



City of Manistee Housing Commission

273 6th Avenue • Manistee, Michigan 49660

Tuesday, October 9, 2018
Community Room – Harborview
4:00 PM

1. Call to Order/Roll Call¹

2. Public Hearing

At this time the Board of Commissioners will hold a public hearing on the 2019 Annual Plan for the City of Manistee Housing Commission Public Housing Program. Those wishing to comment may raise their hand to be recognized by the President of the Housing Commission Board. Persons speaking during the public hearing must state their name and address for the record. Individuals wishing to speak will have three [3] minutes in which to express her or his comments.

3. Amendments to Agenda

4. Public Comments on Agenda Related Items

At this time citizens who wish to comment on agenda, related items may do so. The Commission President may recognize citizens in attendance who wish to comment. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three [3] minute statement.

5. Consent Agenda

Agenda items marked with an [] are on the consent agenda and considered by the Executive Director to be routine matters. Prior to approval of the Consent Agenda Commissioners may remove an item from the Consent Agenda. Items removed from the consent agenda will come before the Commissioners as stated on the agenda.*

Consent Agenda items include:

a. Approval of Minutes

- i. Regular Meeting Minutes September 25, 2018*

b. Financial Reports

Financial documents are redacted in compliance with the requirements of the Federal Privacy Act. All personally identifying information of current and past program participants has been redacted.

i. Public Housing Financial Statements*

- 1. Public Housing Financial Statement August 31, 2018
- 2. Public Housing Bank Reconciliation August 31, 2018
- 3. Public Housing Current Year vs. Prior Year August 31, 2018

¹ The Commission Secretary/Executive Director shall make a written record of Commissioner attendance.

- ii. Domestic Violence Grant Program*
 - 1. Domestic Violence Grant Program Financial Statement August 31, 2018
 - 2. Domestic Violence Bank Reconciliation August 31, 2014
- iii. Security Deposits Reconciliation*
 - 1. Security Deposit Reconciliation August 31, 2018

c. Resolutions

Resolutions placed on the Consent Agenda concern matters of compliance with the U.S. Department of Housing Development and federal law that requires the adoption of a policy or provision of public housing benefits. The contents of these Resolutions, items of compliance, policy, and regulation are not debatable but are required to maintain regulatory compliance.

- i. *No Resolutions on Consent Agenda**

6. Old Business

- a. *None*

7. New Business

- a. Resolution 2018-07 Adoption of the 2019 Annual Plan
- b. Resolution 2018-08 Voiding of Outstanding Checks

8. Reports and Communications

- a. Executive Director Report
 - i. *At this time the Executive Director may review or highlight an item or items from the Executive Director Report – No printed report available for this meeting*
- b. Staff Reports
 - i. *At this time CMHC staff may report items to the Commissioners if there are reports to be made.*
- c. Commissioner Reports/Comments
 - i. *At this time Commissioners may report Committee or other items to the Commission. Individual Commissioners may also offer a report or comment.*
- d. Received Communications

9. Public Comment

- a. *At this time citizens are provided an opportunity to comment on Housing Commission affairs. The Commission President may recognize citizens in attendance who wish to comment. Citizen comments are not limited to agenda items but should be directed to Housing Commission services, activities or areas of involvement. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three [3] minute statement. The City of Manistee Housing Commission will receive public comments at this time and will respond at a later date if the Housing Commission determines a response is appropriate.*

10. Adjournment

11. Announcements and Upcoming Meetings

- a. **CANCELED** – October Commission Meeting, October 23, 2018
- b. November Commission Meeting
November 27, 2018, 4:00 PM
Harborview Community Room



**City of Manistee
Housing Commission**
273 6th Avenue • Manistee, Michigan 49660

**Meeting Minutes
September 25, 2018
Regular Meeting**

Meeting Start Time: 4:04 P.M.

Roll Call:

Commissioner	Present	Absent Excused	Absent Non-Excused
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Housing Commission Staff Present:

Staff Member	Present
Clinton McKinven-Copus, Executive Director/Commission Secretary	<input checked="" type="checkbox"/>
Lindsay McIntyre, Program Director	<input checked="" type="checkbox"/>
Cindy Scott, Financial Analyst/Procurement Assistant	<input type="checkbox"/>
Kevin Helminiak, Maintenance Dept. Crew Leader	<input type="checkbox"/>

Others Present:

- None

Public Comment on Agenda Related Items:

- None

Amendments to the Agenda:

- Addition to New Business
 - Treasurer McDougall requested that the Commissioners discuss the annual renewal of the BoardBook meeting software

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Consent Agenda:

- A. Approval of Minutes
 - i. Regular Meeting Minutes, August 28, 2018
- B. Financial Reports
 - i. Public Housing
 - i. July 31, 2018
 - ii. Domestic Violence Grant Program
 - i. July 31, 2018
 - iii. Security Deposits Reconciliation
 - i. July 31, 2018
- C. Resolutions
 - i. Resolution 2018-04 Flat Rent Schedule January 1, 2019 – December 31, 2019
 - ii. Resolution 2018-05 Passbook Savings Rate December 1, 2018 – November 20, 2019
 - iii. Resolution 2018-06 Utility Allowance 2018 – 2019

Consent Agenda		Motioned By: Treasurer McDougall			Second By: Commissioner
Commissioner	Yes	No	Absent	Results Tomaszewski	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Old Business:

- None

New Business:

Resolution # 2018-04	Title: Flat Rent Schedule January 1, 2019 – December 31, 2019			Motion By: Consent Agenda	Second By: Consent Agenda
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Resolution # 2018-05	Title: Passbook Savings Rate December 1, 2018 – November 30, 2019			Motion By: Consent Agenda	Second By: Consent Agenda
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Resolution # 2018-06	Title: Utility Allowance 2018/2019			Motion By: Consent Agenda	Second By: Consent Agenda
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Resolution # N/A	Title: Non-renewal of BoardBook			Motion By: Treasurer McDougall	Second By: Commissioner Bond
Commissioner	Yes	No	Absent	Results	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Executive Director's Report:

- Executive Director, Clinton McKinven-Copus reviewed the recently received August 2018 public housing financial statement.

Other Staff Reports:

- None

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Finances:

- Approved with Consent Agenda

Committee Reports:

- None

Communications:

- None received

Public Comment:

- None

Commissioner Report/Comments:

- None

Meeting Adjourned

Adjournment Time: 4:23 PM			Motion By: Commissioner Bond		Second By: Commissioner Tomaszewski	
Commissioner	Yes	No	Absent Excused	Absent Non-Excused	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Dale Priester	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
James Bond	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Krista McDougall	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Kelly Tomaszewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Dale Priester
President

Clinton McKinven-Copus
Executive Director/Secretary
City of Manistee Housing Commission

Housing Authority Acct Specialists, Inc.
PO Box 545
Sparta, WI 54656-0545
608-269-6490

To the Board of Commissioners
And Management:

Manistee Housing Commission
Public Housing
273 Sixth Avenue
Manistee, MI 49660

Enclosed are the following reports for the month ending August 31, 2018. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

- I. Financial Statements
- II. Journal Register
- III. General Ledger

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them. This report is offered as a review of your past operations and is a basis for decisions for your future policies.

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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ALL PERSONALLY IDENTIFYING INFORMATION
OF CURRENT AND PAST PROGRAM PARTICIPANTS
HAS BEEN REDACTED

**Manistee Housing Commission
Low Rent Public Housing
Balance Sheet
As of August 31, 2018**

ASSETS

CURRENT ASSETS

Cash

1111.2 - NOW Account	\$	270,340.03
1111.3 - HRA Account		9,193.74
1111.4 - Money Market Savings		53,779.94
1117 - Petty Cash Fund		250.00
1118 - Change Fund		50.00
		<hr/>

Total Cash 333,613.71

Receivables

1122 - Tenants Accounts Receivable	256.19
1122.1 - Allowance for Doubtful Accounts-TAR	(31,031.84)
1129 - Accounts Receivable-Other	2,965.23
	<hr/>

Total Receivables (27,810.42)

Other Current Assets

1211 - Prepaid Insurance	12,695.21
	<hr/>

Total Other Current Assets 12,695.21

TOTAL CURRENT ASSETS 318,498.50

NONCURRENT ASSETS

Fixed Assets

1400 - Construction in Progress-CFP	14,028.00
1400.6 - Land	360,271.62
1400.61 - Land Improvements	89,807.07
1400.7 - Buildings	4,657,515.77
1400.71 - Building Improvements	5,418,346.21
1400.72 - Non-dwelling Structures	8,525.00
1400.8 - Furn., Equip., Mach.-Dwellings	268,877.30
1400.9 - Furn., Equip., Mach.-Admin	324,286.07
1400.95 - Accumulated Depreciation-ALL	(8,411,714.79)
	<hr/>

Total Fixed Assets 2,729,942.25

Other Noncurrent Assets

1701 - Deferred Outflows	31,372.96
	<hr/>

Total Other Noncurrent Assets 31,372.96

TOTAL NONCURRENT ASSETS 2,761,315.21

TOTAL ASSETS \$ 3,079,813.71

**Manistee Housing Commission
Low Rent Public Housing
Balance Sheet
As of August 31, 2018**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$ 42,816.42
2114 - Tenant Security Deposits	48,774.00
2117.12 - FSA Withheld	(490.57)
2117.13 - MERS HCSP Withheld	70.00
2117.14 - AFLAC Pre-Tax	487.98
2117.5 - Pension Withheld	1,288.72
2119.2 - Interfund Payable - DVG	935.90
2131 - EPC Loan - Current	13,351.05
2133 - Capital Lease - 2016 F250 - Current	1,662.91
2135 - Accrued Wages/Payroll Taxes Payable	6,656.92
2135.1 - Accrued Comp. Absences-Current	21,675.11
2137 - Payments in Lieu of Taxes	21,920.00
Total Current Liabilities	<u>159,148.44</u>

Noncurrent Liabilities

2132 - EPC Loan - Noncurrent	1,064,048.65
2135.3 - Accrued Comp. Absences-Non Current	10,588.82
2138 - Net Pension Liability	29,179.00
2139 - Capital Lease - 2016 F250 - Non Current	12,128.50
Total Noncurrent Liabilities	<u>1,115,944.97</u>

TOTAL LIABILITIES

1,275,093.41

EQUITY

2806.1 - Invested in Capital Assets	<u>1,759,028.37</u>
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Unrestricted Net Assets

2806 - Unrestricted Net Position	159,735.69
2820.00 - HUD Operating Reserve - Memo	165,969.16
2820.01 - HUD Operating Reserve-Contra	(165,969.16)
Current Year Profit/Loss - Public Housing/CFP	(114,043.76)
Total Unrestricted Net Assets	<u>45,691.93</u>

TOTAL EQUITY

1,804,720.30

TOTAL LIABILITIES/EQUITY

\$ 3,079,813.71

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2018

	1 Month Ended	8 Months Ended	<u>BUDGET</u>	<u>VARIANCE</u>
	<u>August 31, 2018</u>	<u>August 31, 2018</u>		
Operating Revenue				
Tenant Rental Revenue				
3110 - Dwelling Rental Revenue	\$ 47,642.00	\$ 358,938.00	\$ 513,792	\$ 154,854.00
3120 - Tenant Revenue - Excess Utilities	455.00	3,907.02	10,000	6,092.98
3689 - Tenant Revenue - Cable TV	5,400.00	40,992.00	71,712	30,720.00
3690 - Tenant Revenue - Other	3,064.24	22,565.18	34,500	11,934.82
Total Tenant Rental Revenue	<u>56,561.24</u>	<u>426,402.20</u>	<u>630,004</u>	<u>203,601.80</u>
HUD PHA Grant Revenue				
3401.1 - Operating Grants	65,986.80	65,986.80	42,399	(23,587.80)
3401.2 - Operating Subsidy	47,492.00	379,950.00	492,000	112,050.00
Total HUD PHA Grant Revenue	<u>113,478.80</u>	<u>445,936.80</u>	<u>534,399</u>	<u>88,462.20</u>
Other Revenue				
3610 - Interest Income	66.16	457.45	1,100	642.55
3690.1 - Other Revenue	150.00	508.86	3,000	2,491.14
3690.4 - Laundry Revenue	499.18	5,957.67	11,350	5,392.33
3690.6 - Fraud Recovery Revenue	205.28	1,632.84	5,000	3,367.16
3690.7 - Management Fee - DVG	833.00	6,664.00	10,000	3,336.00
3690.8 - Health Ins. Reimb. - Retirees	0.00	2,497.00	0	(2,497.00)
Total Other Revenue	<u>1,753.62</u>	<u>17,717.82</u>	<u>30,450</u>	<u>12,732.18</u>
Total Operating Revenue	<u>171,793.66</u>	<u>890,056.82</u>	<u>1,194,853</u>	<u>304,796.18</u>
Operating Expenses				
Administration				
4110 - Administrative Wages	13,423.80	98,050.84	159,881	61,830.16
4130 - Legal Expense	1,407.70	7,161.57	15,000	7,838.43
4140 - Staff Training	0.00	0.00	2,400	2,400.00
4170 - Accounting Fees	686.88	6,237.54	9,600	3,362.46
4171 - Auditing	0.00	0.00	8,760	8,760.00
4182 - Employee Benefits - Admin	6,815.75	56,648.83	77,268	20,619.17
4185 - Telephone	1,448.07	14,075.28	22,800	8,724.72
4190.1 - Publications	0.00	1,354.00	1,000	(354.00)
4190.2 - Membership Dues and Fees	75.00	1,306.38	1,800	493.62
4190.3 - Admin Service Contracts	3,510.57	33,369.06	58,000	24,630.94
4190.4 - Office Supplies	682.58	5,160.81	8,400	3,239.19
4190.5 - Other Sundry-Misc.	1,462.51	10,820.99	16,800	5,979.01
Total Administration	<u>29,512.86</u>	<u>234,185.30</u>	<u>381,709</u>	<u>147,523.70</u>
Tenant Services				
4220 - Rec., Pub., & Other Services	0.00	326.40	50	(276.40)
4221 - Resident Employee Stipend	550.00	4,400.00	6,600	2,200.00
4230 - Contract Costs-Cable & Other	5,930.91	47,223.61	71,168	23,944.39
Total Tenant Services	<u>6,480.91</u>	<u>51,950.01</u>	<u>77,818</u>	<u>25,867.99</u>

Manistee Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2018

	1 Month Ended	8 Months Ended		
	August 31, 2018	August 31, 2018	BUDGET	VARIANCE
Utilities				
4310 - Water & Sewer	4,560.69	38,636.73	58,800	20,163.27
4320 - Electricity	8,084.44	79,191.29	98,000	18,808.71
4330 - Gas	1,072.24	23,214.97	28,800	5,585.03
Total Utilities	<u>13,717.37</u>	<u>141,042.99</u>	<u>185,600</u>	<u>44,557.01</u>
Ordinary Maint. & Operations				
4410 - Maintenance Wages	8,054.58	69,523.99	105,000	35,476.01
4420 - Materials	2,886.03	25,634.18	50,000	24,365.82
4430.01 - Garbage Removal	1,784.73	15,544.24	18,000	2,455.76
4430.02 - Heating & Cooling Contracts	1,354.61	16,198.64	18,000	1,801.36
4430.03 - Snow Removal Contracts	0.00	200.00	100	(100.00)
4430.04 - Elevator Contracts	0.00	14,365.00	11,700	(2,665.00)
4430.05 - Landscape & Grounds Contracts	0.00	2,400.00	500	(1,900.00)
4430.06 - Unit Turnaround Contracts	0.00	7,715.00	10,000	2,285.00
4430.07 - Electrical Contracts	605.00	2,092.95	2,000	(92.95)
4430.08 - Plumbing Contracts	0.00	4,790.22	1,500	(3,290.22)
4430.09 - Extermination Contracts	1,639.00	11,311.00	12,000	689.00
4430.11 - Routine Maintenance Contracts	378.00	2,619.95	4,800	2,180.05
4430.12 - Miscellaneous Contracts	0.00	5,213.26	10,800	5,586.74
4433 - Employee Benefits - Maint.	5,323.82	45,540.25	69,600	24,059.75
4440 - Staff Training-Maintenance	0.00	409.00	1,000	591.00
Total Ordinary Maint. & Oper	<u>22,025.77</u>	<u>223,557.68</u>	<u>315,000</u>	<u>91,442.32</u>
General Expense				
4510 - Insurance	4,823.99	55,247.56	81,000	25,752.44
4520 - Payment in Lieu of Taxes	2,740.00	21,920.00	32,867	10,947.00
4550 - Compensated Absences	0.00	0.00	1,200	1,200.00
4570 - Collection Losses	0.00	41,394.93	16,800	(24,594.93)
4580 - Interest Expense	5,831.98	47,150.11	70,280	23,129.89
Total General Expense	<u>13,395.97</u>	<u>165,712.60</u>	<u>202,147</u>	<u>36,434.40</u>
Total Routine Operating Expenses	<u>85,132.88</u>	<u>816,448.58</u>	<u>1,162,274</u>	<u>345,825.42</u>
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	0.00	0.00	0	0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	0.00	0.00	0	0.00
Total Non-Routine Expenses	0.00	0.00	0	0.00
Total Operating Expenses	<u>85,132.88</u>	<u>816,448.58</u>	<u>1,162,274</u>	<u>345,825.42</u>
Operating Income (Loss)	<u>86,660.78</u>	<u>73,608.24</u>	<u>32,579</u>	<u>(41,029.24)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	25,210.00	201,680.00	0	(201,680.00)
Total Depreciation Expense	<u>25,210.00</u>	<u>201,680.00</u>	<u>0</u>	<u>(201,680.00)</u>

**Manistee Housing Commission
 Low Rent Public Housing
 Statement of Revenue & Expense
 For the 1 Month and 8 Months Ended August 31, 2018**

	1 Month Ended	8 Months Ended		
	<u>August 31, 2018</u>	<u>August 31, 2018</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Surplus Credits & Charges				
Total Surplus Credits & Charges	0.00	0.00	0	0.00
Capital Expenditures				
7510 - Principal Payments - EPC	3,293.63	23,728.04	37,080	13,351.96
7511 - Principal Payments - F150	410.61	3,228.73	4,890	1,661.27
7520 - Replacement of Equipment	0.00	7,673.00	5,000	(2,673.00)
7540 - Betterments and Additions	0.00	32,745.00	0	(32,745.00)
7590 - Operating Expenditures-Contra	(3,704.24)	(67,374.77)	(46,970)	20,404.77
Total Capital Expenditures	0.00	0.00	0	0.00
Other Financial Items				
Total Other Financial Items	0.00	0.00	0	0.00
HUD Net Income (Loss)	<u>\$ 82,956.54</u>	<u>\$ 6,233.47</u>	<u>\$ (14,391)</u>	<u>\$ (20,624.47)</u>
GAAP Net Income (Loss)	<u>\$ 61,450.78</u>	<u>\$ (128,071.76)</u>		

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 PER FEDERAL PRIVACY ACT
 ALL PERSONALLY IDENTIFYING INFORMATION
 OF CURRENT AND PAST PROGRAM PARTICIPANTS
 HAS BEEN REDACTED

**Manistee Housing Commission
Capital Fund 501-16
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2018**

	1 Month Ended	8 Months Ended
1016	<u>August 31, 2018</u>	<u>August 31, 2018</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.3 - Capital Grants	1,110.00	8,861.50
Total HUD PHA GRANTS	1,110.00	8,861.50
Total Operating Income	1,110.00	8,861.50
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	0.00
Net Income/(Loss)	1,110.00	8,861.50

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**Manistee Housing Commission
Capital Fund 501-17
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2018**

	1 Month Ended	8 Months Ended
1017	<u>August 31, 2018</u>	<u>August 31, 2018</u>
Operating Income		
Revenues - HUD PHA GRANTS		
3401.1 - Operating Grants	0.00	39,126.95
3401.3 - Capital Grants	0.00	5,166.50
Total HUD PHA GRANTS	0.00	44,293.45
Total Operating Income	0.00	44,293.45
Operating Expenses		
Administration		
4110 - Administrative Wages	0.00	19,693.00
4182 - Employee Benefits - Admin	0.00	1,506.00
4190.3 - Admin Service Contracts	0.00	14,178.00
4190.5 - Other Sundry-Misc.	0.00	2,149.95
Total Administration	0.00	37,526.95
Ordinary Maint. & Operations		
4430.12 - Miscellaneous Contracts	0.00	1,600.00
Total Ordinary Maint. & Oper	0.00	1,600.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	39,126.95
Net Income/(Loss)	0.00	5,166.50

