 5. Excess Utility: 901.00 6. Additional Charges: 1,550.20

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	23	847.50	0.00	38.00	1,555.20	2,440.70
Over One Month Delinquent	59	1,631.98	1,852.10	0.00	13,822.54	17,306.62
Total for TIP	82					19,747.32
Vacated TAR	33					13,835.18
Total	115					33,582.50

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	40	14,300.45
Under Formal Repayment Agreement with Payments Up-to-Date	40	14,300.45
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	42	5,446.87

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 07/31/2016	Prior FY (one year to date) 07/31/2015	Previous FY (two years to date) 07/31/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	29	40	27
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	9	24	24

F. Collection Losses

1. Amount Charged to Loss this Period	1,936.80
2. Amount Charged to Loss this Year to Date	6,382.78

Report of Tenants Accounts Receivable (TARs)

Public Housing - July 2016
 Project: 003 - Shahan-Blackstone

A. Basic Identification Data

3. Total Units Available: 120 5. Fiscal Year Beginning: 04/01/2016 6. Report Period Ending Date: 07/31/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 118 2. Total Charges: 10,686.68 3. Dwelling Rental: 9,525.35 4. Retroactive Rent: 25.00 5. Excess Utility: 20.00 6. Additional Charges: 1,116.33

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	7	-128.00	0.00	0.00	272.88	144.88
Over One Month Delinquent	23	795.75	-5.00	266.48	6,583.22	7,640.45
Total for TIP	30					7,785.33
Vacated TAR	5					3,658.70
Total	35					11,444.03

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	15	4,852.46
Under Formal Repayment Agreement with Payments Up-to-Date	15	4,852.46
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	15	2,932.87

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)
	07/31/2016	07/31/2015	07/31/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	25	44	38
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	27	73	25

F. Collection Losses

1. Amount Charged to Loss this Period 0.00
 2. Amount Charged to Loss this Year to Date 2,138.87

Report of Tenants Accounts Receivable (TARs)
 Public Housing - July 2016
 Project: ALL - Summary

A. Basic Identification Data

3. Total Units Available: 540 5. Fiscal Year Beginning: 04/01/2016 6. Report Period Ending Date: 07/31/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 528 2. Total Charges: 97,655.59 3. Dwelling Rental: 91,224.85 4. Retroactive Rent: 273.00 5. Excess Utility: 1,538.50 6. Additional Charges: 4,619.24

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	35	748.50	0.00	58.00	2,027.36	2,833.86
Over One Month Delinquent	132	9,552.60	1,847.10	1,275.91	30,197.27	42,872.88
Total for TIP	167					45,706.74
Vacated TAR	52					20,673.53
Total	219					66,380.27

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	74	24,800.60
Under Formal Repayment Agreement with Payments Up-to-Date	74	24,800.60
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	93	20,906.14

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 07/31/2016	Prior FY (one year to date) 07/31/2015	Previous FY (two years to date) 07/31/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	32	44	36
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	21	37	23

F. Collection Losses

1. Amount Charged to Loss this Period	1,936.80
2. Amount Charged to Loss this Year to Date	8,535.65

Jackson Housing Commission Consolidated TARS Report

July 2016

AMP	Total Rents	Rents Collected	% of Rents Collected	Vacant Units	% of Units Vacant	Notices to Vacate	14 Day Notices	Court Filings
Chalet Terrace	128	92	72	5	.04	32	4	
Reed Manor	292	256	88	5	.08	31	5	
Shahan Blackstone	120	112	93	2	.02	7	1	

Move-Outs Report

July 2016

AMP	Account Number	Move-Out	Reason
Chalet Terrace	001-1172-06	07-20-16	Deceased
Chalet Terrace	001-1167-10	07-01-16	Deceased
Reed Manor	002-3250-08	07-16-16	Notice Given
Reed Manor	002-4372-10	07-31-16	Notice Given
Reed Manor	002-3277-08	07-15-16	Deceased
Reed Manor	002-3233-10	07-09-16	Notice Given
Reed Manor	002-4375-05	07-05-16	Notice Given
Reed Manor	002-4373-06	07-30-16	Notice Not Given
Reed Manor	002-4492-10	07-20-16	Notice Not Given
Reed Manor	002-4452-07	07-29-16	Notice Given
Reed Manor	002-4433-10	07-26-16	Reason Given
Reed Manor	002-3256-08	07-28-16	Notice Not Given
Shahan Blackstone North	003-5533-07	07/19/16	Notice Not Given

