

JACKSON HOUSING COMMISSION
REGULAR MEETING – May 18, 2016 at 12:00pm
Reed Manor Board Room
AGENDA

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
Michelle Pultz- Orthaus, President
Michelle Woods, Vice-President
Patricia Davis-Dye, Commissioner
Gerald Montgomery, Commissioner
James Stark, Commissioner
4. Public Comments (limited to 3 minutes)
5. Approval of Regular Meeting Minutes: April 27, 2016
6. Approval of Annual Meeting Minutes: April 27, 2016
7. Approval of the Previously Paid Liabilities: April 2016
8. RESOLUTIONS
Resolution No. 2016-10: Collection Losses Write Offs: May 2016
Resolution No. 2016-09: RFP: 2016-04 Health Care Services
Resolution No. 2016-11: RFP: 2016-06 Reed Manor Restoration Project- Building G, Apartment A-11
Resolution No. 2016-12: Jackson Housing Commission Employee Handbook (Personnel Policy)

DIRECTOR'S 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
ACOP Updates and Revisions

ADJOURNMENT

NEXT REGULAR MEETING: **Chalet Terrace Community Room- June 15, 2016**

Jackson Housing Commission

Regular Meeting

April 27, 2016

12:00pm

The Jackson Housing Commission Board of Commissioners held a Regular Meeting on April 27, 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: Patricia Davis-Dye, Gerald Montgomery, Michelle Pultz-Orthaus, and James Stark. Commissioner Michelle Woods entered the meeting at 12:02pm.

Also present were:

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

16-04-27-001 Public Comments

Members of the public were present, but no comments were made.

16-04-27-002 Approval of the Minutes of the Regular Meeting Held March 18, 2016

The minutes of the March 18, 2016 Regular Meeting were approved as written.

Commissioner Davis-Dye **MOVED** to approve the Regular Meeting Minutes of the meeting held March 18, 2016. Commissioner Montgomery **SECONDED** the motion, and upon voice vote the motion was adopted.

16-04-27-003 Approval of the Previously Paid Liabilities: March 2016

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

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

NAYS: None

ABSTAIN: None

ABSENT: None

16-04-27-004 Resolution No. 2016-08: Collection Losses Write Off: April 2016

Commissioner Woods **MOVED** to approve the Collection Losses, April 2016.

Commissioner Davis-Dye **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

16-04-27-005 Resolution No. 2016-09: RFP2016-04: Health Care Services

Ms. Ingram provided a summary of the health care plan options provided by three insurance agencies and discussed the plans that are most feasible to the JHC and the employees.

Ms. Ingram also confirmed that the agency's current health insurance plan is discontinuing and is not renewable. Therefore the board asked that a comparative analysis of the current plan and the proposed changes be presented at the meeting to be held May 18, 2016, as well as information explaining how the budget may be affected. The board also recommended that appropriations for increased insurance cost be included each year in the operating budget.

Commissioner Woods **MOVED** to postponed authorizing the Executive Director to enter a contract for Health Care Services until the board meeting on May 18, 2016. Commissioner Montgomery **SECONDED** the motion and upon roll call the motion was adopted:

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

NAYS: None

ABSTAIN: None

ABSENT: None

16-04-27-06 DIRECTOR'S REPORTS

Staff gave reports regarding the Housing Choice Voucher and Public Housing Programs.

Section 8

A. Leasing HAP Utilization Report

Ms. Boyce stated that \$ 400,000 in HAP reserve funds are available and will be used to lease to the 475 voucher maximum. Currently 454 vouchers are in use.

Public Housing

B. Tenant Accounts Receivables

C. Consolidated TARS

D. Move Outs

E. Vacant Unit Turnaround

Ms. Ingram stated that an entry error was the cause of an inaccurate figure reported in the Vacant Unit Turnaround Report and assured that management will continue to verify the accuracy of the report.

Executive

F. S8 Income Statement

- G. PH Income Statement
Ms. Johnson reported the occurrence of delays in the approval of the Operating Subsidy.
- H. Petty Cash Fund Register
- I. After Hours/Emergency Response Report
- J. Utility Costs and Consumption

15-12-16-08 OTHER BUSINESS

RFP2016-06- Reed Manor Restoration Project

Ms Ingram acknowledged bids received for the Reed Manor Restoration Project.

IT Services

Ms. Ingram discussed the reoccurring issues concerning IT Services. She also confirmed that the Reed Manor cameras were functioning properly. Quotes were obtained from IT companies to decide what services will remain under contract. An additional company mentioned by Commissioner Stark will be contacted for a quote.

Lawn Care Service

Ms. Ingram advised that lawn care services will be outsourced on a trial basis for the 2016 mowing season with the intent to allow maintenance staff to concentrate on turning units and addressing critical items. If outsourcing proves to be a viable solution, the agency may delegate the maintenance item to a contractor and forgo replacing aging equipment at each site. Commissioner Davis-Dye commented that she has never seen the lawns in the current condition. She also mentioned that mowing services were previously outsourced with good results. It was noted that fertilization and seeding is not to be provided by the company selected to perform services.

Evaluation of Laurie Ingram

It was mentioned that Ms. Ingram's six-month evaluation is due by May 30, 2016. Deborah Davis will forward evaluation forms to the Board of Commissioners.

Honeywell

The JHC will participate in a free utility assessment offered by the Honeywell Corporation. Based on the outcome of the assessment, Honeywell guarantees that implementing their protocols will provide energy savings. If the program does not yield the anticipated savings Honeywell will reimburse the JHC the difference of savings not realized as a result of using their program. Honeywell will also facilitate RFPs associated with the program at a national level. Another advantage is that previously identified capital fund improvements may be addressed by using the program, which will allow the JHC to use previously allocated capital funds for other capital improvements. Additional information will follow after the assessment occurs.

Commissioner Woods **MOVED** to adjourn and Commissioner Davis Dye **SECONDED**. All members of the board were in favor of adjournment.

The Regular Meeting held April 27, 2016 adjourned at 12:50pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Jackson Housing Commission

Annual Meeting

April 27, 2016

12:50pm

The Jackson Housing Commission Board of Commissioners held an Annual Meeting on April 27, 2016 in the Reed Manor Board Room. President Pultz-Orthaus called the meeting to order at 12:50pm. Upon roll call the following commissioners were present: Patricia Davis-Dye, Gerald Montgomery, Michelle Pultz-Orthaus, James Stark, and Michelle Woods.

Also present were:

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

16-04-27-001 WELCOME

President Pultz-Orthaus extended a welcome to those in attendance. She also stated that the transition of leadership was smooth and she is pleased with the direction that the agency is headed. She also added that Ms. Tyus left the agency in a good position and she is very pleased with the progress that Ms. Ingram is making at the Jackson Housing Commission.

16-04-27-002 PUBLIC COMMENTS

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

16-04-27-003 NOMINATION OF OFFICERS

Commissioner Montgomery nominated Michelle Pultz-Orthaus for President and upon roll call vote, the results were as follows:

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

NAYS: None

ABSTAIN: None

ABSENT: None

Commissioner Montgomery nominated Michelle Woods for Vice-President and upon roll call vote, the results were as follows:

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

NAYS: None

ABSTAIN: None

ABSENT: None

Jackson Housing Commission Officers 2016-2017

President
Vice-President

Michelle Pultz-Orthaus
Michelle Woods

15-06-005 ANNUAL REPORT

Ms. Ingram discussed demographics regarding the population served by the Jackson Housing Commission by highlighting significant shifts in sources of income for Heads of Households. Heads of Households receiving SSI increased, while persons receiving general assistance decreased. The demographics of persons receiving Housing Choice Vouchers are consistent. Ms. Ingram also mentioned that Housing Payments Standards were adjusted within the HCV Program to better serve the lowest income families that are underserved by the program.

President Pultz-Orthaus expressed her desire for residents to eventually advance beyond the public housing program and achieve homeownership, housing through their own means or assistance for greater housing choices through the HCV Program.

Commissioner Davis-Dye inquired about the likelihood of the JHC being removed from Zero Threshold status. Ms. Ingram acknowledged that HUD representatives at the Detroit Regional Office seem willing to consider lifting the status from the agency in previous conversations and she plans to submit a letter to HUD requesting the agency's removal in the upcoming week.

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

The Annual Meeting on April 27, 2016 adjourned at 1:20pm.

Respectfully submitted,

Laurie Ingram, MBA, PHM
Executive Director

ATTESTED: _____
Michelle Pultz-Orthaus, President

Date: 05/06/2016
 Time: 14:40:21

Jackson Housing Commission
Register - Basic Listing
 Public Housing
 From: 04/01/2016 To: 04/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061167	04/18/2016	Aspen One Hour Heating & Air Conditioning	Payment	1,276.70	ACCOOUNT# 151323 #355175 \$300 CPF #355305 \$300 CPF #357023 \$478.70 CPF #355131 \$198
061168	04/18/2016	Brooklyn Plumbing, Heating & A/C, Inc	Payment	2,487.89	8 INVOICES #644967 \$381.23 CPF #644599 \$405.36 CPF #644983 \$312.78 CPF #643098 \$298.70 CPF #644287 \$285.06 CPF #643975 \$282.88 CPF #644761 \$122.74 #644968 \$399.14
061169	04/18/2016	ETNA Supply	Payment	3,517.37	CUSTOMER# 4218 #S101670104.001 \$386.89 CPF #S101675408.001 \$386.89 CPF #S101741601.001 \$386.89 CPF #S101755719.001 \$386.89 CPF #S101727597.001 \$386.89 CPF #S101767174.001 \$399.89 CPF #S101629607.001 \$399.89 CPF #S101702993.001 \$386.89 CPF #S101681744.001 \$386.89 CPF #S101701104.001 \$9.30
061170	04/18/2016	TALESIA M MURRAY	Payment	3.50	ACCT# P-001-1103-08 FINAL ACCOUNTING
061171	04/18/2016	Chakela Faal	Payment	394.50	ACCT# P-003-6572-06 FINAL ACCOUNTING
061172	04/18/2016	IESHA GLASPIE	Payment	770.80	ACCT# P-001-1134-06 REFUND OF OVERPAYMENT OF RENT
061173	04/18/2016	AccuShred, LLC	Payment	135.00	INV# 32492 TKT# 5185 TKT# 51586 TKT#51587
061174	04/18/2016	AFLAC	Payment	30.36	ACCOUNT# VX312 INVOICE# 436843
061175	04/18/2016	AMBS CALL CENTER	Payment	425.42	ACCOUNT# 1909 INVOICE# 160310193

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 04/01/2016 To: 04/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061176	04/18/2016	American Office Solutions	Payment	100.85	ACCOUNT# J1087 INVOICE# IN74704
061177	04/18/2016	APCO SUPPLY	Payment	473.86	ACCOUNT# 178131 INV# 1257278-00 \$85.56 INV# 1256848-00 \$129 INV# 1256848-01 \$259.30
061178	04/18/2016	Blue Sea L.L.C.	Payment	45.00	INVOICE# 2347 HOSTING FEE APRIL - JUNE 2016
061179	04/18/2016	CARLETON EQUIPMENT	Payment	6.99	CUSTID: 659452 INVOICE# 06-226388
061180	04/18/2016	CASLER HARDWARE	Payment	61.72	CUSTOMER# 33561 #15175 \$679 #104665 \$5.18 #15477 \$15.78 #15375 \$18.98 #15115 \$14.49 03.25.2016 \$.50
061181	04/18/2016	City Of Jackson - Finance Department	Payment	8,821.79	MARCH 2016 EE & ER EARNINGS & CONTRIBUTION
061182	04/18/2016	COLLINS BROTHERS	Payment	61.95	CUSTOMER# 8981 #50220
061183	04/18/2016	Computer Ties LLC	Payment	600.00	SALES RECEIPT #27398
061184	04/18/2016	CONSUMERS ENERGY	Payment	36,142.99	MARCH 2016 IT SERVICES 25 ACCOUNTS 100035146164 \$1223.81 100000120764 \$8585.07 103019880790 \$93.19 100000120988 \$1321.30 100035145687 \$222.69 100000121028 \$3317.20 100000120905 \$3347.60 100000121093 \$860.08 100000120798 \$2442.47 100000472256 \$1561.38 100000120855 \$2507.07 100000473114 \$1568.50 100035145554 \$2534.60 100000473429 \$2899.89 100000120954 \$2093.09 100035144961 \$808.72 100035145133 \$29.18 100035140910 \$144.56 100034278091 \$274.89 100071389322 \$29.76 100034181832 \$57.46 100071388233 \$73.15 100075348944 \$24.39 100075348993 \$94.53 100075349017 \$28.41
061185	04/18/2016	CUT-RATE PLUMBING	Payment	61.90	ID# 644 #618193 \$48.42 #683833 \$13.48