**Manistee Housing Commission
Capital Fund 501-18
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2018**

	1 Month Ended	8 Months Ended
1018	<u>August 31, 2018</u>	<u>August 31, 2018</u>
Operating Income		
Revenues - HUD PHA GRANTS		
Total HUD PHA GRANTS	0.00	0.00
Total Operating Income	0.00	0.00
Operating Expenses		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
Extraordinary Maintenance		
Total Extraordinary Maintenance	0.00	0.00
Depreciation Expense		
Total Depreciation Expense	0.00	0.00
Total Operating Expenses	0.00	0.00
Net Income/(Loss)	0.00	0.00

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Manistee Housing Commission
Capital Fund 501-16

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-16 **1516**	August 31, 2018	August 31, 2018		
Administration				
1406 - Operations	\$ 0.00	\$ 29,680.00	\$ 29,680	\$ 0.00
1408 - Management Improvement	0.00	21,200.00	21,200	0.00
1410 - Administration	0.00	21,200.00	21,200	0.00
Total Administration	<u>0.00</u>	<u>72,080.00</u>	<u>72,080</u>	<u>0.00</u>
A & E				
1430 - A & E Fees	1,110.00	16,110.00	15,000	(1,110.00)
Total A & E Fees	<u>1,110.00</u>	<u>16,110.00</u>	<u>15,000</u>	<u>(1,110.00)</u>
Site Improvements				
Total Site Improvements	0.00	0.00	0	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	64,008.84	109,918	45,909.16
1460.99 - Dwelling Structures-Soft Costs	0.00	30,032.50	0	(30,032.50)
Total Dwelling Structures	<u>0.00</u>	<u>94,041.34</u>	<u>109,918</u>	<u>15,876.66</u>
Dwelling Equipment				
1465 - Dwelling Equipment	0.00	6,027.00	0	(6,027.00)
Total Dwelling Equipment	<u>0.00</u>	<u>6,027.00</u>	<u>0</u>	<u>(6,027.00)</u>
Nondwelling Structures				
1470 - Nondwelling Structures	0.00	1,475.00	0	(1,475.00)
Total Nondwelling Structures	<u>0.00</u>	<u>1,475.00</u>	<u>0</u>	<u>(1,475.00)</u>
Nondwelling Equipment				
1475 - Nondwelling Equipment	0.00	15,000.00	15,000	0.00
Total Nondwelling Equipment	<u>0.00</u>	<u>15,000.00</u>	<u>15,000</u>	<u>0.00</u>
Total Capital Funds Expended	<u>\$ 1,110.00</u>	<u>\$ 204,733.34</u>	<u>\$ 211,998</u>	<u>\$ 7,264.66</u>
1600 - CFP Funding	<u>1,110.00</u>	<u>204,733.34</u>	<u>211,998</u>	<u>7,264.66</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

Manistee Housing Commission
Capital Fund 501-17

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-17 **1517**	August 31, 2018	August 31, 2018		
Administration				
1406 - Operations	\$ 0.00	\$ 42,399.00	\$ 42,399	\$ 0.00
1408 - Management Improvement	0.00	15,875.36	25,440	9,564.64
1410 - Administration	0.00	21,199.00	21,199	0.00
Total Administration	<u>0.00</u>	<u>79,473.36</u>	<u>89,038</u>	<u>9,564.64</u>
A & E				
1430 - A & E Fees	0.00	10,425.61	15,000	4,574.39
Total A & E Fees	<u>0.00</u>	<u>10,425.61</u>	<u>15,000</u>	<u>4,574.39</u>
Site Improvements				
Total Site Improvements	0.00	0.00	0	0.00
Dwelling Structures				
1460 - Dwelling Structures	0.00	0.00	112,490	112,490.00
Total Dwelling Structures	<u>0.00</u>	<u>0.00</u>	<u>112,490</u>	<u>112,490.00</u>
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0	0.00
Nondwelling Equipment				
Total Nondwelling Equipment	0.00	0.00	0	0.00
Total Capital Funds Expended	<u>\$ 0.00</u>	<u>\$ 89,898.97</u>	<u>\$ 216,528</u>	<u>\$ 126,629.03</u>
1600 - CFP Funding	<u>0.00</u>	<u>89,898.97</u>	<u>216,528</u>	<u>126,629.03</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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Manistee Housing Commission
Capital Fund 501-18

Program ID:	1 Month Ended	Cumulative	BUDGET	BALANCE
MI28P078501-18 **1518**	August 31, 2018	August 31, 2018		
Administration				
1406 - Operations	\$ 65,986.80	\$ 65,986.80	\$ 65,986.80	\$ 0.00
1408 - Management Improvement	0.00	0.00	32,993.40	32,993.40
1410 - Administration	0.00	0.00	32,993.40	32,993.40
Total Administration	<u>65,986.80</u>	<u>65,986.80</u>	<u>131,973.60</u>	<u>65,986.80</u>
A & E				
Total A & E Fees	0.00	0.00	0.00	0.00
Site Improvements				
Total Site Improvements	0.00	0.00	0.00	0.00
Dwelling Structures				
Total Dwelling Structures	0.00	0.00	0.00	0.00
Dwelling Equipment				
Total Dwelling Equipment	0.00	0.00	0.00	0.00
Nondwelling Structures				
Total Nondwelling Structures	0.00	0.00	0.00	0.00
General Capital Activity				
1480 - Blight Elimination	0.00	0.00	197,960.40	197,960.40
Total General Capital Activity	<u>0.00</u>	<u>0.00</u>	<u>197,960.40</u>	<u>197,960.40</u>
Total Capital Funds Expended	<u>\$ 65,986.80</u>	<u>\$ 65,986.80</u>	<u>\$ 329,934.00</u>	<u>\$ 263,947.20</u>
1600 - CFP Funding	<u>65,986.80</u>	<u>65,986.80</u>	<u>329,934.00</u>	<u>263,947.20</u>
Over/(Under) Funding	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

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Manistee Housing Commission

Cash Disbursements Journal

August 1, 2018 - August 31, 2018

Date	Reference	Account	Description	Amount
08/01/18	9438	10011111.2	US Bank Equipment Finance	(792.52)
08/01/18	9438	10014190.3	US Bank Equipment Finance	792.52
08/07/18	9439	10011111.2	Alerus Retirement Solutions	(20.00)
08/07/18	9439	10012117.13	Alerus Retirement Solutions	20.00
08/07/18	9440	10011111.2	Alerus Retirement Solutions	(50.00)
08/07/18	9440	10012117.13	Alerus Retirement Solutions	50.00
08/07/18	9441	10011111.2	CDM Mobile Shredding, Inc.	(45.00)
08/07/18	9441	10014190.3	CDM Mobile Shredding, Inc.	45.00
08/07/18	9442	10011111.2	Charter Business	(5,930.91)
08/07/18	9442	10014230	Charter Business	5,930.91
08/07/18	9443	10011111.2	City of Manistee	(4,560.69)
08/07/18	9443	10014310	City of Manistee	4,560.69
08/07/18	9444	10011111.2	Consumers Energy	(8,070.63)
08/07/18	9444	10014320	Consumers Energy	8,070.63
08/07/18	9445	10011111.2	Custom Sheet Metal & Heating	(1,354.61)
08/07/18	9445	10014430.02	Custom Sheet Metal & Heating	1,354.61
08/07/18	9446	10011111.2	Fastenal Company	(983.40)
08/07/18	9446	10014420	Fastenal Company	983.40
08/07/18	9447	10011111.2	Ford Credit	(481.03)
08/07/18	9447	10012133	Ford Credit	410.61
08/07/18	9447	10014580	Ford Credit	70.42
08/07/18	9447	10017511	Ford Credit	410.61
08/07/18	9447	10017590	Ford Credit	(410.61)
08/07/18	9448	10011111.2	Gill-Roy's Hardware	(8.99)
08/07/18	9448	10014420	Gill-Roy's Hardware	8.99
08/07/18	9449	10011111.2	Housing Data Systems	(135.00)
08/07/18	9449	10014190.3	Housing Data Systems	135.00
08/07/18	9450	10011111.2	H.A.A.S., Inc.	(686.88)
08/07/18	9450	10014170	H.A.A.S., Inc.	686.88
08/07/18	9451	10011111.2	Housing Insurance Services, Inc.	(7,209.00)
08/07/18	9451	10011211	Housing Insurance Services, Inc.	7,209.00
08/07/18	9452	10011111.2	Jackpine Business Centers	(268.00)
08/07/18	9452	10014190.4	Jackpine Business Centers	268.00
08/07/18	9453	10011111.2	Kushner & Company	(50.00)
08/07/18	9453	10014190.3	Kushner & Company	50.00
08/07/18	9454	10011111.2	Manistee Landfill	(67.82)
08/07/18	9454	10014430.01	Manistee Landfill	67.82
08/07/18	9455	10011111.2	McCardel Water Conditioning	(32.50)
08/07/18	9455	10014190.5	McCardel Water Conditioning	32.50
08/07/18	9456	10011111.2	NCRC NAHRO	(75.00)

Manistee Housing Commission

Cash Disbursements Journal

August 1, 2018 - August 31, 2018

Date	Reference	Account	Description	Amount
08/07/18	9456	10014190.2	NCRC NAHRO	75.00
08/07/18	9457	10011111.2	Next IT	(1,675.22)
08/07/18	9457	10014190.3	Next IT	1,675.22
08/07/18	9458	10011111.2	PNC Bank	(638.66)
08/07/18	9458	10014190.5	PNC Bank	638.66
08/07/18	9459	10011111.2	Reserve Account	(700.00)
08/07/18	9459	10014190.5	Reserve Account	700.00
08/07/18	9460	10011111.2	Spicer Group	(1,110.00)
08/07/18	9460	10011400	Spicer Group	1,110.00
08/07/18	9460	15161430	Spicer Group	1,110.00
08/07/18	9460	15169800	Spicer Group	(1,110.00)
08/07/18	9461	10011111.2	Wahr Hardware, Inc.	(54.48)
08/07/18	9461	10014420	Wahr Hardware, Inc.	54.48
08/08/18	13242	10011111.2	CMHC - West Shore FSA	(272.69)
08/08/18	13242	10011111.3	CMHC - West Shore FSA	272.69
08/08/18	13243	10011111.2	United Steel Workers	(3.00)
08/08/18	13243	10012117.6	United Steel Workers	3.00
08/08/18	13244	10011111.2	United Steel Workers	(65.16)
08/08/18	13244	10012117.9	United Steel Workers	65.16
08/16/18	9462	10011111.2	Alerus Retirement Solutions	(20.00)
08/16/18	9462	10012117.13	Alerus Retirement Solutions	20.00
08/16/18	9463	10011111.2	Alerus Retirement Solutions	(50.00)
08/16/18	9463	10012117.13	Alerus Retirement Solutions	50.00
08/16/18	9464	10011111.2	Manistee Housing Commission	(558.93)
08/16/18	9464	10011111.4	Manistee Housing Commission	558.93
08/16/18	9465	10011111.2	AT & T	(984.76)
08/16/18	9465	10014185	AT & T	984.76
08/16/18	9466	10011111.2	Blarney Castle Fleet Program	(160.91)
08/16/18	9466	10014420	Blarney Castle Fleet Program	160.91
08/16/18	9467	10011111.2	Cadillac Plgb. & Htg. Supply Co., Inc.	(202.58)
08/16/18	9467	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	202.58
08/16/18	9468	10011111.2	Consumers Energy	(13.81)
08/16/18	9468	10014320	Consumers Energy	13.81
08/16/18	9469	10011111.2	Crystal Lock & Supply	(378.00)
08/16/18	9469	10014430.11	Crystal Lock & Supply	378.00
08/16/18	9470	10011111.2	Fastenal Company	(647.56)
08/16/18	9470	10014420	Fastenal Company	647.56
08/16/18	9471	10011111.2	Griffin Pest Solutions	(1,303.00)
08/16/18	9471	10014430.09	Griffin Pest Solutions	1,303.00

Manistee Housing Commission

Cash Disbursements Journal

August 1, 2018 - August 31, 2018

Date	Reference	Account	Description	Amount
08/16/18	9472	10011111.2	Haglund's Floor Covering	(7.95)
08/16/18	9472	10014420	Haglund's Floor Covering	7.95
08/16/18	9473	10011111.2	HD Supply Facilities Mtce	(142.17)
08/16/18	9473	10014420	HD Supply Facilities Mtce	142.17
08/16/18	9474	10011111.2	Housing Insurance Services, Inc.	(1,931.00)
08/16/18	9474	10011211	Housing Insurance Services, Inc.	1,931.00
08/16/18	9475	10011111.2	Housing Authority Risk Retention Group	(671.00)
08/16/18	9475	10011211	Housing Authority Risk Retention Group	671.00
08/16/18	9476	10011111.2	Next IT	(711.93)
08/16/18	9476	10014190.3	Next IT	711.93
08/16/18	9477	10011111.2	The PI Company	(84.15)
08/16/18	9477	10014190.5	The PI Company	84.15
08/16/18	9478	10011111.2	Republic Services	(1,716.91)
08/16/18	9478	10014430.01	Republic Services	1,716.91
08/16/18	9479	10011111.2	Sherwin-Williams Co.	(677.99)
08/16/18	9479	10014420	Sherwin-Williams Co.	677.99
08/22/18	13245	10011111.2	CMHC - West Shore FSA	(272.69)
08/22/18	13245	10011111.3	CMHC - West Shore FSA	272.69
08/22/18	13246	10011111.2	United Steel Workers	(3.00)
08/22/18	13246	10012117.6	United Steel Workers	3.00
08/22/18	13247	10011111.2	United Steel Workers	(61.87)
08/22/18	13247	10012117.9	United Steel Workers	61.87
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

Cash Receipts Journal

August 1, 2018 - August 31, 2018

Date	Reference	Account	Description	Amount
08/31/18	133	10011111.2	August Cash Receipts	62,970.31
08/31/18	133	10011122	August TAR Collections	(59,096.67)
08/31/18	133	10011122.1	August Bad Debt Collections	(1,654.18)
08/31/18	133	10012114	August Security Deposit Collections	(532.00)
08/31/18	133	10013690.1	Sale of Refrigerator	(150.00)
08/31/18	133	10013690.7	Management Fee Income - DVG	(833.00)
08/31/18	133	10013690.4	Laundry Income	(499.18)
08/31/18	133	10013690.6	Pymt of Restitution - Wisniewski	(205.28)
08/31/18	134	10011111.2	Operating Subsidy	47,492.00
08/31/18	134	10013401.2	Operating Subsidy	(47,492.00)
08/31/18	135	10011111.2	2018 CFP Grant	65,986.80
08/31/18	135	10013401.1	2018 CFP Grant	(65,986.80)
08/31/18	135	15181406	2018 CFP Grant	65,986.80
08/31/18	135	15189800	2018 CFP Grant	(65,986.80)
08/31/18	135	15181600	2018 CFP Grant	65,986.80
08/31/18	135	15181699	2018 CFP Grant	(65,986.80)
08/31/18	136	10011111.2	2016 CFP Grant	1,110.00
08/31/18	136	10163401.3	2016 CFP Grant	(1,110.00)
08/31/18	136	15161600	2016 CFP Grant	1,110.00
08/31/18	136	15161699	2016 CFP Grant	(1,110.00)
08/31/18	137	10011111.2	Now/Sweep Interest	53.13
08/31/18	137	10011111.3	HRA Interest	0.59
08/31/18	137	10011111.4	MM Savings Interest	12.44
08/31/18	137	10013610	Interest Income - August	(66.16)
08/31/18	138	10011111.3	Repayment for Ineligible Expense - Scott	115.00
08/31/18	138	10012117.12	Repayment for Ineligible Expense - Scott	(115.00)
			Transaction Balance	<u>0.00</u>

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Manistee Housing Commission

Journal Entry Journal

August 1, 2018 - August 31, 2018

Date	Reference	Account	Description	Amount
08/01/18	322.1	10011690	To record August checks that cleared in July per July 2018 bank statement.	(13,076.41)
08/01/18	322.1	10011111.2	To record August checks that cleared in July per July 2018 bank statement.	13,076.41
08/31/18	323	10011122	To record charges to tenants per Aug 2018 Statement of Operations.	56,561.24
08/31/18	323	10013110	To record charges to tenants per Aug 2018 Statement of Operations.	(47,642.00)
08/31/18	323	10013120	To record charges to tenants per Aug 2018 Statement of Operations.	(455.00)
08/31/18	323	10013689	To record charges to tenants per Aug 2018 Statement of Operations.	(5,400.00)
08/31/18	323	10013690	To record charges to tenants per Aug 2018 Statement of Operations.	(3,064.24)
08/31/18	324	10011122	To record transfer of security deposit to A/R per Aug 2018 Statement of Operations.	(305.00)
08/31/18	324	10012114	To record transfer of security deposit to A/R per Aug 2018 Statement of Operations.	305.00
08/31/18	PH1	10019998	To record units available.	214.00
08/31/18	PH1	10019999	To record units available.	(214.00)
08/31/18	PH2	10012137	To record estimated monthly PILOT expense.	(2,740.00)
08/31/18	PH2	10014520	To record estimated monthly PILOT expense.	2,740.00
08/31/18	PH3	10014800	To record estimated monthly depreciation expense.	25,210.00
08/31/18	PH3	10011400.95	To record estimated monthly depreciation expense.	(25,210.00)
08/31/18	RT1	10019996	To record units leased.	204.00
08/31/18	RT1	10019997	To record units leased.	(204.00)
08/31/18	RT2	10014510	To record monthly insurance write off.	4,823.99
08/31/18	RT2	10011211	To record monthly insurance write off.	(4,823.99)
08/31/18	RT3	10012117.12	To record HRA transactions per bank statement.	808.56
08/31/18	RT3	10011111.3	To record HRA transactions per bank statement.	(808.56)
08/31/18	RT4	10014110	To record payroll transactions per bank statement.	13,423.80
08/31/18	RT4	10014410	To record payroll transactions per bank statement.	8,054.58
08/31/18	RT4	10012117.4	To record payroll transactions per bank statement.	(1,912.04)
08/31/18	RT4	10012117.5	To record payroll transactions per bank statement.	(1,288.72)
08/31/18	RT4	10012117.6	To record payroll transactions per bank statement.	(6.00)
08/31/18	RT4	10012117.9	To record payroll transactions per bank statement.	(127.03)
08/31/18	RT4	10012117.12	To record payroll transactions per bank statement.	(545.38)
08/31/18	RT4	10012117.13	To record payroll transactions per bank statement.	(140.00)
08/31/18	RT4	10012117.14	To record payroll transactions per bank statement.	(487.98)
08/31/18	RT4	10014182	To record payroll transactions per bank statement.	907.42
08/31/18	RT4	10014433	To record payroll transactions per bank statement.	511.74
08/31/18	RT4	10014190.3	To record payroll transactions per bank statement.	100.90
08/31/18	RT4	10011111.2	To record payroll transactions per bank statement.	(18,491.29)
08/31/18	RT5	10012117.4	To record SHWF debit for payment of health insurance per bank statement.	1,912.04
08/31/18	RT5	10014182	To record SHWF debit for payment of health insurance per bank statement.	4,562.04
08/31/18	RT5	10014433	To record SHWF debit for payment of health insurance per bank statement.	3,848.12
08/31/18	RT5	10011111.2	To record SHWF debit for payment of health insurance per bank statement.	(10,322.20)

Manistee Housing Commission

Journal Entry Journal

August 1, 2018 - August 31, 2018

Date	Reference	Account	Description	Amount
08/31/18	RT6	10012117.5	To record MERS contribution per bank statement.	1,294.62
08/31/18	RT6	10011701	To record MERS contribution per bank statement.	920.00
08/31/18	RT6	10011111.2	To record MERS contribution per bank statement.	(2,214.62)
08/31/18	RT7	10012117.14	To record AFLAC debit per bank statement.	487.98
08/31/18	RT7	10011111.2	To record AFLAC debit per bank statement.	(487.98)
08/31/18	RT8	10012820.00	To record adjustment to Operating Reserve to reflect current month profit or loss.	(82,956.54)
08/31/18	RT8	10012820.01	To record adjustment to Operating Reserve to reflect current month profit or loss.	82,956.54
Transaction Balance				<u><u>0.00</u></u>