Jackson Housing Commission
PHAS - Vacant Unit Turnaround Time
Public Housing
for Units Re-Occupied between: 07/01/2016 and 07/31/2016

Exempt Days
Other

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Down Time	Make Ready	Lease Up
001-7649	905 Chittock		06/09/2016	06/09/2016	0	06/24/2016	15	07/05/2016	10	25	0	0	0	0
002-4476	315 Steward Avenue	I-63	06/16/2016	06/18/2016	1	06/29/2016	12	07/05/2016	5	18	0	0	0	0
001-1198	1260 Laurel Lane		06/23/2016	06/24/2016	0	06/30/2016	7	07/26/2016	25	32	0	0	0	0
002-3344	301 Steward Avenue	G-19	06/29/2016	06/30/2016	0	07/11/2016	12	07/15/2016	3	15	0	0	0	0
002-3331	301 Steward Avenue	G-6	06/29/2016	06/30/2016	0	07/07/2016	8	07/12/2016	4	12	0	0	0	0
002-4432	315 Steward Avenue	I-19	06/30/2016	06/30/2016	0	07/05/2016	5	07/08/2016	2	7	0	0	0	0
002-3304	301 Steward Ave	F-5	07/04/2016	07/05/2016	0	07/14/2016	10	07/15/2016	0	10	0	0	0	0
002-4375	207 Steward Avenue	H-6	07/05/2016	07/05/2016	0	07/14/2016	9	07/15/2016	0	9	0	0	0	0
002-3233	301 Steward Ave	B-10	07/09/2016	07/10/2016	0	07/13/2016	4	07/25/2016	11	15	0	0	0	0
002-3250	301 Steward Ave	D-3	07/13/2016	07/14/2016	0	07/20/2016	7	07/22/2016	1	8	0	0	0	0
002-3277	301 Steward Ave	E-4	07/15/2016	07/18/2016	2	07/27/2016	10	07/28/2016	0	12	0	0	0	0
002-4492	315 Steward Avenue	I-79	07/20/2016	07/20/2016	0	07/26/2016	6	07/29/2016	2	8	0	0	0	0
Total Units:					3		105		63	171	0	0	0	0

PHAS - Vacant Unit Turnaround Time

Public Housing

for Units Re-Occupied between: 07/01/2016 and 07/31/2016

Element # - Description

V12400 - Total number of turnaround days:	171
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:	12
V12800 - Average number of days units were in down time:	0.25
V12900 - Average number of days units were in make-ready:	8.75
V13000 - Average number of days units were in lease-up:	5.25
V13100 - Average unit turnaround days:	14.25

**JACKSON HOUSING COMMISSION
COMMISSION MEETING
PETTY CASH REPORT**

<i>DATE:</i>	<i>NUMBER:</i>	<i>DESCRIPTION:</i>	<i>ACCOUNT#</i>	<i>USED:</i>	<i>AMOUNT</i>	<i>ADJUSTMENT</i>	<i>REMAINING</i>	<i>BALANCE</i>
07.11.2016	522	Gary Cram maintenance supplies	94200.3	\$	12.68		\$	1,869.11
			91700.1 \$165					
			91700.2 \$220	\$	605.00			
07.11.2016	523	Brenda Fridd court filings	91700.3 \$220				\$	1,264.11
07.12.2016	524	Brenda Fridd court filings	91700.1	\$	170.00		\$	1,094.11
07.15.2016	525	Laura Stevens milage reimbursement 7.8.16-7.11.16	91800.3	\$	39.10		\$	1,055.01
07.15.2016	526	Gary Cram milage reimbursement 7.2.16-7.4.16	91800.3	\$	21.60		\$	1,033.41
07.15.2016	527	Jannaa Pool milage reimbursement 6.7.16-6.27.16	91800.3	\$	20.57		\$	1,012.84
07.21.2016	528	Marrisa Marks court filings	91700.3	\$	10.00		\$	1,002.84
07.21.2016	529	Gary Cram milage reimbursement 7.12.16-7.14.16	91800.3	\$	14.04		\$	988.80
07.21.2016	530	Jannaa Pool Res. Community Supplies	92400.1	\$	100.00		\$	888.80
07.29.2016	531	Denny Parks milage reimbursment 7.15.16-7.21.16	91800.3	\$	37.80		\$	851.00

**MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT
JULY 2016**

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
07/02	02:36a-03:40a	RM		Cram
07/02	10:30a-11:04a	RM		Cram
07/02	11:04a-11:26a	RM		Cram
07/03	10:40p-11:30p	RM		Cram
07/04	10:30p-11:30p	RM		Cram
07/08	07:20p-07:45p	RM		Stevens
07/08	07:45p-08:25p	SBN	Garage	Stevens
07/08	07:45p-09:30p	RM		Stevens
07/09	11:10a-12:30p	SBN		Stevens
07/09	12:45p-02:15p	CT		Stevens
07/09	03:24p-05:15p	RM		Stevens
07/09	09:57p-10:42p	RM		Stevens
07/10	07:25a-08:15a	RM		Stevens
07/10	06:30p-07:30p	CT		Stevens
07/11	10:00p-10:45p	RM		Stevens
07/12	09:00a-10:00a	RM	D-Bldg	Cram
07/12	06:15p-07:10p	RM		Cram
07/14	05:00p-06:10p	CT		Cram
07/15	08:25p-09:00p	CT		Parks
07/16	03:10a-03:40a	RM	C-Bldg	Parks
07/16	11:15a-01:00p	CT		Parks
07/16	01:50p-02:50p	RM		Parks
07/16	02:50p-03:20p	CT	Office	Parks
07/16	07:15p-08:15p	CT		Parks
07/16	08:15p-08:45p	RM		Parks
07/17	02:00p-02:30p	CT	Office	Parks
07/17	02:30p-03:00p	SBN	Office	Parks
07/18	05:00p-05:30p	SBN		Parks
07/21	08:10p-09:40p	RM	D-Bldg	Parks
07/23	0845a-09:45a	RM		Nthercott
07/24	05:07a-05:30a	RM		Nthercott
07/26	05:00p-05:30p	CT	Office	Nthercott
07/26	09:40p-10:20p	RM		Nthercott
07/28	02:30a-03:00a	RM		Nthercott
07/28	05:30p-06:32p	RM		Nthercott
07/28	06:35p-07:14p	SBN	Office	Nthercott
07/28	06:35p-07:5p	RM	C-Bldg	Nthercott
07/28	08:35p-09:20p	CT		Nthercott
07/28	11:53p-12:25a	RM		Nthercott
07/29	03:40a-04:12a	RM	Office	Nthercott
07/30	04:15a-5:00a	RM	Garage	Parks
07/30	12:10p-12:30p	RM		Parks
07/30	04:30p-05:00p	RM		Parks
07/30	05:15p-05:50p	CT		Parks
07/31	12:00a-12:30a	RM	Garage	Parks
07/31	12:45p-01:15p	SBN		Parks
07/31	05:15p-05:45p	RM		Parks

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2016
Jan-16	51,542	\$ 6,395.37	9,749	\$ 7,314.07	-	-	-	\$ -	\$ 13,709.44
Feb-16	53,405	\$ 6,630.98	9,973	\$ 7,676.79	234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 26,144.73
Mar-16	48,814	\$ 5,923.22	13,462	\$ 8,346.41	24,600	\$ 751.29	\$ 418.10	\$ 1,169.39	\$ 15,439.02
Apr-16	53,717	\$ 6,539.83	16,417	\$ 10,760.42				\$ -	\$ 17,300.25
May-16	47,590	\$ 5,914.46	8,480	\$ 5,666.76	249,400	\$ 8,077.28	\$ 4,335.05	\$ 12,412.33	\$ 23,993.55
Jun-16	48,002	\$ 6,146.72	5,057	\$ 2,411.12	27,400	\$ 805.93	\$ 450.38	\$ 1,256.31	\$ 9,814.15
Jul-16	45,216	\$ 5,350.28	696	\$ 501.48	4			\$ -	\$ 5,851.76
Aug-16								\$ -	\$ -
Sep-16								\$ -	\$ -
Oct-16								\$ -	\$ -
Nov-16								\$ -	\$ -
Dec-16								\$ -	\$ -
	348,286.00	\$ 42,900.86	63,834	\$ 42,677.05	535,704	\$ 17,347.78	\$ 9,327.21	\$ 26,674.99	\$ 112,252.90

Utility Cost and Consumption Report

Reed Manor (AMP 2)