Jackson Housing Commission
Register - Basic Listing
Public Housing

From: 04/01/2016 To: 04/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061186	04/18/2016	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	8.50	CUSTOMER# 31919 INV# 3788500
061187	04/18/2016	FIRESTONE PAYMENT CENTER	Payment	973.35	CUSTOMER# 103083613 BI12720368
061188	04/18/2016	HAMMOND HARDWARE	Payment	209.40	CUSTOMER# 33515 #B328050 \$8.98 #C182341 \$47.67 #B327592 \$4.94 #C182309 \$51.06 #B328206 \$21.57 #B329865 \$14.82 #C182601 \$17.40 #B327508 \$21.56 #B327509 \$5.39 #B328057 \$6.79 #C182110 \$6.56 #C183043 \$9.89
061189	04/18/2016	Jackson Housing Commission	Payment	25,411.76	MARCH 2016 PH MANAGEMENT FEES
061190	04/18/2016	JACKSON WATER COLLECTION	Payment	7,267.39	27 ACCOUNTS SEE DETAILS
061191	04/18/2016	K & C LAWN CARE'S	Payment	1,500.00	03.17.2016 SHURB REMOVAL
061192	04/18/2016	Keepin It Clean	Payment	165.00	3 INVOICES #32216 \$55 #31716 \$55 #31016 \$55
061193	04/18/2016	JOHNNY'S TREE SERVICE	Payment	1,030.00	INV# 20069 REMOVE BROKEN ATTENA FROM D BLDG
061194	04/18/2016	LIBERTY ENVIRONMENTALISTS, INC.	Payment	88.00	JACKHOUSIN INV# 10998 ORD# 153270 \$27 #153289 \$10 #153184 \$10 #153311 \$10 #153101 \$10 #153089 \$10 #153120 \$11
061195	04/18/2016	MENARDS - JACKSON	Payment	1,060.49	ACCOUNT# 31610470 #49175 \$31.49 #47820 \$39.33 #47933 \$26.91 #48351 \$343.62 #48163 \$17.34 #47710 \$19.97 #47269 \$53.97

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 04/01/2016 To: 04/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061196	04/18/2016	MIDWEST INSULATION	Payment	14,915.00	#47243 \$31.71 #49010 \$140.69 #47687 \$355.46 INVOICE# 51239.00 REMOVE AND REPLACE 5 TUB/SHOWER UNITS
061197	04/18/2016	OSBORNE PROCESS SERVICE	Payment	790.91	12 INVOICES #OBP-201600545 \$30.05 #OBP-201600685 \$132 #OBP-201600691 \$132 #OBP-201600767 \$42.92 #OBP-201600768 \$43.89 #OBP-201600788 \$44.05 #OBP-201600794 \$28.75 #OBP-201600797 \$28.75 #OBP-201600809 \$28.75 #OBP-201600817 \$199 #OBP-201600818 \$28 #OBP-201600909 \$52.75
061198	04/18/2016	PDQ SUPPLY, INC.	Payment	771.53	CUST ACCT# 118660 #SI-228076 \$44.46 #SI-228534 \$679.55 #SI-230303 \$47.52
061199	04/18/2016	Petty Cash	Payment	1,904.84	REPLENISH PETTY CASH 02.08.16-04.14.16 460-488 TRANSACTION
061200	04/18/2016	PLIC - SBD Grand Island	Payment	84.96	ACCT# 1044559-10001 04.1.16-04.30-16
061201	04/18/2016	Rooney's Sewer Service	Payment	180.00	2 INVOICES #INV-1421 \$90 #INV-1411 \$90
061202	04/18/2016	SAFETY SYSTEMS INC	Payment	1,955.00	CUSTOMER# 00938 #454344 \$65 #454343 \$65 #57490 \$142 #57491 \$0 #57590 \$1683 #57591 \$0
061203	04/18/2016	THE SHERWIN - WILLIAMS CO.	Payment	906.60	CUSTOMER# 5291-3816-6 REF# 47578 \$604.40 REF# 50143 \$302.20

Jackson Housing Commission
Register - Basic Listing
 Public Housing

From: 04/01/2016 To: 04/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061204	04/18/2016	SMALL APPLIANCE & VACUUM CLEANER HOSPITAL	Payment	28.62	03.24.16 UNIT TURN SUPPLIES
061205	04/18/2016	SPRINT	Payment	1,317.49	ACCT# 128763256 INV# 128763256-019
061206	04/18/2016	Superior Ind. Sales, Inc.	Payment	285.69	2 INVOICES # 402169 \$45 # 401874 \$240.69
061207	04/18/2016	TALX THE WORK NUMBER	Payment	34.90	CUSTOMER# 8805983 #2072258
061208	04/18/2016	TDS Metrocom	Payment	2,086.80	4 ACCOUNTS 517 787-1188 517 787-0168 517 780-0620 517-780-0181
061209	04/18/2016	TIMOTHY L KANE	Payment	1,700.00	METH DECONTAMINATION SERVICES CLEAN UP
061210	04/18/2016	TOMMARK, INC.	Payment	56.26	INVOICE# 812556518 1234 HEATHER LN
061211	04/18/2016	Trail Supply LLC	Payment	280.88	ACCOUNT# 10014 INV# 30281
061212	04/18/2016	TransUnion Rental Screening	Payment	403.05	CUSTOMER ID# 4408R0064047 INV# 03633144
061213	04/18/2016	White & Hotchkiss, PLLC	Payment	450.00	FILE# 1919 INV# 73686
061214	04/18/2016	WILMAK INDUSTRIES	Payment	755.57	ACCT# 70585 #362682247 \$14.42 #363029752 \$712.27 #363151416 \$28.88
061215	04/20/2016	Consumer Energy	Payment	2,796.00	Utility Reimbursement
061216	04/29/2016	LISA A. WILSON	Payment	67.00	ACCOUNT# P-003-7620-05 FINAL ACCOUNTING
061217	04/29/2016	ANDRE D. HEMPHILL	Payment	211.00	ACCOUNT# P-003-6546-12 FINAL ACCOUNTING
061218	04/29/2016	MARY L. SCOTT	Payment	130.00	ACCOUNT# P-002-3237-08 FINAL ACCOUNTING
061219	04/29/2016	YVONNE HORN	Payment	209.00	ACCOUNT# P-002-4378-10 FINAL ACCOUNTING
061220	04/29/2016	SHANNON L. HUTCHINSON	Payment	187.00	ACCOUNT# P-002-3256-07 FINAL ACCOUNTING
061221	04/29/2016	AFLAC	Payment	45.54	ACCOUNT# VX312

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 04/01/2016 To: 04/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061222	04/29/2016	Aspen One Hour Heating & Air Conditioning	Payment	837.00	INVOICE# 867785 ACCOUNT# 151323 INVOICE# 357403 \$290 03.2016 INVOICE# 357154 \$250 03.2016 INVOICE# 357403 \$290 03.2016
061223	04/29/2016	APCO SUPPLY	Payment	655.70	ACCOUNT# 178131 #1261315-00 \$169.55 #1261315-01 \$18.75 #1260257-00 \$117 #1260257-01 \$90 #1258696-00 \$260.40 03.2016
061224	04/29/2016	CASLER HARDWARE	Payment	28.37	CUSTOMER ACCT# 33561 #15533 \$6.79 #15562 \$21.58
061225	04/29/2016	COLLINS BROTHERS	Payment	492.33	2 INVOICES #50277 \$79.65 #50274 \$412.68
061226	04/29/2016	Computer Ties LLC	Payment	600.00	SALES RECEIPT# 27668 APRIL 2016 IT SERVICES
061227	04/29/2016	CONSUMERS ENERGY	Payment	36,763.81	19 ACCOUNTS 100035146164 \$1309.66 100035145687 \$239.40 100000120798 \$3,214.45 100035145554 \$2754.95 100000120764 \$5950.20 100000121028 \$3530.66 100000472256 \$1548.11 100000473429 \$321.74 100035145133 \$26.32 100034278091 \$289.14
061228	04/29/2016	CUT-RATE PLUMBING	Payment	61.13	ID# 644 #619148
061229	04/29/2016	ETNA Supply	Payment	77.99	CUSTOMER# 4218 #S101785797.001
061230	04/29/2016	FERGUSON ENTERPRISES, INC.-JACKSON #934	Payment	522.92	CUSTOMER #31919 #3776909 \$4.73 #3806174 \$62.87 #3814947 \$509.99 #PYCL605215 -\$51.33
061231	04/29/2016	HAMMOND HARDWARE	Payment	136.64	CUSTOMER# 33515

Jackson Housing Commission
Register - Basic Listing
Public Housing
From: 04/01/2016 To: 04/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061232	04/29/2016	HOUSING DATA SYSTEMS, INC.	Payment	258.75	#C183663 \$37.72 #C184173 \$36.75 #B330225 \$22.46 #C183404 \$6.82 #B333290 \$17.54 #B331921 \$15.35 CLIENT# 6183 #220767 \$213 #220613 \$99
061233	04/29/2016	Jackson Transportation Authority	Payment	174.73	2 INVOICES #0026627-IN \$211.04 #0026713-IN \$9.03
061234	04/29/2016	JACKSON KEY WORKS	Payment	213.00	INVOICE# 255
061235	04/29/2016	JACKSON WATER COLLECTION	Payment	16,110.70	VACANT UNIT TURN REKEY 51 ACCOUNTS
061236	04/29/2016	LIBERTY ENVIRONMENTALISTS, INC.	Payment	20.00	SEE ATTACHMENTS ORDER# 153766 \$10 ORDER# 153774 \$10
061237	04/29/2016	MENARDS - JACKSON	Payment	1,895.04	ACCOUNT# 31610470 #33002 \$43.63 03.2016 #25110 \$48.92 03.2016 #51117 \$20.25 #50804 \$54.58 #50397 \$327.86 #50524 \$77.79 #49829 \$184.67
061238	04/29/2016	MODERN WASTE SYSTEMS	Payment	7,936.34	ACCOUNT# 23056 INV# 51131
061239	04/29/2016	NAPOLEON LAWN & LEISURE	Payment	693.97	CUST ID# JACK HO #285003 \$338.90 #285002 \$355.07
061240	04/29/2016	OSBORNE PROCESS SERVICE	Payment	248.59	7 INVOICES #OPB-2016001108 \$28.75 #OPB-2016001109 \$28.84 #OPB-2016001123 \$28.75 #OBP-2016001120 \$28.75 #OBP-2016001117 \$28.75 #OBP-2016001125 \$62.75 #OBP-2016000892 \$42
061241	04/29/2016	PLIC - SBD Grand Island	Payment	84.96	ACCT# 1044559-10001

Jackson Housing Commission
Register - Basic Listing
 Public Housing

From: 04/01/2016 To: 04/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
061242	04/29/2016	Ralph Friedland & Brothers Inc.	Payment	996.00	05.1.16-05.31.16 CUST ID#JACKSO #69924 03.16
061243	04/29/2016	SAFETY SYSTEMS INC	Payment	2,109.00	CUSTOMER# 00938 #454725 \$348 #454726 \$369 #454727 \$576 #455623 \$528 #455625 \$288
061244	04/29/2016	The SBAM Plan	Payment	17,806.30	CID: 281224 05.1.16-06.1.2016
061245	04/29/2016	THE SHERWIN -WILLIAMS CO.	Payment	302.20	ACCT# 5291-3816-6 #1376-0
061246	04/29/2016	WILMAR INDUSTRIES	Payment	1,466.07	ACCT# 70585 INV# 365528942 \$926.47 INV# 365163963 \$539.60
061247	04/29/2016	DBI BUSINESS INTERIORS	Payment	400.30	CUSTOMER# 224241 #03JB1938 \$205.98 03.2016 #03JD3014 \$77.59 #03JD0893 \$52.93 #03JD4219 \$63.80
Total:				(216,577.96)	

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 04/01/2016 To: 04/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002502	04/14/2016	A-1 LOCK SHOP	Payment	12.50	3776
002503	04/14/2016	COMCAST	Payment	1,035.33	SPARE KEYS FOR COCC BLDG RESTROOMS 6 ACCOUNTS 01721 425384-01-4 \$124.53 01721 422342-01-5 \$239.33 01721 346503-01-6 \$199.61 01721 422344-01-1 \$93.50 01721 413438-01-3 \$164.78 01721 276409-02-9 \$213.58
002504	04/14/2016	DBI BUSINESS INTERIORS	Payment	9.23	CUSTOMER# 224241 INV# 03JC8139
002505	04/14/2016	Emerge Accounting	Payment	5,250.00	APRIL-001 MARCH 2016 FINANCIAL STATEMENTS 2016 UNAUDITED FDS
002506	04/14/2016	JACKSON APPLIANCE SERVICE LLC	Payment	93.96	2495
002507	04/14/2016	LAURIE INGRAM	Payment	344.26	WATER FILTERS FOR COCC REFRIGERATOR LAURIE INGRAM T&E 04.18.16-04-22.16 \$265.50 PUBLIC HOUSING MGMT LANSING MI
002508	04/18/2016	AccuShred, LLC	Payment	25.00	REIMBURSEMENT FOR COLOR COPIES AT STAPLES INVOICE# 32492 TKT# 51585
002509	04/18/2016	AFLAC	Payment	47.88	TKT# 51586 TKT# 51587 ACCOUNT# VX312 INVOICE# 436843
002510	04/18/2016	Blue Sea L.L.C.	Payment	27.00	INVOICE# 2347
002511	04/18/2016	City Of Jackson - Finance Department	Payment	4,136.92	HOSTING FEE APRIL - JUNE 2016 MARCH 2016 EE & ER EARNINGS & CONTRIBUTION
002512	04/18/2016	Computer Ties LLC	Payment	200.00	SALES RECEIPT# 27398 MARCH 2016 IT SERVICES
002513	04/18/2016	PLIC - SBD Grand Island	Payment	31.86	ACCT# 1044559-10001 04.1.16-04.30-16
002514	04/18/2016	SPRINT	Payment	176.06	ACCT# 128763256 INV# 128763256-019
002515	04/18/2016	TDS Metrocom	Payment	53.10	517.787-9241 TELEPHONE SERVICES
002516	04/18/2016	MLive Media Group	Payment	691.96	ACCT# 20008879 RFP2016-04 GROUP BENEFITS