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Manistee Housing Commission

General Ledger

August 1, 2018 - August 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10011111.2	NOW Account			173,834.34		
08/01/18	322.1	3	To record August checks that cleared in July per July 2018 bank statement.		13,076.41	
08/01/18	9421	2	Byline Bank		(9,055.19)	
08/01/18	9422	2	DTE Energy		(1,072.24)	
08/01/18	9423	2	Griffin Pest Solutions		(336.00)	
08/01/18	9424	2	Sun Life Financial		(637.73)	
08/01/18	9425	2	VSP		(263.88)	
08/01/18	9426	2	██████████		(100.00)	
08/01/18	9427	2	██████████		(200.00)	
08/01/18	9428	2	██████████		(50.00)	
08/01/18	9429	2	██████████		(200.00)	
08/01/18	9430	2	Petty Cash		(7.20)	
08/01/18	9431	2	██████████		(470.00)	
08/01/18	9432	2	██████████		(34.00)	
08/01/18	9433	2	AT & T Mobile		(463.31)	
08/01/18	9434	2	Mika Meyers PLC		(1,407.70)	
08/01/18	9435	2	Principal Financial Group		(1,408.64)	
08/01/18	9436	2	Staples		(414.58)	
08/01/18	9437	2	Top Line Electric		(605.00)	
08/01/18	9438	2	US Bank Equipment Finance		(792.52)	
08/07/18	9439	2	Alerus Retirement Solutions		(20.00)	
08/07/18	9440	2	Alerus Retirement Solutions		(50.00)	
08/07/18	9441	2	CDM Mobile Shredding, Inc.		(45.00)	
08/07/18	9442	2	Charter Business		(5,930.91)	
08/07/18	9443	2	City of Manistee		(4,560.69)	
08/07/18	9444	2	Consumers Energy		(8,070.63)	
08/07/18	9445	2	Custom Sheet Metal & Heating		(1,354.61)	
08/07/18	9446	2	Fastenal Company		(983.40)	
08/07/18	9447	2	Ford Credit		(481.03)	
08/07/18	9448	2	Gill-Roy's Hardware		(8.99)	
08/07/18	9449	2	Housing Data Systems		(135.00)	
08/07/18	9450	2	H.A.A.S., Inc.		(686.88)	
08/07/18	9451	2	Housing Insurance Services, Inc.		(7,209.00)	
08/07/18	9452	2	Jackpine Business Centers		(268.00)	
08/07/18	9453	2	Kushner & Company		(50.00)	
08/07/18	9454	2	Manistee Landfill		(67.82)	
08/07/18	9455	2	McCardel Water Conditioning		(32.50)	
08/07/18	9456	2	NCRC NAHRO		(75.00)	
08/07/18	9457	2	Next IT		(1,675.22)	
08/07/18	9458	2	PNC Bank		(638.66)	
08/07/18	9459	2	Reserve Account		(700.00)	
08/07/18	9460	2	Spicer Group		(1,110.00)	
08/07/18	9461	2	Wahr Hardware, Inc.		(54.48)	
08/08/18	13242	2	CMHC - West Shore FSA		(272.69)	
08/08/18	13243	2	United Steel Workers		(3.00)	
08/08/18	13244	2	United Steel Workers		(65.16)	
08/16/18	9462	2	Alerus Retirement Solutions		(20.00)	
08/16/18	9463	2	Alerus Retirement Solutions		(50.00)	
08/16/18	9464	2	Manistee Housing Commission		(558.93)	
08/16/18	9465	2	AT & T		(984.76)	
08/16/18	9466	2	Blarney Castle Fleet Program		(160.91)	
08/16/18	9467	2	Cadillac Plgb. & Htg. Supply Co., Inc.		(202.58)	
08/16/18	9468	2	Consumers Energy		(13.81)	
08/16/18	9469	2	Crystal Lock & Supply		(378.00)	
08/16/18	9470	2	Fastenal Company		(647.56)	
08/16/18	9471	2	Griffin Pest Solutions		(1,303.00)	
08/16/18	9472	2	Haglund's Floor Covering		(7.95)	

ALL CURRENT INFORMATION HAS BEEN REDACTED TO PROTECT FEDERAL PRIVACY ACT PARTICIPANTS AND PAST PROGRAM PARTICIPANTS

Manistee Housing Commission

General Ledger

August 1, 2018 - August 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/16/18	9473	2	HD Supply Facilities Mtce		(142.17)	
08/16/18	9474	2	Housing Insurance Services, Inc.		(1,931.00)	
08/16/18	9475	2	Housing Authority Risk Retention Group		(671.00)	
08/16/18	9476	2	Next IT		(711.93)	
08/16/18	9477	2	The PI Company		(84.15)	
08/16/18	9478	2	Republic Services		(1,716.91)	
08/16/18	9479	2	Sherwin-Williams Co.		(677.99)	
08/22/18	13245	2	CMHC - West Shore FSA		(272.69)	
08/22/18	13246	2	United Steel Workers		(3.00)	
08/22/18	13247	2	United Steel Workers		(61.87)	
08/31/18	133	1	August Cash Receipts		62,970.31	
08/31/18	134	1	Operating Subsidy		47,492.00	
08/31/18	135	1	2018 CFP Grant		65,986.80	
08/31/18	136	1	2016 CFP Grant		1,110.00	
08/31/18	137	1	Now/Sweep Interest		53.13	
08/31/18	RT4	3	To record payroll transactions per bank statement.		(18,491.29)	
08/31/18	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		(10,322.20)	
08/31/18	RT6	3	To record MERS contribution per bank statement.		(2,214.62)	
08/31/18	RT7	3	To record AFLAC debit per bank statement.		(487.98)	
			Totals for 10011111.2		<u>96,505.69</u>	<u>270,340.03</u>
10011111.3	HRA Account			9,341.33		
08/08/18	13242	2	CMHC - West Shore FSA		272.69	
08/22/18	13245	2	CMHC - West Shore FSA		272.69	
08/31/18	137	1	HRA Interest		0.59	
08/31/18	138	1	Repayment for Ineligible Expense - Scott		115.00	
08/31/18	RT3	3	To record HRA transactions per bank statement.		(808.56)	
			Totals for 10011111.3		<u>(147.59)</u>	<u>9,193.74</u>
10011111.4	Money Market Savings			53,208.57		
08/16/18	9464	2	Manistee Housing Commission		558.93	
08/31/18	137	1	MM Savings Interest		12.44	
			Totals for 10011111.4		<u>571.37</u>	<u>53,779.94</u>
10011117	Petty Cash Fund			250.00		
			Totals for 10011117		<u>0.00</u>	<u>250.00</u>
10011118	Change Fund			50.00		
			Totals for 10011118		<u>0.00</u>	<u>50.00</u>
10011122	Tenants Accounts Receivable			3,062.62		
08/01/18	9432	2	██████████		34.00	
08/31/18	133	1	August TAR Collections		(59,096.67)	
08/31/18	323	3	To record charges to tenants per Aug 2018 Statement of Operations.		56,561.24	
08/31/18	324	3	To record transfer of security deposit to A/R per Aug 2018 Statement of Operations.		(305.00)	
			Totals for 10011122		<u>(2,806.43)</u>	<u>256.19</u>
10011122.1	Allowance for Doubtful Accounts-TAR			(29,377.66)		
08/31/18	133	1	August Bad Debt Collections		(1,654.18)	
			Totals for 10011122.1		<u>(1,654.18)</u>	<u>(31,031.84)</u>
10011129	Accounts Receivable-Other			2,965.23		

**Manistee Housing Commission
General Ledger**

August 1, 2018 - August 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10011129					<u>0.00</u>	<u>2,965.23</u>
10011211	Prepaid Insurance			7,708.20		
08/07/18	9451	2	Housing Insurance Services, Inc.		7,209.00	
08/16/18	9474	2	Housing Insurance Services, Inc.		1,931.00	
08/16/18	9475	2	Housing Authority Risk Retention Group		671.00	
08/31/18	RT2	3	To record monthly insurance write off.		<u>(4,823.99)</u>	
Totals for 10011211					<u>4,987.01</u>	<u>12,695.21</u>
10011400	Construction in Progress-CFP			12,918.00		
08/07/18	9460	2	Spicer Group		<u>1,110.00</u>	
Totals for 10011400					<u>1,110.00</u>	<u>14,028.00</u>
10011400.6	Land			360,271.62		
Totals for 10011400.6					<u>0.00</u>	<u>360,271.62</u>
10011400.61	Land Improvements			89,807.07		
Totals for 10011400.61					<u>0.00</u>	<u>89,807.07</u>
10011400.7	Buildings			4,657,515.77		
Totals for 10011400.7					<u>0.00</u>	<u>4,657,515.77</u>
10011400.71	Building Improvements			5,418,346.21		
Totals for 10011400.71					<u>0.00</u>	<u>5,418,346.21</u>
10011400.72	Non-dwelling Structures			8,525.00		
Totals for 10011400.72					<u>0.00</u>	<u>8,525.00</u>
10011400.8	Furn., Equip., Mach.-Dwellings			268,877.30		
Totals for 10011400.8					<u>0.00</u>	<u>268,877.30</u>
10011400.9	Furn., Equip., Mach.-Admin			324,286.07		
Totals for 10011400.9					<u>0.00</u>	<u>324,286.07</u>
10011400.95	Accumulated Depreciation-ALL			(8,386,504.79)		
08/31/18	PH3	3	To record estimated monthly depreciation expense.		<u>(25,210.00)</u>	
Totals for 10011400.95					<u>(25,210.00)</u>	<u>(8,411,714.79)</u>
10011690	Undistributed Debits			13,076.41		
08/01/18	322.1	3	To record August checks that cleared in July per July 2018 bank statement.		<u>(13,076.41)</u>	
Totals for 10011690					<u>(13,076.41)</u>	<u>0.00</u>
10011701	Deferred Outflows			30,452.96		
08/31/18	RT6	3	To record MERS contribution per bank statement.		<u>920.00</u>	
Totals for 10011701					<u>920.00</u>	<u>31,372.96</u>
10012111	Vendors and Contractors			(42,816.42)		
Totals for 10012111					<u>0.00</u>	<u>(42,816.42)</u>
10012114	Tenant Security Deposits			(49,017.00)		
08/01/18	9431	2	██████████		470.00	
08/31/18	133	1	August Security Deposit Collections		<u>(532.00)</u>	
08/31/18	324	3	To record transfer of security deposit to A/R per Aug 2018 Statement of Operations.		<u>305.00</u>	
Totals for 10012114					<u>243.00</u>	<u>(48,774.00)</u>

**Manistee Housing Commission
General Ledger**

August 1, 2018 - August 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012117.12	FSA Withheld			342.39		
08/31/18	138	1	Repayment for Ineligible Expense - Scott		(115.00)	
08/31/18	RT3	3	To record HRA transactions per bank statement.		808.56	
08/31/18	RT4	3	To record payroll transactions per bank statement.		(545.38)	
			Totals for 10012117.12		<u>148.18</u>	<u>490.57</u>
10012117.13	MERS HCSP Withheld			(70.00)		
08/07/18	9439	2	Alerus Retirement Solutions		20.00	
08/07/18	9440	2	Alerus Retirement Solutions		50.00	
08/16/18	9462	2	Alerus Retirement Solutions		20.00	
08/16/18	9463	2	Alerus Retirement Solutions		50.00	
08/31/18	RT4	3	To record payroll transactions per bank statement.		(140.00)	
			Totals for 10012117.13		<u>0.00</u>	<u>(70.00)</u>
10012117.14	AFLAC Pre-Tax			(487.98)		
08/31/18	RT4	3	To record payroll transactions per bank statement.		(487.98)	
08/31/18	RT7	3	To record AFLAC debit per bank statement.		487.98	
			Totals for 10012117.14		<u>0.00</u>	<u>(487.98)</u>
10012117.4	125 Medical Withheld			0.00		
08/31/18	RT4	3	To record payroll transactions per bank statement.		(1,912.04)	
08/31/18	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		1,912.04	
			Totals for 10012117.4		<u>0.00</u>	<u>0.00</u>
10012117.5	Pension Withheld			(1,294.62)		
08/31/18	RT4	3	To record payroll transactions per bank statement.		(1,288.72)	
08/31/18	RT6	3	To record MERS contribution per bank statement.		1,294.62	
			Totals for 10012117.5		<u>5.90</u>	<u>(1,288.72)</u>
10012117.6	PAC Withheld			0.00		
08/08/18	13243	2	United Steel Workers		3.00	
08/22/18	13246	2	United Steel Workers		3.00	
08/31/18	RT4	3	To record payroll transactions per bank statement.		(6.00)	
			Totals for 10012117.6		<u>0.00</u>	<u>0.00</u>
10012117.9	Union Dues Withheld			0.00		
08/08/18	13244	2	United Steel Workers		65.16	
08/22/18	13247	2	United Steel Workers		61.87	
08/31/18	RT4	3	To record payroll transactions per bank statement.		(127.03)	
			Totals for 10012117.9		<u>0.00</u>	<u>0.00</u>
10012119.2	Interfund Payable - DVG			(935.90)		
			Totals for 10012119.2		<u>0.00</u>	<u>(935.90)</u>
10012131	EPC Loan - Current			(16,644.68)		
08/01/18	9421	2	Byline Bank		3,293.63	
			Totals for 10012131		<u>3,293.63</u>	<u>(13,351.05)</u>

Manistee Housing Commission

General Ledger

August 1, 2018 - August 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10012132	EPC Loan - Noncurrent			(1,064,048.65)		
			Totals for 10012132		<u>0.00</u>	<u>(1,064,048.65)</u>
10012133	Capital Lease - 2016 F250 - Current			(2,073.52)		
08/07/18	9447	2	Ford Credit		<u>410.61</u>	
			Totals for 10012133		<u>410.61</u>	<u>(1,662.91)</u>
10012135	Accrued Salaries and Wages			(6,656.92)		
			Totals for 10012135		<u>0.00</u>	<u>(6,656.92)</u>
10012135.1	Accrued Comp. Absences-Current			(21,675.11)		
			Totals for 10012135.1		<u>0.00</u>	<u>(21,675.11)</u>
10012135.3	Accrued Comp. Absences-Non Current			(10,588.82)		
			Totals for 10012135.3		<u>0.00</u>	<u>(10,588.82)</u>
10012137	Payments in Lieu of Taxes			(19,180.00)		
08/31/18	PH2	3	To record estimated monthly PILOT expense.		<u>(2,740.00)</u>	
			Totals for 10012137		<u>(2,740.00)</u>	<u>(21,920.00)</u>
10012138	Net Pension Liability			(29,179.00)		
			Totals for 10012138		<u>0.00</u>	<u>(29,179.00)</u>
10012139	Capital Lease - 2016 F250 - Non Current			(12,128.50)		
			Totals for 10012139		<u>0.00</u>	<u>(12,128.50)</u>
10012806	Unrestricted Net Position			(159,735.69)		
			Totals for 10012806		<u>0.00</u>	<u>(159,735.69)</u>
10012806.1	Invested in Capital Assets			(1,759,028.37)		
			Totals for 10012806.1		<u>0.00</u>	<u>(1,759,028.37)</u>
10012820.00	HUD Operating Reserve - Memo			(83,012.62)		
08/31/18	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>(82,956.54)</u>	
			Totals for 10012820.00		<u>(82,956.54)</u>	<u>(165,969.16)</u>
10012820.01	HUD Operating Reserve-Contra			83,012.62		
08/31/18	RT8	3	To record adjustment to Operating Reserve to reflect current month profit or loss.		<u>82,956.54</u>	
			Totals for 10012820.01		<u>82,956.54</u>	<u>165,969.16</u>
10013110	Dwelling Rental Revenue			(311,296.00)		
08/31/18	323	3	To record charges to tenants per Aug 2018 Statement of Operations.		<u>(47,642.00)</u>	
			Totals for 10013110		<u>(47,642.00)</u>	<u>(358,938.00)</u>
10013120	Tenant Revenue - Excess Utilities			(3,452.02)		
08/31/18	323	3	To record charges to tenants per Aug 2018 Statement of Operations.		<u>(455.00)</u>	
			Totals for 10013120		<u>(455.00)</u>	<u>(3,907.02)</u>
10013401.1	Operating Grants			0.00		
08/31/18	135	1	2018 CFP Grant		<u>(65,986.80)</u>	
			Totals for 10013401.1		<u>(65,986.80)</u>	<u>(65,986.80)</u>
10013401.2	Operating Subsidy			(332,458.00)		

**Manistee Housing Commission
General Ledger**

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/31/18	134	1	Operating Subsidy		<u>(47,492.00)</u>	
			Totals for 10013401.2		<u>(47,492.00)</u>	<u>(379,950.00)</u>
10013610	Interest Income			(391.29)		
08/31/18	137	1	Interest Income - August		<u>(66.16)</u>	
			Totals for 10013610		<u>(66.16)</u>	<u>(457.45)</u>
10013689	Tenant Revenue - Cable TV			(35,592.00)		
08/31/18	323	3	To record charges to tenants per Aug 2018 Statement of Operations.		<u>(5,400.00)</u>	
			Totals for 10013689		<u>(5,400.00)</u>	<u>(40,992.00)</u>
10013690	Tenant Revenue - Other			(19,500.94)		
08/31/18	323	3	To record charges to tenants per Aug 2018 Statement of Operations.		<u>(3,064.24)</u>	
			Totals for 10013690		<u>(3,064.24)</u>	<u>(22,565.18)</u>
10013690.1	Other Revenue			(358.86)		
08/31/18	133	1	Sale of Refrigerator		<u>(150.00)</u>	
			Totals for 10013690.1		<u>(150.00)</u>	<u>(508.86)</u>
10013690.4	Laundry Revenue			(5,458.49)		
08/31/18	133	1	Laundry Income		<u>(499.18)</u>	
			Totals for 10013690.4		<u>(499.18)</u>	<u>(5,957.67)</u>
10013690.6	Fraud Recovery Revenue			(1,427.56)		
08/31/18	133	1	Pymt of Restitution - Wisniewski		<u>(205.28)</u>	
			Totals for 10013690.6		<u>(205.28)</u>	<u>(1,632.84)</u>
10013690.7	Management Fee - DVG			(5,831.00)		
08/31/18	133	1	Management Fee Income - DVG		<u>(833.00)</u>	
			Totals for 10013690.7		<u>(833.00)</u>	<u>(6,664.00)</u>
10013690.8	Restitution Income			(2,497.00)		
			Totals for 10013690.8		<u>0.00</u>	<u>(2,497.00)</u>
10014110	Administrative Wages			84,627.04		
08/31/18	RT4	3	To record payroll transactions per bank statement.		<u>13,423.80</u>	
			Totals for 10014110		<u>13,423.80</u>	<u>98,050.84</u>
10014130	Legal Expense			5,753.87		
08/01/18	9434	2	Mika Meyers PLC		<u>1,407.70</u>	
			Totals for 10014130		<u>1,407.70</u>	<u>7,161.57</u>
10014170	Accounting Fees			5,550.66		
08/07/18	9450	2	H.A.A.S., Inc.		<u>686.88</u>	
			Totals for 10014170		<u>686.88</u>	<u>6,237.54</u>
10014182	Employee Benefits - Admin			49,833.08		
08/01/18	9424	2	Sun Life Financial		399.07	
08/01/18	9425	2	VSP		142.44	
08/01/18	9435	2	Principal Financial Group		804.78	
08/31/18	RT4	3	To record payroll transactions per bank statement.		907.42	
08/31/18	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		<u>4,562.04</u>	
			Totals for 10014182		<u>6,815.75</u>	<u>56,648.83</u>
10014185	Telephone			12,627.21		