MONTH	ELECTRICITY		GAS		WATER		NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2016
	KW HOURS CONSUMP	NET BILL	MCF CONSUMP	CONSUMP	CONSUMP	CONSUMP						
Jan-16	137,240	\$ 16,186.52	9,818	9,818	106,832	\$ 2,854.29	\$ 1,667.13	\$ 4,521.42			\$ 4,521.42	\$ 28,032.72
Feb-16	107,582	\$ 13,307.44	10,974	10,974	127,333	\$ 3,297.12	\$ 1,964.79	\$ 5,261.91			\$ 5,261.91	\$ 26,925.25
Mar-16	102,558	\$ 12,133.57	10,530	10,530	121,818	\$ 3,074.83	\$ 1,861.67	\$ 4,936.50			\$ 4,936.50	\$ 25,102.23
Apr-16	101,640	\$ 12,748.07	7,709	7,709	125,500	\$ 3,289.13	\$ 1,943.25	\$ 5,232.38			\$ 5,232.38	\$ 23,056.80
May-16	95,400	\$ 11,363.36	20	20	101,100	\$ 2,718.79	\$ 1,576.03	\$ 4,294.82			\$ 4,294.82	\$ 15,683.78
Jun-16	114,200	\$ 14,106.71	2,940	2,940	83,300	\$ 2,349.84	\$ 1,322.65	\$ 3,672.49			\$ 3,672.49	\$ 19,719.15
Jul-16	138,600	\$ 16,657.41	19	19				\$ -			\$ -	\$ 16,682.45
Aug-16								\$ -			\$ -	\$ -
Sep-16								\$ -			\$ -	\$ -
Oct-16								\$ -			\$ -	\$ -
Nov-16								\$ -			\$ -	\$ -
Dec-16								\$ -			\$ -	\$ -
	797,220	\$ 96,503.08	42,010	42,010	665,883	\$ 17,584.00	\$ 10,335.52	\$ 27,919.52			\$ 27,919.52	\$ 155,202.38

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

MONTH	ELECTRICITY KW HOURS CONSUMP	NET BILL	GAS MCF CONSUMP	NET BILL	WATER CCF CONSUMP	WATER BILL	SEWER BILL	TOTAL WATER BILL	TOTAL MONTHLY UTILITY 2016
Jan-16	1,975	\$ 308.55	338	\$ 258.86	186,800	\$ 6,571.76	\$ 3,238.58	\$ 9,810.34	\$ 10,377.75
Feb-16	2,925	\$ 517.53	1,034	\$ 801.13				\$ -	\$ 1,318.66
Mar-16	2,111	\$ 352.59	439	\$ 370.33				\$ -	\$ 722.92
Apr-16	1,685	\$ 266.59	190	\$ 142.39	245,750	\$ 6,571.11	\$ 3,285.72	\$ 9,856.83	\$ 10,265.81
May-16	1,172	\$ 197.90	64	\$ 65.96				\$ -	\$ 263.86
Jun-16	1,974	\$ 315.79	35	\$ 47.94				\$ -	\$ 363.73
Jul-16	2,722	\$ 416.02	20	\$ 39.23				\$ -	\$ 455.25
Aug-16								\$ -	\$ -
Sep-16								\$ -	\$ -
Oct-16								\$ -	\$ -
Nov-16								\$ -	\$ -
Dec-16								\$ -	\$ -
	14,564	2,374.97	2,120.00	1,725.84	432,550.00	13,142.87	6,524.30	19,667.17	23,767.98

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	NET		GAS		WATER		WATER		SEWER		NET		TOTAL	
		BILL	BILL	MCF	CONSUMP	CCF	CONSUMP	BILL	BILL	BILL	BILL	BILL	BILL	MONTHLY UTILITY 2016	UTILITY 2016
Jan-16	51,542	\$ 6,395.37	\$ 7,314.07	9,749	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,709.44
Feb-16	53,405	\$ 6,630.98	\$ 7,676.79	9,973	234,300	234,300	\$ 7,713.28	\$ 4,123.68	\$ 11,836.96	\$ 11,836.96	\$ 4,123.68	\$ 11,836.96	\$ 11,836.96	\$ 26,144.73	
Mar-16	48,814	\$ 5,923.22	\$ 8,346.41	13,462	24,600	24,600	\$ 751.29	\$ 418.10	\$ 1,169.39	\$ 1,169.39	\$ 418.10	\$ 1,169.39	\$ 1,169.39	\$ 15,439.02	
Apr-16	53,717	\$ 6,539.83	\$ 10,760.42	16,417	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,300.25	
May-16	47,590	\$ 5,914.46	\$ 5,666.76	8,480	249,400	249,400	\$ 8,077.28	\$ 4,335.05	\$ 12,412.33	\$ 12,412.33	\$ 4,335.05	\$ 12,412.33	\$ 12,412.33	\$ 23,993.55	
Jun-16	48,002	\$ 6,146.72	\$ 2,411.12	5,057	27,400	27,400	\$ 805.93	\$ 450.38	\$ 1,256.31	\$ 1,256.31	\$ 450.38	\$ 1,256.31	\$ 1,256.31	\$ 9,814.15	
Jul-16	45,216	\$ 5,350.28	\$ 501.48	696	4	4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,851.76	
Aug-16	0	\$ -	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Sep-16	0	\$ -	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Oct-16	0	\$ -	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Nov-16	0	\$ -	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Dec-16	0	\$ -	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	348,286	\$ 42,900.86	\$ 42,677.05	63,834.00	535,704	535,704	\$ 17,347.78	\$ 9,327.21	\$ 26,674.99	\$ 26,674.99	\$ 9,327.21	\$ 26,674.99	\$ 26,674.99	\$ 112,252.90	