Jackson Housing Commission
Register - Basic Listing
General COCC Account
From: 04/01/2016 To: 04/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
002517	04/29/2016	AFLAC	Payment	71.82	ACCOUNTS PAYABLE CLERK PROCUREMENT AND QUALITY PROJECTS REED MANOR RFP2016-05 IT SERVICES RFP2016-07 LAWN CARE SERVICES ACCOUNT# VX312 INVOICE# 867785
002518	04/29/2016	Computer Ties LLC	Payment	200.00	SALES RECEIPT #27668 APRIL 2016 IT SERVICES
002519	04/29/2016	Jackson Transportation Authority	Payment	45.34	2 INVOICES #0026713-IN \$9.03 #0026707-IN \$211.04
002520	04/29/2016	PLIC - SBD Grand Island	Payment	31.86	ACCT# 1044559-10001 5.1.16-05.31.16
002521	04/29/2016	The SBAM Plan	Payment	9,353.61	CID: 281224 5.1.16-6.1.16
002522	04/29/2016	DBI BUSINESS INTERIORS	Payment	130.79	CUSTOMER# 224241 #03JC2144 \$19.99 03.2016 #03JA9113 -(\$71.90) 03.2016 #03JA8591 \$115.55 03.2016 #03JB4185 \$39.54 03.2016 #03JB4212 \$7.40 03.2016 #03JC2179 \$20.21 03.2016
002523	04/29/2016	COMCAST	Payment	118.63	5 MONTHS 01721 422342-01-5 (\$46.05) 01721 346503-01-6 \$22.97 01721 422344-01-1 (\$52.42) 01721 413438-01-3 \$164.78 01721 276409-02-9 \$29.35
002524	04/29/2016	First National Bank Omaha	Payment	1,973.64	4988 6591 8367 2469 3 COMPUTERS 3 MONITORS 3 PRINTERS
002525	04/29/2016	Pentiuk, Couvreur & Kobijak, P.C	Payment	120.00	ACCT# 114310.001 INV# 25904
002526	04/29/2016	PHADA	Payment	1,350.00	CUSTOMER ID# 49201 MEMBERSHIP DUES YE JUNE 2017
Total:				(25,530.75)

Jackson Housing Commission
Register - Basic Listing
 Section 8 Housing Voucher Prog
 From: 04/01/2016 To: 04/30/2016

Ref Num	Date	Payee	Pmt/Dep	Amount	Memo
054313	04/18/2016	AccuShred, LLC	Payment	25.00	INVOICE# 32492 TKT# 51585 TKT# 51586 TKT# 51587
054314	04/18/2016	AFLAC	Payment	208.38	ACCOUNT# VX312 INVOICE# 436843
054315	04/18/2016	Blue Sea L.L.C.	Payment	18.00	INVOICE# 2347 HOSTING FEE APRIL - JUNE 2016
054316	04/18/2016	City Of Jackson - Finance Department	Payment	1,619.88	MARCH 2016 EE & ER EARNINGS CONTRIBUTION
054317	04/18/2016	Computer Ties LLC	Payment	200.00	SALES RECEIPT# 27398 MARCH 2016 IT SERVICES
054318	04/18/2016	PLIC - SBD Grand Island	Payment	15.93	ACCT# 1044559-10001 4.1.16-4.30.16
054319	04/18/2016	TALX THE WORK NUMBER	Payment	58.55	CUSTOMER# 8805983 INV# 2072258
054320	04/18/2016	TDS Metrocom	Payment	69.02	517 787-6326 TELEPHONE SERV
054321	04/18/2016	TransUnion Rental Screening	Payment	25.45	CUSTOMER ID: 4408R0064047 INV# 03633144
054322	04/18/2016	DBI BUSINESS INTERIORS	Payment	304.55	CUSTOMER# 224241 INV# 03JC8793
054323	01/29/2016	AFLAC	Payment	312.57	ACCOUNT# VX312 INVOICE# 867785
054324	04/29/2016	Computer Ties LLC	Payment	200.00	SALES RECEIPT #27668 APRIL 2016 IT SERVICES
054325	04/29/2016	HOUSING DATA SYSTEMS, INC.	Payment	53.25	CLIENT# 6183 #220767
054326	04/29/2016	PLIC - SBD Grand Island	Payment	15.93	ACCT# 1044559-10001 5.1.16-05.31.16
054327	04/29/2016	The SBAM Plan	Payment	2,064.28	CID: 281224 5.1.16-6.1.16
054328	04/29/2016	DBI BUSINESS INTERIORS	Payment	512.42	CUSTOMER# 224241 #03JA3840 \$167.24 03.2016 #03JB8403 \$157.74 03.2016 #03JD3378 \$187.44

Total: (5,703.21)

Jackson Housing Commission
Jackson, MI

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

RESOLUTION NO. 2016-10

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	\$ N/A
AMP 2: Reed Manor	\$ 1,178.30
AMP 3: Shahan-Blackstone Apts.	<u>\$ 2,029.10</u>
Total	\$ 3,207.40

The attached Collection Losses Report reflects the delinquent amount of **\$3,207.40** and is hereby approved for fiscal year 2016 write-off.

Commissioner _____ **MOVED** to adopt the foregoing Resolution as read.
Commissioner _____ **SECONDED** 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 May 18, 2016.

Michele Pultz-Orthaus
President

Collection Losses Report

Three months or greater

May 2016

Board Resolution 2016-10

Property	Reference Number	EOP Date	Amount
Reed Manor	002-3296-13	1-22-16	\$ 964.30
Reed Manor	002-3321-16	1-26-16	\$ 214.00
Shahan Blackstone North	003-6586-11	1-26-16	\$2,029.10

Property	Amount
Chalet Terrace	N/A
Reed Manor	\$1,178.30
Shahan Blackstone North	\$2,029.10
Total Write Off	\$3,207.40

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:

RESOLUTION NO. 2016-11

WHEREAS, December 2014, a pipe burst resulting in extensive damages at Reed Manor Building A, Apartment 11;

WHEREAS, a competitive procurement process was completed by the Commission's contracted Architect;

WHEREAS, INK Contracting LLC of Jackson, Michigan has submitted a responsible bid for renovations;

THEREFORE BE IT RESOLVED THAT the Commission authorizes the Executive Director to enter into a contract with INK Contracting LLC for up to the amount of \$15,000 for the renovations of Reed Manor Building A, Apartment 11. The Architect, M. C. Smith and Associates and Architectural Group, INC, has prepared all the documents and will oversee the project.

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:
ABSTAIN:
ABSENT

_____ declared the motion carried and the Resolution adopted.

I hereby certify that the above Resolution was adopted at the Regular Meeting of the Jackson Housing Commission on May 18, 2016.

Michelle Pultz-Orthaus
President

Jackson Housing Commission
Jackson, Michigan

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

RESOLUTION NO. 2016-09

WHEREAS, the Jackson Housing Commission staff followed the agency's procurement policy for procuring professional services for Health Care and Life/AD&D coverages;

WHEREAS, the JHC contract files include the Request for Proposals (RFP), Bidders Proposals, Non-Disclosure Statements, Individual Cost Estimate (ICE), and the rationale for selection;

WHEREAS, three companies submitted proposals and the Craft Agency was the qualified bidder;

THEREFORE BE IT RESOLVED THAT the Commission authorizes the Executive Director to award and execute a contract for Health Care coverage for active employees and retirees with the Craft Agency through Blue Care Network (BCN) of Michigan for both active employees and in-state retirees and Blue Cross Blue Shield for out of state employees. The Commission also authorizes the Executive Director to execute a contract for Group Life/A&D for active employees through Principal Financial Group.

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:

_____ 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 May 18, 2016.

Michelle Pultz-Orthaus
President

Health Care Proposal Comparisons
 Jackson Housing Commission
 May 2016

	HMO Platinum 500	HMO Gold 500	HMO Gold 1000	HMO Gold 1500	HMO Silver 3000	Healthy Blue Living	H.S.A. Gold 1300	H.S.A. Gold 1350	In State Retiree	Out Of State Retiree	Vision	Dental	Vision Provider	Dental Provider
Current	\$ 226,872.00													
Walton	\$ 261,058.00	\$ 241,393.00	\$ 221,228.00						\$ 56,076.00	\$ 16,800.00	\$ 2,973.00	\$ 14,131.00	BCN	BCN
Craft	\$ 258,912.00	\$ 239,844.00	\$ 219,036.00	\$ 212,760.00		\$ 224,785.00	\$ 217,660.00	\$ 228,761.00	\$ 62,916.00	\$ 16,800.00	\$ 18,645.00	\$ -	Kansas City Life	Kansas City Life
Richmond	\$ 344,622.00	\$ 321,327.00	\$ 296,098.00		\$ 261,386.00				\$ 55,200.00	\$ 16,800.00	\$ 3,140.00	\$ 14,022.00	BCN	BCN
									\$ -	\$ -	\$ 3,140.00	\$ 14,275.00	BCN	BCN

Proposal for: Jackson Housing Commission - Active Employees

By: Barbara Rothenburg, The Craft Agency, Inc.

	Current Plan	Current Plan Renewal	PROPOSAL 2A	PROPOSAL 3A	PROPOSAL 4A	PROPOSAL 5A
	BCN HMO PCP Focus/Platinum \$500 Ded	BCN HMO Platinum \$500 Ded	BCN HMO Gold \$500 Ded	BCN HMO Gold \$1000 Ded	BCN HMO Gold \$1500 Ded	BCN HMO Healthy Blue Living Platinum Std. \$3000/\$6000 Ded
Office Visit Copay	\$20	\$20	\$20	\$20	\$20	\$20
Specialist	\$30	\$30	\$40	\$40	\$40	\$40
Chiropratic	\$30-30 Visits	\$40-30 Visits	\$40-30 Visits	\$40-30 Visits	\$40-30 Visits	\$40-30 Visits
Preventive Services	100%	100%	100%	100%	100%	100%
Urgent Care	\$35	\$50	\$50	\$50	\$50	\$50
Emergency Room	\$150 after Ded.	\$150 after Ded.	\$150 after Ded.	\$150 after Ded.	\$150 after Ded.	\$150 after Ded.
In Network Deductible	\$500 - Single \$1000 - Family	\$500 - Single \$1000 - Family	\$500 - Single \$1000 - Family	\$1000 - Single \$2000 - Family	\$1500 - Single \$3000 - Family	\$3000 - Single \$6000 - Family
In Network Coinsurance	100%/0%	100%/0%	90%/10% OOP \$2500/\$5000	80%/20% OOP \$2500/\$5000	80%/20% OOP \$1500/\$3000	70%/30% OOP \$3500/\$7000
Out of Pocket Max	\$1000 - Single \$2000 - Family	\$1000 - Single \$2000 - Family	\$6600 - Single \$13200 - Family	\$6600 - Single \$13200 - Family	\$6600 - Single \$13200 - Family	\$6600 - Single \$13200 - Family
Prescription Drugs	\$4/\$15/\$40/\$80/20%/20%	\$10/\$30/\$60/\$80/20%/20%	\$4/\$15/\$40/\$80/20%/20%	\$4/\$15/\$40/\$80/20%/20%	\$4/\$15/\$40/\$80/20%/20%	\$4/\$15/\$40/\$80/20%/20%
Pediatric Dental & Vision	Included	Included	Included	Included	Included	Included
Dental	PPO Plus \$25/\$75 Ded 80%/50%/50%/50%/50% to \$1000	PPO Plus \$25/\$75 Ded 80%/50%/50%/50%/50% to \$1000	PPO Plus \$25/\$75 Ded 80%/50%/50%/50%/50% to \$1000	PPO Plus \$25/\$75 Ded 80%/50%/50%/50%/50% to \$1000	PPO Plus \$25/\$75 Ded 80%/50%/50%/50% to \$1000	PPO Plus \$25/\$75 Ded 80%/50%/50%/50% to \$1000
Vision	12/12/12	12/12/12	12/12/12	12/12/12	12/12/12	12/12/12
	Member Level Rating 2015-16 Rates	Member Level Rating 2016-17 Rates	Member Level Rating 2016-17 Rates	Member Level Rating 2016-17 Rates	Member Level Rating 2016-17 Rates	Member Level Rating 2016-17 Rates
Single	8					
2 Person Family	7					
Mo. Med Prem. + Taxes	\$18,906.12	\$19,981.42	\$18,253.23	\$18,253.23	\$17,730.11	\$18,732.07
Mo. Dental Prem. + Taxes	\$1,177.64	\$1,168.51	\$1,168.51	\$1,168.51	\$1,168.51	\$1,168.51
Mo. Vision Prem. + Taxes	\$247.75	\$261.73	\$261.73	\$261.73	\$261.73	\$261.73
Yearly Premium + Taxes	\$243,978.12	\$256,939.92	\$236,201.64	\$236,201.64	\$229,924.20	\$241,947.72
Yearly Increase or Savings	\$32,106.60	\$12,961.80	-\$7,776.48	-\$7,776.48	-\$14,053.92	-\$2,030.40
Percent Change	13.2%	5.3%	-3.2%	-3.2%	-5.8%	-0.8%

Out of Pocket Maximum includes deductible, co-insurance, flat copays and RX copays

DENTAL

1D. PPO Plus \$25/\$75 Ded. 80/50/50/50% to \$1000 cost included in quoted rates above (see Dental Description 1D).
 2D. Ameritas-\$25/\$75 Ded. 80/50/50/50% to \$1000. Subtract \$106.51/mo to renewal rates above (see Dental Description 2D). 3D. Voluntary Dental -increase Ameritas rates by approx. 8%. If use Dental carrier other than BCBSM/BCN, in order to provide Pediatric Dental to retiree's dependent, must keep Pediatric dental for active & retiree segments with BCBSM/BCN medical-add \$20.72/dep (\$186.48/mo.) to rates above.
 VISION- Ameritas 12/12/12- Add \$48.47/mo to renewal rates above.
 This spreadsheet is for illustrative purposes, see benefits-in-brief & rate sheets for more details. Rates are based on enrollment & approval of BCBSM/BCN/Ameritas effective 7-1-16.