Manistee Housing Commission

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Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/01/18	9433	2	AT & T Mobile		463.31	
08/16/18	9465	2	AT & T		984.76	
Totals for 10014185					<u>1,448.07</u>	<u>14,075.28</u>
10014190.1	Publications			1,354.00		
Totals for 10014190.1					<u>0.00</u>	<u>1,354.00</u>
10014190.2	Membership Dues and Fees			1,231.38		
08/07/18	9456	2	NCRC NAHRO		75.00	
Totals for 10014190.2					<u>75.00</u>	<u>1,306.38</u>
10014190.3	Admin Service Contracts			29,858.49		
08/01/18	9438	2	US Bank Equipment Finance		792.52	
08/07/18	9441	2	CDM Mobile Shredding, Inc.		45.00	
08/07/18	9449	2	Housing Data Systems		135.00	
08/07/18	9453	2	Kushner & Company		50.00	
08/07/18	9457	2	Next IT		1,675.22	
08/16/18	9476	2	Next IT		711.93	
08/31/18	RT4	3	To record payroll transactions per bank statement.		100.90	
Totals for 10014190.3					<u>3,510.57</u>	<u>33,369.06</u>
10014190.4	Office Supplies			4,478.23		
08/01/18	9436	2	Staples		414.58	
08/07/18	9452	2	Jackpine Business Centers		268.00	
Totals for 10014190.4					<u>682.58</u>	<u>5,160.81</u>
10014190.5	Other Sundry-Misc.			9,358.48		
08/01/18	9430	2	Petty Cash		7.20	
08/07/18	9455	2	McCardel Water Conditioning		32.50	
08/07/18	9458	2	PNC Bank		638.66	
08/07/18	9459	2	Reserve Account		700.00	
08/16/18	9477	2	The PI Company		84.15	
Totals for 10014190.5					<u>1,462.51</u>	<u>10,820.99</u>
10014220	Rec., Pub., & Other Services			326.40		
Totals for 10014220					<u>0.00</u>	<u>326.40</u>
10014221	Resident Employee Stipend			3,850.00		
08/01/18	9426	2	[REDACTED]		100.00	
08/01/18	9427	2	[REDACTED]		200.00	
08/01/18	9428	2	[REDACTED]		50.00	
08/01/18	9429	2	[REDACTED]		200.00	
Totals for 10014221					<u>550.00</u>	<u>4,400.00</u>
10014230	Contract Costs-Cable & Other			41,292.70		
08/07/18	9442	2	Charter Business		5,930.91	
Totals for 10014230					<u>5,930.91</u>	<u>47,223.61</u>
10014310	Water & Sewer			34,076.04		
08/07/18	9443	2	City of Manistee		4,560.69	
Totals for 10014310					<u>4,560.69</u>	<u>38,636.73</u>
10014320	Electricity			71,106.85		
08/07/18	9444	2	Consumers Energy		8,070.63	
08/16/18	9468	2	Consumers Energy		13.81	
Totals for 10014320					<u>8,084.44</u>	<u>79,191.29</u>

Manistee Housing Commission

General Ledger

August 1, 2018 - August 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10014330	Gas			22,142.73		
08/01/18	9422	2	DTE Energy		1,072.24	
			Totals for 10014330		<u>1,072.24</u>	<u>23,214.97</u>
10014410	Maintenance Wages			61,469.41		
08/31/18	RT4	3	To record payroll transactions per bank statement.		8,054.58	
			Totals for 10014410		<u>8,054.58</u>	<u>69,523.99</u>
10014420	Materials			22,748.15		
08/07/18	9446	2	Fastenal Company		983.40	
08/07/18	9448	2	Gill-Roy's Hardware		8.99	
08/07/18	9461	2	Wahr Hardware, Inc.		54.48	
08/16/18	9466	2	Blarney Castle Fleet Program		160.91	
08/16/18	9467	2	Cadillac Plgb. & Htg. Supply Co., Inc.		202.58	
08/16/18	9470	2	Fastenal Company		647.56	
08/16/18	9472	2	Haglund's Floor Covering		7.95	
08/16/18	9473	2	HD Supply Facilities Mtce		142.17	
08/16/18	9479	2	Sherwin-Williams Co.		677.99	
			Totals for 10014420		<u>2,886.03</u>	<u>25,634.18</u>
10014430.01	Garbage Removal			13,759.51		
08/07/18	9454	2	Manistee Landfill		67.82	
08/16/18	9478	2	Republic Services		1,716.91	
			Totals for 10014430.01		<u>1,784.73</u>	<u>15,544.24</u>
10014430.02	Heating & Cooling Contracts			14,844.03		
08/07/18	9445	2	Custom Sheet Metal & Heating		1,354.61	
			Totals for 10014430.02		<u>1,354.61</u>	<u>16,198.64</u>
10014430.03	Snow Removal Contracts			200.00		
			Totals for 10014430.03		<u>0.00</u>	<u>200.00</u>
10014430.04	Elevator Contracts			14,365.00		
			Totals for 10014430.04		<u>0.00</u>	<u>14,365.00</u>
10014430.05	Landscape & Grounds Contracts			2,400.00		
			Totals for 10014430.05		<u>0.00</u>	<u>2,400.00</u>
10014430.06	Unit Turnaround Contracts			7,715.00		
			Totals for 10014430.06		<u>0.00</u>	<u>7,715.00</u>
10014430.07	Electrical Contracts			1,487.95		
08/01/18	9437	2	Top Line Electric		605.00	
			Totals for 10014430.07		<u>605.00</u>	<u>2,092.95</u>
10014430.08	Plumbing Contracts			4,790.22		
			Totals for 10014430.08		<u>0.00</u>	<u>4,790.22</u>
10014430.09	Extermination Contracts			9,672.00		
08/01/18	9423	2	Griffin Pest Solutions		336.00	
08/16/18	9471	2	Griffin Pest Solutions		1,303.00	
			Totals for 10014430.09		<u>1,639.00</u>	<u>11,311.00</u>
10014430.11	Routine Maintenance Contracts			2,241.95		
08/16/18	9469	2	Crystal Lock & Supply		378.00	
			Totals for 10014430.11		<u>378.00</u>	<u>2,619.95</u>

Manistee Housing Commission

General Ledger

August 1, 2018 - August 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
10014430.12	Miscellaneous		Contracts	5,213.26		
			Totals for 10014430.12		<u>0.00</u>	<u>5,213.26</u>
10014433	Employee Benefits - Maint.			40,216.43		
08/01/18	9424	2	Sun Life Financial		238.66	
08/01/18	9425	2	VSP		121.44	
08/01/18	9435	2	Principal Financial Group		603.86	
08/31/18	RT4	3	To record payroll transactions per bank statement.		511.74	
08/31/18	RT5	3	To record SHWF debit for payment of health insurance per bank statement.		3,848.12	
			Totals for 10014433		<u>5,323.82</u>	<u>45,540.25</u>
10014440	Staff Training-Maintenance			409.00		
			Totals for 10014440		<u>0.00</u>	<u>409.00</u>
10014510	Insurance			50,423.57		
08/31/18	RT2	3	To record monthly insurance write off.		4,823.99	
			Totals for 10014510		<u>4,823.99</u>	<u>55,247.56</u>
10014520	Payment in Lieu of Taxes			19,180.00		
08/31/18	PH2	3	To record estimated monthly PILOT expense.		2,740.00	
			Totals for 10014520		<u>2,740.00</u>	<u>21,920.00</u>
10014570	Collection Losses			41,394.93		
			Totals for 10014570		<u>0.00</u>	<u>41,394.93</u>
10014580	Interest Expense			41,318.13		
08/01/18	9421	2	Byline Bank		5,761.56	
08/07/18	9447	2	Ford Credit		70.42	
			Totals for 10014580		<u>5,831.98</u>	<u>47,150.11</u>
10014800	Depreciation - Current Year			176,470.00		
08/31/18	PH3	3	To record estimated monthly depreciation expense.		25,210.00	
			Totals for 10014800		<u>25,210.00</u>	<u>201,680.00</u>
10017510	Principal Payments - EPC			20,434.41		
08/01/18	9421	2	Byline Bank		3,293.63	
			Totals for 10017510		<u>3,293.63</u>	<u>23,728.04</u>
10017511	Principal Payments - F150			2,818.12		
08/07/18	9447	2	Ford Credit		410.61	
			Totals for 10017511		<u>410.61</u>	<u>3,228.73</u>
10017520	Replacement of Equipment			7,673.00		
			Totals for 10017520		<u>0.00</u>	<u>7,673.00</u>
10017540	Betterments and Additions			32,745.00		
			Totals for 10017540		<u>0.00</u>	<u>32,745.00</u>
10017590	Operating Expenditures-Contra			(63,670.53)		
08/01/18	9421	2	Byline Bank		(3,293.63)	
08/07/18	9447	2	Ford Credit		(410.61)	
			Totals for 10017590		<u>(3,704.24)</u>	<u>(67,374.77)</u>
10019996	Unit Months Leased			1,410.00		
08/31/18	RT1	3	To record units leased.		204.00	

Manistee Housing Commission

General Ledger

August 1, 2018 - August 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			Totals for 10019996		<u>204.00</u>	<u>1,614.00</u>
10019997	Unit Months Leased - Contra			(1,410.00)		
08/31/18	RT1 3		To record units leased.		<u>(204.00)</u>	
			Totals for 10019997		<u>(204.00)</u>	<u>(1,614.00)</u>
10019998	Unit Months Available			1,498.00		
08/31/18	PH1 3		To record units available.		<u>214.00</u>	
			Totals for 10019998		<u>214.00</u>	<u>1,712.00</u>
10019999	Unit Months Available - Contra			(1,498.00)		
08/31/18	PH1 3		To record units available.		<u>(214.00)</u>	
			Totals for 10019999		<u>(214.00)</u>	<u>(1,712.00)</u>
10163401.3	Capital Grants			(7,751.50)		
08/31/18	136 1		2016 CFP Grant		<u>(1,110.00)</u>	
			Totals for 10163401.3		<u>(1,110.00)</u>	<u>(8,861.50)</u>
10173401.1	Operating Grants			(39,126.95)		
			Totals for 10173401.1		<u>0.00</u>	<u>(39,126.95)</u>
10173401.3	Capital Grants			(5,166.50)		
			Totals for 10173401.3		<u>0.00</u>	<u>(5,166.50)</u>
10174110	Administrative Wages			19,693.00		
			Totals for 10174110		<u>0.00</u>	<u>19,693.00</u>
10174182	Employee Benefits - Admin			1,506.00		
			Totals for 10174182		<u>0.00</u>	<u>1,506.00</u>
10174190.3	Administrative Service Contracts			14,178.00		
			Totals for 10174190.3		<u>0.00</u>	<u>14,178.00</u>
10174190.5	Other Sundry-Misc.			2,149.95		
			Totals for 10174190.5		<u>0.00</u>	<u>2,149.95</u>
10174430.12	Miscellaneous Contracts			1,600.00		
			Totals for 10174430.12		<u>0.00</u>	<u>1,600.00</u>
15161406	Operations			29,680.00		
			Totals for 15161406		<u>0.00</u>	<u>29,680.00</u>
15161408	Management Improvement			21,200.00		
			Totals for 15161408		<u>0.00</u>	<u>21,200.00</u>
15161410	Administration			21,200.00		
			Totals for 15161410		<u>0.00</u>	<u>21,200.00</u>
15161430	A & E Fees			15,000.00		
08/07/18	9460 2		Spicer Group		<u>1,110.00</u>	
			Totals for 15161430		<u>1,110.00</u>	<u>16,110.00</u>
15161460	Dwelling Structures			64,008.84		
			Totals for 15161460		<u>0.00</u>	<u>64,008.84</u>
15161460.99	Dwelling Structures - Soft Costs			30,032.50		
			Totals for 15161460.99		<u>0.00</u>	<u>30,032.50</u>

Manistee Housing Commission

General Ledger

August 1, 2018 - August 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
15161465			Dwelling Equipment	6,027.00		
			Totals for 15161465		<u>0.00</u>	<u>6,027.00</u>
15161470			Nondwelling Structures	1,475.00		
			Totals for 15161470		<u>0.00</u>	<u>1,475.00</u>
15161475			Non-dwelling Equipment	15,000.00		
			Totals for 15161475		<u>0.00</u>	<u>15,000.00</u>
15161600			CFP Funding	203,623.34		
08/31/18	136	1	2016 CFP Grant		<u>1,110.00</u>	
			Totals for 15161600		<u>1,110.00</u>	<u>204,733.34</u>
15161699			CFP Funding - Contra	(203,623.34)		
08/31/18	136	1	2016 CFP Grant		<u>(1,110.00)</u>	
			Totals for 15161699		<u>(1,110.00)</u>	<u>(204,733.34)</u>
15169800			CFP Cost - Contra	(203,623.34)		
08/07/18	9460	2	Spicer Group		<u>(1,110.00)</u>	
			Totals for 15169800		<u>(1,110.00)</u>	<u>(204,733.34)</u>
15171406			Operations	42,399.00		
			Totals for 15171406		<u>0.00</u>	<u>42,399.00</u>
15171408			Management Improvement	15,875.36		
			Totals for 15171408		<u>0.00</u>	<u>15,875.36</u>
15171410			Administration	21,199.00		
			Totals for 15171410		<u>0.00</u>	<u>21,199.00</u>
15171430			A & E Fees	10,425.61		
			Totals for 15171430		<u>0.00</u>	<u>10,425.61</u>
15171600			CFP Funding	89,898.97		
			Totals for 15171600		<u>0.00</u>	<u>89,898.97</u>
15171699			CFP Funding - Contra	(89,898.97)		
			Totals for 15171699		<u>0.00</u>	<u>(89,898.97)</u>
15179800			CFP Cost - Contra	(89,898.97)		
			Totals for 15179800		<u>0.00</u>	<u>(89,898.97)</u>
15181406			Operations	0.00		
08/31/18	135	1	2018 CFP Grant		<u>65,986.80</u>	
			Totals for 15181406		<u>65,986.80</u>	<u>65,986.80</u>
15181600			CFP Funding	0.00		
08/31/18	135	1	2018 CFP Grant		<u>65,986.80</u>	
			Totals for 15181600		<u>65,986.80</u>	<u>65,986.80</u>
15181699			CFP Funding - Contra	0.00		
08/31/18	135	1	2018 CFP Grant		<u>(65,986.80)</u>	
			Totals for 15181699		<u>(65,986.80)</u>	<u>(65,986.80)</u>
15189800			CFP Cost - Contra	0.00		
08/31/18	135	1	2018 CFP Grant		<u>(65,986.80)</u>	
			Totals for 15189800		<u>(65,986.80)</u>	<u>(65,986.80)</u>

Manistee Housing Commission

General Ledger

August 1, 2018 - August 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
				Report Total		<u>0.00</u>
Net Profit/(Loss)						
Current Period					<u>62,560.78</u>	
Year-to-Date					<u>(114,043.76)</u>	

DOCUMENT REDACTED
PER FEDERAL PRIVACY ACT
ALL PERSONALLY IDENTIFYING INFORMATION
OF CURRENT AND PAST PROGRAM PARTICIPANTS
HAS BEEN REDACTED

Manistee Housing Commission
Bank Account Reconciliation Transmittal

Public Housing Checking - 851620
August 1, 2018 - August 31, 2018

General Ledger

Balance per General Ledger (Account 10011111.2) at 08/01/18	173,834.34
Activity for the month:	
Total Debits (Deposits and Additions)	190,688.65
Total Credits (Checks and Payments)	<u>(94,182.96)</u>
Unadjusted General Ledger Balance at 08/31/18	270,340.03
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 08/31/18	<u><u>270,340.03</u></u>

Bank

Balance per Bank Statement at 08/31/18	272,501.64
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	(2,161.61)
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 08/31/18	<u><u>270,340.03</u></u>

DOCUMENT REDACTED
PER FEDERAL PRIVACY ACT
ALL PERSONALLY IDENTIFYING INFORMATION
OF CURRENT AND PAST PROGRAM PARTICIPANTS
HAS BEEN REDACTED

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking
August 1, 2018 - August 31, 2018

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
				Beginning Bank Balance
				174,941.35
Cleared Deposits & Additions				
129	07/31/18		July Cash Receipts	941.00
133	08/31/18	Multiple	August Cash Receipts	62,970.31
134	08/31/18	10013401.2	Operating Subsidy	47,492.00
135	08/31/18	Multiple	2018 CFP Grant	65,986.80
136	08/31/18	Multiple	2016 CFP Grant	1,110.00
137	08/31/18	Multiple	Now/Sweep Interest	53.13
322.1	08/01/18		To record August checks that cleared in July per July 2018 bank statement.	13,076.41
				Total
				191,629.65
				Statement Total
				191,629.65
				Difference
				0.00
Cleared Checks & Payments				
9421	08/01/18	Multiple	Byline Bank	9,055.19
9422	08/01/18	10014330	DTE Energy	1,072.24
9423	08/01/18	10014430.09	Griffin Pest Solutions	336.00
9424	08/01/18	Multiple	Sun Life Financial	637.73
9425	08/01/18	Multiple	VSP	263.88
9426	08/01/18	10014221	[REDACTED]	100.00
9427	08/01/18	10014221	[REDACTED]	200.00
9428	08/01/18	10014221	[REDACTED]	50.00
9429	08/01/18	10014221	[REDACTED]	200.00
9430	08/01/18	Multiple	Petty Cash	7.20
9431	08/01/18	10012114	[REDACTED]	470.00
9433	08/01/18	10014185	AT & T Mobile	463.31
9434	08/01/18	10014130	Mika Meyers PLC	1,407.70
9435	08/01/18	Multiple	Principal Financial Group	1,408.64
9436	08/01/18	10014190.4	Staples	414.58
9437	08/01/18	10014430.07	Top Line Electric	605.00
9438	08/01/18	10014190.3	US Bank Equipment Finance	792.52
9439	08/07/18	10012117.13	Alerus Retirement Solutions	20.00
9440	08/07/18	10012117.13	Alerus Retirement Solutions	50.00
9441	08/07/18	10014190.3	CDM Mobile Shredding, Inc.	45.00
9442	08/07/18	10014230	Charter Business	5,930.91
9443	08/07/18	10014310	City of Manistee	4,560.69
9444	08/07/18	10014320	Consumers Energy	8,070.63
9445	08/07/18	10014430.02	Custom Sheet Metal & Heating	1,354.61
9446	08/07/18	10014420	Fastenal Company	983.40
9447	08/07/18	Multiple	Ford Credit	481.03
9448	08/07/18	10014420	Gill-Roy's Hardware	8.99
9449	08/07/18	10014190.3	Housing Data Systems	135.00
9450	08/07/18	10014170	H.A.A.S., Inc.	686.88
9451	08/07/18	10011211	Housing Insurance Services, Inc.	7,209.00
9452	08/07/18	10014190.4	Jackpine Business Centers	268.00
9453	08/07/18	10014190.3	Kushner & Company	50.00
9454	08/07/18	10014430.01	Manistee Landfill	67.82
9455	08/07/18	Multiple	McCardel Water Conditioning	32.50
9457	08/07/18	10014190.3	Next IT	1,675.22
9458	08/07/18	10014190.5	PNC Bank	638.66
9459	08/07/18	10014190.5	Reserve Account	700.00
9460	08/07/18	Multiple	Spicer Group	1,110.00
9461	08/07/18	10014420	Wahr Hardware, Inc.	54.48
9462	08/16/18	10012117.13	Alerus Retirement Solutions	20.00
9463	08/16/18	10012117.13	Alerus Retirement Solutions	50.00
9464	08/16/18	10011111.4	Manistee Housing Commission	558.93
9465	08/16/18	10014185	AT & T	984.76

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking
August 1, 2018 - August 31, 2018

Reference	Date	GL Account	Description	Amount
9466	08/16/18	10014420	Blarney Castle Fleet Program	160.91
9467	08/16/18	10014420	Cadillac Plgb. & Htg. Supply Co., Inc.	202.58
9468	08/16/18	10014320	Consumers Energy	13.81
9469	08/16/18	10014430.11	Crystal Lock & Supply	378.00
9470	08/16/18	10014420	Fastenal Company	647.56
9471	08/16/18	10014430.09	Griffin Pest Solutions	1,303.00
9472	08/16/18	10014420	Haglund's Floor Covering	7.95
9473	08/16/18	10014420	HD Supply Facilities Mtce	142.17
9474	08/16/18	10011211	Housing Insurance Services, Inc.	1,931.00
9475	08/16/18	10011211	Housing Authority Risk Retention Group	671.00
9476	08/16/18	10014190.3	Next IT	711.93
9477	08/16/18	10014190.5	The PI Company	84.15
9478	08/16/18	10014430.01	Republic Services	1,716.91
9479	08/16/18	10014420	Sherwin-Williams Co.	677.99
13238	07/11/18	10012117.9	United Steel Workers	66.36
13241	07/25/18	10012117.9	United Steel Workers	62.07
13242	08/08/18	10011111.3	CMHC - West Shore FSA	272.69
13245	08/22/18	10011111.3	CMHC - West Shore FSA	272.69
RT4	08/31/18		To record payroll transactions per bank statement.	18,491.29
RT5	08/31/18		To record SHWF debit for payment of health insurance per bank statement.	10,322.20
RT6	08/31/18		To record MERS contribution per bank statement.	2,214.62
RT7	08/31/18		To record AFLAC debit per bank statement.	487.98