U.S. Department of Housing and Urban Development

Michigan State Office
Office of Public Housing
Patrick V. McNamara Federal Building
477 Michigan Avenue
Detroit, MI 48226-2592
Tel. (313) 226-7900

Ms. Laurie Ingram
Executive Director
Jackson Housing Commission
301 Steward Avenue
Jackson, MI 49201

Dear Ms. Ingram:

SUBJECT: Section 8 Management Assessment Program – Fiscal Year Ended March 31, 2016.

The purpose of this letter is to notify you of your Section 8 Management Assessment Program (SEMAP) score. Based on the SEMAP certification you submitted for the fiscal year ended March 31, 2016, we have determined that your overall SEMAP score is 93. This score is based on a score for each indicator rated during the assessed fiscal year and the total points after weighing each indicator. Public Housing Agencies (PHAs) that achieve a SEMAP score of 90 percent or more are designated a "high performers." PHAs scoring less than 90 percent but not less than 60 percent are designated "standard performers." PHAs scoring less than 60 percent are designated "troubled." As a result of the Commission's score, it is hereby designated a High Performer.

Your overall SEMAP score is comprised of scores assigned to each of 15 SEMAP indicators listed below. In cases where an agency is small and expends less than \$300,000 in Federal Funds, Indicator Nos. 1-7 will not be rated. Indicator No. 14 - Family Self-Sufficiency will be scored only for PHAs receiving an award of Section 8 units between 1991 and 1998, excluding any units awarded for preservation developments. Indicator No. 15 - Deconcentration Bonus applies only to PHAs operating Section 8 programs within metropolitan FMR areas.

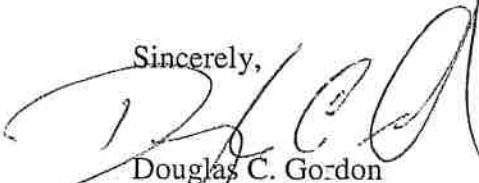
Table with 2 columns: Indicator No. and Score. Rows include: Indicator No. 1 - Selection from Waiting List (15), Indicator No. 2 - Reasonable Rent (20), Indicator No. 3 - Determination of Adjusted Income (20), Indicator No. 4 - Utility Allowance Schedule (5), Indicator No. 5 - HQS Quality Control (5), Indicator No. 6 - HQS Enforcement (10), Indicator No. 7 - Expanding Housing Opportunities (NA), Indicator No. 8 - Payment Standards (0), Indicator No. 9 - Timely Annual Reexaminations (10), Indicator No. 10 - Correct Tenant Rent Calculations (5), Indicator No. 11 - Pre-Contract HQS Inspections (5), Indicator No. 12 - Annual HQS Inspections (10), Indicator No. 13 - Lease-Up (15), Indicator No. 14 - Family Self-Sufficiency (NA), Indicator No. 15 - Deconcentration Bonus (NA).

The Housing Commission may appeal an overall SEMAP rating by providing justification and reason for appeal. To assure that an appeal receives a fair review, we recommend that the Commission provide documentation to support that the Commission has complied with required SEMAP standards during the assessed fiscal year. This letter will serve as your final notification letter unless the Commission chooses to file an appeal.

The Housing Commission must send this office a written report describing corrective action undertaken to remedy the deficiencies which resulted in a '0' rating for the above indicator(s) within 45 days of the date of this letter. If no response is received by this date, or the corrective action does not demonstrate that the deficiency has been corrected, you will be required to submit a corrective action plan in accordance with 24CFR 985.106(c) and 24CFR985.107(c).

If you have any questions concerning this assessment, or require technical assistance to correct the deficiencies identified in this assessment, please contact Mr. Richard Wears, Public Housing Revitalization Specialist at (313) 234-7472.

Sincerely,



Douglas C. Gordon
Director
Office of Public Housing