Jackson Housing Commission
Jackson, Michigan

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

RESOLUTION NO. 2016-12

Pursuant to HUD Memorandum of Agreement requirements for the Jackson Housing Commission's Public Housing Program, the Commission hereby adopts the attached Jackson Housing Commission Employee Handbook (Personnel Policy) Revision No. 21 effective June 1, 2016.

Commissioner _____ **MOVED** adoption of the 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:

_____ 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 May 18, 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											
June											
July											
August											
September											
October											
November											
December											
	773798	795991	103.08	1779	447.39	93.68	1900	4677	16	(22,193)	

Report of Tenants Accounts Receivable (TARs)

Public Housing - April 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: 04/30/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 125 2. Total Charges: 30,831.85 3. Dwelling Rental: 28,380.80 4. Retroactive Rent: 0.00 5. Excess Utility: 444.50 6. Additional Charges: 2,006.55

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	15	297.26	0.00	25.00	444.20	766.46	
Over One Month Delinquent	48	5,117.60	0.00	393.65	6,660.23	12,771.48	
Total for TIP	63					13,537.94	
Vacated TAR	9					2,321.02	
Total	72					15,858.96	

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	13	3,373.30
Under Formal Repayment Agreement with Payments Up-to-Date	13	3,373.30
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	50	10,164.64

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)
	04/30/2016	04/30/2015	04/30/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	50	50	43
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	33	41	17

F. Collection Losses

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

Report of Tenants Accounts Receivable (TARs)

Public Housing - April 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: 04/30/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 288 2. Total Charges: 58,651.75 3. Dwelling Rental: 57,860.75 4. Retroactive Rent: 92.00 5. Excess Utility: 17.00 6. Additional Charges: 682.00

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	12	785.00	0.00	0.00	489.16	1,274.16
Over One Month Delinquent	56	867.99	2,570.00	17.00	12,909.81	16,364.80
Total for TIP	68					17,638.96
Vacated TAR	27					12,547.23
Total	95					30,186.19

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	39	12,372.55
Under Formal Repayment Agreement with Payments Up-to-Date	39	12,372.55
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	29	5,266.41

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 04/30/2016	Prior FY (one year to date) 04/30/2015	Previous FY (two years to date) 04/30/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	24	38	20
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	9	25	16

F. Collection Losses

1. Amount Charged to Loss this Period	1,614.08
2. Amount Charged to Loss this Year to Date	1,614.08

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - April 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: 04/30/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 115 2. Total Charges: 10,964.05 3. Dwelling Rental: 10,810.20 4. Retroactive Rent: 0.00 5. Excess Utility: 0.00 6. Additional Charges: 153.85

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	15	-13.55	29.00	0.00	406.00	421.45
Over One Month Delinquent	27	792.50	1,760.30	410.35	5,270.65	8,233.80
Total for TIP	42					8,655.25
Vacated TAR	7					3,911.60
Total	49					12,566.85

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	10	3,891.59
Under Formal Repayment Agreement with Payments Up-to-Date	10	3,891.59
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	32	4,763.66

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 04/30/2016	Prior FY (one year to date) 04/30/2015	Previous FY (two years to date) 04/30/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	37	31	26
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	43	64	10

F. Collection Losses

1. Amount Charged to Loss this Period	109.77
2. Amount Charged to Loss this Year to Date	109.77

Jackson Housing Commission
Report of Tenants Accounts Receivable (TARs)
Public Housing - April 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: 04/30/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 528 2. Total Charges: 100,447.65 3. Dwelling Rental: 97,051.75 4. Retroactive Rent: 92.00 5. Excess Utility: 461.50 6. Additional Charges: 2,842.40

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	42	1,068.71	29.00	25.00	1,339.36	2,462.07
Over One Month Delinquent	131	6,778.09	4,330.30	1,421.00	24,840.69	37,370.08
Total for TIP	173					39,832.15
Vacated TAR	43					18,779.85
Total	216					58,612.00

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	62	19,637.44
Under Formal Repayment Agreement with Payments Up-to-Date	62	19,637.44
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	111	20,194.71

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 04/30/2016	Prior FY (one year to date) 04/30/2015	Previous FY (two years to date) 04/30/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	33	39	27
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	20	35	16

F. Collection Losses

1. Amount Charged to Loss this Period	1,737.85
2. Amount Charged to Loss this Year to Date	1,737.85

Jackson Housing Commission Consolidated TARS Report

April 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	99	77	3	2		24	2
Reed Manor	292	257	88	4	1		26	5
Shahan Blackstone	120	99	83	5	4		15	1

Move-Outs Report

April 2016

AMP	Account Number	Move-Out	Reason
Chalet Terrace	001-1147-09	04-04-16	Section 8
Chalet Terrace	001-1150-02	04-06-16	Section 8
Chalet Terrace	001-1172-05	04-08-16	Notice Given
Chalet Terrace	001-1196-15	04-12-16	Notice Given
Reed Manor	002-4378-10	04-02-16	Notice Given
Reed Manor	002-3256-07	04-04-16	Notice Given
Reed Manor	002-3245-06	04-07-16	Eviction
Reed Manor	002-3237-08	04-07-16	Noise Levels
Reed Manor	002-4374-08	04-13-16	Notice Given
Shahan Blackstone North	003-6546-12	04-02-16	Relocated
Shahan Blackstone North	003-5517-02	04-02-16	Section 8
Shahan Blackstone North	003-7620-05	04-04-16	Eviction Pending

Report of Tenants Accounts Receivable (TARs)

Public Housing - April 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: 04/30/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 125 2. Total Charges: 30,831.85 3. Dwelling Rental: 28,380.80 4. Retroactive Rent: 0.00 5. Excess Utility: 444.50 6. Additional Charges: 2,006.55

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	15	297.26	0.00	25.00	444.20	766.46
Over One Month Delinquent	48	5,117.60	0.00	993.65	6,660.23	12,771.48
Total for TIP	63					13,537.94
Vacated TAR	9					2,321.02
Total	72					15,858.96

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	13	3,373.30
Under Formal Repayment Agreement with Payments Up-to-Date	13	3,373.30
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	50	10,164.64

E. Percentage Analysis

Tenants in Possession (TIP) Accounts Receivable	Current Reporting Period (end date) 04/30/2016	Prior FY (one year to date) 04/30/2015	Previous FY (two years to date) 04/30/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	50	50	43
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	33	41	17

F. Collection Losses

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

Report of Tenants Accounts Receivable (TARs)

Public Housing - April 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: 04/30/2016

B. Charges to Tenants

1. No. of Units Occupied by TIP on the Last Day of this Reporting Period: 288 2. Total Charges: 58,651.75 3. Dwelling Rental: 57,860.75 4. Retroactive Rent: 92.00 5. Excess Utility: 17.00 6. Additional Charges: 682.00

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	12	785.00	0.00	0.00	489.16	1,274.16
Over One Month Delinquent	56	867.99	2,570.00	17.00	12,909.81	16,364.80
Total for TIP	68					17,638.96
Vacated TAR	27					12,547.23
Total	95					30,186.19

D. TARs

Tenants Accounts Receivable	No. of Accounts	Balances
Under Formal Repayment Agreement	39	12,372.55
Under Formal Repayment Agreement with Payments Up-to-Date	39	12,372.55
Excluding Amounts Covered by Formal Up-to-Date Repayment Agreements	29	5,266.41

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)
	04/30/2016	04/30/2015	04/30/2014
1. Percent of Accounts Delinquent to No. of Tenants In Possession	24	38	20
5. Percent of Amount Delinquent (excluding amounts covered by formal up-to-date repayment agreement) to Total Charges	9	25	16

F. Collection Losses

1. Amount Charged to Loss this Period	1,614.08
2. Amount Charged to Loss this Year to Date	1,614.08

PHAS - Vacant Units Turnaround Time

Public Housing

for Units Re-Occupied between: 04/01/2016 and 04/30/2016

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	Exempt Days		
												Down Time	Make Ready	Lease Up
001-7646	1411 Merriman		10/30/2015	03/22/2016	143	04/20/2016	30	04/26/2016	5	178	0	0	0	
001-1168	317 Barbary Drive		02/29/2016	03/02/2016	1	03/10/2016	9	04/05/2016	25	35	0	0	0	
001-1103	1257 Laurel Lane		03/22/2016	03/22/2016	0	04/07/2016	15	04/07/2016	0	15	0	0	0	
002-4378	207 Steward Avenue	H-9	04/02/2016	04/03/2016	0	04/07/2016	5	04/11/2016	3	8	0	0	0	
003-6546	303 Moorman Drive		04/02/2016	04/03/2016	0	04/17/2016	15	04/18/2016	0	15	0	0	0	
003-7620	909 Spring		04/04/2016	04/04/2016	0	04/12/2016	8	04/15/2016	2	10	0	0	0	
002-3256	301 Steward Ave	D-9	04/04/2016	04/05/2016	0	04/14/2016	10	04/19/2016	4	14	0	0	0	
001-1147	1226 Heather Lane		04/04/2016	04/04/2016	0	04/26/2016	22	04/27/2016	0	22	0	0	0	
002-3237	301 Steward Ave	B-14	04/07/2016	04/08/2016	0	04/21/2016	14	04/22/2016	0	14	0	0	0	
002-3245	301 Steward Ave	B-22	04/07/2016	04/08/2016	0	04/26/2016	19	04/28/2016	1	20	0	0	0	
001-1196	1254 Laurel Lane		04/12/2016	/ /	0	/ /	0	04/13/2016	0	0	0	0	0	
002-4374	207 Steward Avenue	H-5	04/13/2016	04/14/2016	0	04/27/2016	14	04/28/2016	0	14	0	0	0	
Total Units:		12			144		161		40	345	0	0	0	



EMERGE
CERTIFIED
PUBLIC
ACCOUNTANTS

519-B Johnson Ferry Road

Suite 300

Marietta, GA 30068

Phone: 678.733.2299

Fax: 888.552.7528

Jackson Housing Authority

Executive Director: Laurie Ingram

Monthly Financial Reports

301 Steward Avenue
Jackson, MI 49201

Date: 5/12/10

Below is a list of the work submitted to the Jackson Housing Authority:

Manager	Accountant	
<i>SB</i>	<i>[Signature]</i>	Income Statements
<i>SB</i>	<i>[Signature]</i>	Balance Sheets
<i>SB</i>	<i>[Signature]</i>	Bank Reconciliations
<i>SB</i>	<i>[Signature]</i>	Ratios
<i>SB</i>	<i>[Signature]</i>	Variance Analysis



EMERGE
CERTIFIED
PUBLIC
ACCOUNTANTS

**Jackson Housing Authority
Ratios
For Period Ended 4/30/2016**

Quick Ratio:		<u>Ratios</u>	<u>Score</u>	<u>Max Score</u>	<u>Percentage</u>
CT	$\frac{\$ 411,734}{\$ 73,931} =$	5.57	12.00	12.00	100%
RM	$\frac{\$ 554,037}{\$ 99,482} =$	5.57	12.00	12.00	100%
SB	$\frac{\$ 76,264}{\$ 13,694} =$	5.57	12.00	12.00	100%

MENAR:

CT	$\frac{\$ 337,804}{\$ 35,218} =$	9.59	11.00	11.00	100%
RM	$\frac{\$ 454,554}{\$ 52,208} =$	8.71	11.00	11.00	100%
SB	$\frac{\$ 62,570}{\$ 86,791} =$	0.72	6.19	11.00	56%

Debt Service Coverage Ratio:

CT	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
RM	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%
SB	$\frac{\$ -}{\$ -} =$	0.00	2.00	2.00	100%

CT Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
RM Total Score	<u>25.00</u>	<u>25.00</u>	<u>100%</u>
SB Total Score	<u>20.19</u>	<u>25.00</u>	<u>81%</u>
Average Weighted Score	<u>23.40</u>	<u>25.00</u>	<u>94%</u>