Total	<u>94,069.36</u>
Statement Total	<u>94,069.36</u>
Difference	<u>0.00</u>
Ending Bank Balance	<u><u>272,501.64</u></u>

Reconciled Bank Information

Ending Bank Balance	272,501.64
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Open Deposits & Additions

Total	<u>0.00</u>
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Open Checks & Payments

8056	11/02/16			202.00
8075	11/02/16			84.00
8386	04/03/17			4.50
8491	05/11/17			469.00
8509	06/01/17			183.08
8611	07/20/17			76.00
8625	07/20/17			91.00
8983	01/04/18	10012114		284.00
9250	05/01/18	10012114		475.00
9318	06/05/18	10012114		45.00
9432	08/01/18	10011122		34.00
9456	08/07/18	10014190.2	NCRC NAHRO	75.00
13150	03/08/17			3.00
13240	07/25/18	10012117.6		3.00
13243	08/08/18	10012117.6		3.00
13244	08/08/18	10012117.9		65.16
13246	08/22/18	10012117.6		3.00
13247	08/22/18	10012117.9		61.87

Total	<u>2,161.61</u>
Reconciled Bank Balance	<u><u>270,340.03</u></u>

Bank Account Reconciliation Summary

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Public Housing Checking
August 1, 2018 - August 31, 2018

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	174,941.35
			+ Cleared Deposits & Additions	191,629.65
			- Cleared Checks & Payments	<u>94,069.36</u>
			Ending Bank Balance	272,501.64
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>2,161.61</u>
			Reconciled Bank Balance	<u><u>270,340.03</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	270,340.03
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>270,340.03</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

HRA Account - 20016093
August 1, 2018 - August 31, 2018

General Ledger

Balance per General Ledger (Account 10011111.3) at 08/01/18	9,341.33
Activity for the month:	
Total Debits (Deposits and Additions)	660.97
Total Credits (Checks and Payments)	(808.56)
Unadjusted General Ledger Balance at 08/31/18	<u>9,193.74</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 08/31/18	<u><u>9,193.74</u></u>

Bank

Balance per Bank Statement at 08/31/18	9,193.74
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 08/31/18	<u><u>9,193.74</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

HRA Account
August 1, 2018 - August 31, 2018

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	9,341.33
Cleared Deposits & Additions				
137	08/31/18		Now/Sweep Interest	0.59
138	08/31/18	10012117.12	Repayment for Ineligible Expense - Scott	115.00
13242	08/08/18		CMHC - West Shore FSA	272.69
13245	08/22/18		CMHC - West Shore FSA	272.69
			Total	<u>660.97</u>
			Statement Total	<u>660.97</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
RT3	08/31/18		To record HRA transactions per bank statement.	808.56
			Total	<u>808.56</u>
			Statement Total	<u>808.56</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>9,193.74</u></u>
Reconciled Bank Information				
			Ending Bank Balance	9,193.74
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>9,193.74</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	9,341.33
			+ Cleared Deposits & Additions	660.97
			- Cleared Checks & Payments	<u>808.56</u>
			Ending Bank Balance	9,193.74
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>9,193.74</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	9,193.74
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>9,193.74</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

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Manistee Housing Commission
Bank Account Reconciliation Transmittal

Money Market Savings - 558567
August 1, 2018 - August 31, 2018

General Ledger

Balance per General Ledger (Account 10011111.4) at 08/01/18	53,208.57
Activity for the month:	
Total Debits (Deposits and Additions)	571.37
Total Credits (Checks and Payments)	0.00
Unadjusted General Ledger Balance at 08/31/18	<u>53,779.94</u>
Total Adjustments	0.00
Reconciled General Ledger Balance at 08/31/18	<u><u>53,779.94</u></u>

Bank

Balance per Bank Statement at 08/31/18	53,779.94
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	0.00
Adjusted Bank Balance at 08/31/18	<u><u>53,779.94</u></u>

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**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

Money Market Savings
August 1, 2018 - August 31, 2018

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	53,208.57
Cleared Deposits & Additions				
137	08/31/18		Now/Sweep Interest	12.44
9464	08/16/18		Manistee Housing Commission	558.93
			Total	<u>571.37</u>
			Statement Total	<u>571.37</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
			Total	0.00
			Statement Total	<u>0.00</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u>53,779.94</u>
Reconciled Bank Information				
			Ending Bank Balance	53,779.94
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u>53,779.94</u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	53,208.57
			+ Cleared Deposits & Additions	571.37
			- Cleared Checks & Payments	<u>0.00</u>
			Ending Bank Balance	53,779.94
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u>53,779.94</u>
General Ledger Information				
			Unadjusted General Ledger Balance	53,779.94
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u>53,779.94</u>
			Unreconciled Amount	<u>0.00</u>

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Manistee Housing Commission
Low Rent Public Housing
Comparative Statement of Revenue & Expense

	1 Month Ended August 31, 2018	1 Month Ended August 31, 2017	8 Months Ended August 31, 2018	8 Months Ended August 31, 2017
Operating Income				
3110 - Dwelling Rental Revenue	\$ 47,642.00	\$ 39,442.00	\$ 358,938.00	\$ 320,184.00
3120 - Tenant Revenue - Excess Utilities	455.00	1,030.26	3,907.02	5,608.62
3689 - Tenant Revenue - Cable TV	5,400.00	4,863.00	40,992.00	38,249.35
3690 - Tenant Revenue - Other	3,064.24	4,000.42	22,565.18	22,969.36
3401.1 - Operating Grants	65,986.80	0.00	65,986.80	0.00
3401.2 - Operating Subsidy	47,492.00	41,466.50	379,950.00	325,509.50
3610 - Interest Income	66.16	58.43	457.45	542.83
3690.1 - Other Revenue	150.00	0.00	508.86	36.25
3690.2 - Gain/Loss-Sale of Fixed Assets	0.00	(1,041.79)	0.00	(1,041.79)
3690.4 - Laundry Revenue	499.18	934.93	5,957.67	7,553.53
3690.6 - Fraud Recovery Revenue	205.28	0.00	1,632.84	0.00
3690.7 - Management Fee - DVG	833.00	0.00	6,664.00	10,000.00
3690.8 - Health Ins. Reimb. - Retirees	0.00	0.00	2,497.00	0.00
Total Operating Income	\$ 171,793.66	\$ 90,753.75	\$ 890,056.82	\$ 729,611.65
Operating Expenses				
Routine Expense				
4110 - Administrative Wages	\$ 13,423.80	\$ 15,422.43	\$ 98,050.84	\$ 116,511.33
4130 - Legal Expense	1,407.70	0.00	7,161.57	10,121.00
4150 - Travel Expense	0.00	0.00	0.00	4,286.67
4170 - Accounting Fees	686.88	686.88	6,237.54	6,237.54
4182 - Employee Benefits - Admin	6,815.75	5,880.50	56,648.83	48,851.38
4185 - Telephone	1,448.07	2,032.75	14,075.28	15,405.04
4190.1 - Publications	0.00	0.00	1,354.00	1,444.00
4190.2 - Membership Dues and Fees	75.00	0.00	1,306.38	1,186.38
4190.3 - Admin Service Contracts	3,510.57	3,480.46	33,369.06	40,700.02
4190.4 - Office Supplies	682.58	603.15	5,160.81	5,545.61
4190.5 - Other Sundry-Misc.	1,462.51	795.55	10,820.99	11,113.03
4220 - Rec., Pub., & Other Services	0.00	0.00	326.40	0.00
4221 - Resident Employee Stipend	550.00	1,000.00	4,400.00	5,696.99
4230 - Contract Costs-Cable & Other	5,930.91	5,482.33	47,223.61	43,594.31
4310 - Water & Sewer	4,560.69	4,697.95	38,636.73	39,163.09
4320 - Electricity	8,084.44	6,829.65	79,191.29	65,313.05
4330 - Gas	1,072.24	783.45	23,214.97	18,175.74
4410 - Maintenance Wages	8,054.58	7,772.12	69,523.99	69,479.38
4420 - Materials	2,886.03	1,360.81	25,634.18	32,561.54
4430.01 - Garbage Removal	1,784.73	1,471.61	15,544.24	12,035.21
4430.02 - Heating & Cooling Contracts	1,354.61	0.00	16,198.64	11,973.66
4430.03 - Snow Removal Contracts	0.00	0.00	200.00	0.00
4430.04 - Elevator Contracts	0.00	390.00	14,365.00	6,115.00
4430.05 - Landscape & Grounds Contracts	0.00	0.00	2,400.00	350.00
4430.06 - Unit Turnaround Contracts	0.00	4,805.00	7,715.00	13,424.00
4430.07 - Electrical Contracts	605.00	0.00	2,092.95	1,457.42
4430.08 - Plumbing Contracts	0.00	375.00	4,790.22	850.00
4430.09 - Extermination Contracts	1,639.00	1,133.00	11,311.00	15,190.00
4430.11 - Routine Maintenance Contracts	378.00	386.00	2,619.95	3,081.60
4430.12 - Miscellaneous Contracts	0.00	3,371.15	5,213.26	8,656.54
4433 - Employee Benefits - Maint.	5,323.82	5,272.41	45,540.25	46,232.15

**Manistee Housing Commission
Low Rent Public Housing
Comparative Statement of Revenue & Expense**

	1 Month Ended August 31, 2018	1 Month Ended August 31, 2017	8 Months Ended August 31, 2018	8 Months Ended August 31, 2017
4440 - Staff Training-Maintenance	0.00	0.00	409.00	0.00
4441 - Staff Travel-Maintenance	0.00	0.00	0.00	35.64
4510 - Insurance	4,823.99	6,215.93	55,247.56	52,727.47
4520 - Payment in Lieu of Taxes	2,740.00	3,290.00	21,920.00	26,320.00
4570 - Collection Losses	0.00	0.00	41,394.93	9,964.63
4580 - Interest Expense	<u>5,831.98</u>	<u>6,039.96</u>	<u>47,150.11</u>	<u>48,739.35</u>
Total Routine Expense	\$ 85,132.88	\$ 89,578.09	\$ 816,448.58	\$ 792,538.77

Manistee Housing Commission
Low Rent Public Housing
Comparative Statement of Revenue & Expense

	1 Month Ended August 31, 2018	1 Month Ended August 31, 2017	8 Months Ended August 31, 2018	8 Months Ended August 31, 2017
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Non-Routine Expense	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Operating Expenses	<u>\$ 85,132.88</u>	<u>\$ 89,578.09</u>	<u>\$ 816,448.58</u>	<u>\$ 792,538.77</u>
Operating Income (Loss)	<u>\$ 86,660.78</u>	<u>\$ 1,175.66</u>	<u>\$ 73,608.24</u>	<u>\$ (62,927.12)</u>
Depreciation Expense				
4800 - Depreciation - Current Year	\$ 25,210.00	\$ 24,750.00	\$ 201,680.00	\$ 198,000.00
Total Depreciation Expense	<u>\$ 25,210.00</u>	<u>\$ 24,750.00</u>	<u>\$ 201,680.00</u>	<u>\$ 198,000.00</u>
Surplus Credits & Charges				
6010 - Prior Year Adj. - Affecting RR	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,009.75
Total Surplus Credits & Charges	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 1,009.75</u>
Capital Expenditures				
7510 - Principal Payments - EPC	\$ 3,293.63	\$ 2,797.47	\$ 23,728.04	\$ 19,904.90
7511 - Principal Payments - F150	410.61	386.95	3,228.73	3,042.67
7520 - Replacement of Equipment	0.00	0.00	7,673.00	8,986.60
7530 - Cash Proceeds-Sale of Equipment	0.00	(487.00)	0.00	(487.00)
7540 - Betterments and Additions	0.00	10,417.05	32,745.00	25,024.01
7590 - Operating Expenditures-Contra	<u>(3,704.24)</u>	<u>(13,114.47)</u>	<u>(67,374.77)</u>	<u>(56,471.18)</u>
Total Capital Expenditures	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
HUD Net Income (Loss)	<u><u>\$ 82,956.54</u></u>	<u><u>\$ (12,425.81)</u></u>	<u><u>\$ 6,233.47</u></u>	<u><u>\$ (120,895.05)</u></u>

Housing Authority Acct Specialists, Inc.
PO Box 545
Sparta, WI 54656-0545
608-269-6490

To the Board of Commissioners
And Management:

Manistee Housing Commission
Domestic Violence Grant
273 Sixth Avenue
Manistee, MI 49660

Enclosed are the following reports for the month ending August 31, 2018. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

- I. Financial Statements
- II. Journal Register
- III. General Ledger

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them. This report is offered as a review of your past operations and is a basis for decisions for your future policies.

Respectfully Submitted:

Housing Authority Acct Specialists, Inc.

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**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of August 31, 2018**

ASSETS

CURRENT ASSETS

Cash

1111 - Cash - MSHDA	\$	54,446.62
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Total Cash		54,446.62
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Receivables

1122 - Tenants Accounts Receivable		(4.99)
------------------------------------	--	--------

1122.1 - Allowance for Doubtful Accounts-TAR		(1,875.62)
--	--	------------

1129.4 - Interfund Receivable - P/H		935.90
-------------------------------------	--	--------

Total Receivables		(944.71)
--------------------------	--	----------

Other Current Assets

Total Other Current Assets		0.00
-----------------------------------	--	------

TOTAL CURRENT ASSETS		53,501.91
-----------------------------	--	-----------

Fixed Assets

1400.7 - Buildings		373,231.29
--------------------	--	------------

1400.98 - Accumulated Depreciation-DVG		(103,426.81)
--	--	--------------

Total Fixed Assets		269,804.48
---------------------------	--	------------

TOTAL ASSETS	\$	323,306.39
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**Manistee Housing Commission
Domestic Violence Grant
Balance Sheet
As of August 31, 2018**

LIABILITIES AND EQUITY

LIABILITIES

Current Liabilities

2111 - Vendors and Contractors	\$ 153.88
2114 - Tenant Security Deposits	<u>1,391.00</u>

Total Current Liabilities 1,544.88

Noncurrent Liabilities

2130 - Forgiveable Note - MSHDA	<u>500,000.00</u>
---------------------------------	-------------------

Total Noncurrent Liabilities 500,000.00

TOTAL LIABILITIES 501,544.88

EQUITY

2806.4 - Invested in Capital Assets-DVG	<u>(223,035.52)</u>
---	---------------------

Unrestricted Net Assets

2806 - Unrestricted Net Position	51,223.44
Current Year Profit/(Loss)	<u>(6,426.41)</u>

Total Unrestricted Net Assets 44,797.03

TOTAL EQUITY (178,238.49)

TOTAL LIABILITIES/EQUITY \$ 323,306.39

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**Manistee Housing Commission
Domestic Violence Grant
Statement of Revenue & Expense
For the 1 Month and 8 Months Ended August 31, 2018**

	1 Month Ended	8 Months Ended
	<u>August 31, 2018</u>	<u>August 31, 2018</u>
Operating Revenue		
3110 - Dwelling Rental Revenue	\$ 1,508.00	\$ 10,849.00
Total Operating Revenue	<u>1,508.00</u>	<u>10,849.00</u>
 Operating Expenses		
Administration		
4170 - Accounting Fees	128.54	1,095.82
4172 - Management Fees	<u>833.00</u>	<u>6,664.00</u>
Total Administration	961.54	7,759.82
 Ordinary Maint. & Operations		
4430.02 - Heating & Cooling Contracts	<u>0.00</u>	454.63
Total Ordinary Maint. & Oper	0.00	454.63
 General Expense		
4570 - Collection Losses	0.00	1,875.62
4590 - Other General Expense	<u>0.00</u>	<u>25.34</u>
Total General Expense	0.00	1,900.96
 Total Routine Operating Expenses	961.54	10,115.41
 Depreciation Expense		
4800 - Depreciation - Current Year	<u>895.00</u>	7,160.00
Total Depreciation Expense	895.00	7,160.00
 Capital Expenditures		
Total Capital Expenditures	0.00	0.00
 Net Income (Loss)	<u>\$ 546.46</u>	<u>\$ 733.59</u>

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**Manistee Housing Commission
DVG Cash Disbursements Journal**

August 1, 2018 - August 31, 2018

Date	Reference	Account	Description	Amount
08/07/18	2671	20011111	H.A.A.S., Inc.	(128.54)
08/07/18	2671	20014170	H.A.A.S., Inc.	128.54
08/07/18	2672	20011111	Manistee Housing Commission	(833.00)
08/07/18	2672	20014172	Manistee Housing Commission	833.00
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Cash Receipts Journal

August 1, 2018 - August 31, 2018

Date	Reference	Account	Description	Amount
08/31/18	108	20011111	August Cash Receipts	1,453.99
08/31/18	108	20011122	August TAR Collections	(1,453.99)
Transaction Balance				<u>0.00</u>

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Manistee Housing Commission

DVG Journal Entry Journal

August 1, 2018 - August 31, 2018

Date	Reference	Account	Description	Amount
08/31/18	509	20011122	To record charges to tenants per Aug 2018 Statement of Operations.	1,508.00
08/31/18	509	20013110	To record charges to tenants per Aug 2018 Statement of Operations.	(1,508.00)
08/31/18	DVG1	20014800	To record estimated depreciation expense.	895.00
08/31/18	DVG1	20011400.98	To record estimated depreciation expense.	(895.00)
08/31/18	RT1	20019996	To record units leased.	3.00
08/31/18	RT1	20019997	To record units leased.	(3.00)
Transaction Balance				<u><u>0.00</u></u>

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Manistee Housing Commission

General Ledger

August 1, 2018 - August 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20011111	Cash - MSHDA			53,954.17		
08/07/18	2671	2	H.A.A.S., Inc.		(128.54)	
08/07/18	2672	2	Manistee Housing Commission		(833.00)	
08/31/18	108	1	August Cash Receipts		1,453.99	
			Totals for 20011111		492.45	54,446.62
20011122	Tenants Accounts Receivable			(59.00)		
08/31/18	108	1	August TAR Collections		(1,453.99)	
08/31/18	509	3	To record charges to tenants per Aug 2018 Statement of Operations.		1,508.00	
			Totals for 20011122		54.01	(4.99)
20011122.1	Allowance for Doubtful Accounts-TAR			(1,875.62)		
			Totals for 20011122.1		0.00	(1,875.62)
20011129.4	Interfund Receivable - P/H			935.90		
			Totals for 20011129.4		0.00	935.90
20011400.7	Buildings			373,231.29		
			Totals for 20011400.7		0.00	373,231.29
20011400.98	Accumulated Depreciation-DVG			(102,531.81)		
08/31/18	DVG1	3	To record estimated depreciation expense.		(895.00)	
			Totals for 20011400.98		(895.00)	(103,426.81)
20012111	Vendors & Contractors			(153.88)		
			Totals for 20012111		0.00	(153.88)
20012114	Tenant Security Deposits			(1,391.00)		
			Totals for 20012114		0.00	(1,391.00)
20012130	Forgiveable Note - MSHDA			(500,000.00)		
			Totals for 20012130		0.00	(500,000.00)
20012806	Unrestricted Net Assets			(51,223.44)		
			Totals for 20012806		0.00	(51,223.44)
20012806.4	Invested in Capital Assets-DVG			223,035.52		
			Totals for 20012806.4		0.00	223,035.52
20013110	Dwelling Rental			(9,341.00)		
08/31/18	509	3	To record charges to tenants per Aug 2018 Statement of Operations.		(1,508.00)	
			Totals for 20013110		(1,508.00)	(10,849.00)
20014170	Accounting Fees			967.28		
08/07/18	2671	2	H.A.A.S., Inc.		128.54	
			Totals for 20014170		128.54	1,095.82
20014172	Management Fees			5,831.00		
08/07/18	2672	2	Manistee Housing Commission		833.00	
			Totals for 20014172		833.00	6,664.00
20014430.02	Heating & Cooling Contracts			454.63		
			Totals for 20014430.02		0.00	454.63
20014570	Collection Losses			1,875.62		
			Totals for 20014570		0.00	1,875.62

Manistee Housing Commission

General Ledger

August 1, 2018 - August 31, 2018

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
20014590	General Expense			25.34		
			Totals for 20014590		<u>0.00</u>	<u>25.34</u>
20014800	Depreciation - Current Year			6,265.00		
08/31/18	DVG1	3	To record estimated depreciation expense.		<u>895.00</u>	
			Totals for 20014800		<u>895.00</u>	<u>7,160.00</u>
20019996	Unit Months Leased			21.00		
08/31/18	RT1	3	To record units leased.		<u>3.00</u>	
			Totals for 20019996		<u>3.00</u>	<u>24.00</u>
20019997	Unit Months Leased - Contra			(21.00)		
08/31/18	RT1	3	To record units leased.		<u>(3.00)</u>	
			Totals for 20019997		<u>(3.00)</u>	<u>(24.00)</u>
			Report Total			<u>0.00</u>
Net Profit/(Loss)						
Current Period					<u>(348.54)</u>	
Year-to-Date					<u>(6,426.41)</u>	