Jackson Housing Commission

Chalet Terrace

Income Statement
Month Ending April 30, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	23,257	25,258	(2,001)	23,257	25,258	(2,001)
Interest Income	22		22	22	-	22
Operating Subsidy	122,655	45,988	76,667	122,655	45,988	76,667
Other Income	45,413	7,520	37,893	45,413	7,520	37,893
Operating Income	191,347	78,766	112,581	191,347	78,766	112,581
Operating Expense						
Administrative Expense						
Administrative Salaries	6,838	4,266	(2,572)	6,838	4,266	(2,572)
Employee Benefits- Admin	1,177	1,878	701	1,177	1,878	701
Administrative Expense	4,409	2,543	(1,866)	4,409	2,543	(1,866)
Audit Fees	-	333	333	-	333	333
Legal Expense	493	429	(64)	493	429	(64)
Management Fees	5,926	6,357	431	5,926	6,357	431
Bookkeeping Fees	-	284	284	-	284	284
Asset Management Fees	-	364	364	-	364	364
Payroll Services	-	94	94	-	94	94
Office Supplies	1,027	592	(435)	1,027	592	(435)
Postage	-	54	54	-	54	54
Retirees Health Insurance	1,350	1,579	229	1,350	1,579	229
Staff Training	22	294	272	22	294	272
Telecommunications	922	887	(35)	922	887	(35)
Total Administrative Expense	22,164	19,954	(2,210)	22,164	19,954	(2,210)
Maintenance Expense						
Maintenance Salaries	23,676	8,128	(15,548)	23,676	8,128	(15,548)
Employee Benefits - Maintenance	2,081	2,575	494	2,081	2,575	494
Maintenance Contracts	4,857	4,864	7	4,857	4,864	7
Maintenance Materials	2,731	4,164	1,433	2,731	4,164	1,433
Security Contracts	-	-	-	-	-	-
Total Maintenance Expense	33,346	19,731	(13,615)	33,346	19,731	(13,615)
Tenant Services						
Tenant Services Participation	-	711	711	-	711	711
Contract Costs	-	-	-	-	-	-
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	711	711	-	711	711
Utilities & General Expenses						
Collection Losses	-	333	333	-	333	333
Electric	13,083	6,250	(6,833)	13,083	6,250	(6,833)
Gas	19,107	7,476	(11,631)	19,107	7,476	(11,631)
Fuel	-	83	83	-	83	83
Insurance	1,859	3,293	1,434	1,859	3,293	1,434
Payments in Lieu of Taxes	-	997	997	-	997	997
Water & Sewer	1,169	4,168	2,999	1,169	4,168	2,999
Total Utilities	35,218	22,600	333	35,218	22,600	(12,618)
TOTAL Operating Expense	90,728	62,996	(14,781)	90,728	62,996	(27,732)
NET INCOME (LOSS)	100,619	15,770	84,849	100,619	15,770	84,849

Jackson Housing Commission

Reed Manor

Income Statement
Month Ending April 30, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	56,175	54,614	1,561	56,175	54,614	1,561
Interest Income	22	22	-	22	22	-
Operating Subsidy	202,467	61,800	140,667	202,467	61,800	140,667
CFP Operational Income	-	5,110	(5,110)	-	5,110	(5,110)
Other Income	2,172	12,760	(10,588)	2,172	12,760	(10,588)
Operating Income	260,836	134,306	126,530	260,836	134,306	126,530
Operating Expense						
Administrative Expense						
Administrative Salaries	14,694	7,966	(6,728)	14,694	7,966	(6,728)
Employee Benefits- Admin	215	2,497	2,282	215	2,497	2,282
Administrative Expense	2,823	1,768	(1,055)	2,823	1,768	(1,055)
Audit Fees	-	333	333	-	333	333
Legal Expense	777	559	(218)	777	559	(218)
Management Fees	13,796	14,934	1,138	13,796	14,934	1,138
Bookkeeping Fees	-	441	441	-	441	441
Asset Management Fees	-	319	319	-	319	319
Payroll Services	-	94	94	-	94	94
Office Supplies	1,215	793	(422)	1,215	793	(422)
Postage	-	131	131	-	131	131
Retirees Health Insurance	-	318	318	-	318	318
Staff Training	52	321	269	52	321	269
Telecommunications	1,492	1,493	1	1,492	1,493	1
Total Administrative Expense	35,065	31,967	(3,098)	35,065	31,967	(3,098)
Maintenance Expense						
Maintenance Salaries	20,272	15,519	(4,753)	20,272	15,519	(4,753)
Employee Benefits - Maintenance	4,026	6,538	2,512	4,026	6,538	2,512
Maintenance Contracts	8,843	10,219	1,376	8,843	10,219	1,376
Maintenance Materials	4,806	4,816	10	4,806	4,816	10
Total Maintenance Expense	37,947	37,092	(855)	37,947	37,092	(855)
Tenant Services						
Tenant Services Recreation	-	3,517	3,517	-	3,517	(3,517)
Contract Costs	-	-	-	-	-	-
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	3,517	3,517	-	3,517	(3,517)
Utilities & General Expenses						
Collection Losses	-	428	428	-	428	428
Electric	24,882	13,647	(11,235)	24,882	13,647	(11,235)
Gas	13,109	3,200	(9,909)	13,109	3,200	(9,909)
Fuel	-	38	38	-	38	38
Insurance	4,049	2,807	(1,242)	4,049	2,807	(1,242)
Payments in Lieu of Taxes	-	2,386	2,386	-	2,386	2,386
Water & Sewer	10,169	4,768	(5,401)	10,169	4,768	(5,401)
Total Utilities	52,208	27,274	(24,934)	52,208	27,274	(24,934)
TOTAL Operating Expense	125,219	99,850	(25,369)	125,219	99,850	(32,403)
NET INCOME (LOSS)	135,617	34,456	101,161	135,617	34,456	94,127

Jackson Housing Commission

Shahan Blackstone

Income Statement

Month Ending April 30, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Dwelling Rent	9,963	11,584	(1,621)	137,387	11,584	125,803
Interest Income	22		22	328	-	328
Operating Subsidy	103,173	37,179	65,994	512,142	37,179	474,963
Other Income	1,191	5,328	(4,137)	59,795	5,328	54,467
Operating Income	114,349	54,091	60,258	709,653	54,091	655,562
Operating Expense						
Administrative Expense						
Administrative Salaries	6,318	4,266	(2,052)	44,433	4,266	(40,167)
Employee Benefits- Admin	2,224	1,438	(786)	23,894	1,438	(22,456)
Administrative Expense	6,351	3,020	(3,331)	39,570	3,020	(36,550)
Audit Fees	-	333	333	-	333	333
Legal Expense	219	365	146	4,229	365	(3,864)
Management Fees	5,689	6,064	375	72,395	6,064	(66,331)
Bookkeeping Fees	-	135	135	-	-	-
Asset Management Fees	-	120	120	-	-	-
Payroll Services	-	94	94	-	-	-
Office Supplies	1,092	182	(910)	8,603	182	(8,421)
Postage	-	59	59	644	59	(585)
Retirees Health Insurance	-	427	427	4,695	427	(4,268)
Staff Training	30	277	247	3,080	277	(2,803)
Telecommunications	546	-	(546)	10,214	-	(10,214)
Total Administrative Expense	22,468	16,780	(5,688)	211,758	16,431	(195,327)
Maintenance Expense						
Maintenance Salaries	12,572	8,126	(4,446)	112,042	8,126	(103,916)
Employee Benefits - Maintenance	1,464	4,567	3,103	30,653	4,567	(26,086)
Maintenance Contracts	8,071	3,731	(4,340)	49,116	3,731	(45,385)
Maintenance Materials	4,484	3,631	(853)	44,428	3,631	(40,797)
Total Maintenance Expense	26,592	20,055	(6,537)	236,238	20,055	(216,183)
Tenant Services						
Tenant Services Participation	-	711	711	-	711	711
Contract Costs	-	-	-	-	-	-
Lifestart Grant	-	-	-	-	-	-
Total Tenant Services	-	711	711	-	711	711
Utilities & General Expenses						
Collection Losses	-	227	227	-	227	227
Electric	2,795	1,258	(1,537)	16,633	1,258	(15,375)
Gas	513	146	(367)	2,124	146	(1,978)
Insurance	1,845	1,357	(488)	16,773	1,357	(15,416)
Payments in Lieu of Taxes	-	422	422	-	422	422
Water & Sewer	9,857	3,764	(6,093)	51,261	3,764	(47,497)
Total Utilities	15,010	7,174	(7,836)	86,791	7,174	(79,617)
TOTAL Operating Expense	64,070	44,720	(19,350)	534,787	44,371	(490,416)
NET INCOME (LOSS)	50,280	9,371	40,909	174,865	9,720	165,145

Jackson Housing Commission

Public Housing Balance Sheet

Month Ending April 30, 2016

ASSETS

Current Assets		
Cash		
	Cash - General Fund	546,939
	General Fund Savings	413,009
Total Cash		<u>959,948</u>
Other Current Assets		
Total Other Current Assets		<u>-</u>
Accounts Receivable		
	Tenants	23,543
	Allowance For Bad Debts - Tenants	(15,298)
Total Accounts Receivable		<u>8,245</u>
Prepaid Assets		
	Prepaid Insurance	61,789
	Prepaid Maintenance	12,053
Total Prepaid Assets		<u>73,842</u>
Total Current Assets		<u>1,042,035</u>
Fixed Assets		
	Land, Structure & Equipment - CT	5,482,077
	Accumulated Depreciation - CT	(3,926,213)
	Construction in Progress - CT	6,847
	Land, Structure & Equipment - RM	15,871,659
	Accumulated Depreciation - RM	(10,289,424)
	Construction in Progress - RM	6,637
	Land, Structure & Equipment - SB	6,470,793
	Accumulated Depreciation - SB	(4,799,973)
	Construction in Progress - SB	90,932
Total Fixed Assets		<u>8,913,336</u>
TOTAL ASSETS		<u>9,955,371</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
	Compensated Absences	20,414
	Payments in Lieu Of Tax	9,366
	Accrued Wages	22,996
	Security Deposits	109,583
	Accounts Payable Due to COCC	24,748
Total Current Liabilities		<u>187,107</u>
Long Term Liabilities		
	OPEB Liability	147,560
	Compensated Absence - Noncurrent	12,603
Total Long Term Liabilities		<u>160,163</u>
Equity		
	Net Investment in Capital Assets	8,887,042
	Unrestricted Net Position	518,769
	Net Income(Loss)	202,290
Total Equity		<u>9,608,101</u>
TOTAL LIABILITIES & EQUITY		<u>9,955,371</u>

Jackson Housing Commission
Section 8 Voucher Program
Income Statement
Month Ending March 31, 2016

	Monthly Totals	Monthly Budget	Monthly Budget Variance Fav (Unfav)	Year To Date Actual	Year To Date Budget	YTD Budget Variance Fav (Unfav)
Income						
Housing Assistance Revenue	197,361	198,300	(939)	197,361	198,300	(939)
Administrative Fee Revenue	18,987	20,465	(1,478)	18,987	20,465	(1,478)
Fraud Recovery	2,460	28,105	(25,645)	2,460	28,105	(25,645)
Interest Income	9	-	9	9	-	9
Other Income	-	-	-	-	-	-
Operating Income	218,816	246,870	(28,054)	218,816	246,870	(28,054)
Operating Expense						
Administrative Expense						
Administrative Salaries	14,249	8,523	(5,726)	14,249	8,523	(5,726)
Employee Benefits - Admin	3,956	3,554	(402)	3,956	3,554	(402)
Payroll Services	-	94	94	-	94.00	94
Staff Training	-	323	323	-	323.00	323
Inspection Expense	945	859	(86)	945	859.00	(86)
Insurance	801	567	(234)	801	567.00	(234)
Audit Fees	-	333	333	-	333.00	333
Management Fee	3,000	3,000	-	3,000	3,000	-
Office Supplies	1,372	893	(479)	1,372	893.00	(479)
Postage	-	69	69	-	69.00	69
Staff Travel	-	267	267	-	267.00	267
Administrative Expense	50	5,103	5,053	50	5,103.00	5,053
Telecommunications	69	85	16	69	85.00	16
Total Administrative Expense	24,442	23,670	(772)	24,442	23,670	(772)
Restricted HAP Expense						
Housing Assisted Payments	206,280	196,394	(9,886)	206,280	196,394	(9,886)
Total Restricted HAP Expense	206,280	196,394	(9,886)	206,280	196,394	(9,886)
HAP Income Less HAP Pymts (Loss)	(8,919)	1,906	8,947	(8,919)	1,906	8,947
TOTAL Operating Expense	230,722	220,064	(10,658)	230,722	220,064	(10,658)
NET INCOME (LOSS)	(11,905)	26,806	(38,711)	(11,905)	26,806	(38,711)

Jackson Housing Commission

Section 8 Voucher Program

Balance Sheet

Month Ending April 30, 2016

ASSETS

Current Assets

Cash

Cash - General Fund

\$ 208,585

Total Cash

\$ 208,585

Other Current Assets

Investments - Citizens

\$ 3,638

Total Other Current Assets

\$ 3,638

Prepaid Assets

Prepaid

\$ 4,944

Total Prepaid Assets

\$ 4,944

Total Current Assets

\$ 217,166

Fixed Assets

Furniture and Fixtures

\$ 33,341

Accumulated Depreciation

\$ (33,341)

Total Fixed Assets

\$ -

TOTAL ASSETS

\$ 217,166

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Compensated Absences

1,914

Accrued Wages

4,918

Accounts Payable Due to COCC

\$ 9,000

Total Current Liabilities

\$ 15,833

Equity

Invested in Capital Assets

\$ -

Restricted Net Position

\$ 97,924

Unrestricted Net Position

\$ 115,314

Net Income (Loss)

\$ (11,905)

Total Equity

\$ 201,333

TOTAL LIABILITIES & EQUITY

\$ 217,166

Jackson Housing Commission
Central Office (COCC)
Income Statement
Month Ending March 31, 2016

	<u>Monthly Totals</u>	<u>Monthly Budget</u>	<u>Monthly Budget Variance Fav (Unfav)</u>	<u>Year To Date Actual</u>	<u>Year To Date Budget</u>	<u>YTD Budget Variance Fav (Unfav)</u>
Income						
Management Fee	28,412	38,730	(10,318)	28,412	38,730	(10,318)
Asset Management Fee	-	2,518	(2,518)	-	2,518	(2,518)
Bookkeeping Fee	-	3,973	(3,973)	-	3,973	(3,973)
CFP Operatinal Income	-	-	-	-	-	-
CFP Management Improvement	-	1,337	(1,337)	-	1,337	(1,337)
Other Income	-	2,476	(2,476)	-	2,476	(2,476)
Operating Income	28,412	49,033	(20,622)	28,412	49,033	(20,622)
Operating Expense						
Administrative Expense						
Administrative Salaries	33,206	27,581	(5,624)	33,206	27,581	(5,624)
Employee Benefits- Admin	4,257	9,337	5,081	4,257	9,337	5,081
Administrative Expense	2,093	3,534	1,441	2,093	3,534	1,441
Audit Fees	-	333	333	-	333	333
Insurance	1,076	1,164	88	1,076	1,164	88
Legal Expense	120	417	297	120	417	297
Membership and Dues	-	118	118	-	118	118
Office Supplies	4,061	858	(3,204)	4,061	858	(3,204)
Postage	-	105	105	-	105	105
Payroll Services	-	94	94	-	94	94
Retiree Insurance	2,411	2,561	151	2,411	2,561	151
Staff Training	266	624	359	266	624	359
Staff Travel	42	378	336	42	378	336
Accounting Fees	5,250	1,432	(3,818)	5,250	1,432	(3,818)
Sundry	152	87	(65)	152	87	(65)
Telecommunications	229	361	132	229	361	132
Total Administrative Expense	53,161	48,984	(4,177)	53,161	48,984	(4,177)
TOTAL Operating Expense	53,161	48,984	(4,177)	53,161	48,984	(4,177)
NET INCOME (LOSS)	(24,749)	49	(24,799)	(24,749)	49	(24,799)

Jackson Housing Commission

Central Office (COCC)

Balance Sheet

Month Ending April 30, 2016

ASSETS

Current Assets

Cash

General - Non-Federal Funds MM	174,760
CNB Checking	31,207
Petty Cash	1,790

Total Cash

207,757

Other Current Assets

Washington TAR	2,345
Accounts Receivable Due From HCV	9,000
Accounts Receivable Due From PH	24,748

Total Other Current Assets

36,093

Prepaid Assets

Prepaid	7,331
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Total Prepaid Assets

7,331

Total Current Assets

\$ 251,181

Fixed Assets

Building, Structure & Equipment	634,970
Accumulated Depreciation	(602,622)

Total Fixed Assets

32,348

TOTAL ASSETS

283,529

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accrued Compensated Absence	10,893
Accrued Wages	9,586
Deferred Revenue- Comcast Contract	24,372
Due to Public Housing	-

Total Current Liabilities

44,851

Long Term Liabilities

Total Long Term Liabilities

-

Equity

Net Investment in Capital Assets	32,348
Unrestricted Net Position	231,080
Net Income (Loss)	(24,749)

Total Equity

238,679

TOTAL LIABILITIES & EQUITY

283,529

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

DATE:	NUMBER:	DESCRIPTION:	AMP#	AMOUNT USED:	ADJUSTMENT	REMAINING BALANCE
04.08.2016	483	Mailing Docs C. Bryant	91210.4	\$ 29.40		\$ 469.44
04.14.2016	484	Brenda Fridd mileage 02.19.16-04.05.16	91800.4	\$ 41.97		\$ 427.47
04.14.2016	485	Jannaa Pool mileage 03.03.16-03.21.16	91800.1	\$ 22.31		\$ 405.16
04.14.2016	486	Brenda Fridd court filings	91700.1	\$ 290.00		\$ 115.16
04.14.2016	487	T. Johnson mailing	91210.4	\$ 22.95		\$ 92.21
04.14.2016	488	Replenish Cash		\$ (1,904.84)		\$ 1,997.05
04.15.2016	489	Chelsea Bryant containers for Procurement office	91600.4	\$ 14.67		\$ 1,982.38
04.26.2016	490	Gary Cram mileage 03.12.16-03.16.16	91800.3	\$ 29.70		\$ 1,952.68
04.26.2016	491	Samuel Tomlin mileage 04.05.16-04.07.16	91800.2	\$ 6.58		\$ 1,946.10
04.26.2016	492	Mark Oakley mileage 04.08.2016-04.13.2016	91800.2	\$ 45.50		\$ 1,900.60
04.26.2016	493	Debra Davis for Katrina Deloach work shoes	95300.2	\$ 95.40		\$ 1,805.20

MAINTENANCE AFTER HOURS/EMERGENCY RESPONSE REPORT

APRIL 2016

DATE COMPLETE	DV/PJ	ACTIVITY	TENANT	STAFF
04/03	07:07a-07:37a	RM Lockout	C. Fuse	Tomlin
04/03	01:18p-01:48p	RM Lockout	D. Jimenez	Tomlin
04/03	02:15p-03:15p	SBN No heat	O. Lane	Tomlin
04/03	07:50p-08:35p	RM Toilet clogged overflowed	G. Osborne	Tomlin
04/04	05:45a-06:30a	RM Elevator alarm going off from 5am fire dept. call	B. Gratz	Tomlin
04/05	09:30p-10:45p	SBN No heat	T. Caler	Tomlin
04/06	12:00a-01:00a	SBN Plugged toilet	C. McGee-Smith	Tomlin
04/07	04:45p-05:45p	CT No heat	B. Dye	Tomlin
04/07	05:55p-06:25p	RM Lockout	D. Ford	Tomlin
04/08	07:30p-08:30p	CT No heat	I. Glaspie	Oakley
04/09	07:14a-07:42a	SBN Oven would not turn off	C. Saxton	Oakley
04/09	08:30a-09:30a	CT No heat, smoke alarm beeping	R. Hobbs	Oakley
04/09	07:42p-10:00p	RM Entire complex lost power, called Consumers, got crew out at first partially repaired still working on A, B, D, H Bldgs. Left my name & number with Consumers crew. Duct taped doors so tenants could get in Bldgs..		Oakley
04/10	03:00a-03:35a	RM Lock broken, unit broken into	M. Cole	Oakley
04/10	03:35a-04:00a	RM Lockout	B. Strouss	Oakley
04/10	09:05a-09:15a	RM Lockout	T. Hoyer	Oakley
04/10	09:15a-09:50a	RM After power loss had to reset office alarm s		Oakley
04/10	05:40p-06:30p	RM Elevator down, doors open	H-Bldg	Oakley
04/11	09:20p-09:45p	RM Checked Bldg., reset alarm	C-Bldg.	Oakley
04/11	10:45p-11:20p	RM Check Bldg, reset alarm, board room	C-Bldg	Oakley
04/12	10:40p-11:25p	RM Water leaking under kitchen sink	F. Caddell	Oakley
04/13	10:55p-11:30p	RM Lockout	W. Davis	Oakley
04/15	04:20p-05:35p	SBN Safety Systems-alarm not set	Garage	Weston
04/15	08:02p-09:05p	RM Toilet won't flush	C. Lyons	Weston
04/16	11:20a-11:52a	RM Lockout	W. Davis	Weston
04/16	01:00p-01:20p	SBN Alarm Check	Garage & Office	Weston
04/17	08:00a-08:20a	SBN Alarm Check	Garage & Office	Weston
04/17	03:35p-04:20p	SBN Animal trapped in dryer vent	C. Abston	Weston
04/18	10:30p-11:00p	RM Lockout	M. Ellinwood	Weston
04/18	08:00p-08:45p	CT Smells gas, water heater	K. Honeycutt	Weston
04/20	08:45p-09:15p	RM Lockout	D. Town	Weston
04/21	10:15p-10:30p	RM Grease fire	J. Johnson	Weston
04/21	10:30p-11:15p	RM Smoke alarm elevator going off	L. McGinnis	Weston
04/23	09:05a-09:36a	RM No heat	J. Flemming	Arnold
04/23	10:58p-11:34p	CT Glass breakage set off alarm	Office	Arnold
04/24	03:42p-04:30p	RM Refrigerator not working	B. Flournoy	Arnold
04/25	10:36p-11:15p	CT Alarm not set	Aieko	Arnold
04/29	01:45a-02:43a	RM Co2 Alarm	V. Gibson	Stevens
04/29	07:00p-07:30p	RM Lockout	M Ellinwood	Stevens
04/29	07:25p-07:45p	RM Water coming from apt above, water damage	L. Tedder	Stevens
04/29	07:45p-08:54p	RM Water overflowed in bathroom sink, leaked into Lower apt causing damage	J. Short	Stevens
04/29	08:55p-10:15p	SBN Lock not working on outside of front door	E. Watkins	Stevens

Utility Cost and Consumption Report

Chalet Terrace (AMP 1)

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>TOTAL WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2016</u>
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								\$ -	\$ -
Jun-16								\$ -	\$ -
Jul-16								\$ -	\$ -
Aug-16								\$ -	\$ -
Sep-16								\$ -	\$ -
Oct-16								\$ -	\$ -
Nov-16								\$ -	\$ -
Dec-16								\$ -	\$ -
	207,478.00	\$ 25,489.40	49,601	\$ 34,097.69	258,900	\$ 8,464.57	\$ 4,541.78	\$ 13,006.35	\$ 72,593.44

Utility Cost and Consumption Report

Reed Manor (AMP 2)

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	137,240	\$ 16,186.52	9,818	\$ 7,324.78	106,832	\$ 2,854.29	\$ 1,667.13	\$ 4,521.42	\$ 28,032.72
Feb-16	107,582	\$ 13,307.44	10,974	\$ 8,355.90	127,333	\$ 3,297.12	\$ 1,964.79	\$ 5,261.91	\$ 26,925.25
Mar-16	102,558	\$ 12,133.57	10,530	\$ 8,032.16	121,818	\$ 3,074.83	\$ 1,861.67	\$ 4,936.50	\$ 25,102.23
Apr-16	101,640	\$ 12,748.07	7,709	\$ 5,076.35	125,500	\$ 3,289.13	\$ 1,943.25	\$ 5,232.38	\$ 23,056.80
May-16									\$ -
Jun-16									\$ -
Jul-16									\$ -
Aug-16									\$ -
Sep-16									\$ -
Oct-16									\$ -
Nov-16									\$ -
Dec-16									\$ -
	449,020	\$ 54,375.60	39,031	\$ 28,789.19	481,483	\$ 12,515.37	\$ 7,436.84	\$ 19,952.21	\$ 103,117.00

Utility Cost and Consumption Report

Shahan-Blackstone North Apartments (AMP 3)

<u>MONTH</u>	<u>ELECTRICITY KW HOURS CONSUMP</u>	<u>NET BILL</u>	<u>GAS MCF CONSUMP</u>	<u>NET BILL</u>	<u>WATER CCF CONSUMP</u>	<u>WATER BILL</u>	<u>SEWER BILL</u>	<u>TOTAL WATER BILL</u>	<u>TOTAL MONTHLY UTILITY 2016</u>
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								\$ -	\$ -
Jun-16								\$ -	\$ -
Jul-16								\$ -	\$ -
Aug-16								\$ -	\$ -
Sep-16								\$ -	\$ -
Oct-16								\$ -	\$ -
Nov-16								\$ -	\$ -
Dec-16								\$ -	\$ -
	8,696	1,445.26	2,001.00	1,572.71	432,550.00	13,142.87	6,524.30	19,667.17	22,685.14

Utility Cost and Consumption Report

All Amps

MONTH	ELECTRICITY KW HOURS CONSUMP	GAS		WATER		SEWER BILL	NET WATER BILL	TOTAL MONTHLY UTILITY 2016
		NET BILL	GAS MCF CONSUMP	WATER CCF CONSUMP	WATER BILL			
Jan-16	190,757	\$ 22,890.44	19,905	293,632	\$ 9,426.05	\$ 4,905.71	\$ 14,331.76	\$ 52,119.91
Feb-16	163,912	\$ 20,455.95	21,981	361,633	\$ 11,010.40	\$ 6,088.47	\$ 17,098.87	\$ 54,388.64
Mar-16	153,483	\$ 18,409.38	24,431	146,418	\$ 3,826.12	\$ 2,279.77	\$ 6,105.89	\$ 41,264.17
Apr-16	157,042	\$ 19,554.49	24,316	371,250	\$ 9,860.24	\$ 5,228.97	\$ 15,089.21	\$ 50,622.86
May-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -
Jun-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -
Jul-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -
Aug-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -
Sep-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -
Oct-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -
Nov-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -
Dec-16	0	\$ -	-	-	\$ -	-	\$ -	\$ -
	665,194	\$ 81,310.26	90,633.00	1,172,933	\$ 34,122.81	\$ 18,502.92	\$ 52,625.73	\$ 198,395.58