DOCUMENT REDACTED
 PER FEDERAL PRIVACY ACT
 ALL PERSONALLY IDENTIFYING INFORMATION
 OF CURRENT AND PAST PROGRAM PARTICIPANTS
 HAS BEEN REDACTED

Manistee Housing Commission
Bank Account Reconciliation Transmittal

DVG Checking - 0610226573
August 1, 2018 - August 31, 2018

General Ledger

Balance per General Ledger (Account 20011111) at 08/01/18	53,954.17
Activity for the month:	
Total Debits (Deposits and Additions)	1,453.99
Total Credits (Checks and Payments)	(961.54)
Unadjusted General Ledger Balance at 08/31/18	<u>54,446.62</u>
Total Adjustments	<u>0.00</u>
Reconciled General Ledger Balance at 08/31/18	<u><u>54,446.62</u></u>

Bank

Balance per Bank Statement at 08/31/18	54,446.62
Total Additions (Deposits and Additions in Transit)	0.00
Total Subtractions (Checks and Payments in Transit)	0.00
Total Bank Errors	<u>0.00</u>
Adjusted Bank Balance at 08/31/18	<u><u>54,446.62</u></u>

DOCUMENT REDACTED
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HAS BEEN REDACTED

**Manistee Housing Commission
Bank Account Reconciliation Worksheet**

DVG Checking
August 1, 2018 - August 31, 2018

Reference	Date	GL Account	Description	Amount
Bank Statement Information				
			Beginning Bank Balance	53,954.17
Cleared Deposits & Additions				
108	08/31/18	20011122	August Cash Receipts	1,453.99
			Total	<u>1,453.99</u>
			Statement Total	<u>1,453.99</u>
			Difference	<u>0.00</u>
Cleared Checks & Payments				
2671	08/07/18	20014170	H.A.A.S., Inc.	128.54
2672	08/07/18	20014172	Manistee Housing Commission	833.00
			Total	<u>961.54</u>
			Statement Total	<u>961.54</u>
			Difference	<u>0.00</u>
			Ending Bank Balance	<u><u>54,446.62</u></u>
Reconciled Bank Information				
			Ending Bank Balance	54,446.62
Open Deposits & Additions				
			Total	<u>0.00</u>
Open Checks & Payments				
			Total	<u>0.00</u>
			Reconciled Bank Balance	<u><u>54,446.62</u></u>
Bank Account Reconciliation Summary				
Bank Statement Information				
			Beginning Bank Balance	53,954.17
			+ Cleared Deposits & Additions	1,453.99
			- Cleared Checks & Payments	<u>961.54</u>
			Ending Bank Balance	54,446.62
Reconciled Bank Information				
			+ Open Deposits & Additions	0.00
			- Open Checks & Payments	<u>0.00</u>
			Reconciled Bank Balance	<u><u>54,446.62</u></u>
General Ledger Information				
			Unadjusted General Ledger Balance	54,446.62
			+/- Total Adjustments	<u>0.00</u>
			Adjusted General Ledger Balance	<u><u>54,446.62</u></u>
			Unreconciled Amount	<u><u>0.00</u></u>

DOCUMENT REDACTED
PER FEDERAL PRIVACY ACT
ALL PERSONALLY IDENTIFYING INFORMATION
OF CURRENT AND PAST PROGRAM PARTICIPANTS
HAS BEEN REDACTED

City of Manistee Housing Commission
Security Deposit Reconciliation
For the Month Ending August 31, 2018
Prepared September 17, 2018 by Financial Analyst

Tenant Name	Date	Description	Amount	Balance
Beginning PH Balance				\$ 52,376.60
Increases to PH				
██████████		New Tenant	\$ 317.00	\$ 317.00
██████████		New Tenant	\$ 215.00	\$ 532.00
Total Increases to PH			<u>\$ 532.00</u>	<u>\$ 532.00</u>
Decreases to PH				
██████████		Transferred Against Owed	\$ (305.00)	\$ (305.00)
Total Decreases to PH			<u>\$ (305.00)</u>	<u>\$ (305.00)</u>
Net Increase (Decrease) to PH			<u>\$ 227.00</u>	<u>\$ 227.00</u>
Ending PH Balance				\$ 52,603.60
Beginning DVG Balance				\$ 1,390.90
Increases to DVG			\$ -	\$ -
Total Increases to DVG			<u>\$ -</u>	<u>\$ -</u>
Decreases to DVG			\$ -	\$ -
N/A			<u>\$ -</u>	<u>\$ -</u>
Total Decreases to DVG			<u>\$ -</u>	<u>\$ -</u>
Net Increase (Decrease) to DVG			<u>\$ -</u>	<u>\$ -</u>
Ending DVG Balance			\$ -	\$ 1,390.90
Combined Ending Balance				<u>\$ 53,994.50</u>
Account Balance August 31 , 2018				\$ 53,779.94
Difference				\$ 214.56 (From SD to PH) From PH to SD

PH Owes SD \$214.56



RESOLUTION 2018-07

Adoption of the 2019 Annual Plan

WHEREAS, the City of Manistee Housing Commission [CMHC] Board of Commissioners has reviewed the Public Housing Authority Annual Plan for the fiscal year 2019, and

WHEREAS, the CMHC held a public hearing on the 2019 Annual Plan on October 9, 2018, and

WHEREAS, the CMHC has reviewed all comments received prior to the public hearing and voiced at the public hearing;

NOW, THEREFORE, on the motion of Commissioner - _____, supported by Commissioner - _____, and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopts the following resolution:

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City of Manistee Housing Commission Board of Commissioners adopt and approves the 2019 Annual Plan.

Commissioner	Approve	Against	Absent
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION DECLARED

Passed Failed

CERTIFICATION

By the signatures of the President and Executive Director below, it is CERTIFIED that on October 9, 2018, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2018 – 07 and that the foregoing is a true and correct copy.

Dale Priester, President

Clinton McKinven-Copus, Executive Director

Pending Approval



City of Manistee
Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

Pending Approval

Annual Plan 2018

Public Housing Authority of the United States Department of Housing and Urban Development

p: 231.723.6201 / f: 231.723.8900 / TDD/TTY: 800.545.1833 x870 / manisteehousing@manisteehousing.com

The Pioneer Group
115 N. Michigan Big Rapids MI 49307
Phone: (231) 796-4831
Fax: (231) 796-1152



MANISTEE HOUSING COMMISSION
273 SIXTH AVENUE
(HARBORVIEW)
MANISTEE, MI 49660
Account Number: 46100056

Class Liner Ad #00754399 Summary:

Ad Description: 2019 ANNUAL PLAN
Size: 1.00 x 7.84
Salesperson: Annette Wilkosz

		Publication	Run Date	Cost
Publication Cost	\$270.00			
Adjustments	\$15.00	51 Manistee News Advocate		
Net Cost	\$285.00	Affidavit		\$15.00
Prepaid Amount	\$0.00	Insertion	8/18/18	\$90.00
Amount Due	\$285.00	Insertion	8/20/18	\$90.00
		Insertion	8/21/18	\$90.00

LEGAL NOTICE
2019 Annual Plan
Comment Period

City of Manistee Housing
Commission 2019 Annual Plan
Comment Period

On August 20, 2018, the City of Manistee Housing Commission shall make available for public review a draft copy of components of its Annual Agency Plan per the guidelines of the 24 CFR 903, a requirement of the Quality Housing and Work Responsibility Act of 1998.

Documents shall be available for review for approximately 45 days at:

- www.manisteemi.gov
- City of Manistee Housing Commission Offices
Harborview Apartments
273 6th Ave Manistee MI

273 6th Ave, Manistee, MI
49660

Monday—Thursday 8:00 AM to
4:00 PM

Comments must be received in
writing and include

- Commenter name and address
- Commenter signature
- Comments to be submitted

Address comments to:

CMHC 2018 Annual Plan Com-
ment

Attn: Clinton McKinven-Copus,
Executive Director

273 Sixth Ave.

Manistee, MI 49660

OR

clintonmc@manisteehousing.com

The City of Manistee Housing
Commission has scheduled a
public hearing to be held on
October 9, 2018, @ 4:00 PM in
the Community Room of Har-
borview Apartments located at
273 Sixth Ave., Manistee, MI
49660. At this time, the CMHC
Commissioners shall receive
and consider any and all writ-
ten comments before finaliza-
tion of their agency plan for
submission to HUD on or be-
fore October 17, 2018.

August 18, 20 ,21, 2018

Streamlined Annual PHA Plan (Small PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																										
A.1	<p>PHA Name: <u>Manistee Housing Commission</u> PHA Code: <u>MI078</u></p> <p>PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2019</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>218</u> Number of Housing Choice Vouchers (HCVs) <u>N/A</u> Total Combined <u>218</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																			
		PH	HCV																								
Lead PHA:																											

B.	Annual Plan Elements Submitted with 5-Year PHA Plans. Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below: See Attachment 1</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan. See Attachment 2</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>The mission of the Manistee Housing Commission continues to be providing safe and decent housing for individuals and families of our community living in the economic range of very low to extremely low income. Outcomes of our goals include</p> <ul style="list-style-type: none"> • Modernization of the elevators in the Harborview Apartments high rise • Maintenance and repair of the roof system of the Century Terrace high rise • Updating of several units <p>The Housing Commission plans to continue its mission and meet its goals through the submission of an application to place all public housing units into the RAD program.</p>

C.	Annual Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.
C.1.	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. The PHA is submitting an application for participation in the RAD program</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan. The PHA plans to convert all of its public housing units to Project-Based Vouchers through the RAD program.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review. See Attachment 3 – Chapter 4 of the Admissions and Continued Occupancy Policy starting on page 4-15.</p>
C.2	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><i>Form 50077-SM, Certification of Compliance with PHA Plans and Related Regulations</i>, including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.</p>
D Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.	
D.1	<p>Civil Rights Certification.</p> <p><i>Form 50077-SM-HP, Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
D.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
D.3	<p>Certification by State or Local Officials.</p> <p><i>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
E Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).	
E.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p>

Instructions for Preparation of Form HUD-50075-SM Annual Plan for Small and High Performing PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is also due. ([24 CFR §903.12](#))

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and [24 CFR §903.12\(b\)](#). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and [24 CFR §903.12\(b\)](#).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to [24 CFR §903.2\(b\)\(2\)](#) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and [24 CFR §903.12\(b\)](#).

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))
[See Attachment 1](#)

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))
[See Attachment 1](#)

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

Hope VI or Choice Neighborhoods. **1)** A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Mixed Finance Modernization or Development. **1)** A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

C. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is not due. (24 CFR §903.12)

C.1 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

Hope VI or Choice Neighborhoods. **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

Mixed Finance Modernization or Development. **1)** A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30) **The PHA will investigate the use mixed financing as part of the RAD conversion if our RAD application is approved.**

Demolition and/or Disposition. Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h)) **If the PHA’s RAD application is approved, demolition of units yet to be determined will be part of the process.**

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

Conversion of Public Housing. Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32](http://www.hud.gov/offices/pih/centers/sac/conversion.cfm). **The PHA will be submitting an application for participation in RAD.**

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

C.2 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing form HUD-50077 SM-HP.

D. Annual Plan. PHAs must complete this section in all years.

D.1 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))

D.2 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

D.3 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))

E. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR 903.7 \(g\)](#))

E.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Attachment 1
Manistee Housing Commission – 2019 Annual Plan
Section B.1 Revision of PHA Plan Elements

Substantial Deviation

Current Language:

Substantial Deviation/Modification: Defined as 1) a significant change of more than 25% in any financial fund (Operating, Capital or Reserve, that materially affects the ability of the Manistee housing Commission to implement the provisions of the Annual Plan or the 5-Year Plan either allowing items to be completed ahead of schedule or causing the delay in the implementation of those planned items; or 2) actions of the Manistee Housing Commission that are in response to and in an effort to mitigate the results of emergencies or natural disasters causing wide-spread damage to its properties and facilities.

New Language by Addition to Current Language:

Manistee Housing Commission excludes the following items from the Substantial Deviation/ Modification definition:

- The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance;
- a. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
 - b. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
 - c. Changes to the financing structure for each approved RAD conversion
 - d. Changes to the Relocation Plan and processes for each approved RAD conversion; and
 - e. The decision to convert to either Project Based rental Assistance or Project Based Voucher assistance.

Significant Amendment

Significant Amendment: Defined as:

- Changes to rent or admissions policies or organizations of the waiting list;
- Additions of non-emergency work items (items not intended in the current 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; and
- Any change with regard to demolition or disposition, designation, homeownership programs or conversions activities
- Findings from studies such as Physical Needs Assessments (PNA).
- Opportunity to expand public housing with potential partnerships with privately leveraged funds.
- Moving of funding between line items totaling more than 10% of the total grant.
- Participation in RAD conversion

Attachment 2
Manistee Housing Commission – 2019 Annual Plan
Section B.2 New Activities

Section B.2.b

MHC has submitted a Letter of Interest for the Rental Assistance Demonstration (RAD) program and anticipates submitting applications for RAD no later than September 4, 2018. MHC expects to be a successful applicant in the Rental Assistance Demonstration (RAD) program and as a result, the MHC will be converting to Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices.

No later than September 4, 2018, MHC will submit RAD applications for its Public Housing properties:

AMP 1: Harborview Apartments

- Scattered Site homes and duplexes
- Designated general population
- Total 48 units
 - 47 units public housing
 - 1 unit as common space
- Bedroom size distribution
 - 1 bedroom – 8
 - 2 bedroom – 22
 - 3 bedroom – 9
 - 4 bedroom - 8

AMP 2: Century Terrace

- 2 mid-rise buildings
 - Harborview Apartments
 - Century Terrace Apartments
- Designated near-elderly, elderly and disabled
- Total 172 units
 - 171 units public housing
 - 1 unit as common space
- Bedroom size distribution
 - 1 bedroom – 157
 - 2 bedroom - 10

Upon conversion, the unit types, bedroom sizes, and number of units in each category will remain the same. Once the RAD CHAP award is received, MHC will submit an application into the Inventory Removal module in PIC for the disposition of these sites.

MHC is firmly committed to improving the quality of life for its residents and providing deeply affordable housing to extremely low to moderately low income individuals and families. Through the Rental Assistance

Demonstration (RAD) program, MHC will continue to own its property and provide its residents with expanded choices and opportunities. MHC will also have the ability to evaluate and immediately address many needed capital improvements and will continue to serve the same population. The RAD program offers MHC an opportunity to transition from its current public housing funding platform to a more stable, predictable and sustainable funding source, the Project Based Voucher (PBV) program, administered by MSHDA or Tip of the Mitt. The same families who are eligible today for public housing will be eligible for the PBV program.

Upon conversion to Project Based Voucher program, MHC will adopt the resident rights, participation, waiting list and grievance procedures listed in Section 1.6, Attachment 1B of the RAD Notice H-2017-03, Rev. 3, PIH-2012-32 and the Joint Housing/PIH Notice H-2014-09/ PIH-2014-17. These resident rights, participation, waiting list and grievance procedures are attached. Additionally, MHC is currently compliant with all fair housing and civil rights requirements and the RAD conversion complies with all applicable site selection and neighborhood reviews standards and all appropriate procedures have been followed. MHC is not under a Voluntary Compliance Agreement, consent order or consent decree or final judicial ruling or administrative ruling or decision and assures that compliance will not be negatively impacted by conversion activities.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing MHC with access to private sources of capital to repair and preserve its affordable housing assets. Upon conversion, MHC's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that MHC may also borrow funds to address their capital needs. MHC will also be contributing Operating Reserves up to the amount of \$85,876 and Capital Funds up to the amount of \$397,840 towards the conversion.

Please see Attachment 4 for Resident Rights (provided)

Attachment 4
Manistee Housing Commission – 2019 Annual Plan
Project-based Voucher Resident Rights and Participation

A. PBV Resident Rights and Participation.

- 1. No Rescreening of Tenants upon Conversion.** Pursuant to the RAD Statute, at conversion, current households cannot be excluded from occupancy at the Covered Project based on any rescreening, income eligibility, or income targeting. With respect to occupancy in the Covered Project, current households in the Converting Project will be grandfathered for application of any eligibility criteria to conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion.¹ Post-conversion, the tenure of all residents of the Covered Project is protected pursuant to PBV requirements regarding continued occupancy unless explicitly modified in this Notice (e.g., rent phase-in provisions). For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting of tenants for initial occupancy, will not apply for current households. Once the grandfathered household moves out, the unit must be leased to an eligible family. MTW agencies may not alter this requirement. Further, so as to facilitate the right to return to the assisted property, this provision shall apply to current public housing residents of the Converting Project that will reside in non-RAD PBV units or non-RAD PBRA units placed in a project that contain RAD PBV units or RAD PBRA units. Such families and such contract units will otherwise be subject to all requirements of the applicable program, specifically 24 CFR § 983 for non-RAD PBV units and the PBRA requirements governing the applicable contract for non-RAD PBRA units.²
- 2. Right to Return.** See section 1.4.A.5(ii) and the RAD Fair Housing, Civil Rights, and Relocation Notice regarding a resident's right to return.
- 3. Renewal of Lease.** Since publication of the PIH Notice 2012-32 Rev 1, the regulations under 24 CFR part 983 have been amended requiring Project Owners to renew all leases upon lease expiration, unless cause exists. MTW agencies may not alter this requirement.
- 4. Phase-in of Tenant Rent Increases.** If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 or 5 years. To implement this provision, HUD is specifying

¹ These protections (as well as all protections in this Notice for current households) also apply when a household is relocated to facilitate new construction or repairs following conversion and subsequently returns to the Covered Project.

² For non-RAD PBV households, applicable program requirements includes the requirement that any admission to the project must be initially eligible for a HAP payment at admission to the program, which means their TTP may not exceed the gross rent for the unit at that time.

alternative requirements for section 3(a)(1) of the Act, as well as 24 CFR § 983.3 (definition of “total tenant payment” (TTP)) to the extent necessary to allow for the phase-in of tenant rent increases. A PHA must create a policy setting the length of the phase-in period at three years, five years or a combination depending on circumstances. For example, a PHA may create a policy that uses a three year phase-in for smaller increases in rent and a five year phase-in for larger increases in rent. This policy must be in place at conversion and may not be modified after conversion.

The method described below explains the set percentage-based phase-in a Project Owner must follow according to the phase-in period established. For purposes of this section “Calculated PBV TTP” refers to the TTP calculated in accordance with regulations at 24 CFR §5.628 and the “most recently paid TTP” refers to the TTP recorded on line 9j of the family’s most recent HUD Form 50058. If a family in a project converting from Public Housing to PBV was paying a flat rent immediately prior to conversion, the PHA should use the flat rent amount to calculate the phase-in amount for Year 1, as illustrated below.

Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP or flat rent and the Calculated PBV TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR – 50% of difference between most recently paid TTP and the Calculated PBV TTP
- Year 3: Year 3 AR and all subsequent recertifications – Full Calculated PBV TTP³

Five Year Phase in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP or flat rent and the Calculated PBV TTP
- Year 2: Year 2 AR and any IR prior to Year 3 AR – 25% of difference between most recently paid TTP and the Calculated PBV TTP
- Year 3: Year 3 AR and any IR prior to Year 4 AR – 33% of difference between most recently paid TTP and the Calculated PBV TTP
- Year 4: Year 4 AR and any IR prior to Year 5 AR – 50% of difference between most recently paid TTP and the Calculated PBV TTP
- Year 5 AR and all subsequent recertifications – Full Calculated PBV TTP

³ For example, where a resident’s most recently paid TTP is \$100, but the Calculated PBV TTP is \$200 and remains \$200 for the period of the resident’s occupancy, (i.e. no changes in income) the resident would continue to pay the same rent and utilities for which it was responsible prior to conversion. At the first recertification following conversion, the resident’s contribution would increase by 33% of \$100 to \$133. At the second AR, the resident’s contribution would increase by 50% of the \$66 differential to the standard TTP, increasing to \$166. At the third AR, the resident’s contribution would increase to \$200 and the resident would continue to pay the Calculated PBV TTP for the duration of their tenancy.