ACOP Change Summary 5/2016

Page #	Original Language	New Language	Reason
3-4	If a family breaks up into two otherwise eligible families while living in public housing, only one of the new families will retain occupancy of the unit.	If a family breaks up into two otherwise eligible families while living in public housing, only one of the new families will retain occupancy of the unit; however, the lease may be bifurcated, allowing the other family to move to the top of the PHA transfer list and be moved to a different unit.	To match current practice.
3-4	If dependents are the only “remaining members of a tenant family” and there is no family member able to assume the responsibilities of the head of household, see Chapter 6, Section 6-1.B, for the policy on “Caretakers for a Child.”	<u>PHA Policy</u> If remaining family members are minor children, or dependents, a new custodial adult may occupy the unit, under a new lease, so long as they meet occupancy and eligibility criteria under the Tenant Selection Plan.	HUD recommendation.
3-8	A family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure expected to last 20 consecutive days). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return.	A family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure expected to last 20 consecutive days). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return. PHA reserves the right to request further information before such extension is granted, including: proof of residence to which the guest will return, background check, or picture ID.	To match current practice.
3-20	<i>Currently engaged in</i> is defined as any use of illegal drugs during the previous six months.	<i>Currently engaged in</i> is defined as any use of illegal drugs during the previous six months. a drug-related felony conviction during the previous 1 year.	Alignment with HUD guidance.
3-20	In determining reasonable cause, the PHA will consider all credible	In determining reasonable cause, the PHA will consider a l credible	HUD PIH Notice 2015-19

	evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. A conviction will be given more weight than an arrest. The PHA will also consider evidence from treatment providers or community-based organizations providing services to household members.	evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. A pattern of use is defined as 3 misdemeanor or felony convictions in 3 years. A conviction will be given more weight than an arrest. The PHA will also consider mitigating evidence from treatment providers or community-based organizations providing services to household members.	
3-21	If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past five years, the family will be denied admission.	If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past five three years, the family will be denied admission.	Alignment with HUD guidance.
3-21	<i>Drug-related criminal activity</i> , defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug [24 CFR 5.100].	<i>Drug-related criminal activity</i> , defined by HUD as convicted of the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug [24 CFR 5.100].	HUD PIH Notice 2015-19
3-21	<i>Violent criminal activity</i> , defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100].	<i>Violent criminal activity</i> , defined by HUD as any resulting in conviction , that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100].	HUD PIH Notice 2015-19
3-21	Criminal activity that may threaten the health, safety, or welfare of other tenants	Criminal activity conviction that may threaten the health, safety, or welfare of other tenants	HUD PIH Notice 2015-19

	[24 CFR 960.203(c)(3)].	[24 CFR 960.203(c)(3)].	
3-21	Criminal activity that may threaten the health or safety of PHA staff, contractors, subcontractors, or agents.	Criminal activity conviction that may threaten the health or safety of PHA staff, contractors, subcontractors, or agents.	HUD PIH Notice 2015-19
3-21	Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse.	Conviction related to criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse.	HUD PIH Notice 2015-19
3-21	Evidence of such criminal activity includes, but is not limited to any record of convictions, arrests, or evictions for suspected drug-related or violent criminal activity of household members within the past 5 years. A conviction for such activity will be given more weight than an arrest or an eviction.	Evidence of such criminal activity includes, but is not limited to any record of convictions, arrests , or evictions for suspected drug-related or violent criminal activity of household members within the past 5 3 years. A conviction for such activity will be given more weight than an arrest or an eviction.	HUD PIH Notice 2015-19, and alignment with HUD guidance.
3-22	<p>Has a pattern of unsuitable past performance in meeting financial obligations, including rent within the past five years.</p> <p>Has a pattern of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences within the past five years which may adversely affect the health, safety, or welfare of other tenants</p> <p>Has a pattern of eviction from housing or termination from residential programs within the past five years (considering relevant circumstances)</p> <p>Has engaged in or threatened violent or abusive behavior toward PHA personnel <i>Abusive or violent behavior</i></p>	<p>Has a pattern of unsuitable past performance in meeting financial obligations, including rent within the past five years.</p> <p>Has a pattern of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences within the past five three years which may adversely affect the health, safety, or welfare of other tenants.</p> <p>Has a pattern of eviction from housing or termination from residential programs within the past five three years (considering relevant circumstances)</p> <p>Has engaged in or threatened violent or abusive behavior toward PHA personnel: <i>Abusive or violent behavior</i></p>	Clarifying language. Removing requirement for private landlord checks.

	<p><i>towards PHA personnel</i> includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.</p> <p><i>Threatening</i> refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.</p>	<p><i>towards PHA personnel</i> includes verbal threats, as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.</p> <p><i>Threatening</i> refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.</p>	
3-23	The PHA will perform criminal background checks through local law enforcement for all adult household members.	The PHA will perform criminal background checks through local, state, and national law enforcement for all adult household members.	To match current practice.
3-23	If the results of the criminal background check indicate there may have been past criminal activity, but the results are inconclusive, the PHA will request a fingerprint card and will request information from the National Crime Information Center (NCIC).	If the results of the criminal background check indicate there may have been past criminal activity, but the results are inconclusive, the PHA will request a fingerprint card and will request information from the National Crime Information Center (NCIC).	To match current practice.
3-25	Payment of rent and utilities	Payment of rent and utilities in other federally assisted housing.	To match current practice.
3-25	Caring for a unit and premises	Caring for a unit and premises in other federally assisted housing.	To match current practice.
3-26	PHA and landlord references for the past five years, gathering information about past performance meeting rental obligations such as rent payment record, late payment record, whether the PHA/landlord ever began or completed lease termination for non-payment, and whether utilities were ever disconnected in the unit. PHAs and landlords will be asked if they would rent to the applicant family	PHA and landlord references for the past five three years, gathering information about past performance meeting rental obligations such as rent payment record, late payment record, whether the PHA/ landlord ever began or completed lease termination for non-payment, and whether utilities were ever disconnected in the unit. PHAs and landlords will be asked if they would rent to the applicant family	To match current practice.

	<p>again. Utility company references covering the monthly amount of utilities, late payment, disconnection, return of a utility deposit and whether the applicant can get utilities turned on in his/her name. (Use of this inquiry will be reserved for applicants applying for units where there are tenant-paid utilities.) If an applicant has no rental payment history the PHA will check court records of eviction actions and other financial judgments, and credit reports. A lack of credit history will not disqualify someone from becoming a public housing resident, but a poor credit rating may. Applicants with no rental payment history will also be asked to provide the PHA with personal references. The references will be requested to complete a verification of the applicant's ability to pay rent if no other documentation of ability to meet financial obligations is available. The applicant will also be required to complete a checklist documenting their ability to meet financial obligations. If previous landlords or the utility company do not respond to requests from the PHA, the applicant may provide other documentation that demonstrates their ability to meet financial obligations (e.g. rent receipts, cancelled checks, etc.)</p>	<p>again. If a prospective tenant is shown to owe money to any federally-assisted housing program, through the EIV system, they will be notified, and have 10 days to pay the debt, or submit proof that it was previously paid. If this does not occur in 10 days, the application will be denied. Utility company referer.ces covering the monthly amount of utilities, late payment, disconnection, return of a utility deposit and whether the applicant can get utilities turned on in his/her name. (Use of this inquiry will be reserved for applicants applying for units where there are tenant-paid utilities.) If an applicant has no rental payment history the PHA will may check court records of eviction actions and other financial judgments, and credit reports. A lack of credit history will not disqualify someone from becoming a public housing resident, but a poor credit rating may. Applicants with no rental payment history will may also be asked to provide the PHA with personal references. The references will be requested to complete a verification of the applicant's ability to pay rent if no other documentation of ability to meet financial obligations is available. The applicant will also be required to complete a checklist documenting their ability to meet financial obligations. If previous landlords or the utility company do not respond to requests from the PHA, the applicant may provide other documentation that demonstrates their ability to meet financial</p>	
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		obligations (e.g. rent receipts, cancelled checks, etc.)	
3-27	<p>PHA and landlord references for the past five years, gathering information on whether the applicant kept a unit clean, safe and sanitary; whether they violated health or safety codes; whether any damage was done by the applicant to a current or previous unit or the development, and, if so, how much the repair of the damage cost; whether the applicant's housekeeping caused insect or rodent infestation; and whether the neighbors complained about the applicant or whether the police were ever called because of disturbances. Police and court records within the past five years will be used to check for any evidence of disturbance of neighbors or destruction of property that might have resulted in arrest or conviction.</p> <p>A personal reference will be requested to complete a verification of the applicant's ability to care for the unit and avoid disturbing neighbors if no other documentation is available. In these cases, the applicant will also be required to complete a checklist documenting their ability to care for the unit and to avoid disturbing neighbors.</p> <p>Home visits may be used to determine the applicant's ability to care for the unit.</p>	<p>PHA and landlord references for the past five three years, gathering information on whether the applicant kept a unit clean, safe and sanitary; whether they violated health or safety codes; whether any damage was done by the applicant to a current or previous unit or the development, and, if so, how much the repair of the damage cost; whether the applicant's housekeeping caused insect or rodent infestation; and whether the neighbors complained about the applicant or whether the police were ever called because of disturbances. Police and court records within the past five years will be used to check for any evidence of disturbance of neighbors or destruction of property that might have resulted in arrest or conviction.</p> <p>A personal reference will be requested to complete a verification of the applicant's ability to care for the unit and avoid disturbing neighbors if no other documentation is available. In these cases, the applicant will also be required to complete a checklist documenting their ability to care for the unit and to avoid disturbing neighbors.</p> <p>Home visits may be used to determine the applicant's ability to care for the unit.</p>	To match current practice.
4-23	Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list for 10 days. If all household members have not	Applicants who are otherwise eligible, but do not provide SSNs for each household member may retain their place on the waiting list, but may not become participants until they have	HUD Streamlining Final Rule, Federal Register 3/8/16

	disclosed their SSNs by the time the next unit is available, the PHA will offer a unit to the next family on the waiting list.	<p>provided SSNs for each family member.</p> <p>If a child under 6 was added within the 6 months prior to admission, applicant may become a participant as long as SSN documentation is provided within 90 days of admission.</p> <p>PHA must grant one 90-day extension if PHA determines failure to comply was due to circumstances that could not have reasonably been foreseen and were outside of the applicant's control. If the applicant fails to provide SSNs for each household member after such an extension, PHA must terminate assistance.</p>	
6-14	Second 12-Month Exclusion and Phase-In...The 12 months are cumulative and need not be consecutive. The EID has a 48-month lifetime maximum.	During the second 12-month exclusion period, the exclusion is reduced to half (50 percent) of any increase in income attributable to employment or increased earnings. The 12 months are consecutive, and run regardless of breaks in employment.	HUD Streamlining Final Rule, Federal Register 3/8/16
9-3	For families who choose to pay income-based rent, the PHA must conduct a reexamination of income and family composition at least annually...must establish a policy to ensure that annual reexamination for each family paying and income based rent is completed within a 12-month period.	<p>For families who choose to pay income-based rent, the PHA must conduct a reexamination of income and family composition at least annually...must establish a policy to ensure that annual reexamination for each family paying and income based rent is completed within a 12-month period.</p> <p>PHA grants an exception to the annual reexamination for households with only fixed income sources. Families receiving fixed income must only do a recertification exam once every 3</p>	HUD Streamlining Final Rule, Federal Register 3/8/16

		<p>years. Fixed income sources are defined as:</p> <ul style="list-style-type: none"> • Social security, SSI, and SSDI • Federal, state, local, or private pensions • Annuities or other retirement benefit programs, insurance policies, disability or death benefits, or other similar types of periodic payment receipts • Any other source of income subject to adjustment by a verifiable COLA or current rate of interest. 	
11-9	<p>Each individual who is subject to the requirement will be required to record their community service or self-sufficiency activities and the number of hours contributed on the required form. The certification form will also include places for signatures and phone numbers of supervisors, instructors, and counselors certifying to the number of hours contributed.</p>	<p>Each individual who is subject to the requirement will be required to record their community service or self-sufficiency activities and the number of hours contributed on the required form. The certification form will also include places for signatures and phone numbers of supervisors, instructors, and counselors certifying to the number of hours contributed.</p> <p>PHA may accept a self-signed CSSR certification from the resident, in the absence of third-party verification. Self-certification must include: a statement that the tenant performed 8 hours of community service per month, contact information for a person where the activity occurred, dates on which the hours were completed, a description of the activity, a certification that the statement is true.</p>	<p>HUD Streamlining Final Rule, Federal Register 3/8/16</p>

		The PHA must review a sample of self-certifications for accuracy, but is not required to obtain additional verification. PHA must notify families that self-certification is subject to validation.	
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**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

Special Attention of:

Public Housing Agency Directors;
Public Housing Hub Office Directors;
Public Housing Field Office Directors;
Program Center Coordinators;
Resident Management Corporations;
Resident Councils

Notice PIH-2015-12 (HA)

Issued: August 13, 2015

Expires: Effective until amended or
superseded

Cross References: PIH Notice 2009-48

Subject: Administering the Community Service and Self-Sufficiency Requirement (CSSR)

1. **Purpose:** The Department is issuing this Notice to assist public housing authorities' (PHAs) understanding and administration of the Community Service and Self-Sufficiency Requirement (CSSR) and in response to an audit report issued by the Office of Inspector General on February 13, 2015. This Notice addresses:
 - Statutory/Regulatory Requirements for Administering CSSR;
 - Data Collection and Reporting Requirements;
 - Action to take against non-compliant tenants; and,
 - Penalties/sanctions against PHAs housing ineligible households.
2. **Applicability:** This Notice applies to PHAs that administer the Public Housing Program and all HUD Field Offices with Public Housing Programs. This Notice supersedes all previous guidance and provides clarification guidance on administering the CSSR.
3. **Background:** Section 12(c) [42 U.S.C. Section 1437j] of the United States Housing Act of 1937, as amended on October 12, 1998 by Section 512 (Pub. L. 105-276) of the Quality Housing and Work Responsibility Act of 1998, contained a CSSR that every adult resident of public housing contribute eight hours of community service per month, or participate in an economic self-sufficiency program for eight hours per month. Regulations for the CSSR requirement can be found at 24 CFR Subpart F, 960.600 through 960.609.
4. **Statutory/Regulatory Requirements for Administering CSSR:** Community Service is "The performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities." (See 24 CFR 960.601(b)).