Please Note: In either the three year phase-in or the five-year phase-in, once the Calculated PBV TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward. MTW agencies must also implement a three or five-year phase-in for impacted residents, but may alter the terms above as long as it establishes a written policy setting forth the alternative terms.

MHC will use the Five-year Phase in of the tenant rate increase.

- 5. Family Self Sufficiency (FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs.** Public Housing residents that are currently FSS participants will continue to be eligible for FSS once their housing is converted under RAD. The PHA may continue to use any FSS funds already awarded to serve those FSS participants who live in units converted by RAD. At the completion of the FSS grant, PHAs should follow the normal closeout procedures outlined in the grant agreement. If the PHA continues to run an FSS program that serves PH and/or HCV participants, the PHA will continue to be eligible (subject to NOFA requirements) to apply for FSS funding and may use that funding to serve PH, HCV and/or PBRA participants in its FSS program. Due to the program merger between PH FSS and HCV FSS that took place pursuant to the FY14 Appropriations Act (and was continued in the subsequent Appropriation Acts), no special provisions are required to continue serving FSS participants that live in public housing units converting to PBV under RAD.

However, PHAs should note that there are certain FSS requirements (e.g., escrow calculation and escrow forfeitures) that apply differently depending on whether the FSS participant is a participant under the HCV program or a public housing resident, and PHAs must follow such requirements accordingly. All PHAs will be required to administer the FSS program in accordance with FSS regulations at 24 CFR part 984, the participants' contracts of participation, and the alternative requirements established in the "Waivers and Alternative Requirements for the FSS Program" Federal Register notice, published on December 29, 2014, at 79 FR 78100.⁴ Further, upon conversion to PBV, already escrowed funds for FSS participants shall be transferred into the HCV escrow account and be considered TBRA funds, thus reverting to the HAP account if forfeited by the FSS participant.

⁴ The funding streams for the PH FSS Program and the HCV FSS Program were first merged pursuant to the FY 2014 appropriations act. As a result, PHAs can serve both PH residents and HCV participants, including PBV participants, with FSS funding awarded under the FY 2014 FSS Notice of Funding Availability (FSS NOFA) and any other NOFA under which the combination of funds remains in the applicable appropriations act. For PHAs that had managed both programs separately and now have a merged program, a conversion to PBV should not impact their FSS participants.

For information on FSS PIC reporting requirements for RAD conversions, see Notice PIH 2016-08 at <http://portal.hud.gov/hudportal/documents/huddoc?id=pih2016-08.pdf>.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future ROSS-SC grants, nor will its residents be eligible to be served by future ROSS-SC grants, which, by statute, can only serve public housing residents. At the completion of the ROSS-SC grant, PHAs should follow the normal closeout procedures outlined in the grant agreement. Please note that ROSS-SC grantees may be a non-profit or local Resident Association and this consequence of a RAD conversion may impact those entities.

6. **Resident Participation and Funding.** In accordance with Attachment 1B, residents of Covered Projects with assistance converted to PBV will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.
7. **Resident Procedural Rights.** The following items must be incorporated into both the Section 8 Administrative Plan and the Project Owner's lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.
 - i. **Termination Notification.** HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257 related to Project Owner termination of tenancy and eviction (which MTW agencies may not alter) the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall be :
 - a. A reasonable period of time, but not to exceed 30 days:
 - i. If the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - ii. In the event of any drug-related or violent criminal activity or any felony conviction;
 - b. Not less than 14 days in the case of nonpayment of rent; and
 - c. Not less than 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.
 - ii. **Grievance Process.** Pursuant to requirements in the RAD Statute, HUD is establishing additional resident procedural rights to comply with section 6 of the Act.

For issues related to tenancy and termination of assistance, PBV program rules require the Project Owner to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will specify alternative requirements for 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, to require that:

- a. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(1)(i)-(vi),⁵ an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a Project Owner action in accordance with the individual's lease **or** the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.
 - i. For any hearing required under 24 CFR § 982.555(a)(1)(i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program. The hearing officer must be selected in accordance with 24 CFR § 982.555(e)(4)(i).
 - ii. For any additional hearings required under RAD, the Project Owner will perform the hearing.
- b. There is no right to an informal hearing for class grievances or to disputes between residents not involving the Project Owner or contract administrator.
- c. The Project Owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(1)(i)-(vi).
- d. The Project Owner provides opportunity for an informal hearing before an eviction.

Current PBV program rules require that hearing procedures must be outlined in the PHA's Section 8 Administrative Plan.

1. **Earned Income Disregard (EID).** Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the Housing Choice Voucher program, the EID exclusion is limited only to persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in 24 CFR § 5.617(b) limiting EID to disabled persons is waived. The waiver, and resulting alternative requirement, apply only to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants that move into the property

⁵ § 982.555(a)(1)(iv) is not relevant to RAD as the tenant-based certificate program has been repealed.

following conversion or tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion due to loss of employment) is covered by this waiver.

2. **Jobs Plus.** Jobs Plus grantees awarded FY14 and future funds that convert the Jobs Plus target projects(s) under RAD will be able to finish out their Jobs Plus period of performance at that site unless significant relocation and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the Secretary's discretion, choose to end the Jobs Plus program at that project.
3. **When Total Tenant Payment Exceeds Gross Rent.** Under normal PBV rules, the PHA may select an occupied unit to be included under the PBV HAP Contract only if the unit's occupants are eligible for housing assistance payments (24 CFR § 983.53(c)). Also, a PHA must remove a unit from the contract when no assistance has been paid for 180 days because the family's TTP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e., the Gross Rent) (24 CFR § 983.258). Since the rent limitation under this Section of the Notice may result in a family's TTP equaling or exceeding the gross rent for the unit, for residents living in the Converting Project prior to conversion and who will return to the Covered Project after conversion, HUD is waiving both of these provisions and requiring that the unit for such families be placed on and/or remain under the HAP Contract when TTP equals or exceeds the Gross Rent. Further, HUD is establishing the alternative requirement that until such time that the family's TTP falls below the gross rent, the rent to the owner for the unit will equal the lesser of (a) the family's TTP, less the Utility Allowance, or (b) any applicable maximum rent under LIHTC regulations. When the family's TTP falls below the gross rent, normal PBV rules shall apply. As necessary to implement this alternative provision, HUD is waiving the provisions of Section 8(o)(13)(H) of the Act and the implementing regulations at 24 CFR § 983.301 as modified by Section 1.6.B.5 of this Notice.⁶ In such cases, the resident is considered a participant under the program and all of the family obligations and protections under RAD and PBV apply to the resident. Likewise, all requirements with respect to the unit, such as compliance with the HQS requirements, apply as long as the unit is under HAP Contract. The PHA is required to process these individuals through the Form 50058 submodule in PIC.

Following conversion, 24 CFR § 983.53(d) applies, and any new families referred to the RAD PBV project must be initially eligible for a HAP payment at admission to the program, which means their TTP may not exceed the gross rent for the unit at that time. Further, a PHA must remove a unit from the contract when no assistance has

⁶ For example, a public housing family residing in a property converting under RAD has a TTP of \$600. The property has an initial Contract Rent of \$500, with a \$50 Utility Allowance. Following conversion, the residents are still responsible for paying \$600 in tenant rent and utilities.

been paid for 180 days. If units are removed from the HAP contract because a new admission's TTP comes to equal or exceed the gross rent for the unit and if the project is fully assisted, HUD is imposing an alternative requirement that the PHA must reinstate the unit after the family has vacated the property. If the project is partially assisted, the PHA may substitute a different unit for the unit on the HAP contract in accordance with 24 CFR §983.207 or, where "floating" units have been permitted, Section 1.6.B.10 of this Notice.

4. **Under-Occupied Unit.** If a family is in an under-occupied unit under 24 CFR § 983.260 at the time of conversion, the family may remain in this unit until an appropriate-sized unit becomes available in the Covered Project. When an appropriate sized unit becomes available in the Covered Project, the family living in the under-occupied unit must move to the appropriate-sized unit within a reasonable period of time, as determined by the administering Voucher Agency. In order to allow the family to remain in the under-occupied unit until an appropriate-sized unit becomes available in the Covered Project, 24 CFR § 983.260 is waived. MTW agencies may not modify this requirement.

B. PBV: Other Miscellaneous Provisions

1. **Access to Records, Including Requests for Information Related to Evaluation of Demonstration.** PHAs and the Project Owner must cooperate with any reasonable HUD request for data to support program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work. Please see Appendix IV for reporting units in Form HUD-50058.
2. **Additional Monitoring Requirement.** The Owner must submit to the administering PHA and the PHA's Board must approve the operating budget for the Covered Project annually in accordance with HUD requirements.⁷
3. **Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968 (Section 3).** This section has been moved to 1.4.A.13 and 1.4.A.14.
4. **Establishment of Waiting List.** 24 CFR § 983.251 sets out PBV program requirements related to establishing and maintaining a voucher-wide, PBV program-wide, or site-based waiting list from which residents for the Covered Project will be admitted. These provisions will apply unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies. The PHA shall consider the best means to transition applicants from the current public housing waiting list, including:
 - i. Transferring an existing site-based waiting list to a new site-based waiting list.

⁷ For PBV conversions that are not FHA-insured, a future HUD notice will describe project financial data that may be required to be submitted by a PBV owner for purposes of monitoring and evaluation, given that PBV projects do not submit annual financial statements to HUD/REAC.

- ii. Transferring an existing site-based waiting list to a PBV program-wide or HCV program-wide waiting list.
- iii. Transferring an existing community-wide public housing waiting list to a PBV program-wide or HCV program-wide waiting list, an option particularly relevant for PHAs converting their entire portfolio under RAD.
- iv. Informing applicants on a community-wide public housing waiting list how to transfer their application to one or more newly created site-based waiting lists.

For any applicants on the public housing waiting list that are likely to be ineligible for admission to a Covered Project converting to PBV because the household's TTP is likely to exceed the RAD gross rent, the PHA shall consider transferring such household, consistent with program requirements for administration of waiting lists, to the PHA's remaining public housing waiting list(s) or to another voucher waiting list, in addition to transferring such household to the waiting list for the Covered Project.

To the extent any wait list relies on the date and time of application, the applicants shall have priority on the wait list(s) to which their application was transferred in accordance with the date and time of their application to the original waiting list.

If the PHA is transferring assistance to another neighborhood and, as a result of the transfer of the waiting list, the applicant would only be eligible for a unit in a location which is materially different from the location to which the applicant applied, the PHA must notify applicants on the wait-list of the transfer of assistance, and on how they can apply for residency at other sites.

If using a site-based waiting list, PHAs shall establish a waiting list in accordance with 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on the PHA's public housing community-wide waiting list have been offered placement on the Covered Project's initial waiting list. In all cases, PHAs have the discretion to determine the most appropriate means of informing applicants on the public housing community-wide waiting list given the number of applicants, PHA resources, and admissions requirements of the projects being converted under RAD. A PHA may consider contacting every applicant on the public housing waiting list via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area; informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate. Any activities to contact applicants on the public housing waiting list must be conducted in accordance with the requirements for effective

communication with persons with disabilities at 24 CFR § 8.6 and with the obligation to provide meaningful access for persons with limited English proficiency (LEP).⁸

A PHA must maintain any site-based waiting list in accordance with all applicable civil rights and fair housing laws and regulations.

To implement this provision, HUD is specifying alternative requirements for 24 CFR § 983.251(c)(2). However, after the initial waiting list has been established, the PHA shall administer its waiting list for the Covered Project in accordance with 24 CFR § 983.251(c).

5. **Mandatory Insurance Coverage.** The Covered Project shall maintain at all times commercially available property and liability insurance to protect the project from financial loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed project property.
6. **Agreement Waiver.** This section has been moved to 1.6.B.8.
7. **Future Refinancing.** Project Owners must receive HUD approval for any refinancing or restructuring of secured debt during the HAP Contract term to ensure the financing is consistent with long-term preservation of the Covered Project. With respect to any financing contemplated at the time of conversion (including any permanent financing which is a conversion or take-out of construction financing), such consent may be evidenced through the RCC.
8. **Administrative Fees for Public Housing Conversions During the Year of Conversion.** For the remainder of the Calendar Year in which the HAP Contract becomes effective (i.e., the “year of conversion”), RAD PBV projects will be funded with public housing funds. For example, if the project’s assistance converts effective July 1, 2015, the public housing ACC between the PHA and HUD will be amended to reflect the number of units under HAP Contract, but will be for zero dollars, and the RAD PBV HAP Contract will be funded with public housing money for July through December 2015. Since TBRA is not the source of funds, PHAs should not report leasing and expenses into VMS during this period, and PHAs will not receive section 8 administrative fee funding for converted units during this time.

PHAs operating HCV program typically receive administrative fees for units under a HAP Contract, consistent with recent appropriation act references to “section 8(q) of the [United States Housing Act of 1937] and related appropriations act provisions in effect immediately before the Quality Housing and Work Responsibility Act of 1998” and 24 CFR § 982.152(b). During the year of conversion mentioned in the preceding

⁸ For more information on serving persons with LEP, please see HUD’s Final guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (72 FR 2732), published on January 22, 2007.

paragraph, these provisions are waived. PHAs will not receive Section 8 administrative fees for PBV RAD units during the year of conversion.

After the year of conversion, the Section 8 ACC will be amended to include Section 8 funding that corresponds to the units covered by the Section 8 ACC. At that time, the regular Section 8 administrative fee funding provisions will apply.

- 9. Choice-Mobility.** One of the key features of the PBV program is the mobility component, which provides that if the family has elected to terminate the assisted lease at any time after the first year of occupancy in accordance with program requirements, the PHA must offer the family the opportunity for continued tenant-based rental assistance, in the form of either assistance under the voucher program or other comparable tenant-based rental assistance.

If as a result of participation in RAD a significant percentage of the PHA's HCV program becomes PBV assistance, it is possible for most or all of a PHA's turnover vouchers to be used to assist those RAD PBV families who wish to exercise mobility. While HUD is committed to ensuring mobility remains a cornerstone of RAD policy, HUD recognizes that it remains important for the PHA to still be able to use tenant-based vouchers to address the specific housing needs and priorities of the community. Therefore, HUD is establishing an alternative requirement for PHAs where, as a result of RAD, the total number of PBV units (including RAD PBV units) under HAP Contract administered by the PHA exceeds 20 percent of the PHA's authorized units under its HCV ACC with HUD.

The alternative mobility policy provides that an eligible voucher agency would not be required to provide more than three-quarters of its turnover vouchers in any single year to the residents of Covered Projects. While a voucher agency is not required to establish a voucher inventory turnover cap, if such a cap is implemented, the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received. In order to adopt this provision, this alternative mobility policy must be included in an eligible PHA's administrative plan.

To effectuate this provision, HUD is providing an alternative requirement to Section 8(o)(13)(E) of the Act and 24 CFR § 983.261(c). Please note that this alternative requirement does not apply to PBVs entered into outside of the context of RAD. MTW agencies may not alter this requirement.

- 10. Reserve for Replacement.** The Project Owner shall establish and maintain a replacement reserve in an interest-bearing account to aid in funding extraordinary maintenance and repair and replacement of capital items in accordance with applicable regulations. The reserve must be built up to and maintained at a level determined by HUD to be sufficient to meet projected requirements. For FHA transactions, Replacement Reserves shall be maintained in accordance with the FHA Regulatory Agreement. For all other transactions, Replacement Reserves shall be

maintained in a bank account or similar instrument, as approved by HUD, where funds will be held by the Project Owner or mortgagee and may be drawn from the reserve account and used subject to HUD guidelines.

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to reside in public housing, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all eligible families that apply for public housing on a waiting list. When a unit becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in its Admissions and Continued Occupancy Policy (ACOP) and its annual plan.

The PHA is required to adopt a clear approach to accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow this approach consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA to receive preferential treatment.

HUD regulations require that the PHA comply with all equal opportunity requirements and it must affirmatively further fair housing goals in the administration of the program [24 CFR 960.103, PH Occ GB p. 13]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA policies for accepting applications, managing the waiting list and selecting families from the waiting list. The PHAs policies for assigning unit size and making unit offers are contained in Chapter 5. Together, Chapters 4 and 5 of the ACOP comprise the PHA's Tenant Selection and Assignment Plan (TSAP).

The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for public housing. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Tenant Selection This part describes the policies that guide the PHA in selecting families from the waiting list as units become available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the policies that guide the PHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process.

4-I.B. APPLYING FOR ASSISTANCE

Any family that wishes to reside in public housing must apply for admission to the program [24 CFR 1.4(b)(2)(ii), 24 CFR 960.202(a)(2)(iv), and PH Occ GB, p. 68]. HUD permits the PHA to determine the format and content of its applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. However, the PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application [Notice PIH 2009-36].

CMHC Policy

Depending upon the length of time between the date of application and the availability of housing, the CMHC may use a one- or two-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and the amount of rent the family will pay.

A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the CMHC initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and the amount of rent the family will pay when selected from the waiting list.

Families may obtain application forms from the CMHC office during normal business hours. Families may also request – by telephone or by mail – that a form be sent to the family via first class mail.

Completed applications must be returned to the CMHC by mail, by fax, or submitted in person during normal business hours. Applications must be complete in order to be accepted by the CMHC for processing. If an application is incomplete, the CMHC will notify the family of the additional information required.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

The PHA must take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the standard PHA application process.

Disabled Populations [24 CFR 8; PH Occ GB, p. 68]

The PHA must provide reasonable accommodation as needed for persons with disabilities to make the application process fully accessible. The facility where applications are accepted and the application process must be fully accessible, or the PHA must provide an alternate approach that provides equal access to the program. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The PHA must review each completed application received and make a preliminary assessment of the family's eligibility. Applicants for whom the waiting list is open must be placed on the waiting list unless the PHA determines the family to be ineligible. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 960.208(a); PH Occ GB, p. 41].

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list.

Ineligible for Placement on the Waiting List

CMHC Policy

If the CMHC determines from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the CMHC will send written notification of the ineligibility determination within 10 business days of receiving a completed application. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing and explain the process for doing so (see Chapter 14).

Eligible for Placement on the Waiting List

CMHC Policy

The CMHC will send written notification of the preliminary eligibility determination within 10 business days of receiving a completed application. If applicable, the notice will also indicate the waiting list preference(s) for which the family appears to qualify.

Applicants will be placed on the waiting list according to CMHC preference(s) and the date and time their complete application is received by the PHA.

The CMHC will assign families on the waiting list according to the bedroom size for which a family qualifies as established in its occupancy standards (see Chapter 5). Families may request to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines (as long as the unit is not overcrowded according to CMHC standards and local codes). However, in these cases, the family must agree not to request a transfer for two years after admission, unless they have a change in family size or composition.

Placement on the waiting list does not indicate that the family is, in fact, eligible for admission. When the family is selected from the waiting list, the CMHC will verify any preference(s) claimed and determine eligibility and suitability for admission to the program.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding the type of waiting list it will utilize as well as how the waiting list will be organized and managed. This includes policies on notifying the public on the opening and closing of the waiting list to new applicants, updating family information, purging the list of families that are no longer interested in or eligible for public housing, and conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how the PHA may structure its waiting list and how families must be treated if they apply for public housing at a PHA that administers more than one assisted housing program.

4-II.B. ORGANIZATION OF THE WAITING LIST

The PHA's public housing waiting list must be organized in such a manner to allow the PHA to accurately identify and select families in the proper order, according to the admissions policies described in this ACOP.

CMHC Policy

The waiting list will contain the following information for each applicant listed:

Name and social security number of head of household

Unit size required (number of family members)

Amount and source of annual income

Accessibility requirement, if any

Date and time of application or application number

Household type (family, elderly, disabled)

Admission preference, if any

Race and ethnicity of the head of household

The PHA may adopt one community-wide waiting list or site-based waiting lists. The PHA must obtain approval from HUD through submission of its Annual Plan before it may offer site-based waiting lists. Site-based waiting lists allow families to select the development where they wish to reside and must be consistent with all applicable civil rights and fair housing laws and regulations [24 CFR 903.7(b)(2)].

CMHC Policy

The CMHC will maintain one single community-wide waiting list for its developments. Within the list, the CMHC will designate subparts to easily identify who should be offered the next available unit (i.e. mixed populations, general occupancy, unit size, and accessible units).

The CMHC will not adopt site-based waiting lists.

HUD requires that public housing applicants must be offered the opportunity to be placed on the waiting list for any tenant-based or project-based voucher or moderate rehabilitation program that the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs [24 CFR 982.205(a)(2)(i)].

4-II.C. OPENING AND CLOSING THE WAITING LIST

Closing the Waiting List

The PHA is permitted to close the waiting list, in whole or in part, if it has an adequate pool of families to fully lease units in all of its developments. The PHA may close the waiting list completely, or restrict intake by preference, type of project, or by size and type of dwelling unit. [PH Occ GB, p. 31].

CMHC Policy

The CMHC will close the waiting list when the estimated waiting period for housing applicants on the list reaches 24 months for the most current applicants. Where the CMHC has particular preferences or other criteria that require a specific category of family, the CMHC may elect to continue to accept applications from these applicants while closing the waiting list to others.

The CMHC will announce by public notice the closing of the waiting list. If the list remains open to certain categories of family, this information will be contained in the notice. The notice will be published at least 5 days prior to the CMHC closing the list.

Reopening the Waiting List

If the waiting list has been closed, it may be reopened at any time. The PHA should publish a notice announcing the opening of the waiting list in local newspapers of general circulation, minority media, and other suitable media outlets. Such notice must comply with HUD fair housing requirements. The PHA should specify who may apply, and where and when applications will be received.

CMHC Policy

The CMHC will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice. The notice will specify where, when, and how applications are to be received.

The CMHC will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

- Manistee News Advocate

4-II.D. FAMILY OUTREACH [24 CFR 903.2(d); 24 CFR 903.7(a) and (b)]

The PHA should conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to fill anticipated vacancies and to assure that the PHA is affirmatively furthering fair housing and complying with the Fair Housing Act.

Because HUD requires the PHA to admit a specified percentage of extremely low income families, the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for public housing.

PHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

PHA outreach efforts must be designed to inform qualified families about the availability of units under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

CMHC Policy

The CMHC will monitor the characteristics of the population being served and the characteristics of the population as a whole in the CMHC's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

CMHC Policy

While the family is on the waiting list, the family must inform the CMHC, within 10 business days, of changes in family size or composition, preference status, or contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing.

Changes in an applicant's circumstances while on the waiting list may affect the family's qualification for a particular bedroom size or entitlement to a preference. When an applicant reports a change that affects their placement on the waiting list, the waiting list will be updated accordingly.

4-II.F. UPDATING THE WAITING LIST

HUD requires the PHA to establish policies that describe the circumstances under which applicants will be removed from the waiting list [24 CFR 960.202(a)(2)(iv)].

Purging the Waiting List

The decision to remove an applicant family that includes a person with disabilities from the waiting list is subject to reasonable accommodation. If the applicant did not respond to the PHA's request for information or updates because of the family member's disability, the PHA must, upon the family's request, reinstate the applicant family to their former position on the waiting list as a reasonable accommodation [24 CFR 8.4(a), 24 CFR 100.204(a), and PH Occ GB, p. 39 and 40]. See Chapter 2 for further information regarding reasonable accommodations.

CMHC Policy

The waiting list will be updated as needed to ensure that all applicant information is current and timely.

To update the waiting list, the CMHC will send an update request via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the CMHC has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the CMHC not later than 15 business days from the date of the CMHC letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting list without further notice.

When a family is removed from the waiting list during the update process for failure to respond, no informal hearing will be offered. Such failures to act on the part of the applicant prevent the CMHC from making an eligibility determination; therefore no informal hearing is required.

If a family is removed from the waiting list for failure to respond, the CMHC may reinstate the family if the lack of response was due to CMHC error, or to circumstances beyond the family's control.

Removal from the Waiting List

CMHC Policy

The CMHC will remove an applicant from the waiting list upon request by the applicant family. In such cases no informal hearing is required.

If the CMHC determines that the family is not eligible for admission (see Chapter 3) at any time while the family is on the waiting list the family will be removed from the waiting list.

If a family is removed from the waiting list because the CMHC has determined the family is not eligible for admission, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal hearing regarding the PHA's decision (see Chapter 14) [24 CFR 960.208(a)].

PART III: TENANT SELECTION

4-III.A. OVERVIEW

The PHA must establish tenant selection policies for families being admitted to public housing [24 CFR 960.201(a)]. The PHA must not require any specific income or racial quotas for any developments [24 CFR 903.2(d)]. The PHA must not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status or national origin for purposes of segregating populations [24 CFR 1.4(b)(1)(iii) and 24 CFR 903.2(d)(1)].

The order in which families will be selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences that the family qualifies for. The availability of units also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 960.206(e)(2)]. The PHA's policies must be posted any place where the PHA receives applications. The PHA must provide a copy of its tenant selection policies upon request to any applicant or tenant. The PHA may charge the family for providing a copy of its tenant selection policies [24 CFR 960.202(c)(2)].

CMHC Policy

When an applicant or resident family requests a copy of the CMHC's tenant selection policies, the CMHC will provide the first copy to them free of charge. Additional copies will be provided at a cost of \$5.00 per copy.

4-III.B. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use.

Local Preferences [24 CFR 960.206]

PHAs are permitted to establish local preferences and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

CMHC Policy

The CMHC will use the following local preference:

Working Preference: In order to bring higher income families into public housing, the CMHC will establish a preference for “working” families, where the head, spouse, co-head, or sole member is employed at least 20 hours per week. As required by HUD, this preference is automatically extended to families where the head and spouse, or sole member is a person age 62 or older, or is a person with disabilities [24 CFR 960.206(b)(2)].

Veteran’s Preference: This preference is available to current members of the U.S. armed Forces, veterans, or surviving spouses of veterans.

Systems of Preferences (Weighting of Preferences):

Local preferences will be aggregated using the following system:

Each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant’s place on the waiting list.

<u>Preference</u>	<u>Points</u>
Working	6
Veterans	8

Income Targeting Requirement [24 CFR 960.202(b)]

HUD requires that extremely low-income (ELI) families make up at least 40 percent of the families admitted to public housing during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher [*Federal Register* notice 6/25/14]. To ensure this requirement is met, the PHA may skip non-ELI families on the waiting list in order to select an ELI family.

If a PHA also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the PHA's HCV program during a PHA fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the PHA's basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the PHA fiscal year; (2) ten percent of waiting list admissions to the PHA's housing choice voucher program during the PHA fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of PHA public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

CMHC Policy

The CMHC will monitor progress in meeting the ELI requirement throughout the fiscal year. ELI families will be selected ahead of other eligible families on an as-needed basis to ensure that the income targeting requirement is met.

Mixed Population Developments [24 CFR 960.407]

A mixed population development is a public housing development or portion of a development that was reserved for elderly families and disabled families at its inception (and has retained that character) or the PHA at some point after its inception obtained HUD approval to give preference in tenant selection for all units in the development (or portion of a development) to elderly and disabled families [24 CFR 960.102]. Elderly family means a family whose head, spouse, cohead, or sole member is a person who is at least 62 years of age. Disabled family means a family whose head, spouse, cohead, or sole member is a person with disabilities [24 CFR 5.403]. The PHA must give elderly and disabled families equal preference in selecting these families for admission to mixed population developments. The PHA may not establish a limit on the number of elderly or disabled families that may occupy a mixed population development. In selecting elderly and disabled families to fill these units, the PHA must first offer the units that have accessibility features for families that include a person with a disability and require the accessibility features of such units. The PHA may not discriminate against elderly or disabled families that include children (Fair Housing Amendments Act of 1988).

Units Designated for Elderly or Disabled Families [24 CFR 945]

The PHA may designate projects or portions of a public housing project specifically for elderly or disabled families. The PHA must have a HUD-approved allocation plan before the designation may take place.

Among the designated developments, the PHA must also apply any preferences that it has established. If there are not enough elderly families to occupy the units in a designated elderly development, the PHA may allow near-elderly families to occupy the units [24 CFR 945.303(c)(1)]. Near-elderly family means a family whose head, spouse, or cohead is at least 50 years old, but is less than 62 [24 CFR 5.403].

If there are an insufficient number of elderly families and near-elderly families for the units in a development designated for elderly families, the PHA must make available to all other families any unit that is ready for re-rental and has been vacant for more than 60 consecutive days [24 CFR 945.303(c)(2)].

The decision of any disabled family or elderly family not to occupy or accept occupancy in designated housing shall not have an adverse affect on their admission or continued occupancy in public housing or their position on or placement on the waiting list. However, this protection does not apply to any family who refuses to occupy or accept occupancy in designated housing because of the race, color, religion, sex, disability, familial status, or national origin of the occupants of the designated housing or the surrounding area [24 CFR 945.303(d)(1) and (2)].

This protection does apply to an elderly family or disabled family that declines to accept occupancy, respectively, in a designated project for elderly families or for disabled families, and requests occupancy in a general occupancy project or in a mixed population project [24 CFR 945.303(d)(3)].

CMHC Policy

The CMHC does not have designated elderly or designated disabled housing at this time.

Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]

The PHA's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the PHA's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

The PHA's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

Steps for Implementation [24 CFR 903.2(c)(1)]

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, the PHA must comply with the following steps:

Step 1. The PHA must determine the average income of all families residing in all the PHA's covered developments. The PHA may use the median income, instead of average income, provided that the PHA includes a written explanation in its annual plan justifying the use of median income.

CMHC Policy

The CMHC will determine the average income of all families in all covered developments on an annual basis.

Step 2. The PHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the PHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

CMHC Policy

The CMHC will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The PHA must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

Step 4. The PHA with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the PHA must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances the PHA's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by the PHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the PHA's deconcentration policy. The PHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the PHA's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, the PHA will be considered to be in compliance with the deconcentration requirement and no further action is required.

CMHC Policy

For developments outside the EIR the CMHC will take the following actions to provide for deconcentration of poverty and income mixing:

Once the CMHC has ensured that it has met the income targeting requirement, CMHC will target lower income families for admission at developments over the EIR, and will target higher income families for admission at developments under the EIR.

Order of Selection [24 CFR 960.206(e)]

The PHA system of preferences may select families either according to the date and time of application or by a random selection process.

CMHC Policy

Families will be selected from the waiting list based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the CMHC.

When selecting applicants from the waiting list, the CMHC will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The PHA will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.

Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and CMHC policy.

4-III.C. NOTIFICATION OF SELECTION

When the family has been selected from the waiting list, the PHA must notify the family.

CMHC Policy

The CMHC will notify the family by first class mail when it is selected from the waiting list.

The notice will inform the family of the following:

Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview

Who is required to attend the interview

Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation

Documents that must be provided at the interview to document eligibility for a preference, if applicable

Other documents and information that should be brought to the interview

If a notification letter is returned to the CMHC with no forwarding address, the family will be removed from the waiting list without further notice. Such failure to act on the part of the applicant prevents the CMHC from making an eligibility determination; therefore, no informal hearing will be offered.

4-III.D. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a private interview. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2012-10].

Reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability [24 CFR 8.4(a) and 24 CFR 100.204(a)].

CMHC Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and the spouse/cohead will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/cohead may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the CMHC.

The interview will be conducted only if the head of household or spouse/cohead provides appropriate documentation of legal identity (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.

Pending disclosure and documentation of social security numbers, the CMHC will allow the family to retain its place on the waiting list for 60 days. If not all household members have disclosed their SSNs at the next time a unit becomes available, the CMHC will offer a unit to the next eligible applicant family on the waiting list.

If the family is claiming a waiting list preference, the family must provide documentation to verify their eligibility for a preference (see Chapter 7). If the family is verified as eligible for the preference, the CMHC will proceed with the interview. If the CMHC determines the family is not eligible for the preference, the interview will not proceed and the family will be placed back on the waiting list according to the date and time of their application.

The family must provide the information necessary to establish the family's eligibility, including suitability, and to determine the appropriate amount of rent the family will pay. The family must also complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the CMHC will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of Social Security numbers and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (see Chapter 3).

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation and/or interpretation services in accordance with the PHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA approval will have their applications made inactive based on the family's failure to supply information needed to determine eligibility. The second appointment letter will state that failure to appear for the appointment without a request to reschedule will be interpreted to mean that the family is no longer interested and their application will be made inactive. Such failure to act on the part of the applicant prevents the PHA from making an eligibility determination, therefore the PHA will not offer an informal hearing.

4-III.E. FINAL ELIGIBILITY DETERMINATION [24 CFR 960.208]

The PHA must verify all information provided by the family (see Chapter 7). Based on verified information related to the eligibility requirements, including PHA suitability standards, the PHA must make a final determination of eligibility (see Chapter 3).

When a determination is made that a family is eligible and satisfies all requirements for admission, including tenant selection criteria, the applicant must be notified of the approximate date of occupancy insofar as that date can be reasonably determined [24 CFR 960.208(b)].

CMHC Policy

The CMHC will notify a family in writing of their eligibility within 10 business days of the determination and will provide the approximate date of occupancy insofar as that date can be reasonably determined.

The PHA must promptly notify any family determined to be ineligible for admission of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, with an opportunity for an informal hearing on such determination [24 CFR 960.208(a)].

CMHC Policy

If the CMHC determines that the family is ineligible, the CMHC will send written notification of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing (see Chapter 14).

If the PHA uses a criminal record or sex offender registration information obtained under 24 CFR 5, Subpart J, as the basis of a denial, a copy of the record must precede the notice to deny, with an opportunity for the applicant to dispute the accuracy and relevance of the information before the PHA can move to deny the application. See Section 3-III.G for the PHA's policy regarding such circumstances.

**Certification of Compliance with
PHA Plans and Related Regulations
(Small PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plans and Related Regulations
including Civil Rights and PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 01/01/2019, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
 - 903.7a Housing Needs
 - 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
 - 903.7c Financial Resources
 - 903.7d Rent Determination Policies
 - 903.7h Demolition and Disposition
 - 903.7k Homeownership Programs
 - 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD
 - 1. Resident Advisory Board consultation process
 - 2. Membership of Resident Advisory Board
 - 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
 6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
 7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
 8. For a PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
 17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
 19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 21. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Manistee Housing Commission
 PHA Name

MI078
 PHA Number/HA Code

____ 5-Year PHA Plan for Fiscal Years 20____ - 20____

Annual PHA Plan for Fiscal Year **2019**

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

Name of Authorized Official	Title
Dale Priester	President, Board of Commissioners
Signature	Date

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Tonya Young, the Consolidated Plan Coordinator
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Manistee Housing Commission [MI078]
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

State of Michigan - Michigan State Housing Development Authority
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

See Attached

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

Name of Authorized Official Tonya Young	Title Consolidated Plan Coordinator
Signature <i>Tonya L Young</i>	Date 8/29/18

**Required Form for Certification of Consistency with the State Consolidated Plan
Local Housing Authorities**

LHA Name City of Manistee Housing Commission

- a. Provide a description of the manner in which your LHA's annual and five-year plan is consistent with the State of Michigan's Housing and Community Development Consolidated Plan (ConPlan). Note: See guidance on back page.

The City of Manistee Housing Commission's Annual and Five-Year Plan is consistent with the State of Michigan Consolidated Plan in that it provides for the improvement and preservation of existing affordable housing stock and neighborhoods.

Specifically

- CMHC, through a MSHDA grant owns three homes which provide permanent, affordable housing to victims of domestic violence. The program is operated in collaboration with CHOICES of Manistee County, the domestic violence shelter for Manistee County.
- CMHC, in collaboration with Centra Wellness (formerly known as Manistee-Benzie Community Mental Health) provides supportive housing for Centra Wellness consumers.
- CMHC provides 214 public housing units to individuals that are very-low or extremely low-income. [CMHC has applied for the RAD program through HUD that will convert the public housing units to project-based vouchers. After the conversion all units will remain available to those of very-low or extremely low-income.]
- CMHC works collaboratively with the Manistee County Human Services Collaborative and the Manistee County Continuum of Care.
- CMHC, in collaboration with the City of Manistee Police Department has established a neighborhood watch for our family sites and for our Century Terrace high rise.

- b. Does the LHA currently have plans stated in the annual or five-year plan to utilize funding sources covered by the State Consolidated Plan? Note: See guidance on back page.
 Yes X No If yes, please list the programs and proposed use of the funding here:

Guidance to Required Form

- a. The State ConPlan addresses housing and community development needs in the State of Michigan, including homeless individuals and persons with AIDS. The plan references strategies developed to address the following goals of the programs that it covers during the next five-year period. These include:
1. Expand the availability and supply of safe, decent, affordable, and accessible rental housing for low and extremely low-income individuals and families;
 2. Improve and preserve the existing affordable housing stock and neighborhoods;
 3. Increase homeownership opportunities for individuals and families by reducing the costs of homeownership;
 4. Make homeless assistance more effective and responsive to local need through local autonomy and movement toward a continuum of care;
 5. Develop linkages between housing and service sectors to provide greater housing opportunities for households with special needs; and
 6. Establish a suitable living environment and expand economic opportunities for low and moderate-income people through economic and infrastructure development.

In your description, please specify how the strategies identified in the LHA's annual and five-year plans address one or more of these six goals.

- b. The State ConPlan covers the planning and funding application aspects of four U.S. Department of Housing and Urban Development's formula programs; the Community Development Block Grant (CDBG), the HOME Investment Partnership (HOME), the Emergency Shelter Grant (ESG), and the Housing Opportunities for Persons with AIDS (HOPWA) programs. There are five action plans within the ConPlan, which identify the eligible uses and applicants for these funds. Please identify which, if any, of these five funding sources the LHA intends to utilize and how the funds will be utilized.

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Manistee Housing Commission

Applicant Name

Capital Fund Program

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing a drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

g. Making good faith effort to continue to maintain a drug-free workplace through implementation of paragraph a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

MI 78-1 237 6th Ave., Manistee, Manistee County, MI, 49660, Capital Fund Program

MI 78-2 237 6th Ave., Manistee, Manistee County, MI, 49660, Capital Fund Program

MI 78-3 237 6th Ave., Manistee, Manistee County, MI, 49660, Capital Fund Program

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Clinton McKinven-Copus	Title Executive Director
Signature X	Date: 10/09/2018

form HUD-50070 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

Certification of Payments to Influence Federal Transactions

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

Manistee Housing Commission

Applicant Name

Capital Fund Program

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729,3802)

Name of Authorized Official	Title
Clinton McKinven-Copus	Executive Director
Signature	Date
X	10/09/2018

Previous edition is obsolete

form HUD50071 (3/98)
ref. Handbooks 7417.1, 7475.13, 7485.1, & 7485.3

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

PHA Name

PHA Number/HA Code

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

Name of Authorized Official

Title

Signature

Date



RESOLUTION 2018-08

Voiding of Outstanding Checks

WHEREAS, the City of Manistee Housing Commission [CMHC] issued the following checks through West Shore Bank checking account 851620 [the public housing checking account for CMHC

Date	Check Number	Amount	Issued To	Purpose
11/02/2016	8056	\$202.00	Former Program Participant ¹	Security Deposit Return
11/02/2016	8075	\$ 84.00	Former Program Participant ¹	Security Deposit Return
04/03/2017	8386	\$ 4.50	Former Program Participant ¹	Security Deposit Return
06/01/2017	8509	\$183.08	Former Program Participant ¹	Security Deposit Return
07/20/2017	8611	\$ 76.00	Former Program Participant ¹	Security Deposit Return
07/20/2017	8625	\$ 91.00	Former Program Participant ¹	Security Deposit Return
03/08/2017	13150	\$ 3.00	United Steelworkers	Payment to Union

Former Program Participant¹—Federal Privacy Act prohibits the publication of the names of current and past Program Participants of public housing.

, and

WHEREAS, there has been no contact from the individuals and business listed about, and

WHEREAS, attempts by CMHC to reach the individuals and business concerning the check issued has been unsuccessful, and

WHEREAS, the CMHC accountant has recommended that the Board of Commissioners declare the above listed checks void and that CMHC place a stop payment on these checks;

NOW, THEREFORE, on the motion of Commissioner - _____, supported by Commissioner - _____, and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopts the following resolution:

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Commissioners of the City of Manistee authorize the voiding of the listed checks without placing a stop payment on the voided checks [NOTE: placing a stop-payment on a check costs \$35.00 and is only good for 6 months.]

Commissioner	Approve	Against	Absent
Dale Priester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doug Parkes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krista McDougall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Tomaszewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Bond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION DECLARED

Passed Failed

CERTIFICATION

By the signatures of the President and Executive Director below, it is CERTIFIED that on October 9, 2018, the City of Manistee Housing Commission Board of Commissioners approved Resolution 2018 – 08 and that the foregoing is a true and correct copy.

Dale Priester, President

Clinton McKinven-Copus, Executive Director

Pending Approval