Community service and economic self-sufficiency requirements mandate that each nonexempt adult household member (18 years or older) shall either contribute 8 hours per month of community service, or participate in an economic self-sufficiency program for 8 hours per month (see 24 CFR 960.603(a)). The requirements can also be met by performing a combination of 8 hours of community service and participation in an economic self-sufficiency program. The required community service or self-sufficiency

activity may be completed at 8 hours each month or may be aggregated across a year. Any blocking of hours is acceptable as long as 96 hours is completed by each annual certification.

- 5. Administrative Provisions:** PHAs must develop a local policy for administration of the CSSR for public housing residents (see 24 CFR 960.605(a)) within the Admissions and Continued Occupancy Policies (ACOP). Elements of the CSSR policy include, but are not limited to, the PHA responsibility to administer the requirement; eligible and non-eligible activities; exemptions from the requirement; and compliance review standards. These elements are described further in this document.

PHAs may administer qualifying community service and self-sufficiency activities directly, or make the activities available to residents through a contractor or partnership with qualifying organizations (including resident organizations), community agencies, or institutions (see 24 CFR 960.605(b)). In administering the CSSR, a PHA may provide names and contacts of agencies offering opportunities for residents, including persons with disabilities, to fulfill their community service obligations. In administering the CSSR, PHAs may choose to coordinate with social service agencies, local schools and human service offices to develop a referral list of names and agency contacts. PHAs that administer a ROSS or Family Self-Sufficiency program may wish to engage the Program Coordinating Committee in this endeavor. PHAs are encouraged to create agreements with local organizations, including faith-based and community organizations, to assist CSSR. Specifically, such agreements would allow local organizations to advertise their programs, assist with transportation, child-care or other barriers to CSSR attainment and verify hours within individual monthly logs. HUD strives to provide maximum flexibility to PHAs to allow successful CSSR implementation without adding excessive costs or administrative burdens (see 24 CFR 960.605(b)).

- 6. Community Services:** Eligible community service activities include, but are not limited to, serving at:
- A. Local public or nonprofit institutions, such as schools, Head Start Programs, before-or after-school programs, childcare centers, hospitals, clinics, hospices, nursing homes, recreation centers, senior centers, adult daycare programs, homeless shelters, feeding programs, food banks (distributing either donated or commodity foods), or clothes closets (distributing donated clothing);
 - B. Nonprofit organizations serving PHA residents or their children, such as: Boy or Girl Scouts, Boys or Girls Club, 4-H Clubs, Police Activities League (PAL), organized children's recreation, mentoring, or education programs, Big Brothers or Big Sisters, Garden Centers, community clean-up programs, beautification programs;
 - C. Programs funded under the Older Americans Act, such as Green Thumb, Service Corps of Retired Executives, senior meals programs, senior centers, Meals on Wheels;
 - D. Public or nonprofit organizations dedicated to seniors, youth, children, residents, citizens, special-needs populations or with missions to enhance the environment, historic resources, cultural identities, neighborhoods or performing arts;
 - E. PHA housing to improve grounds or provide gardens (so long as such work does not alter the PHA's insurance coverage); or work through resident organizations to help other residents with problems, including serving on the Resident Advisory Board, outreach and assistance with PHA-run self-sufficiency activities including supporting computer learning centers; and,
 - F. Care for the children of other residents so parents may volunteer.

PHAs may form their own policy in regards to accepting community services at profit-motivated entities, acceptance of volunteer work performed at homes or offices of general private citizens, and court-ordered or probation-based work.

Pursuant to 24 CFR 960.609, no PHA may substitute community service activity performed by a resident for work ordinarily performed by a PHA employee. However, residents may do community service on PHA property or with or through PHA programs to assist with or enhance work done by a PHA employee.

7. **Self-Sufficiency:** Eligible self-sufficiency activities include, but are not limited to:
- A. Job readiness or job training while not employed;
 - B. Training programs through local One-Stop Career Centers, Workforce Investment Boards (local entities administered through the U.S. Department of Labor), or other training providers;
 - C. Higher education (junior college or college);
 - D. Apprenticeships (formal or informal);
 - E. Substance abuse or mental health counseling;
 - F. Reading, financial and/or computer literacy classes;
 - G. English as a second language and/or English proficiency classes;
 - H. Budgeting and credit counseling.
8. **CSSR Partnerships:** PHAs with a ROSS Service Coordinators program or Family Self-Sufficiency (FSS) program may coordinate Individual Training and Services Plans (ITSPs) with CSSR. The ITSP is a tool to plan, set goals and track movement towards self-sufficiency through education, work readiness and other supportive services such as health, mental health and work supports. Specific CSSR activities may be included in ITSPs to enhance a person's progress towards self-sufficiency. Regular meetings with PHA coordinators may satisfy CSSR activities and PHA Service Coordinators or FSS Program Coordinators may verify community service hours within individual monthly logs.
9. **Exempt Residents:** PHAs are required to set out in their Admissions and Continuing Occupancy Policy (ACOP) how the PHA determines if an individual is exempt from the CSSR and the documentation needed to support the exemption. Exemptions for adult residents, as codified at 24 CFR 960.601, include persons who are:
- A. 62 years or older;
 - B. 1. Blind or disabled, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. Section 416(i)(1); Section 1382c), and who certify that, because of this disability, she or he is unable to comply with the service provisions of this subpart, or
2. is a primary caretaker of such individual;
 - C. Engaged in work activities (see Notice PIH 2003-17 (HA)). In order for an individual to be exempt from the CSSR requirement because he/she is "engaged in work activities," the person must be participating in an activity that meets one of the following definitions of "work activity" contained in Section 407(d) of the Social Security Act (42 U.S.C. Section 607(d)):
 - 1. Unsubsidized employment;
 - 2. Subsidized private-sector employment;
 - 3. Subsidized public-sector employment;
 - 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 - 5. On-the-job-training;
 - 6. Job-search;
 - 7. Community service programs;
 - 8. Vocational educational training (not to exceed 12 months with respect to any individual);
 - 9. Job-skills training directly related to employment;
 - 10. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency;
 - 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalency, in the case of a recipient who has not completed secondary school or received such a certificate;

- D. Able to meet requirements under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.) or under any other welfare program of the State in which PHA is located including a State-administered Welfare-to-Work program; or,
- E. A member of a family receiving assistance, benefits, or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. Section 601 et seq.), or under any other welfare program of the State¹ in which the PHA is located, including a State-administered Welfare-to-Work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

PHAs are encouraged to use 30 hours per week as the minimum number of hours for a work activity as described in Section 407(d) of the Social Security Act, and implementing regulations 45 CFR 261.31(1)(a)(1). PHAs can use reasonable guidelines in clarifying this statutory list of work activities in coordination with the Temporary Assistance to Needy Families (TANF) agency, as appropriate (see Notice PIH 2004-17(HA)).

PHAs must describe in its CSSR policy the process to determine which family members are exempt from the requirement, as well as the process for determining any changes to the exempt status of the family member. PHAs provide the family a copy of CSSR policy at initial application and secure certification of receipt as shown in Attachment A, (see 24 CFR 960.605(c)(2)).

PHAs make the final determination whether to grant an exemption from the community service requirement. If a resident does not agree with the PHA's determination, the resident may dispute the decision through the PHA's Grievance Procedures (see 24 CFR Part 966 Subpart B, 24 CFR 960.607(b)).

10. Resident Responsibilities at Lease Execution or Re-examination: At lease execution or re-examination, after the effective date of the adopted policy, all adult members (18 or older) of a public housing resident family must:

- A. Provide documentation, if applicable, that they qualify for an exemption; (Documentation provided by the tenant will be used by the PHA to determine whether the tenant is exempt from the CSSR) and,
- B. Sign a certification (examples provided in Attachments A and B) that they have received and read the policy and understand that if they are not exempt, failure to comply with the community service requirement will result in nonrenewal of their lease, per 24 CFR 966.4(1)(2)(iii)(D).

When a non-exempt person becomes exempt, it is his or her responsibility to report this to the PHA and provide documentation. When an exempt person becomes non-exempt, it is his or her responsibility to report this to the PHA as soon as possible.

11. Documentation of CSSR Completion: PHAs must include in the CSSR policy that exemption/CSSR completion is verified annually by the PHA. At least 30 days before the annual reexamination and/or lease expiration, the PHA reviews the exempt or nonexempt status and compliance of non-exempt family members (see 24 CFR 960.605(c)(3)). At each regularly scheduled rent re-examination, each non-exempt family member presents a signed certification on a form provided by the PHA of CSSR activities performed over the previous twelve (12) months. PHAs must obtain third-party verification of CSSR completion administered through outside organizations. Each PHA develops a standardized form with places for signature confirmation by supervisors, instructors, or counselors certifying the number of hours contributed. Additional supporting documentation may be requested of the resident to verify CSSR participation or

¹ HUD has determined that the Supplemental Nutrition Assistance Program (SNAP) qualifies as a welfare program of the state. Therefore, if a tenant is a member of family receiving assistance under SNAP, and has been found by the administering State to be in compliance with the program requirements, that tenant is exempt from the CSSR.

exempt status. Copies of the certification forms and supporting documentation must be retained in PHA files.

12. Noncompliant Residents: PHAs may not evict a family due to CSSR non-compliance. However, if PHA finds a tenant is non-compliant with CSSR, then the PHA must provide written notification to the tenant of the noncompliance which must include:

- A. A brief description of the finding of non-compliance with CSSR.
- B. A statement that the PHA will not renew the lease at the end of the current 12-month lease term unless the tenant enters into a written work-out agreement with the PHA or the family provides written assurance that is satisfactory to the PHA explaining that the tenant or other noncompliant resident no longer resides in the unit. Such written work-out agreement must include the means through which a noncompliant family member will comply with the CSSR requirement.

The tenant may request a grievance hearing on the PHA determination, in accordance with 24 CFR Part 966, subpart B, and the tenant may exercise any available judicial remedy to seek timely redress for the PHA's nonrenewal of the lease because of such determination.

13. Enforcement Documentation: Should a family member refuse to sign a written work-out agreement, or fail to comply with the terms of the work-out agreement, PHAs are required to initiate termination of tenancy proceedings at the end of the current 12-month lease (see 24 CFR 966.53(c)) due to the fact that the family is failing to comply with lease requirements. When initiating termination of tenancy proceedings, the PHA will provide the following procedural safeguards:

- A. Adequate notice to the tenant of the grounds for terminating the tenancy and for non-renewal of the lease;
- B. Right of the tenant to be represented by counsel;
- C. Opportunity for the tenant to refute the evidence presented by the PHA, including the right to confront and cross-examine witnesses and present any affirmative legal or equitable defense which the tenant may have; and,
- D. A decision on the merits.

14. 50058 Coding: The Instruction Booklet for Form HUD 50058 contains information on coding CSSR status. At the time of program admission, enter either 3 or 4. At each annual re-examination, enter code 1, 2, or 4. See below:

- 1 - PHA determines resident is *not exempt* and is *in compliance* with CSSR
- 2 - PHA determines resident is *not exempt* and *not complying* with CSSR
- 3 - PHA is in the process of verifying CSSR compliance
- 4 - PHA determines resident is exempt
- 5 - Do not use this code for "not applicable" under any circumstance

15. Monitoring: HUD has re-instated the generation of the Community Service and Self-Sufficiency monitoring report on a quarterly basis. The monitoring report includes tenants that have reported Wage or Welfare incomes on the HUD-50058. The monitoring report does not exclude tenants with disabilities. The report will be posted on the REAC web site and access will be provided to all affected PHAs. REAC will be sending an e-mail to each PHA listed on the CSSR report advising them of the content of the report and explaining the steps necessary to make corrections and changes in PIC as appropriate.

The Department requests through this Notice that all PHAs review the 50058 coding reported for CSSR in the PIC system for their residents and update any that do not conform to these instructions. PHAs must be

prepared to supply adequate supporting documentation as listed in Section 9 – Exempt Residents, Section 12 – Noncompliant Residents and Section, and 11 – Resident Responsibilities at Lease Execution or Re-examination above in the case of a review or audit.

- 16. Sanctions Against PHAs:** Section 6(j)(4)(A) of the United States Housing Act of 1937 provides sanctions against any housing authority failing to comply substantially with any provision of the Act relating to the public housing program. Sanctions include, but are not limited to, terminating, withholding, or reducing assistance payments. These sanctions are applicable to housing authorities failing to substantially comply with the CSSR requirement.
- 17. Further Information:** Direct inquiries to Todd Thomas of the Office of Public Housing and Voucher Programs at (678)732-2056.
- 18. Paperwork Reduction:** The information collection requirements contained in this Notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB control numbers 2577-0083 and 2577-0226.

/s/

Lourdes Castro Ramírez
Principal Deputy Assistant Secretary
for Public and Indian Housing

Community Services and Self-Sufficiency Requirement Certification
For Non-Exempt Individuals

Entrance Acknowledgement

Date:

Participant Name:

I have received and read the Community Services and Self Sufficiency Requirement. I understand that as a resident of public housing, I am required by law to contribute 8 hours per month (96 hours over the course of a year) of community service or participate in an economic self-sufficiency program. I further understand that if I am not exempt, failure to comply with CSSR is grounds for lease nonrenewal. My signature below certifies I received notice of this requirement at the time of initial program participation.

Signature: _____

Date of Signature: _____

Community Services and Self-Sufficiency Requirement Certification
For Non-Exempt Individuals

Annual Renewal

Date:

Participant Name:

I understand that as a resident of public housing, I am required by law to contribute 8 hours per month (96 hours over the course of a year) of community service or participate in an economic self-sufficiency program.

Signature: _____

Date of Signature: _____